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**United Kingdom-Guildford: Health and safety services  
2016/S 204-369661**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

University of Surrey  
Senate House, Stag Hill  
Contact point(s): <https://in-tendhost.co.uk/universityofsurrey/aspx/Home>  
GU2 7XH Guildford  
United Kingdom

**Internet address(es):**

General address of the contracting authority: [www.surrey.ac.uk](http://www.surrey.ac.uk)  
Address of the buyer profile: <https://in-tendhost.co.uk/universityofsurrey/aspx/Home>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**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 location of works, place of delivery or of performance**

Services  
Service category No 27: Other services  
Main site or location of works, place of delivery or of performance: Guildford, Surrey.  
NUTS code UKJ23

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the setting up of a dynamic purchasing system (DPS)

**II.1.4) Information on 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) **Common procurement vocabulary (CPV)**

71317200, 85140000, 75122000, 85100000, 85147000

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

The contract is covered by the Government Procurement Agreement (GPA): 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) **Quantity or scope of the contract**

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 these 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 relating 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) Other particular conditions**

The performance of the contract is subject to particular conditions: no

**III.2) Conditions for participation**

**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Is detailed in DPS Documents.

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

Information and formalities necessary for evaluating if the requirements are met: Is detailed in DPS Documents.

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

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:  
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) Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure**

Restricted

- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**  
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) **Reduction of the number of operators during the negotiation or dialogue**
- IV.2) **Award criteria**
- IV.2.1) **Award criteria**  
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document
- 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(s) concerning the same contract**  
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) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**  
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 contract is related to a project and/or programme financed by European Union funds: no
- VI.3) **Additional information**
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
- VI.4.2) **Lodging of appeals**
- VI.4.3) **Service from which information about the lodging of appeals may be obtained**
- VI.5) **Date of dispatch of this notice:**  
19.10.2016