

UK-Cambridge: Printers and plotters

OJ S 82/2013 26/04/2013

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Netherhall School

Postal address: Queen Edith's Way

Town: Cambridge

Postal code: CB1 8NN

Country: United Kingdom

Contact person: The Litmus Partnership Ltd

E-mail: pqq@litmuspartnership.co.uk

Telephone: +44 1276673880

Internet address(es):

General address of the contracting authority: <http://www.netherhall.org/>

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

Provision of Managed Print Solution.

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

Supplies

Main site or place of performance: The Netherhall School.

Cambridge.

United Kingdom.

NUTS code UKH12 Cambridgeshire CC

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)

The successful tenderer will be required to provide a managed print solution to The Netherhall School from 1.9.2013 for 3 years.

II.1.6. CPV code(s)

30232100 Printers and plotters, 50310000 Maintenance and repair of office machinery

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

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

Current Service:

- Running PaperCut MF, with 1 x licence for an MFP for 2000 users
- Paying around 35 000 GBP per annum for remanufactured toners and ink, any new or refurbished printers, or any printer repair carried out in house
- Running approximately 120 print devices, mostly HP
- Leasing 4 copiers at 648,99 GBP per quarter to March 2014
- Leasing 1 copier at 1 650 GBP per quarter to July 2013

Requirements within the New Contract:

- 1 x high volume A3 mono multifunction device for reprographics room, with booklet finisher and hole puncher. All paper trays to be capable of A3 paper stock. Stapler facility is not essential. Networked.
- 5 x A3 colour multifunction devices for communal areas in the School. To support A3 and A4 colour printing, scanning to email and support embedded PaperCut to enable print tracking via RFID card or touchscreen login. Networked, duplex if possible.
- 29 x A4 mono laser printer ~ small desktop printers for low volume office use. Networked, duplex support.
- 30 x A4 colour laser printer ~ desktop colour printers for general classroom use. Networked, duplex support.
- 4 x A3 colour laser printer ~ desktop colour printer for areas such as art or technology rooms. Networked, duplex if possible but not essential.
- 2 x A4 desktop MFP with full copy tracking (these are to go into key admin offices who require frequent access to copy facilities). Units need to be as compact as possible, but support full PaperCut integration (A3 support is not required). Networked, duplex not essential.
- 1500 x Mifare 1k RFID cards
- Any further licenses for additional MFPs to enable embedded PaperCut
- Any maintenance for duration of the lease period for PaperCut updates
- If per page costs are to be billed predictively, the successful contractor will be required to review the School's actual print levels after 6-12 months to ensure accurate billing
- The successful contractor will be required to take care of any remaining leases on current equipment to enable those contracts to be closed
- All toners are to be automatically shipped when required and are to be new, branded stock (not compatible or refills)

- Next day response / visit for desktop printer faults the School cannot solve
- 4 hour response / visit for MFP devices with faults the School cannot solve
- Assistance in setting up PaperCut MF to support new devices and configure effective print rules
- Integration with WisePay ~ an online payment system the School uses for cashless catering, to support 6th form students (only) crediting their print balances. The cost of this is GBP 375, payable by The Netherhall School, but this amount should be absorbed by the proposal
- No preference on specific brand, but devices will be expected to be from proven manufacturers, e.g. Ricoh, HP, Samsung, Sharp, etc.
- Devices are to be fully supported on Windows XP, Windows 7 Pro, Mac OS X 10.6 (Snow Leopard), 10.7 (Lion)
- Support for Windows 8 and Mac OS X 10.8 (Mountain Lion) preferred as the School will be using these operating systems in the future
- Print queues will be hosted on a Windows Server 2008 R2 server

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

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

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

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: Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire.

Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Conviction of criminal offences – questions are stated in the Pre-Qualification Questionnaire.
Business Probity – questions are stated in the Pre-Qualification Questionnaire.

III.2.2. Economic and financial ability

List and brief description of conditions: Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire. Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Minimum level(s) of standards possibly required: Economic and financial standing – Tenderers are required to have a minimum annual turnover of 1 000 000 GBP (one million pounds sterling).

Suppliers must be financially fluid and currently trading.

They must not be recorded at Companies House as having any negative action / event (dissolved, removed, in liquidation, etc) that calls into question their financial / corporate standing. Such action / event will be deemed to be a failure to meet minimum standards of economic and financial standing. Additionally, suppliers must provide suitable evidence in the form of the last full year of accounts (audited and accompanied by auditors' confirmation where they are above the statutory threshold for providing audited accounts, or certified by their bank if they are below the statutory audit threshold). Non provision of such evidence to a satisfactory standard will be deemed to be a failure to meet minimum standards of economic and financial standing.

If a business has been recently set up and not audited, annual or endorsed accounts have been produced, unaudited or management accounts for the 3 (three) months prior to the application must be provided and certified by an independent Chartered Accountant or accompanied by a positive bankers reference for the bidder.

Where information is available to the contracting authority that points to concerns over financial viability, further information may be requested to evidence financial viability and non-availability of, or refusal to provide such evidence, will be deemed to be a failure to meet minimum standards of economic and financial standing.

III.2.3. Technical and professional ability

List and brief description of conditions:

Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire.

Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Minimum level(s) of standards possibly required:

Health & Safety Policy – Tenderers shall have a robust Health and Safety Policy endorsed by the Company Director(s).

Tenderers shall have in place insurance cover of a minimum:

Public Liability Cover - 5 000 000 GBP (five pounds sterling)

Employers Liability Cover - 5 000 000 GBP (five million pounds sterling)

Other questions as indicated in the Pre-Qualification Questionnaire shall be assessed and scored on a points basis.

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

Restricted

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

Envisaged minimum number 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

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

IV.3. Administrative information

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

IV.3.2. Previous publication concerning this procedure

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

24.5.2013 - 12:00

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

7.6.2013

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

Interest in the pre-qualification process should be expressed via email only to pqq@litmuspartnership.co.uk, clearly stating within this email which contract / notice you are referring to. Please also provide, as a minimum, a contact name, full company postal address and telephone number.

The closing date for receipt of the Pre-Qualification Questionnaire is 24.5.2013 (12:00). Tenderers are required to ensure that documents are obtained and returned to The Litmus Partnership Limited, by email to pqq@litmuspartnership.co.uk, by the above closing date and time. Policy documents (where indicated in the Pre-Qualification Questionnaire) shall be uploaded to The Litmus Partnership Limited pre-qualification website prior to this closing date and time.

It will be the Tenderer's responsibility to obtain any necessary documents and access to The Litmus Partnership pre-qualification website in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this OJEU notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

23.4.2013