

**United Kingdom-Dorchester: Cleaning services**

**OJ S 160/2013 20/08/2013**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Magna Housing Association Ltd  
Postal address: Hollands House, Poundbury Road  
Town: Dorchester  
Postal code: DT1 1SW  
Country: United Kingdom  
Contact person: Facilities  
For the attention of: Samantha Pirt  
E-mail: [samantha.pirt@magna.org.uk](mailto:samantha.pirt@magna.org.uk)  
Telephone: +44 1305214055

**Internet address(es):**

General address of the contracting authority: [www.magna.org.uk](http://www.magna.org.uk)  
Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA18861](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA18861)

**Additional information can be obtained from:**

Official name: Magna Housing Association Ltd  
Postal address: Hollands House, Poundbury Road  
Town: Dorchester  
Postal code: DT1 1SW  
Country: United Kingdom  
Contact person: Facilities  
For the attention of: Samantha Pirt  
E-mail: [samantha.pirt@magna.org.uk](mailto:samantha.pirt@magna.org.uk)  
Telephone: +44 1305214055  
Internet address: [www.magna.org.uk](http://www.magna.org.uk)

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

Official name: Magna Housing Association Ltd  
Postal address: Hollands House, Poundbury Road  
Town: Dorchester  
Postal code: DT1 1SW  
Country: United Kingdom  
Contact person: Facilities  
For the attention of: Samantha Pirt  
E-mail: [samantha.pirt@magna.org.uk](mailto:samantha.pirt@magna.org.uk)  
Telephone: +44 1305214055  
Internet address: [www.magna.org.uk](http://www.magna.org.uk)

**Tenders or requests to participate must be submitted:** Official name: Magna Housing Association Ltd  
Postal address: Hollands House, Poundbury Road

Town: Dorchester  
Postal code: DT1 1SW  
Country: United Kingdom  
Contact person: Facilities  
For the attention of: Samantha Pirt  
E-mail: [samantha.pirt@magna.org.uk](mailto:samantha.pirt@magna.org.uk)  
Telephone: +44 1305214055  
Internet address: [www.magna.org.uk](http://www.magna.org.uk)

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

Other: Registered Social Landlord

**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

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**Section II: Object of the contract**

**II.1. Description**

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

Provision of cleaning services

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

Services

Service category No 27: Other services

Main site or place of performance: Dorset, Devon and Cornwall, England.

NUTS code UK United Kingdom

**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)**

Magna Housing Association Ltd invites expressions of interest for cleaning services to the residential communal rooms and areas within our rented stock and office cleaning services to the groups offices.

The schedule will consist of:

- 97 residential sites in Dorset and Somerset,
- 11 residential sites in Devon,
- 12 residential sites in Cornwall,
- 2 offices in Dorset.

All sites require cleaning to a high quality standard and a deep clean as and when required.

The services will be divided into lots as follows:

- lot 1 - The cleaning of communal rooms and areas within our rented stock - a total of 120 sites,
- lot 2 - The cleaning of our offices - a total of 2 sites.

The planned contract start date is 1.4.2014. The contract will be for three years with the option to extend for a further two years dependant upon satisfactory service costs and performance.

Note: to register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=107807](http://www.myTenders.org/Search/Search_Switch.aspx?ID=107807).

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

90910000 Cleaning 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: yes

Tenders may be submitted for all lots

**II.1.9. Information about variants**

Variants will be accepted: yes

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

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

cleaning services to communal rooms/areas and office cleaning (122 sites in total).

**II.2.2. Information about options**

Options: yes

Description of options: Magna Housing Association is looking to enter into a long term agreement for 3 years with a possible option to extend the contract for a further 2 years dependant upon satisfactory service, cost and performance.

**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 1.4.2014. Completion 31.3.2017

Information about lots

Lot No: 1

Lot title: Residential communal cleaning

**1) Short description**

The cleaning of communal areas and communal rooms within our rented stock

**2) CPV code(s)**

90910000 Cleaning services

**3) Quantity or scope**

120 sites in total located in Dorset, Devon and Cornwall

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 2

Lot title: Office cleaning

**1) Short description**

The cleaning of our offices

**2) CPV code(s)**

**3) Quantity or scope**

two offices located in Dorchester, Dorset

**4) Indication about different time frame or duration**

**5) Additional information about lots**

**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**

as stated in tender documentation.

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

as stated in tender documentation.

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

each member is jointly and severally liable by all group bidders before acceptance.

**III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: as stated in tender documentation.

**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.

### **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.

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

List and brief description of conditions:  
as stated in the tender documentation.

### **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**

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**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **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**

##### **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: 20.9.2013

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

7.10.2013 - 12:00

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

14.10.2013

##### **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: yes

Estimated timing for further notices to be published: 2016

##### **VI.2. Information about European Union funds**

##### **VI.3. Additional information**

the process will be conducted in two stages under the OJEU restricted procedure. The first stage is your response to this notice. Once we have received your expression of interest we will issue you with a pre-qualification questionnaire (PQQ) for completing.

The closing date for your completed PQQ is 12 noon Monday 7.10.2013.

Following the evaluation of the received PQQ responses candidates will then be selected for stage two of the process and invited to tender for the service.

(MT Ref: 107807).

##### **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**

15.8.2013