

United Kingdom-London: Financial and insurance services

OJ S 96/2015 20/05/2015

Contract notice

Supplies

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: University of Westminster

Postal address: Cavendish House, 101 New Cavendish Street

Town: London

Postal code: W1W 6XH

Country: United Kingdom

For the attention of: Mitch Dalglish — Head of Procurement

E-mail: [m.dalglish@westminster.ac.uk](mailto:m.dalglish@westminster.ac.uk) [procurement@westminster.ac.uk](mailto:procurement@westminster.ac.uk)

#### Internet address(es):

Electronic access to information: <http://www.westminster.ac.uk/business/information-for-suppliers>

#### 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

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### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Banking & Merchant Services Tender.

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

Supplies

Main site or place of performance: London UK.

NUTS code UKI1 Inner London

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

#### II.1.4. Information about framework agreement

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

Tenders are being invited for the provision of day to day Banking Services and Merchant Services.

The University is seeking to develop efficient and cost-effective arrangements which will be capable of meeting future market and technological changes, and which will meet, and often exceed, user expectations. It is looking for a relationship with an organisation in which it can be confident will fulfil all the University's current and future banking requirements.

It is important that any potential banking partner can add value through an effective dedicated corporate support team backed up by a proactive education sector specialist Relationship Director.

The following legal entities are involved in this tender: University of Westminster, Uniwest (Finance) Limited, Uniwest (Investments) Limited, Uniwest (Property) Limited, University of Westminster (Trading) Limited, WestInnovation Limited, UOW Regent Street Cinema Limited and the University of Westminster (International). The University administers the following Trusts and they are also included: Quintin Hogg Trust and Quintin Hogg Memorial Trust.

This tender is divided into two Lots and tenders can be submitted for both or a single Lot.

Lot One is for the delivery of a comprehensive banking service including the maintenance of bank accounts, handling of paper/BACS/Chaps/Faster payments, cash processing and other activities associated with University banking business

Lot Two is for the provision of Merchant Services for processing, authorisation and settlement of the University's debit and credit transactions via all payment channels including: customer present (Chip and PIN), e-commerce and customer not present (Mail Order / Telephone Order).

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

66000000 Financial and insurance services, 66110000 Banking services, 66111000 Central bank 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: yes

Tenders may be submitted for all lots

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

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

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

This tender is divided into two Lots and tenders can be submitted for both or a single Lot.

Lot One is for the delivery of a comprehensive banking service including the maintenance of bank accounts, handling of paper/BACS/Chaps/Faster payments, cash processing and other activities associated with University banking business

Lot Two is for the provision of Merchant Services for processing, authorisation and settlement of the University's debit and credit transactions via all payment channels including: customer present (Chip and PIN), e-commerce and customer not present (Mail Order / Telephone Order).

### **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**

Start 1.10.2015. Completion 1.10.2018

Information about lots

Lot No: 1

Lot title: Banking Services

#### **1) Short description**

The delivery of a comprehensive banking service including the maintenance of bank accounts, handling of paper/BACS/Chaps/Faster payments, cash processing and other activities associated with University banking business.

#### **2) CPV code(s)**

66110000 Banking services, 66111000 Central bank services, 66000000 Financial and insurance services

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 2

Lot title: Merchant Services

#### **1) Short description**

The provision of Merchant Services for processing, authorisation and settlement of the University's debit and credit transactions via all payment channels including: customer present (Chip and PIN), e-commerce and customer not present (Mail Order / Telephone Order).

#### **2) CPV code(s)**

66110000 Banking services, 66111000 Central bank services, 66000000 Financial and insurance services

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

### **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**

##### **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**
- III.2.2. Economic and financial ability**
- III.2.3. Technical and professional ability**
- 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**

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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**  
15/27
- 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: 22.6.2015  
Payable documents: no
- IV.3.4. Time limit for receipt of tenders or requests to participate**  
22.6.2015 - 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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date: 22.6.2015

Place:

University of Westminster

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

Information about authorised persons and opening procedure: Mitch Dalglish.

**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**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

Duration of the Contract: Both Lots will be awarded for a period of three years, with two possible further 12 month extensions, up to a maximum of five years, subject to performance and adherence to an agreed service level.

**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**

15.5.2015