

**United Kingdom-Cardiff: Software package and information systems**

OJ S 182/2015 19/09/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Arts Council of Wales

Postal address: Bute Place

Town: Cardiff

Postal code: CF10 5AL

Country: United Kingdom

Contact person: ICT and Infrastructure

For the attention of: Mark Condron

E-mail: [mark.condron@artscouncilofwales.org.uk](mailto:mark.condron@artscouncilofwales.org.uk)

Telephone: +44 2920441326

Fax: +44 2920441400

**Internet address(es):**General address of the contracting authority: <http://www.artscouncilofwales.org.uk>Address of the buyer profile: [http://www.sell2wales.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA0543](http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0543)Electronic access to information: [www.sell2wales.gov.uk](http://www.sell2wales.gov.uk)**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**

Other: Wales Government sponsored body

**I.3. Main activity**

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**

EDRMS migration LiveLink to SharePoint/RecordPoint with interfaces.

**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: Cardiff, Wales, United Kingdom.  
NUTS code UKL22 Cardiff and Vale of Glamorgan

**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)**

EDRMS migration LiveLink to SharePoint/RecordPoint with interfaces.

Note: To register your interest in this notice and obtain any additional information, please visit the Sell2Wales website at: [http://www.sell2wales.gov.uk/Search/Search\\_Switch.aspx?ID=32518](http://www.sell2wales.gov.uk/Search/Search_Switch.aspx?ID=32518)

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

48000000 Software package and information systems, 48311000 Document management software package, 48311100 Document management system

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

**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**

**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: 36 (from the award of the contract)

**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**

Instalment payments agreed at award of contract.

**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: yes

Description of particular conditions: Contained in ITT attached document.

## **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.

### **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:

1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

2) Details of the educational and professional qualifications of their managerial staff, and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

3) A check may be carried out by the Contracting Authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

4) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

5) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of

services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

#### **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**

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**

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

Prior information notice

##### **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**

4.11.2015 - 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.

Other: Welsh.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

until: 11.4.2016

#### **IV.3.8. Conditions for opening of tenders**

Date: 4.11.2015 - 13:00

Place:

Arts Council of Wales, Bute Place, Cardiff, CF10 5AL.

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

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

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

IV.3.2) Previous publication(s) concerning the same contract: Yes.

Prior information notice:

Notice number in the OJEU: [2015/S 1-095671](#) of 28.7.2015.  
(WA Ref: 32518).

#### **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**

14.9.2015