

**United Kingdom-Portsmouth: Library books**  
**OJ S 217/2013 08/11/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Fleet Commercial, C&C

Postal address: Room 303, 3rd Floor, Building 1/080, HMNB Portsmouth

Town: Portsmouth

Postal code: PO1 3LU

Country: United Kingdom

Contact person: DESComrclCC-NavyTec1c

For the attention of: Kayleigh Barrie

E-mail: [descomrclcc-navytec1c@mod.uk](mailto:descomrclcc-navytec1c@mod.uk)

Telephone: +44 2392726810

Fax: +44 2392727776

**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**

Defence

**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 Books for Ships Libraries.

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

Services

Service category No 27: Other services

NUTS code UKJ31 Portsmouth

**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)**

Library books. The Authority has a requirement for the provision of books for the RN, RM and RFA. Companies will be expected to provide wholesale and one-off quantities of any in-print books including packaging and delivery (next-day delivery for in-stock items). Companies must be able to provide the services via an internet-based ordering system with access to real-time stock levels. There must be a facility for provision of publications in an e-format. Companies will be expected to be able to provide appropriate discounts to the Authority. The scale of requirement in terms of numbers of publications required annually is likely to be between 18 000 and 22 000 (based upon historic purchase figures)

The Contract will be for an initial period of 3 years with a further two 1 year options. Any prospective supplier wishing to be considered for Invitation to Tender (ITT) should forward an Expression of Interest (EOI) to the address below.

The Authority is required to implement a Dynamic Pre-Qualification Questionnaire (DPQQ) prior to any company being invited to Tender. The Authority may use a Reverse Auction.

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

22113000 Library books

#### **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**

Contract for initial period of 3 contract years plus two one year options.

Estimated value excluding VAT:

Range: between 685 000 and 3 400 000 GBP

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

Options: yes

Description of options: Contract for initial period of 3 contract years plus two one year options.

Provisional timetable for recourse to these options:  
in months: 2 (from the award of the contract)

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

This contract is subject to renewal: no

### **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**

---

### **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**

Payment via P2P

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

Sole Trader, SME, Limited Company, PLC.

### **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: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.contracts.mod.uk/delta/project/reasonsForExclusion.html#dspr>

Candidates will be required to sign a declaration confirming whether they do or do not have any of the listed criteria as part of the pre-qualification process. For candidates who are registered overseas, you will need to declare if you have any offences/misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

To be included within the Invitation to Tender Documents.

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

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

To be included within the Invitation to Tender Documents.

Minimum level(s) of standards possibly required: To be included within the Invitation to Tender Documents.

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

List and brief description of conditions:

(a) a list of the works carried out over the past 5 years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the

rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct

(b) a list of the principal deliveries effected or the main services provided in the past 3 years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, - where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work

(d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities

(f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work

(g) For public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract

(h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years

(i) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract

(j) An indication of the proportion of the contract which the services provider intends possibly to subcontract

To be included within the Invitation to Tender Documents.

Minimum level(s) of standards possibly required:

To be included within 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**

---

### **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 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: To be included within the Invitation to Tender Documents/Completion of Dynamic PQQ

**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: yes

Additional information about electronic auction: Yes. A Reverse Auction, conducted using electronic means, may be used as part of the procurement process for this requirement.

Specific relevant information on Reverse Auction usage will be given in the Invitation to Tender.

**IV.3. Administrative information**

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

FLEET/00198

**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**

6.12.2013 - 12:00

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

31.1.2014

**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**

**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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender. Suppliers

interested in working with the Ministry of Defence should register on the MOD Supplier Information Database (SID) Register, available at [www.contracts.mod.uk](http://www.contracts.mod.uk). The MOD SID is a database of active and potential suppliers available to all MOD and UK Defence procurement personnel, and is the main supplier database of MOD Procurement organisations. Please note: the registration and publication of a company profile on the MOD SID does not mean or imply that the supplier has in any way been vetted or approved by the MOD. Suppliers wishing to compete for advertised MOD contracts must respond to any specific call for competition by submitting a separate expression of interest in accordance with the instructions of the purchasing organisation.

Advertising Regime OJEU:- This contract opportunity is published in the Official Journal of the European Union (OJEU), the MoD Defence Contracts Bulletin and [www.contracts.mod.uk](http://www.contracts.mod.uk) GO Reference: GO-2013116-DCB-5246413

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

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

Official name: Fleet Commercial, C&C

Postal address: Room 303, 3rd Floor, Building 1/080, Jago Road, HMNB Portsmouth

Town: Portsmouth

Postal code: PO13LU

Country: United Kingdom

E-mail: [descomrclcc-navytec1c@mod.uk](mailto:descomrclcc-navytec1c@mod.uk)

Telephone: +44 2392726810

Fax: +44 2392727776

##### **Body responsible for mediation procedures**

Official name: Fleet Commercial, C&C

Postal address: Room 303, 3rd Floor, Building 1/080, Jago Road, HMNB Portsmouth

Town: Portsmouth

Postal code: PO13LU

Country: United Kingdom

E-mail: [descomrclcc-navytec1c@mod.uk](mailto:descomrclcc-navytec1c@mod.uk)

Telephone: +44 2392726810

Fax: +44 2392727776

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

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

Official name: Fleet Commercial, C&C

Postal address: Room 303, 3rd Floor, Building 1/080, Jago Road, HMNB Portsmouth

Town: Portsmouth

Postal code: PO13LU

Country: United Kingdom

E-mail: [descomrclcc-navytec1c@mod.uk](mailto:descomrclcc-navytec1c@mod.uk)

Telephone: +44 2392726810

Fax: +44 2392727776

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

6.11.2013