

**United Kingdom-Cardiff: Installation services of computers and office equipment**

OJ S 239/2013 10/12/2013

Contract notice

Works

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Finance Wales

Postal address: 3rd Floor, Oakleigh House, Park Place

Town: Cardiff

Postal code: CF10 3DQ

Country: United Kingdom

Contact person: Services

For the attention of: Sarah Patnett

E-mail: [procurement@financewales.co.uk](mailto:procurement@financewales.co.uk)

Telephone: +44 2920338100

Fax: +44 2920338101

**Internet address(es):**General address of the contracting authority: [www.financewales.co.uk](http://www.financewales.co.uk)Address of the buyer profile: [http://www.sell2wales.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA0555](http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0555)**Additional information can be obtained from:**

Official name: Finance Wales

Postal address: Finance Wales, 3rd Floor, Oakleigh House, Park Place

Town: Cardiff

Postal code: CF10 3DQ

Country: United Kingdom

Contact person: Services

For the attention of: Sarah Patnett

E-mail: [procurement@financewales.co.uk](mailto:procurement@financewales.co.uk)

Telephone: +44 2920338100

Fax: +44 2920338101

Internet address: [www.financewales.co.uk](http://www.financewales.co.uk)**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Finance Wales

Postal address: Finance Wales, 3rd Floor, Oakleigh House, Park Place

Town: Cardiff

Postal code: CF10 3DQ

Country: United Kingdom

Contact person: Services

For the attention of: Sarah Patnett

E-mail: [procurement@financewales.co.uk](mailto:procurement@financewales.co.uk)

Telephone: +44 2920338100

Fax: +44 2920338101

Internet address: [www.financewales.co.uk](http://www.financewales.co.uk)

**Tenders or requests to participate must be submitted:** Official name: Finance Wales  
Postal address: Finance Wales, 3rd Floor, Oakleigh House, Park Place  
Town: Cardiff  
Postal code: CF10 3DQ  
Country: United Kingdom  
Contact person: Services  
For the attention of: Sarah Patnett  
E-mail: [procurement@financewales.co.uk](mailto:procurement@financewales.co.uk)  
Telephone: +44 2920338100  
Fax: +44 2920338101  
Internet address: [www.financewales.co.uk](http://www.financewales.co.uk)

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

Body governed by public law

**I.3. Main activity**

Economic and financial affairs

**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 office fit-out services to Finance Wales.

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

Works

Design and execution

Main site or place of performance: Details will be available at the Invitation to Tender stage.

NUTS code UKL22 Cardiff and Vale of Glamorgan

**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)**

Finance Wales is seeking a suitably qualified contractor to provide office fit-out services in Cardiff. The works will comprise a fit out of modern office space in order to accommodate staff. Further details can be obtained from the Pre-Qualification Questionnaire.

Note: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [http://www.sell2wales.gov.uk/Search/Search\\_Switch.aspx?ID=4516](http://www.sell2wales.gov.uk/Search/Search_Switch.aspx?ID=4516)

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

51600000 Installation services of computers and office equipment, 98340000 Accommodation and office services, 30000000 Office and computing machinery, equipment and supplies except furniture and software packages, 45453100 Refurbishment work, 71541000 Construction project management services, 79415200 Design consultancy services

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

The procurement is covered by the Government Procurement Agreement: yes

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: yes

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

It is envisaged that the contract will start in the Spring/Summer of 2014 in order for Finance Wales to take possession within 2014.

Details regarding the scope of the contract can be accessed in the pre-qualification questionnaire.

### **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**

Start 1.4.2014. Completion 31.8.2014

## **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**

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

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

#### **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: (1) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation. Bidders are asked to complete sections 2 and 3 of the Pre-Qualification Questionnaire.

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

#### **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**

#### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **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 5

#### **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**

2013 12 BD

#### **IV.3.2. Previous publication concerning this procedure**

#### **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**

10.1.2014 - 16:30

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

17.1.2014

#### **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**

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### **VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(WA Ref:4516)

**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**

6.12.2013