

**UK-Bridgend: envelopes**  
**OJ S 101/2012 30/05/2012**  
**Contract notice**  
**Supplies**

**Directive 2004/18/EC**

## **Section I: Contracting authority**

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### **I.1. Name and addresses**

Official name: County Borough Supplies  
Postal address: Waterton  
Town: Bridgend  
Postal code: CF31 3YR  
Country: United Kingdom  
For the attention of: Mrs Wendy Wood  
Telephone: +44 1656664519  
Fax: +44 1656766401

**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**

Regional or local authority

### **I.3. Main activity**

Other: Local Authorities

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

## **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**

Framework arrangement for the Supply of Envelopes.

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

Supplies

Purchase

NUTS code UKL Wales

#### **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 several operators

Number Envisaged maximum number of participants to the framework agreement: 4

## **Duration of the framework agreement**

Duration in months: 48

## **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 300 000 GBP

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

Framework arrangement for the supply of envelopes into two central stores. The value of the business is the estimated value over 4 years for orders placed according to demand. There is no guarantee that the total estimated value will be met.

Community Benefits do not apply to this contract.

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

30199230 Envelopes

### **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: yes

Tenders may be submitted for one or more lots

### **II.1.9. Information about variants**

Variants will be accepted: yes

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

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

The estimated value relates to the range of envelopes detailed in the schedule over the 4 year period. Orders will be placed in accordance with stock holding policies and seasonal demand.

There is no guarantee that this value will be met.

Estimated value excluding VAT: 300 000 GBP

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

Options: no

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

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

Start 1.12.2012. Completion 30.11.2016

## **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**

None required.

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

Refer to the invitation to tender documents.

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

If the tender is submitted by a group (more than one) of suppliers, then those suppliers, if awarded the framework arrangement shall assume such legal form by incorporation,

partnership or otherwise as will enable them to contract with the council as a single legal entity. It will be necessary for the satisfactory performance of this arrangement for the group to state a single address responsible for the receipt and processing of the council's orders and resolving any problems relating to the framework arrangement.

#### **III.1.4. Contract performance conditions**

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

Description of particular conditions: Refer to the invitation to tender documents.

### **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: (a) is bankrupt or is being wound up, whose affairs are being administered by the courts, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the courts or for an arrangement with creditors or is the subject of any other similar proceeding under national laws or regulations;

(c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(g) is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection.

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

List and brief description of conditions: (a) bank statement and/or evidence of professional risk indemnity insurance;

(b) balance sheets or extracts of balance sheets;

(c) statement of turnover for a maximum of the last three years.

Minimum level(s) of standards possibly required: Refer to tender documents.

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

List and brief description of conditions:

(a) a list of works carried out over the last 5 years with certificates of satisfaction;

(b) a list of principal deliveries effected or services provided in the last 3 years and evidence of delivery;

(c) an indication of technicians or technical bodies involved;

(d) a description of technical facilities and measures used to ensure quality;

(e) educational and professional qualifications of the supplier and staff responsible for performing the contract;

(f) where appropriate, an indication of the environmental management measures that would be applied when performing the contract;

(g) a statement of average annual manpower and number of staff in the last 3 years;

- (h) a statement of tools, plant and equipment available to the supplier;
- (i) details of any intended sub-contracting arrangements;
- (j) where appropriate, samples, descriptions and photographs of products and quality assurance certificates.

#### **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**

### **Section IV: Procedure**

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#### **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**

B(CBS)/022/12

##### **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: 30.6.2012  
Payable documents: no

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

16.7.2012 - 12:00

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

31.5.2012

##### **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 months: 6 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 18.7.2012 - 14:00

Place:

Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend CF31 4WB.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Authorised representatives of the awarding authority.

## **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: 48 months

**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**

Any disputes will be settled under the terms of the framework arrangement and matters arising out of it will be subject to English law.

Buy4Wales Reference Number: 30366.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Refer to contract documents

Country: United Kingdom

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: This authority will incorporate a standstill period (minimum 10 calendar day) on the date the award of the framework is communicated to tenderers. This period allows the unsuccessful tenderers to seek further debriefing from the contracting authority before the arrangement commences. Applicants have two working days from the date of notification of the award decision to request additional debriefing. This information will be provided a minimum of three working days before the end of the standstill period. Such information should be requested from Mrs Wendy Wood quoting the contract reference number.

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

Official name: Refer to contract documents

Country: United Kingdom

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

25.5.2012