

United Kingdom-London: Lockers
OJ S 77/2014 18/04/2014
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University College London (UCL)
Postal address: Procurement Services, Gower Street
Town: London
Postal code: WC1E 6BT
Country: United Kingdom
Contact person: Procurement Services
For the attention of: Hanna Chipchase
E-mail: h.chipchase@ucl.ac.uk

Internet address(es):

General address of the contracting authority: www.ucl.ac.uk/procurement
Address of the buyer profile: www.in-tendhost.co.uk/ucl

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Education

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Tender for a locker system for self-issue of laptops to students.

II.1.2. Type of contract and place of performance or delivery

Supplies

Purchase

Main site or place of performance: London.

NUTS code UKI London

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

II.1.5. Short description of the contract or purchase(s)

Description of the Service:

The contract is for the supply, installation and maintenance of a laptop locker system.

A student will use a smart locker system to borrow, via self-issue using their UCL ID/Library Card and their library personal identification number (PIN), a laptop computer.

Pilot Phase:

UCL plans to pilot the laptop locker system in two locations that will form the pilot phase

12 laptops available for loan at the Royal Free Medical Library

24 laptops available for loan at the UCL Main Library, Wilkins Building

If the pilot is successful, it is envisaged that the supply will grow substantially from this pilot phase over the next 2-3 years, with a likely total of 150-200 laptops in use via this locker system by 2015/16. If the pilot phase is successful, this framework agreement will then be used to provide further lockers as the initiative is rolled out.

Note that there is no guarantee of any further orders beyond the initial pilot stage. Also note that the contract does not include the supply of laptops.

II.1.6. CPV code(s)

44421720 Lockers, 30233100 Computer storage units

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

II.2.2. Information about options

Options: yes

Description of options: The contract is for an initial period of 3 years with an option to extend for a further 12 month period.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

II.3. Duration of the contract or time limit for completion

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A parent Company Guarantee and/or Performance Bond may be required by UCL, the details of which will be set out in the Invitation to Tender (ITT) and accompanying documentation.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

As set out in the Invitation to Tender.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The selected providers will be required to perform the supply and related services to the required standards set out in the ITT.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: As set out in the invitation to tender.

III.2.2. Economic and financial ability

List and brief description of conditions: As set out in the invitation to tender.

Minimum level(s) of standards possibly required: As set out in the invitation to tender.

III.2.3. Technical and professional ability

List and brief description of conditions:

As set out in the invitation to tender.

Minimum level(s) of standards possibly required:

As set out in the invitation to tender.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

UCL-PS-402

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 23.5.2014

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

26.5.2014 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:

no

VI.3. Additional information

The process seeks to select organisations offering the appropriate capability, capacity and competency. UCL reserves the right not to conclude any contracts, to change without notice the procedure for awarding contracts, to reject all or any bids for the contracts, to terminate discussions with all or any interested parties and/or to stop the process without any liability on its part.

All communications shall be in English (or a full translation provided at no cost to UCL).

Tenders and all supporting documentation must be priced in Sterling and all payments under the Contract will be in Sterling. Any contract or agreement resulting from acceptance of the Invitation To Tender (ITT) will be considered as a Contract made in England according to English Law and subject to the exclusive jurisdiction of the English Courts.

UCL does not bind itself to accept any tender and reserves the right to accept any part of the tender. No contract capable of acceptance will be created between UCL and any party until a

contract is executed between UCL and the selected providers.

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

The tender process is being conducted electronically via In-tend.

Suppliers are required to register on this website:

<https://in-tendhost.co.uk/ucl/asp/Home> in order to receive documentation. After registering the tender documentation can then be downloaded.

All tender queries, responses and any supporting documentation must be submitted through this system. There must be no postal correspondence from bidders unless agreed by the University. Tenders shall not be sent and will not be accepted by fax or e-mail.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Royal Court of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

Internet address: www.hmcourts-service.gov.uk

Body responsible for mediation procedures

Official name: Centre for Effective Dispute Resolution (CEDR)

Postal address: 70 Fleet Street

Town: London

Postal code: EC4Y 1EU

Country: United Kingdom

E-mail: info@cedr.com

Telephone: +44 2075366000

Internet address: www.cedr.com

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: In accordance with Regulation 32 and 32A of the Public Contracts Regulations 2006 and The Public Contracts (Amendment) Regulations 2009, the Contracting Authority will incorporate a minimum 10 calendar day standstill period starting from the day when contract award was notified to the bidders.

Unsuccessful bidders will be provided with a de-brief in the ?Award Decision Notice? at the start of the standstill period including details of their bid in relation to the winning bid comprising the reasons for the decision, the characteristics and relative advantages of the successful tender, the score of the economic operator and the name of the economic operator to be awarded the contract. Tenderers have a right to appeal provided for within the Public Contracts Regulations 2006 (as amended). Any such proceedings must be brought in the High Court of England and Wales.

VI.4.3. Service from which information about the review procedure may be obtained

Official name: Cabinet Office

Postal address: 70 Whitehall

Town: London

Postal code: SW1A 2AS

Country: United Kingdom
Telephone: +44 2072761234
Internet address: www.cabinetoffice.gov.uk

VI.5. Date of dispatch of this notice
14.4.2014