

**United Kingdom-Coventry: Patent and copyright consultancy services**

OJ S 89/2015 08/05/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Coventry University Higher Education Corporation

Postal address: Alan Berry Building, Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

For the attention of: Michael Duffy

E-mail: [ab1754@coventry.ac.uk](mailto:ab1754@coventry.ac.uk)

Telephone: +44 2477657392

**Internet address(es):**General address of the contracting authority: <https://in-tendhost.co.uk/coventryuniversity.aspx/home>**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**

Other

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Intellectual Property Tender for Coventry University Higher Education Group.

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

Services

Service category No 21: Legal services

Main site or place of performance: Coventry — United Kingdom.

NUTS code UKG33 Coventry

**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)**

Coventry University wishes to establish a single supplier contract to support its Intellectual Property (IP) requirements. The services that will be required are not limited to but will include:

- Interviewing academic members of staff and students to gather information for patent drafting.
- Writing patent applications and submitting these on behalf of the University to UKIPO and international patent offices.
- Freedom to Operate reports and searches for patentability.
- Answering questions on the patent prosecution process from examiners and ensuring all technical issues are met.
- Ensuring timely and effective renewal reminders are sent and actioned.
- Applying for registered designs and trademarks for Coventry University and its subsidiary companies.
- Delivering training and seminars to staff and students on IP issues.
- Frequent updating to the University on legislation changes within the UK and EU.
- Assisting the University in developing its IP strategy, policies and portfolio management for the University group.
- Provide advice on University IP related contract clauses.

#### **II.1.6. CPV code(s)**

79120000 Patent and copyright consultancy services

#### **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: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Coventry University wishes to establish a single supplier contract to support its IP requirements. The services that will be required are not limited to but will include:

- Interviewing academic members of staff and students to gather information for patent drafting.
- Writing patent applications and submitting these on behalf of the University to UKIPO and international patent offices.
- Freedom to Operate reports and searches for patentability.
- Answering questions on the patent prosecution process from examiners and ensuring all technical issues are met.
- Ensuring timely and effective renewal reminders are sent and actioned.
- Applying for registered designs and trademarks for Coventry University and its subsidiary companies.
- Delivering training and seminars to staff and students on IP issues.
- Frequent updating to the University on legislation changes within the UK and EU.
- Assisting the University in developing its IP strategy, policies and portfolio management for

the University group.

— Provide advice on University IP related contract clauses.

Estimated value excluding VAT:

Range: between 250 000 and 300 000 GBP

## **II.2.2. Information about options**

## **II.2.3. Information about renewals**

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

Start 1.10.2015.

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Not Applicable.

#### **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**

The performance of the contract is subject to particular conditions: no

### **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: Please see pre-qualification questionnaire (PQQ).

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Please see pre-qualification questionnaire (PQQ).

Minimum level(s) of standards possibly required: Please see pre-qualification questionnaire (PQQ).

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Please see pre-qualification questionnaire (PQQ).

Minimum level(s) of standards possibly required:

Please see pre-qualification questionnaire (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: yes

Reference to the relevant law, regulation or administrative provision: Please see pre-qualification questionnaire (PQQ).

#### **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: yes

## **Section IV: Procedure**

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### **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 8

Objective criteria for choosing the limited number of candidates: Please see pre-qualification questionnaire (PQQ).

#### **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**

PD-195

#### **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: 8.6.2015

Payable documents: no

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

8.6.2015

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

19.6.2015

#### **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**

Date: 15.7.2015

Place:

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 1.4.2020 if all contract extensions are taken.

### VI.2. Information about European Union funds

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

Identification of the project: The opportunity for further grant funding spend as required such as European Regional Development Fund (ERDF).

### VI.3. Additional information

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: Coventry University Procurement Office

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

E-mail: [ab1754@coventry.ac.uk](mailto:ab1754@coventry.ac.uk)

Telephone: +44 2477657392

#### Body responsible for mediation procedures

Official name: Coventry University Legal Office

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

Telephone: +44 2476306444

#### VI.4.2. Review procedure

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

Official name: Coventry University Procurement Office

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

E-mail: [ab1754@coventry.ac.uk](mailto:ab1754@coventry.ac.uk)

Telephone: +44 2477657392

### VI.5. Date of dispatch of this notice

6.5.2015