

United Kingdom-Edinburgh: Information technology services

OJ S 91/2020 11/05/2020

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Heriot Watt University

Postal address: Moyen House, Research Park North, Heriot-Watt University, Riccarton

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH14 4AP

Country: United Kingdom

E-mail: f.davidson@hw.ac.uk**Internet address(es):**Main address: <http://hw.ac.uk>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00307**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publiccontractsscotland.gov.uk/>**I.4. Type of the contracting authority**

Body governed by public law

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

IT and AV Integrator for Dubai Campus

Reference number: HWU1868

II.1.2. Main CPV code

72222300 Information technology services

II.1.3. Type of contract

Services

II.1.4. Short description

Heriot-Watt University will be vacating its current campus in Academic City at the end of 2020 and moving to a new campus and building in Knowledge Park. The building is a new build consisting of seven floors and covering 218 109 ft². The new campus will accommodate 3 000 existing students and 300 Heriot-Watt staff, but it is envisaged that this will need to provide adequate provision, facilities and infrastructure to accommodate up to 5 000 students by 2025. Teaching is scheduled to start at the new campus on 13 January 2021.

II.1.5. Estimated total value

Value excluding VAT: 3 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: 00 Other or Not Specified

Main site or place of performance: Dubai.

II.2.4. Description of the procurement

Heriot-Watt University seeks to appoint a strategic IT and AV partner/system integrator to design, procure, install, test and provide ongoing support for the IT and AV infrastructure at the new Dubai campus. The IT and AV requirements cover six key areas:

- 1) wired and Wi-fi networks, firewalls, DNS and DHCP services;
- 2) telephony for all staff;
- 3) server, storage and backup infrastructure;
- 4) audio visual equipment for a variety of spaces;
- 5) end user devices — Laptops for staff, student loan laptops, PCs for student use;
- 6) multi-function devices (MFDs) for printing and scanning.

Successful applicants will be invited to propose one or more IT and AV design options including optional extras (as an alternative option if required) at stage two as part of the invitation to tender (ITT) process.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Option to extend the contract by 2 further years in single year extensions.

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3 Objective criteria for choosing the limited number of candidates:

This procurement will be conducted through the use of the competitive procedure with negotiation. Bidders must meet the minimum requirements as stipulated in the Invitation to participate document (ItP). An initial selection stage limiting the minimum number of candidates to three (3) shall be applied.

Statements including specific requirements can be found in section III.1.2) economic and financial standing and III.1.3) technical and professional ability of this notice.

Selection stage questionnaire Part 4 Section B: Economic and financial standing will be scored on a pass/fail basis.

Selection stage questionnaire Part 4 Section C: Technical and professional ability will be scored as follows:

0 = Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability to meet the requirement.

25 = Response is partially relevant but generally poor. The response shows some elements of relevance to criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

50 = Response is relevant and acceptable. Response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge and skills may not be of a similar nature.

75 = Response is relevant and good. The response is sufficiently detailed enough to demonstrate a good amount of experience, knowledge and skills/capacity/capability relevant to providing similar services to similar clients.

100 = Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

It is envisaged that the top three applicants will be invited to submit a tender at the second stage. Responses must be received no later than the date and time detailed within Public Contracts Scotland. All queries about this procurement must be made via the Public Contracts Scotland website.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

Heriot-Watt University shall include the option to extend the initial 3 year term of the contract by a further 2 years in single year extensions. Heriot-Watt University will also consider options presented for additional value added activity which may increase the scope of the services to be provided under this contract not otherwise included in the scope of requirements within the invitation to participate (ItP) document.

II.2.13. Information about European Union funds

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

II.2.14. Additional information

To be advised.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

If required by the state, bidders are required to be enrolled in the relevant professional or trade register within the country in which they are established.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Applicants will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations. Applicants must provide their three most recent sets of annual audited accounts. A review of your audited accounts will be undertaken. In some cases this review may lead to additional requests for further financial information to clarify any potential issues.

It is a requirement that the bidder holds or can commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below:

- professional indemnity: GBP 5 000 000 or AED equivalent,
- employer's (compulsory) liability: GBP 5 000 000 or AED equivalent,
- third party or public liability: GBP 5 000 000 or AED equivalent,
- cyber liability insurance: GBP 5 000 000 or AED equivalent.

Minimum level(s) of standards possibly required:

Applicants are required to have a minimum general yearly turnover of 8 M (GBP) or AED equivalent for the previous 3 years. Applicants are required to provide three years audited accounts included with the submission of the completed stage one questionnaire. There must be no qualification or contra-indication from any evidence provided in support of financial standing.

Applicants must hold or can commit to obtaining prior to the commencement of any subsequently awarded contract the type and level of insurance cover as listed above.

Applicants must confirm they can provide the supporting evidence prior to the award of any subsequent contract.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Applicants are required to provide three relevant examples of the same or similar services carried out in the past 5 years. Examples should include the project name, date, value, description including size, location and scope and description of all services provided.

Applicants are required to provide three examples of similar scope, type and complexity as the subject matter of this project. Each project shall carry an individual weighting of 25 % with a total weighting of 75 % applied to all three examples provided. Applicants will be required to confirm educational and professional qualifications of professional and managerial staff and will be required to provide certificates for the qualifications. Responses should include role and responsibilities for this project, educational/professional qualifications, relevant competency and skills and relevant experience and responsibilities on past similar projects which shall carry an overall weighting of 25 %.

Minimum level(s) of standards possibly required:

- 1) Applicants are required to provide details of the technicians or technical bodies the applicant can call upon, especially those responsible for quality control.
- 2) Applicants are required to provide details of the technical facilities and measures for ensuring quality.
- 3) Applicants are required to provide a statement of the relevant supply chain management and /or tracking systems used.
- 4) Applicants are required to provide details of the environmental management measures which will be used when performing the contract.

- 5) Applicants are required to provide details of the average annual manpower for the last 3 years.
- 6) Applicants are required to provide details of the average number of managerial staff for the last 3 years.
- 7) Applicants are required to provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract.
- 8) Applicants are required to provide details of operating an accredited or equivalent quality management system.
- 9) Applicants are required to provide quality management documentation including quality manual, policy and procedures.
- 10) Applicants are required to provide a copy of their health and safety policy and the person responsible for health and safety in their organisation.
- 11) Applicants are required to provide evidence of third party accreditation for competence in health and safety.
- 12) Applicants are required to provide details of recent health and safety accident records.

III.2. Conditions related to the contract

III.2.1. Information about a particular profession

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Applicants are required to provide details of key staff proposed for the project.

Applicants will be required to confirm educational and professional qualifications of professional and managerial staff and be required to provide certificates for the above qualifications. Applicants will be required to provide details of the technicians or technical bodies to be called upon especially those responsible for quality control in relation to this procurement exercise.

III.2.2. Contract performance conditions

Management and service level reporting will be required throughout the term of the contract.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Competitive procedure with negotiation

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5. Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 20/05/2020 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 27/05/2020

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

Applicants must be ISO27001, CE+, PCI-DSS security accredited. The applicants must have a regularly reviewed and documented policy for health and safety (H&S) management, endorsed by the chief executive officer or equivalent.

Applicants must comply with current UK legislation and regulations or the equivalent legislation in their Country including but not restricted to:

- Equality Act (2010),
- National Minimum Wage Regulations (1999) or national equivalent,
- Working Time Regulations (1998) or national equivalent,
- Health and Safety at Work Act (1974) or national equivalent,
- Bribery Act 2010 or national equivalent,
- Modern Slavery Act 2015 or national equivalent,
- Data Protection legislation,
- Freedom of Information legislation.

Where capability and capacity of a subcontractor, members of a consortia or any other body is being relied upon, separate stage one applications are required from each party being relied upon.

Where subcontractors are to be used but their capability is not being relied upon the University may choose to request separate stage one submissions. Applicants are requested to contact the University for guidance in the first instance.

Where appropriate an undertaking from the parent company of the successful contractor in the form of a guarantee will be required. The University may require a bank guarantee or performance bond as an additional form of guarantee where appropriate.

Applicants invited to participate in stage two will be required to complete a confidentiality agreement at stage two of this project.

The buyer is using PCS to conduct this exercise. The project code is ??????. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?>

The successful tenderer will be required to deliver community benefits. Contract performance conditions may relate to social and environmental considerations for example training, recruitment, subcontracting opportunities. Further details will be included in the stage two documentation.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=618860

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.
(SC Ref:618860)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Edinburgh Sheriff Court

Postal address: 27 Chambers Street

Town: Edinburgh

Postal code: EH1 1LB

Country: United Kingdom

VI.5. Date of dispatch of this notice

06/05/2020