

United Kingdom-Ruislip: Mail delivery services

OJ S 234/2014 04/12/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Ministry of Defence, Agencies/Misc

Postal address: HQ British Forces Post Office, West End Road

Town: Ruislip

Postal code: HA4 6DQ

Country: United Kingdom

Contact person: Commercial Manager

For the attention of: Terry Byfield

E-mail: terence.byfield280@mod.uk

Telephone: +44 2085893376

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**

Ministry or any other national or federal authority, including their regional or local subdivisions

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**

Overseas conveyance of HM Forces Mail.

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

Services

Service category No 4: Transport of mail by land [3] and by air

NUTS code UKI23 Outer London - West and North West

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 42

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 5 000 000 and 7 000 000 GBP

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

Mail delivery services. Mail delivery services. The Ministry of Defence (hereafter referred to as the 'Authority') British Forces Post Office (BFPO) has a requirement for the secure conveyance of Her Majesty's Forces mail (letters, cards, and parcels up to 30 kgs in weight) addressed to static locations worldwide, and the same for mail sent from those locations to the United Kingdom. The requirement is therefore for an inbound and an outbound service for most locations (hereafter referred to as 'routes'). The routes will be Grouped into those that require frequent scheduled services, and those that will require less frequent ad-hoc services called upon at short-notice. The Invitation to Tender ('ITT') will list each route and its Group. While both Groups have been allocated as Lots, companies that are interested should note that tenders will be accepted for each Lot, both Lots, or part of each Lot (e.g. a single route or several routes).

Conveyance services may, at times, be augmented by BFPO use of RAF aircraft and/or any suitable pre-existing Authority contract(s) where there is overlap that meets the needs of BFPO. At any given time mail deliveries to any of the locations may increase for operational reasons.

To receive the ITT documentation, requests should be made to the Authority by e-mail or telephone. The Authority will acknowledge each request in writing, and therefore companies should ensure that their request has been so acknowledged. The Authority will forward the ITT by e-mail.

The Authority intends to hold a Bidders Conference in mid Jan 2015, for which further details will be available in due course. Those companies that have requested the ITT at least seven days* prior to the date of the Conference, will be entitled to attend. *This period may be reduced at the discretion of the Authority.

II.1.6. CPV code(s)

64121100 Mail delivery 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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Where information is held by the Authority that would indicate the volumes of mail carried previously on the routes, this will be provided with the ITT. However, no guarantee of any level of business can or will be given as the nature of mail is such that volumes fluctuate and BFPO locations may be opened and closed at short notice. However, it is usual for a significant seasonal increase to take effect between October and January. It should also be noted that no

business whatsoever is guaranteed under any resulting framework agreement or contract, and indeed there is no guarantee that any framework agreement or contract will be put in place in relation to this Notice. No compensation, etc. will be paid if a tender or resulting framework agreement is withdrawn for any reason. Suppliers should take part in this process only on the basis that they fully understand and accept this position.

Estimated value excluding VAT:

Range: between 5 000 000 and 7 000 000 GBP

II.2.2. Information about options

Options: no

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: 42 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Group 1 Routes

1) Short description

Routes requiring frequent, scheduled services for conveyance of Mail.

2) CPV code(s)

64121100 Mail delivery services

3) Quantity or scope

Estimated value excluding VAT:

Range: between 5 000 000 and 6 500 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Group 2 Routes

1) Short description

Routes requiring less frequent, ad-hoc services for conveyance of Mail.

2) CPV code(s)

64121100 Mail delivery services

3) Quantity or scope

Estimated value excluding VAT:

Range: between 250 000 and 500 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

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

Although it is intended that the contract(s) shall include only 2 Key Performance Indicators, the importance of each will be reflected in the payment terms with the inclusion of an incentivisation arrangement. Under this, a percentage of each firm price will be held in abeyance by the Authority in the event that a Contractor fails to meet or exceed the threshold for either or both key performance indicators. The payment terms will set out the circumstances as to how each amount held in abeyance can subsequently be reclaimed by the Contractor, and other terms will set out the circumstance when it cannot. The ITT will reflect this in more detail.

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

If a group of economic operators submits a bid, the group must nominate a lead organisation to deal with the Authority. The Authority shall require the group to form a legal entity before entering into a contract.

III.1.4. Contract performance conditions

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

Description of particular conditions: Suppliers must note the mandatory requirement for electronic trading using the Authority's standard Purchase to Payment (P2P) system operating under the Defence Electronic Commerce Service, which shall be a special condition for the performance of any contract. You can find details on the P2P system at www.d2btrade.com Any Contractor shall have been required beforehand to sign DEFFORM 30 (Electronic Transaction Agreements) and unconditionally accept DEFCON 5J (Unique Identifiers), DEFCON 129J (The Use of Electronic Business Delivery Form); and DEFCON 522J (Payment under P2P).

Please note that the requirement to which this Notice relates comes under Logistics Commodities and Services (LCS), formed on 1.8.2011. LCS is determining the future strategy for all commodities and services within its remit and may in the future place a contract for the supply of services which may include the provision of services which are covered by this notice. In this event the Authority may satisfy its requirement from the LCS service contract and no further orders will be placed against any framework arising from this notice.

Alternatively the Authority may appoint a managing agent to operate the framework/contract arising from this notice; novate the framework/contract to a managing agent or third party; or assign the benefit of the framework/contract to a managing agent. Further details will be provided in the ITT.

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.

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 Supplier is eligible to be invited to tender.

A full list of these criteria are at <http://www.contracts.mod.uk/delta/project/reasonsForExclusion.html#pcr>

Suppliers will be required to answer these questions as part of the qualification process.

Suppliers registered overseas will need to declare if they have any offences/misconduct under their own countries laws, where these laws are equivalent to the Regulation 23 lists. Suppliers 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. Suppliers 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.

Those participating will be mandatorily required to respond to a number of questions or requests within the ITT. Responses will be evaluated and a Pass mark to each question will be a pre-requisite to further assessment. The questions/requests will concern the following:

- i. evidence of possession of an Operating licence, granted by the Member State in which the Tenderer (or relevant sub-Contractor) has their principal place of business, allowing the carry of mail or cargo within the European Economic Area (EEA);
- ii. evidence of possession of applicable route licences, for flights beyond the EEA (applicable when routes beyond the EEA are being bid for);
- iii. a statement confirming possession of a Department for Transport Regulated Agent, Unique Alphanumeric Identifier (applicable for any Contractor or sub-Contractor personnel handling mail);
- iv. a statement of compliance with Postal Services Act 2011, Communications Act 2003, and Civil Aviation Act 2012;
- v. a statement confirming unqualified acceptance of the Authority's terms and conditions.

III.2.2. Economic and financial ability

List and brief description of conditions: (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. Audited accounts for the last complete financial year to be provided with each Tender response. A financial assessment will be undertaken on the supplier's financial status. An overall pass/fail judgment will be made after considering areas such as turnover, profit, and capacity. This assessment will include the Parent company where applicable.

III.2.3. Technical and professional ability

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

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

Lowest price

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

CB/BFPO/00023

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 27.1.2015 - 10:00

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

28.1.2015 - 10:00

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

Date: 28.1.2015 - 10:00

Persons authorised to be present at the opening of tenders: no

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. 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 lowest price. 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

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.

From 2.4.2014 the Government introduced its new Government Security Classifications Policy (GSC) to replace the current Government Protective Marking Scheme. A key aspect of this was the reduction in the number of security classifications used. All suppliers to the Department are encouraged to make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC.

<https://www.gov.uk/government/publications/government-security-classifications>

The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise.

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 GO Reference: GO-2014121-DCB-6197341.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Ministry of Defence, Agencies/Misc

Postal address: HQ BFPO, West End Road

Town: Ruislip

Postal code: HA4 6DQ

Country: United Kingdom

Telephone: +44 2085893376

Body responsible for mediation procedures

Official name: Ministry of Defence, Agencies/Misc

VI.4.2. Review procedure

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

Official name: Ministry of Defence, Agencies/Misc

VI.5. Date of dispatch of this notice

1.12.2014