

United Kingdom-Blandford: Leaflets
OJ S 78/2014 19/04/2014
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Spectrum Housing Group Ltd
Postal address: Signpost House, Sunrise Business Park, Blandford Forum
Town: Blandford
Postal code: Dorset DT11 8SA
Country: United Kingdom
Contact person: Marketing Team
For the attention of: Charlotte Mountney
E-mail: charlotte.mountney@spectrumhousing.co.uk

Internet address(es):

General address of the contracting authority: <http://www.spectrumhousing.co.uk>
Electronic access to information: <http://www.spectrumhousing.co.uk/home/suppliers/howtotender.aspx>

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: Official name: Spectrum Housing Group

Postal address: Signpost House, Sunrise Business Park, Blandford Forum

Town: Blandford

Postal code: DT11 8SA

Country: United Kingdom

Contact person: Spectrum Housing Group - Charlotte Mountney Design and Communications Officer

For the attention of: Charlotte Mountney

E-mail: charlotte.mountney@spectrumhousing.co.uk

Internet address: <http://www.spectrumhousing.co.uk>

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Housing and community amenities

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

Print and Mail Services.

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

Services

Service category No 27: Other services

Main site or place of performance: UK Mainland.

NUTS code UKK22 Dorset CC,UKJ33 Hampshire CC,UKK21 Bournemouth and Poole

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

Spectrum has a variety of printed materials produced including but not limited to, branded stationery, resident newsletters and mailmerge documents such as rent statement. We are looking for a supplier solution which will help protect Spectrum from significant fluctuation in product pricing and offers metrics relating to performance e.g. service, quality and price).

II.1.6. CPV code(s)

22140000 Leaflets, 22150000 Brochures, 22160000 Booklets, 22462000 Advertising material

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

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The contract will be tendered under the "restricted" procedure and the Group is seeking submissions from companies who have previously submitted expressions of interest wishing to provide these services in order to pre-qualify for the tender documents. The completion of this questionnaire is necessary to assess a Contractor's suitability to perform the services under consideration.

The duration of the Contract will be 2 years with an option to extend for an additional 2 years subject to performance in the first two years of the contract and a review of the service to ensure that it still meets the requirements of the Group. There is an expectation that there will be regular service reviews throughout the contract with the first services required to be completed in September / October 2014.

Estimated value excluding VAT:

Range: between 200 000 and 300 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 24

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

As described in the Pre-qualification documentation - Appropriate levels of insurance will be required.

Further details will be provided in the tender pack.

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

As described in the Pre-qualification documentation.

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

As described in Tender Documents.

III.1.4. Contract performance conditions

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

Description of particular conditions: Consultants may be required to participate in the achievements of social/environmental policy objectives relating to and in line with the Public Services (Social Value) Act 2012 including recruitment, training, digital inclusion, neighbourhood engagement, legacy initiatives and supply chain initiatives. Accordingly contract performance conditions may relate to the social and environmental considerations.

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: Spectrum will apply all the offences listed in Article 45 (1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

Candidates will be required to answer these questions as part of the qualification process. For candidates who are registered overseas, you will need to declare if you have any offences /misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists. Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so. Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45(2) may be excluded from being selected to bid at the discretion of Spectrum.

III.2.2. Economic and financial ability

List and brief description of conditions: The economic operators interested should contact the Contact Point (Section 1.1) to lodge an expression of interest and request a PQQ.

The PQQ will request specific responses and information from the economic operator. The deadline for receipt of the PQQ responses by the contact point is set out in IV.3.4.

The PQQ response will be reviewed by the Contracting Authority in accordance with the evaluation criteria set out in the PQQ.

The PQQ will request the following information:

a) audited accounts for the most recent two years (plus where these accounts are more than 12 months old, provide the most recent management accounts (profit and loss account, balance sheet and cash flow statements)).

Where an economic operator does not have sufficient trading history, the PQQ will request:

a) most recent management accounts (profit and loss account, balance sheet and cash flow statements);

and

b) statement detailing how your business is funded.

A bankers reference maybe requested.

Evidence that the economic operator and relevant organisations have or shall have at contract award Employer's liability insurance, Public Liability Insurance and Professional Indemnity Insurance.

III.2.3. Technical and professional ability

List and brief description of conditions:

The economic operators interested should contact the Contact Point (Section 1.1) to lodge an expression of interest and request a PQQ.

The PQQ will request specific responses and information from the economic operator. The deadline for receipt of the PQQ responses by the contact point is set out in IV.3.4.

The PQQ response will be reviewed by the Contracting Authority in accordance with the evaluation criteria set out in the PQQ.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

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

Envisaged minimum number 6

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

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2013/S 218-379370](#) of 9.11.2013

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

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

9.6.2014 - 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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Spectrum 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. Spectrum are utilising the two stage restricted procedure to guide its procurement process.

VI.4. Procedures for review

VI.4.1. Review body

Official name: High Court of England and Wales

Postal address: London

Town: Strand

Postal code: WC2A 2LL

Country: United Kingdom

E-mail: yvonne.kemsley@spectrumhousing.co.uk

Telephone: +44 2079476000

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 calendar days standstill period at the point of information on the award of the contract is communicated to tenderers. If an appeal regarding the award of the contract has not been successfully resolved, the Public Contracts Regulations (SI 2006 No.5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the high court of England and Wales and Northern Ireland. Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into, the Court may order the setting aside EN Standard form 02 - Contract notice 12 / 16 of the award decision or order the Contracting Authority to amend any document and may award damages. If EN Standard form 02 - Contract notice 12 / 16 the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be "ineffective".

VI.4.3) Service from which information about the lodging of appeals may be obtained: Official name: As per VI.4.1.

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

VI.5. Date of dispatch of this notice

17.4.2014