

**United Kingdom-London: Computer support services**

OJ S 146/2013 30/07/2013

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Gateway Housing Association

Postal address: 409-413 Mile End Road

Town: London

Postal code: E3 4PB

Country: United Kingdom

Contact person: see Annex A for contact details

For the attention of: John Stuttard, Helen Routledge

E-mail: [helen.routledge@gatewayhousing.org.uk](mailto:helen.routledge@gatewayhousing.org.uk)

Telephone: +44 2087094409

**Internet address(es):**General address of the contracting authority: [www.gatewayhousing.org.uk](http://www.gatewayhousing.org.uk)**Additional information can be obtained from:**

Official name: Stuttard Davies Limited

Postal address: 11 Appleby Green Knaresborough

Town: Knaresborough

Postal code: HG5 9NE

Country: United Kingdom

For the attention of: John Stuttard

E-mail: [john.stuttard@johnstuttardpartnership.co.uk](mailto:john.stuttard@johnstuttardpartnership.co.uk)

Telephone: +44 7968757342

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Stuttard Davies Limited

Postal address: 11 Appleby Green Knaresborough

Town: Knaresborough

Postal code: HG5 9NE

Country: United Kingdom

For the attention of: John Stuttard

E-mail: [john.stuttard@johnstuttardpartnership.co.uk](mailto:john.stuttard@johnstuttardpartnership.co.uk)

Telephone: +44 7968757342

**Tenders or requests to participate must be submitted:** Official name: Stuttard Davies

Postal address: 11 Appleby Green Knaresborough

Town: Knaresborough

Postal code: HG5 9NE

Country: United Kingdom

For the attention of: John Stuttard

E-mail: [john.stuttard@johnstuttardpartnership.co.uk](mailto:john.stuttard@johnstuttardpartnership.co.uk)

Telephone: +44 7968757342

**I.2. Type of the contracting authority**

Regional or local agency/office

### **I.3. Main activity**

Housing and community amenities

### **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**

The supply of IT Support Services.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: 409-413 Mile End Road London.

NUTS code UKI12 Inner London - East

#### **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 supply of IT Support Services, the main activities being:

- 1) Second and third level support for software and appropriate hardware.
- 2) Network management.
- 3) Involvement in IT infrastructure implementation projects.
- 4) Onsite presence up to 2 days per week.
- 5) Use of the successful supplier's help desk system which all parties will use.
- 6) Manage and update IT policies and procedures.

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

72610000 Computer support 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: 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**

The contract will be for a three year term with a possible yearly extension for each of the following 2 years.

Estimated value excluding VAT: 250 000 GBP

#### **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 1.1.2014. Completion 31.12.2016

## **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**

a performance bond or guarantee may be required.

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

All prices quoted in this tender must be pounds sterling.

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

The Contracting Authority reserves the right to require groups of suppliers to take a particular form or to require one party to undertake primary liability or to require that each party undertakes 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: Information and formalities necessary for evaluating if requirements are met: a) is bankrupt or is being wound up, where his affairs are administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any similar proceedings under national laws and regulations; c) has been convicted by a judgement which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate; e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority; f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority; g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information; h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA; i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively; j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the

protection of financial interests of the European Communities; k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

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

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met: Minimum level(s) of standards possibly required (if applicable): a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance; b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established; c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as information on these turnovers is available.

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

List and brief description of conditions:

Information and formalities necessary for evaluating if requirements are met: Minimum level(s) of standards possibly required (if applicable): a) a list of the customers where IT Support services are being delivered b) details of manpower including numbers, background and experience of staff. Also number of support staff to customers over the last three years; c) education and vocational qualifications of staff d) quality management approach and techniques.

### **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 8

#### **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**

**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: 6.9.2013

Payable documents: no

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

16.9.2013

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

27.9.2013

**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**

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**

Official name: Gateway Housing Association

Postal address: 409-413 Mile End Road London

Town: London

Postal code: E3 4PB

Country: United Kingdom

Internet address: [www.gatewayhousing.org.uk](http://www.gatewayhousing.org.uk)

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

Official name: Gateway Housing Association  
Postal address: 409-413 Mile End Road London  
Town: London  
Postal code: E3 4PB  
Country: United Kingdom  
Internet address: [www.gatewayhousing.org.uk](http://www.gatewayhousing.org.uk)

**VI.5. Date of dispatch of this notice**

26.7.2013