

United Kingdom-Guildford: Health and safety services

OJ S 204/2016 21/10/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University of Surrey

Postal address: Senate House, Stag Hill

Town: Guildford

Postal code: GU2 7XH

Country: United Kingdom

Contact person: <https://in-tendhost.co.uk/universityofsurrey/asp/Home>

Internet address(es):

General address of the contracting authority: www.surrey.ac.uk

Address of the buyer profile: <https://in-tendhost.co.uk/universityofsurrey/asp/Home>

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

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

II.1. Description

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

Occupational Health Services Dynamic Purchasing System.

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: Guildford, Surrey.

NUTS code UKJ23 Surrey

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

II.1.4. Information about framework agreement

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

The University of Surrey ('the University') is pleased to invite suitably qualified organisations to apply to join this Dynamic Purchasing System for the provision of Occupational Health ('OH') Physicians in accordance Regulation 34 of the Public Contract Regulations 2015.

The Robens Centre for Occupational Health and Safety (the Robens) is a wholly owned enterprise unit of the University of Surrey. As such it is a small to medium sized OH service provider to a number of customer organisations, mainly in London and the South East of England. Many of Robens customers require a regular OH Adviser input and, to supplement their skills, the Occupational Physician may work across several customer organisations. The Robens customer portfolio is largely Higher Education Institutions with local authority, public sector and healthcare also represented. The Robens also runs a very successful travel health clinic at its Guildford site for business and leisure travellers.

As an Enterprise Unit, Robens is actively seeking opportunities to expand its portfolio of clients both in terms of geographical location and services required, and therefore the purpose of this Dynamic Purchasing System (DPS) is to;

- Establish a list of suitably qualified professional OH practitioners who will be able to support Robens in achieving its objective, and
- To encourage locally based SME's, as well as larger organisations, to work with Robens to deliver services to their Clients.

The University of Surrey is a charitable body, registered in England, with registration number X3967.

This tender has been issued by the University in accordance with Regulation 34 (Dynamic Purchasing Systems — 'DPS') of the Public Contracts Regulations 2015.

This DPS will run continuously from the award date for a minimum of 6 (six) years, when it will be reviewed to assess whether it is still relevant to the needs of the University. Where the DPS is considered relevant, it will continue in force, subject to 2 year reviews, for a total period of 10 (ten) years. Where the DPS requires substantial change or amendment, a new contract notice will be issued and the DPS will be refreshed. In any event the DPS will expire after a period of 10 (ten) years from the date of award.

II.1.6. CPV code(s)

71317200 Health and safety services, 85140000 Miscellaneous health services, 75122000 Administrative healthcare services, 85100000 Health services, 85147000 Company health 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

The estimated annual spend, based on 2015/16 data is shown below.

Estimated value excluding VAT:

Range: between 80 000 and 100 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The DPS will remain open for an initial period of 6 (six) years with options to extend for 2 further 2 (two) year periods. Maximum duration for the DPS will therefore be 10 (ten) years.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

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

Duration in months: 120 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

N/a.

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

A payment schedule will be agreed for each contract let under this DPS. Payment terms 30 in arrears.

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

N/a.

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: Is detailed in DPS Documents.

III.2.2. Economic and financial ability

List and brief description of conditions: Is detailed in DPS Documents.

Minimum level(s) of standards possibly required: Is detailed in DPS Documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

Is detailed in DPS Documents.

Minimum level(s) of standards possibly required:

Is detailed in DPS 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: yes

Reference to the relevant law, regulation or administrative provision: Is detailed in DPS Documents.

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

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

Objective criteria for choosing the limited number of candidates: As this is a DPS, the number of candidates is not limited, other than the requirement to meet the minimum criteria stated in the DPS documents.

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

390/PL

IV.3.2. Previous publication concerning this procedure

no

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

19.10.2026

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

IV.3.8. Conditions for opening of tenders

Date: 19.10.2026

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 6 years. Section II.2.2) refers.

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

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

19.10.2016