

UK-Snodland: banking services
OJ S 149/2012 04/08/2012
Contract notice – utilities
Services

Directive 2004/17/EC

Section I: Contracting entity

I.1. Name and addresses

Official name: South East Water Ltd
Postal address: Rocfort Road
Town: Snodland
Postal code: ME6 5AH
Country: United Kingdom
Contact person: Mr Lee Allen
For the attention of: Mr Lee Allen
E-mail: lee.allen@southeastwater.co.uk

Internet address(es):

General address of the contracting entity: www.southeastwater.co.uk

Specifications and additional documents (including documents for a dynamic purchasing system) can be obtained from: the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Main activity

Water

I.3. Contract award on behalf of other contracting entities

The contracting entity is purchasing on behalf of other contracting entities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting entity

Banking Services, Standstill Cash manager and Overdraft Bank.

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

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

Main site or place of performance: South East Water Region.

NUTS code

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 a single operator

Duration of the framework agreement

Duration in months: 120

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

The provision of banking services to South East Water. Ltd, including.

- a) Operation of approx 20 group bank accounts
- b) Collection services
- c) Payment services
- d) Electronic banking
- e) As cash manager during Standstill
- f) As provider of an overdraft of 2.5m pounds (As an option for SEW to call on at its discretion)
- g) Operation of fixed term treasury deposit facility
- h) Provision of electronic imaging in respect of customer correspondence received through the cash processing centre

II.1.6. CPV code(s)

66110000 Banking services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Information about 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

Information to be provided in the Invitation to Negotiate.

II.2.2. Information about options

Options: yes

Description of options: Any agreement awarded would be for an initial duration of 5 years with options to extend annually up to a maximum overall term of 10 years. This would be subject to satisfactory reviews of price and performance. The length of the agreement may be subject to change if unforeseen changes to the business occur.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 120 (from the award of the contract)

Section III: Legal, economic, financial and technical information

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

Specified in the Invitation to Negotiate.

III.1.3.

Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Consortia may be required to form legal entity prior to any award.

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: As detailed in section V1.3.

III.2.2. Economic and financial ability

List and brief description of conditions: As detailed in section V1.3.

III.2.3. Technical and professional ability

List and brief description of conditions: As detailed in section V1.3.

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

IV.1. Type of procedure

IV.1.1. Type of procedure

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures): no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications or in the invitation to tender or to negotiate

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 entity

SEW/450/2012/SNO/S

IV.3.2. Previous publication concerning this procedure

of 10.2.2012

IV.3.3. Conditions for obtaining specifications and additional documents

(except for a DPS)

Payable documents: no

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

17.8.2012 - 12:00

IV.3.5. Languages in which tenders or requests to participate may be submitted

IV.3.6. Minimum time frame during which the tenderer must maintain the tender

IV.3.7. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

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

To pre-qualify, respondents must respond to the Mandatory Requirements set out in paragraph 1 and the Further Information request in paragraph 2 below.

Any respondent who is unable to satisfy the Mandatory Requirements or who does not provide the Further Information may not be considered further and may not be invited to tender.

There is no form available for completion. Applicants are required to respond directly to this Notice by 12pm on Friday 17.8.2012. Responses should consist of a maximum of 20 pages (40 sides) of A4 paper. Accounts and copies of certificates may be appended to the main body of the response. Applicants should submit one hard copy and one copy on removable storage media. The envelope must be clearly marked with project number (SEW 450-2012-SNO-S) and be addressed to Lee Allen, Procurement Specialist, South East Water Ltd, Rocfort Road, Snodland, Kent. ME6 5AH. Applicants should not include non requested sales literature with their applications.

Companies who qualify for inclusion on the Tender.

List may be required to demonstrate their services in practical trials or presentations at no cost to South East Water Limited (SEWL). Applicants who fail to supply all of the information requested in response to this Notice risk elimination. The contents of this Notice are sufficient for submissions of pre-qualification data.

All other communications are discouraged. the format of supplier responses must be such that each point is restated and immediately followed by the suppliers answer.

We intend to invite up to 5 respondents to tender for this contract. If more than 5 respondents satisfy the Mandatory Requirements, their responses to the Further Information request will be evaluated.

Tender evaluation criteria will be stated within the Invitation to Tender (ITT). Negotiation will then take place with one or more pre-qualified tenderers to secure the most economically advantageous offer to SEWL. Contracts will be under English Law.

1. Mandatory Requirements.

1.1 Confirm that your company can supply the services detailed in Section II.1.5

1.2 Confirm that your company has a branch network in support of services covering SEWL region giving details of the number of branches and also their geographical spread.

1.3 Confirm that your company can provide a secure and robust electronic online banking platform.

1.4 Your organisation. Provide the address of your registered office, and the details of the United

Kingdom locations you operate from, together with the named person responsible for this application. State whether your company is part of a group or is affiliated in any way with other companies. If so, please provide details of the group company structure or other company relationships. Alternatively provide details if you propose to develop a new partnership with another company to deliver this service.

1.5 Experience. Provide reference of at least 2 contracts undertaken in the last 2 years for requirements similar to those outlined above. For each contract, describe the range, scope, value and duration, including referee contact details. Confirm your willingness for us to approach referees on receipt of your application. Note that customer site visits may be required as part of the enquiry process.

1.6 Contract Strategy. Please give an outline of what you regard as the key issues involved in successfully undertaking a contract of this nature, together with an outline of how the work could be managed and organised to deliver and ongoing business cost reductions.

1.7 State the number and type (e.g. administrative/technical) of staff available to resource this contract and state the level of staff turnover in the part of your organisation relevant to this agreement.

1.8 Confirm that there will be a single point of contact for resolution of day to day queries for the banking services role.

1.9 Confirm that there will be a dedicated, account manager who will oversee the running of the whole agreement of the banking services role.

1.11 Confirm that your company's long term unsecured debt obligations are rated at least, in the case of Moody's "Aa3" and in the case of S&P, "AA-"

1.12 Confirm that your company's short term unsecured debt obligations are rated at least, in the case of Moody's "Prime-1" and in the case of S&P, "A-1"

1.13 Confirm that your company is FSA regulated and give details of any industry standards to which your organisation adheres, and provide details of any industry associations or trade organisations of which your organisation is a member (do not provide any certification at this stage).

1.14 Confirmation you have experience in providing information via the internet and can utilise marketplace technology.

1.15 Confirmation you will provide an over the counter facility to SEWL customers free of charge.

1.16 Confirm you can provide a facility to accept payments and cheques from SEWL at a location close to the company offices with locations.

1.17 Confirm that your company will accede to the Common Terms Agreement, Account Bank Agreement and the Security Trust and Intercreditor Deed, the terms of which are described in the South East Water (Finance) Ltd prospectus which can be found through the following weblink www.rnspdf.londonstockexchange.com/rns/2984G 1-2010-1-28.pdf Tenderers should note that any legal or internal costs incurred in acceding to these documents will not be charged to SEWL.

1.18 Confirm you can provide electronic imaging in respect of customer correspondence received through the cash processing centre

2. Further Information

2.1 Experience of Banking Services is required.

Confirm the length of your relevant experience.

2.2 Preference will be given to respondents whose customer portfolio includes customers

having a similar size and business to that of SEWL. Give an overview of your customer portfolio.

2.3 Please provide details of relevant resource including number of staff, qualifications, role undertaken and length of service.

2.4 Provide full details of your health & safety policy, records and systems, including

a. A copy of your H&S policy statement and arrangement for implementing the policy and minimising the risk of identifiable hazards.

b. An explanation of how the H&S policy is audited

c. Details of accidents and any convictions and court/tribunal awards in respect of any safety offences in the last 2 years.

2.5 Provide full details of your Environmental Policy, records and systems including,

a. A copy of your environmental policy

b. Describe how this policy is implemented and audited

c. The name and positions of the person within your organisation who is responsible for the environmental policy

d. Whether you currently hold or are working towards ISO 14000 or similar environmental accreditation

e. Details of any environmental infringements during the past 3 years including any convictions.

2.6 Provide full details of your quality assurance policy, records and system, including

a. Top tier Quality Assurance document

b. How the systems are administered and audited

c. Length of time actively followed

d. How the Quality Management System is reviewed and updated. Please demonstrate that a process of continuous improvements operates

2.7 Applicants should provide details of any court judgements and prosecutions within the last 3 years.

3. Supplementary Information (please amend/add/delete questions as appropriate)

3.1 Please provide brief details of how your organisation is progressing to further its implementation of policies and practices in the areas of human rights, labour, the environment and anticorruption.

3.2 Please provide brief details on your Corporate Social Responsibility and Sustainable Procurement.

Policies and how your organisation is working towards implementing these policies.

South East Water Limited reserves the right to award no contract(s) as a result of this award procedure.

There will be no further call for completion.

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

2.8.2012