

**UK-South Shields: fleet management, repair and maintenance services**

OJ S 102/2012 31/05/2012

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Tyneside NHS Foundation Trust

Postal address: South Tyneside District Hospital, Harton Lane, Tyne and Wear

Town: South Shields

Postal code: NE34 0PL

Country: United Kingdom

For the attention of: Andrea Cameron

E-mail: [andrea.cameron@stft.nhs.uk](mailto:andrea.cameron@stft.nhs.uk)**Internet address(es):**General address of the contracting authority: <http://www.sthct.nhs.uk>**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**

Health

**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**

CON/131/RE9 Supply and Management of Leased Vehicle Scheme.

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

Services

Service category No 27: Other services

NUTS code UKC North East (England)

**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)**

South Tyneside NHS Foundation Trust would like to establish a preferred Contractor for the Supply and Management of the Leased Vehicle Scheme.

With effect from 1.7.2011, community health services in Gateshead, South Tyneside and Sunderland transferred to South Tyneside NHS Foundation Trust from NHS South of Tyne and Wear as part of the Government's Transforming Community Services programme.

As a result of the transfer of services the Trust now operates a number of different policies providing staff with vehicles, through either a vehicle lease scheme or through a salary sacrifice scheme. In addition to these schemes various fuel allowances (standard and regular user) are also provided.

The Trust is in the process of agreeing a standardised policy which will offer all permanent staff the option of a lease car, either through salary sacrifice or salary deduction, or the use of their own vehicle with travel expenses reimbursed at a rate determined by the Trust. The contract for tender will be for the supply and management of a lease vehicle scheme in accordance with the new policy. This is likely to include, (but not be restricted to) liaison with Trust employees providing advice and guidance, obtaining vehicles from lease companies and thereafter managing the administration required for the leases, obtaining insurance and managing incidents relevant to this.

Further information relating to the Trust and the service it provides can be obtained by visiting the Trust's website [www.stft.nhs.uk](http://www.stft.nhs.uk).

Further details will be provided in the pre-qualification questionnaire and for those shortlisted, the invitation to tender.

Interested parties should e-mail their expression of interest to [andrea.cameron@stft.nhs.uk](mailto:andrea.cameron@stft.nhs.uk) by no later than 4.7.2012. A pre-qualification questionnaire will be sent to those who express interest.

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

50111000 Fleet management, repair and maintenance services, 50111110 Vehicle-fleet-support services, 50111100 Vehicle-fleet management services, 50112000 Repair and maintenance services of cars, 66114000 Financial leasing services, 34100000 Motor vehicles, 34110000 Passenger cars, 34111000 Estate and saloon cars, 34111100 Estate cars, 34111200 Saloon cars, 34113000 4-wheel-drive vehicles, 34113100 Jeeps, 34115200 Motor vehicles for the transport of fewer than 10 persons, 34115000 Other passenger cars

### **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: yes

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

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

The advertised opportunity will be for an initial period of 36 months with the option to extend by up to a further 24 months. Further details will be provided in the pre-qualification questionnaire and for those shortlisted, the invitation to tender.

### **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**

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

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

The Contracting Authority reserves the right to require deposits, guarantees, bonds, insurance cover and/or other forms of security cover it deems necessary.

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

Further details will be provided to those who express interest in this opportunity and/or are invited to tender.

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

Groupings of bidders may be required to form a separate limited company and/or that one takes full responsibility and/or that each takes joint and several liability.

#### **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 and for those shortlisted, the invitation to tender.

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

List and brief description of conditions: Please see pre-qualification questionnaire and for those shortlisted, the invitation to tender.

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

List and brief description of conditions:

Please see pre-qualification questionnaire and for those shortlisted, 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**

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**

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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 12

Objective criteria for choosing the limited number of candidates: As set out in the 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**

CON/131/RE9

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **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**

4.7.2012 - 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**

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##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

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

##### **VI.3. Additional information**

The Contracting Authority does not bind itself to accept the lowest or any tender and reserves the right to cancel this award procedure at any time.

The Contract Award Criteria will be provided in the invitation to tender document.

The Contracting Authority shall not be liable for any costs incurred by those expressing

interest in, or tendering for this opportunity.

The successful tenderer will be required to give an undertaking that it will comply with all UK and EC legislation, standard and applicable guidance.

All dates detailed in this Contract Notice are approximate and are subject to change. Use of variants and lots are at the Contracting Authority's absolute discretion and whether these options will be pursued will be detailed by the Contracting Authority in due course.

Interested parties should email their expression of interest to [andrea.cameron@stft.nhs.uk](mailto:andrea.cameron@stft.nhs.uk) by no later than 4.7.2012. A pre-qualification questionnaire will then be sent to those who express interest.

#### **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**

29.5.2012