

**United Kingdom-Bury St Edmunds: Banking services**

OJ S 198/2013 11/10/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: St Edmundsbury Borough Council  
Postal address: West Suffolk House, Western Way  
Town: Bury St Edmunds  
Postal code: IP33 3YU  
Country: United Kingdom  
Contact person: St Edmundsbury Borough Council  
For the attention of: Rachael Mann  
E-mail: [rachael.mann@westsuffolk.gov.uk](mailto:rachael.mann@westsuffolk.gov.uk)  
Telephone: +44 1284763233

**Internet address(es):**

General address of the contracting authority: [www.stedmundsbury.gov.uk](http://www.stedmundsbury.gov.uk)  
Address of the buyer profile: <https://www.suffolksourcing.co.uk>  
Electronic access to information: <https://www.suffolksourcing.co.uk>  
Electronic submission of tenders and requests to participate: <https://www.suffolksourcing.co.uk>

**Additional information can be obtained from:**

Official name: [www.suffolksourcing.co.uk](http://www.suffolksourcing.co.uk)  
Postal address: West Suffolk House, Western Way  
Town: Bury St Edmunds  
Postal code: IP33 1JU  
Country: United Kingdom  
Internet address: <http://www.suffolksourcing.co.uk>

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

Official name: [www.suffolksourcing.co.uk](http://www.suffolksourcing.co.uk)  
Internet address: <http://www.suffolksourcing.co.uk>

**Tenders or requests to participate must be submitted:** Official name: [www.suffolksourcing.co.uk](http://www.suffolksourcing.co.uk)  
Internet address: <http://www.suffolksourcing.co.uk>

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

Regional or local authority

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Forest Heath District Council  
Postal address: College Heath Road

Town: Mildenhall  
Postal code: IP28 7EY  
Country: United Kingdom  
Official name: Ipswich Borough Council  
Postal address: Grafton House, 15-17 Russell Road  
Town: Ipswich  
Postal code: IP1 2DE  
Country: United Kingdom  
Official name: Babergh District Council  
Postal address: Corks Lane  
Town: Hadleigh  
Postal code: IP7 6SJ  
Country: United Kingdom  
Official name: Mid Suffolk District Council  
Postal address: 14 Park Road  
Town: Needham Market  
Postal code: IP6 8BH  
Country: United Kingdom

## **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**

Invitation to tender: For the provision of banking services on behalf of: St Edmundsbury Borough Council, Forest Heath District Council, Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council.

#### **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

NUTS code UKH14 Suffolk

#### **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)**

St Edmundsbury Borough Council, Forest Heath District Council, Ipswich Borough Council, Babergh District Council, and Mid Suffolk District Council, (together referred to as the Councils), are undertaking a review of their current banking arrangements (the Services) and through this Invitation to Tender are inviting potential service providers to tender for new contracts to commence from 1.4.2014. St Edmundsbury Borough Council is leading the tender on behalf of the other participating councils (the Lead Authority). Contract duration will be for an initial period of 5 years, with the option to renew up to 2 further years, subject to agreement. The tender is offered as a single Lot and the Councils expect to implement a transactional banking processing and reporting model that is common to each Council but recognising that some minor variations will be required to suit certain individual Council requirements. Separate contracts will be required, however, between each Council and the preferred tenderer.

#### **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: 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**

Estimated value excluding VAT:

Range: between 720 000 and 820 000 GBP

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Start 1.4.2014. Completion 31.3.2019

## **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**

#### **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: 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 per tender document.

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

List and brief description of conditions: As per tender document.

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

List and brief description of conditions:  
As per tender document.

### **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**

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**

no

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

Payable documents: no

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

26.11.2013 - 15:00

#### **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.

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Date: 26.11.2013

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

### **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: 5 years

#### **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**

1) St Edmundsbury Borough Council is issuing this OJEU Contract Notice on behalf of Forest Heath District Council, Ipswich Borough Council, Babergh District Council, and Mid Suffolk District Council.

Please see ANNEX A for details.

2) We have issued the following four documents with this OJEU Notice which are ready to be downloaded:

- a) Invitation To Tender\_ITT\_FINAL,
- b) ET915a - Submitting a Tender [Postbox] V6.1,
- c) ET907 - Request and View Tender Clarifications V2,
- d) ET911 - Zipping Documents V1,

3) If you are interested in this procurement project, please make sure to download all documents and follow the instructions in those documents. Tender documents are available to download from our electronic tendering system (<https://www.suffolksourcing.co.uk/>).

Tender documents are ready to be downloaded from 08 October, 2013.

If you need any help with our electronic tendering system, please find below contact details of our System Help Desk :

email : [Suffolk.sourcing@suffolk.gov.uk](mailto:Suffolk.sourcing@suffolk.gov.uk)

Telephone: +44 1473260232

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: St Edmundsbury Borough Council

Postal address: West Suffolk House, Western Way

Town: Bury St Edmunds

Postal code: IP33 3YU

Telephone: +44 1284763233

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: In accordance with Regulation 32 (Information about contract award procedures and the application of the standstill period prior to the contract award) and Regulation 47 (Enforcement of obligations) of the Public Contracts Regulations 2006, the Contracting authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows

unsuccessful tenderers to seek further debriefing from the Contracting authority before the contract is entered into. Applicants have two working days from notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period. Such additional information should be requested from the address in section I.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No.5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland.) Any such action must be promptly. Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the court may only award damages.

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

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

8.10.2013