

**United Kingdom-Northampton: Hotel meeting and conference services**

OJ S 206/2013 23/10/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Northamptonshire Police and Crime Commissioner

Postal address: Wootton Hall, Wootton Park

Town: Northampton

Postal code: NN4 0QJ

Country: United Kingdom

For the attention of: Caroline Hall

E-mail: [caroline.hall@emscu.pnn.police.uk](mailto:caroline.hall@emscu.pnn.police.uk)**Internet address(es):**Address of the buyer profile: [www.bluelight.gov.uk](http://www.bluelight.gov.uk)**Additional information can be obtained from:**

Official name: Office of the Police and Crime Commissioner for Northamptonshire

Postal address: Wootton Hall, Wootton Park

Town: Northampton

Postal code: NN4 0QJ

Country: United Kingdom

Internet address: [www.bluelight.gov.uk](http://www.bluelight.gov.uk)**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Public order and safety

**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**

Provision of Room Hire for National Driver Offender Retraining Scheme.

**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: Northamptonshire

NUTS code UKF23 Northamptonshire

**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**

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: +1

#### **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 1 200 000 and 180 000 GBP

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

The East Midlands Strategic Commercial Unit (the 'EMSCU'), on behalf of the Office of the Police and Crime Commissioner for Northamptonshire are seeking to award a contract(s) for the provision of Room Hire for the delivery of National Driver Offender Retraining Scheme (NDORS) structured training sessions in key locations around Northamptonshire. We are ideally seeking a single supplier, however we may award to a selection of 3 or more, should circumstances require, in order to meet the demand and availability for this service. A minimum of 2 and up to 10 locations may be needed. Detailed specification information will be provided to all contractors who get to the ITT stage.

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

55120000 Hotel meeting and conference services, 55250000 Letting services of short-stay furnished accommodation, 80000000 Education and training services, 80520000 Training facilities

#### **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 provision of room hire to hold training courses, ability to provide refreshments, locations must be easily accessible by public transport but facilities must be able to accommodate car parking for up to 50 vehicles.

Estimated value excluding VAT:

Range: between 120 000 and 180 000 GBP

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

Options: no

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

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

Start 1.4.2014. Completion 31.3.2018

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions related to the contract**

### **III.1.1. Deposits and guarantees required**

Parent Guarantees may be requested, depending on bidders Financial Standing.

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

Details will be outlined in the ITT document.

### **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: The terms and conditions will be set out in the Invitation to Tender 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: Information and formalities necessary for evaluating if requirements are met:

Details are provided in the Pre-Qualification Questionnaire which can be found at [www.bluelight.gov.uk](http://www.bluelight.gov.uk)

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

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met:

Details are provided in the Pre-Qualification Questionnaire which can be found at [www.bluelight.gov.uk](http://www.bluelight.gov.uk)

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

List and brief description of conditions:

Information and formalities necessary for evaluating if requirements are met:

Details are provided in the Pre-Qualification Questionnaire which can be found at [www.bluelight.gov.uk](http://www.bluelight.gov.uk)

### **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: 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**

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

SOR 1000049/QTLE-9CHJZX

#### **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**

18.11.2013 - 12:00

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

13.12.2013

#### **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**

Date: 24.1.2014 - 12:00

## **Section VI: Complementary information**

---

### **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**

Suppliers wishing to express an interest in this tender opportunity should go to [www.bluelight.gov.uk/opportunities](http://www.bluelight.gov.uk/opportunities) and enter the following reference number in the search criteria "contains" box: QTLE-9CHJZX, then click on the "tender opportunity" title and select the "Login and Register Interest" button.

Once the expression of interest has been confirmed, the Pre-Qualification Questionnaire (PQQ) document can be found by going to [www.bluelight.gov.uk](http://www.bluelight.gov.uk) and selecting the "Supplier Login" option.

Please note: suppliers not already registered on the Bluelight ProContract eTendering system, will need to go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk) and click on the "Register Company" link on the left hand side. Once the registration has been processed they need to return to the "tender opportunity" and register an expression of interest. Once the expression of interest has been confirmed, follow the procedure stated in the above paragraph. This site is free and will only take minutes.

Any questions about the procurement should be submitted to [www.bluelight.gov.uk](http://www.bluelight.gov.uk). If the EMSCU considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form to all service bidders at the above web address. EMSCU reserve the right to discontinue the procurement process at any time, which shall include the right not to award a contract and does not bind itself to accept the most economically advantageous or any tender received. EMSCU shall not be liable for any cost or expenses incurred by any candidate or tenderer in connection with the completion and return of any document or submission.

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

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

Official name: Office of the Police and Crime Commissioner for Northamptonshire

Postal address: Wootton Hall, Wootton Park

Town: Northampton

Postal code: NN4 0JQ

Country: United Kingdom

Telephone: +44 3000111222

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

Precise information on deadline(s) for review procedures: Office of the Police and Crime Commissioner for Northamptonshire, Wootton Hall, Wootton Park, Northampton NN4 0JQ.

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

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

21.10.2013