

**United Kingdom-Midhurst: Financial and insurance services**

**OJ S 133/2016 13/07/2016**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Downs National Park Authority

Postal address: South Downs Centre, North Street

Town: Midhurst

Postal code: GU29 9DH

Country: United Kingdom

Contact person: South Downs National Park Authority

For the attention of: Alan Brough

E-mail: [tenders@southdowns.gov.uk](mailto:tenders@southdowns.gov.uk)

Telephone: +44 1730819202

**Internet address(es):**

General address of the contracting authority: <http://www.southdowns.gov.uk>

Electronic access to information: <https://in-tendhost.co.uk/southdowns/asp/Home>

Electronic submission of tenders and requests to participate: <https://in-tendhost.co.uk/southdowns/asp/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**

Regional or local agency/office

**I.3. Main activity**

Environment

Recreation, culture and religion

**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**

Corporate Financial Services.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: South Downs National Park.  
NUTS code UKJ22 East Sussex CC,UKJ24 West Sussex,UKJ33 Hampshire CC,UKJ21  
Brighton and Hove

**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)**

The contract is for the provision of a comprehensive finance and accounting service for the South Downs National Park Authority. This will include financial management and accounting, medium term financial planning, preparation of annual budget, budget monitoring, year end closure of accounts and preparation of Statutory Statement of Accounts, grant claims and government returns.

Services will include creditor payment service, including the facilitating of Government Procurement Cards, debtor management, payroll, banking and treasury management, processing of all tax payments and refunds and completing all necessary returns. The contractor will provide an internal audit service. The contract will also cover the provision, management and hosting of ledger systems, including General Ledger, Purchasing, Accounts Payable and Accounts Receivable The contractor may also bid to carry out the role of Chief Financial Officer.

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

66000000 Financial and insurance services, 66100000 Banking and investment services, 66170000 Financial consultancy, financial transaction processing and clearing-house services, 66172000 Financial transaction processing and clearing-house services, 66500000 Insurance and pension services, 66600000 Treasury services, 79200000 Accounting, auditing and fiscal services, 79211110 Payroll management services, 79211120 Sales and purchases recording services, 79211200 Compilation of financial statements services, 79212200 Internal audit services, 79412000 Financial management consultancy services

**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: no

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

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

Provision of Corporate Financial Services for SDNPA for 3 years with an option to extend for a further 2 years, in annual extensions of 12 months.

Estimated value excluding VAT:

Range: between 700 000 and 800 000 GBP

**II.2.2. Information about options**

Options: yes

Description of options: Options to extend the contract for a further 2 years after 31.3.2017, in annual extensions of 12 months.

Provisional timetable for recourse to these options:

in months: 33 (from the award of the contract)

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

This contract is subject to renewal: yes

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

Start 1.4.2017. Completion 31.3.2020

## **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**

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**

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

List and brief description of conditions: The bidder should provide its ('general') yearly turnover for the number of financial years specified in the relevant Contract Notice:

The bidder should provide its yearly ('specific') turnover in the business area(s) covered by the contract and specified in the relevant Contract Notice:

The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice.

Minimum level(s) of standards possibly required: Bidders will be required to have a minimum 'general' yearly turnover of 500 000 GBP for the last 3 years:

Bidders will be required to have a minimum yearly turnover of 500 000 GBP for the last 3 years in the business area covered by the contract.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP.

Professional Indemnity Insurance = 10 000 000 GBP.

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

List and brief description of conditions:

For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last 3 years as specified in the Contract Notice:

(Examples from both public and/or private sector customers and clients may be provided):

Please provide details of the technicians or technical bodies the bidder can call upon, especially those responsible for quality control in relation to this procurement exercise:

Please provide details of the technical facilities and measures for ensuring quality and the

study and research facilities used:

The following educational and professional qualifications are held by:

a) The service provider or the contractor itself:

Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?

Minimum level(s) of standards possibly required:

It is a requirement of the contract that bidders have experience in providing the services described in the tender for 2 client organisations with similar needs to SDNPA during the last 3 years;

Accounting, audit, tax, ICT security, or other bodies would be applicable here.

Bidders must demonstrate that they have access to and experience in using a suitable financial system to hold SDNPA accounts and transactional data in a secure environment.

The Bidder must have staff who hold qualifications issued by a CCAB Member, or the Chartered Institute of Public Finance and Accountancy.

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

or

2. The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation

Health and Safety Procedures;

3. The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

or,

4a The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

Note — Organisations with fewer than 5 employees are not required by law to have a documented policy statement.

4b. A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents. This must provide details of the arrangements for H&S management that are relevant to the nature and scales of the requirement.

#### **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: yes

## **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**

SD - 00000067

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

Prior information notice

Notice number in the OJ S: [2016/S 067-117120](#) of 6.4.2016

#### **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: 12.8.2016 - 12:00

Payable documents: no

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

19.8.2016 - 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 days: 120 (from the date stated for receipt of 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: yes

Estimated timing for further notices to be published: 1.7.2019.

**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**

**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**

12.7.2016