

**United Kingdom-London: Banking services**  
**OJ S 202/2016 19/10/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Birkbeck College, University of London

Postal address: Malet Street

Town: London

Postal code: WC1E 7HX

Country: United Kingdom

Contact person: Finance Department

For the attention of: Keith Willett

E-mail: [k.willett@bbk.ac.uk](mailto:k.willett@bbk.ac.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:**

Official name: Keith Willett

Internet address: <https://in-tendhost.co.uk/birkbeck>

**Tenders or requests to participate must be submitted:** Official name: Keith Willett

Internet address: <https://in-tendhost.co.uk/birkbeck>

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

Body governed by public law

**I.3. Main activity**

Education

**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**

Provision of Merchant Card Services.

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

Services

Service category No 6b:

NUTS code UKI1 Inner London

**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)**

Merchant card services for the processing, authorisation and settlement of the College's debit and credit card payments via all payment channels.

**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: no

**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**

Merchant card services for the processing, authorisation and settlement of the College's debit and credit card payments via all payment channels.

**II.2.2. Information about options**

Options: yes

Description of options: Contract term initial 3 year with the option to extend by a further 2 periods of 12 months each.

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

**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**

The Contracting Authority reserves the right to require indemnities, parent company guarantees, performance bonds and other forms of security.

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

As set out in the Invitation to Tender Documentation.

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

Single contract with prime supplier.

**III.1.4. Contract performance conditions**

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

Description of particular conditions: Details provided in the Invitation to Tender documents.

**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: Please refer to the Invitation to Tender documents.

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

List and brief description of conditions: Please refer to the Invitation to Tender documents.  
Minimum level(s) of standards possibly required: Please refer to the Invitation to Tender documents.

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

List and brief description of conditions:  
Please refer to the Invitation to Tender documents.  
Minimum level(s) of standards possibly required:  
Please refer to the Invitation to Tender documents.

### **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**

GLOBAL - 00000046

#### **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**

31.10.2016

### **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 days: 90 (from the date stated for receipt of tender)

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

Place:

Finance Office Egmont House.

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: In 2 or 3 years time dependent on options to extend contract.

### **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**

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

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

Official name: Birkbeck College, University of London

Postal address: Malet Street

Town: London

Postal code: WC1E 7HX

Country: United Kingdom

E-mail: [k.willett@bbk.ac.uk](mailto:k.willett@bbk.ac.uk)

Internet address: [www.bbk.ac.uk](http://www.bbk.ac.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**

17.10.2016