

UK-Edinburgh: services related to printing

OJ S 152/2012 09/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Trust Housing Association Ltd.

Postal address: 12 New Mart Road

Town: Edinburgh

Postal code: EH14 1RL

Country: United Kingdom

Contact person: Financial Services

For the attention of: Yvonne O'Hara

E-mail: info@trustha.org.uk

Telephone: +44 1314441200

Fax: +44 1314444949

Internet address(es):

General address of the contracting authority: <http://www.trustha.org.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11262

Additional information can be obtained from:

Official name: Trust Housing Association Ltd.

Postal address: 12 New Mart Road

Town: Edinburgh

Postal code: EH14 1RL

Country: United Kingdom

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For the attention of: Yvonne O'Hara

Telephone: +44 1314441200

Fax: +44 1314444949

Internet address: <http://www.trustha.org.uk>

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

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

II.1. Description

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

Print management service.

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or place of performance: 12 New Mart Road, Edinburgh.

NUTS code UK United Kingdom

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 years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 150 000 and 180 000 GBP

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

Trust Housing Associaton Ltd. wishes to arrange a formal contract for the provision of print management services which will include business stationery, annual report & accounts, corporate information, corporate events literature, tenant newsletters, information posters, cheques and receipt books, calendars, greeting cards, audio and braille versions where necessary. Storage and stock management of our print requirements is an essential part of this contract together with a hands on approach to account management and customer service.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland web site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=235754.

The awarding authority has indicated that it will accept electronic responses to this notice via a "Tender Submission Postbox" facility. Further details of this facility are available at http://www.publiccontractsscotland.gov.uk/PostBox/Postbox_Explain.aspx?ID=235754.

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. The postbox closes precisely at the time stated.

II.1.6. CPV code(s)

79820000 Services related to printing

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

The estimated value of the contract per year, net of VAT is 30 000 GBP - 36 000 GBP per annum.

Estimated value excluding VAT:

Range: between 140 000 and 145 000 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

Duration in months: 48 (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

Delivery Payment.

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

Joint and several liability to be assumed by all group bidders.

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent;

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process;

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession;

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession;

(5) All candidates must comply with the requirements of the State in which they are

established, regarding registration on the professional or trade register;

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process;

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation;

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established;

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.
See accompanying PQQ document.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank;

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance;

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

See accompanying PQQ document.

III.2.3. Technical and professional ability

List and brief description of conditions:

Please see the accompanying PQQ document for all requirements.

Minimum level(s) of standards possibly required:

Please see the accompanying PQQ document for all requirements.

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

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

Objective criteria for choosing the limited number of candidates: Please see the PQQ document.

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

THAPMS002

IV.3.2. Previous publication concerning this procedure

Other previous publications

Notice number in the OJ S: [2010/S 42-061866](#) of 2.3.2010

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

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

7.9.2012 - 12:00

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

5.10.2012

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

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

See PQQ.
(SC Ref:235754).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Trust Housing Association Ltd.
Postal address: 12 New Mart Road

Town: Edinburgh
Postal code: EH14 1RL
Country: United Kingdom
E-mail: yohara@trustha.org.uk
Telephone: +44 1314444925
Fax: +44 1314444949
Internet address: www.trustha.org.uk

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

7.8.2012