

United Kingdom-Coventry: Printed books  
OJ S 239/2013 10/12/2013  
Contract notice  
Supplies

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Coventry University Higher Education Corporation Group

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

Contact person: Procurement Department

Telephone: +44 2476887392

Fax: +44 2476795120

#### Internet address(es):

General address of the contracting authority: <http://wwwm.coventry.ac.uk/finance/Pages/Finance.aspx>

Address of the buyer profile: <http://www.coventry.ac.uk/life-on-campus/the-university/key-information/procurement/?theme=main>

Electronic access to information: <https://in-tendhost.co.uk/coventryuniversity/asp/Tenders/Current>

Electronic submission of tenders and requests to participate: <https://in-tendhost.co.uk/coventryuniversity/asp/Tenders/Current>

#### 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

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### II.1. Description

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

Student textbook framework agreement.

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

Supplies  
Purchase  
NUTS code UKG33 Coventry

### **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 several operators

Number Envisaged maximum number of participants to the framework agreement: 4

#### **Duration of the framework agreement**

Duration in months: 48

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

Estimated value excluding VAT: 7 000 000 GBP

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

In 2012-13, the Higher Education sector saw tuition fees for university education increase significantly. Coventry University took the decision to include within the cost the tuition fees the core requirements for undertaking the course under the banner 'No Hidden Extras'. This was conducted for Year 1 students in 2012/13 and expanded to Year 1 and 2 students in 2013/14. 2014/15 will see the extension of the programme to students in Years 1, 2 and 3. It will mean an increase in the provision of textbooks, e-books and vouchers.

Due to this expected increase in size and of possible options for supplying students with core reading material, the University is looking to implement a new Framework agreement to appoint a sole supplier to supply and assist with the distribution for each individual Lot requirement. As well as the main campus, the new Framework will also include a Lot for the distribution of textbooks for Coventry University's London Campus.

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

22110000 Printed 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: 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**

In 2012-13, the Higher Education sector saw tuition fees for university education increase significantly. Coventry University took the decision to include within the cost the tuition fees the core requirements for undertaking the course under the banner 'No Hidden Extras'. This was conducted for Year 1 students in 2012/13 and expanded to Year 1 and 2 students in 2013/14. 2014/15 will see the extension of the programme to students in Years 1, 2 and 3. It will mean an increase in the provision of textbooks, e-books and vouchers.

Due to this expected increase in size and of possible options for supplying students with core reading material, the University is looking to implement a new Framework agreement to appoint a sole supplier to supply and assist with the distribution for each individual Lot

requirement. As well as the main campus, the new Framework will also include a Lot for the distribution of textbooks for Coventry University's London Campus.

Estimated value excluding VAT: 7 000 000 GBP

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

Options: no

## **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: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Supply and distribution of textbooks for Coventry University Campus

### **1) Short description**

Coventry University wishes to appoint a sole supplier who will supply and assist the distribution core textbooks on Coventry University Campus. Textbooks are to be distributed to year 1, 2 and some potential year 3 students during the first 2-3 weeks of the academic year. For 2014 this will be the 22nd September to 10th October. There will also be a smaller distribution period that will take place in January 2015.

The supplier will be required to bundle the textbooks by course and stage for each student prior to their delivery on campus. The University will inform the supplier of the requirements for each course and provide details of likely student numbers on each course.

The University anticipates it would need to order books annually for approximately 5 500+ students, based on estimates from previous years, if all books were provided as physical text books. The anticipated annual spend on this basis for this Lot is 650 000 GBP.

### **2) CPV code(s)**

22110000 Printed books, 22112000 Textbooks

### **3) Quantity or scope**

Coventry University wishes to appoint a sole supplier who will supply and assist the distribution core textbooks on Coventry University Campus. Textbooks are to be distributed to year 1, 2 and some potential year 3 students during the first 2-3 weeks of the academic year. For 2014 this will be the 22nd September to 10th October. There will also be a smaller distribution period that will take place in January 2015.

The supplier will be required to bundle the textbooks by course and stage for each student prior to their delivery on campus. The University will inform the supplier of the requirements for each course and provide details of likely student numbers on each course.

The University anticipates it would need to order books annually for approximately 5 500+ students, based on estimates from previous years, if all books were provided as physical text books. The anticipated annual spend on this basis for this Lot is 650 000 GBP.

Estimated value excluding VAT: 2 600 000 GBP

### **4) Indication about different time frame or duration**

### **5) Additional information about lots**

Lot No: 2

Lot title: Supply of E-Books to Coventry University Higher Education Corporation Group

### 1) Short description

The University wishes to supply e-books alongside print books where appropriate for the learning experience, a small pilot for this has been undertaken for the 2013-14 academic year.

The e-textbook platform chosen will need to comprise the following features:

- availability of interactive (e-pub3 format) content;
- downloadable to multiple student mobile and/or desktop devices;
- searching of full text and metadata;
- highlighting of text and inclusion of notes;
- integration with Moodle (The University's e-learning environment).

The University anticipates spend on e-books may range between 30 000 GBP and 350 000 GBP per annum. We anticipate at this time we will need to supply e-books for 3 000 students.

### 2) CPV code(s)

22112000 Textbooks

### 3) Quantity or scope

The University wishes to supply e-books alongside print books where appropriate for the learning experience, a small pilot for this has been undertaken for the 2013-14 academic year.

The e-textbook platform chosen will need to comprise the following features:

- availability of interactive (e-pub3 format) content;
- downloadable to multiple student mobile and/or desktop devices;
- searching of full text and metadata;
- highlighting of text and inclusion of notes;
- integration with Moodle (The University's e-learning environment).

The University anticipates spend on e-books may range between 30 000 and 350 000 GBP per annum. We anticipate at this time we will need to supply e-books for 3 000 students.

Estimated value excluding VAT:

Range: between 120 000 and 1 400 000 GBP

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 3

Lot title: Supply and distribution of a voucher scheme for textbooks to Coventry University Higher Education Corporation Group

#### 1) Short description

The University will require under Lot 3, a sole supplier who can provide a voucher scheme, or equivalent means of issuing credit to students to enable them to procure the necessary textbooks quickly and that will enable students on campus to be able to order and receive their text books quickly and with minimum inconvenience. The voucher value will vary depending on the individual student's entitlement. The supplier will be expected to limit the vouchers so they can only be redeemed against particular textbook lists and not against any type of book or other product they may offer.

The University anticipates at this time that it will need to distribute vouchers to approximately 3 400 students annually. The anticipated annual spend for this Lot is likely to be between 20 000 and 400 000 GBP.

#### 2) CPV code(s)

22110000 Printed books, 22112000 Textbooks

#### 3)

### **Quantity or scope**

The University will require under Lot 3, a sole supplier who can provide a voucher scheme, or equivalent means of issuing credit to students to enable them to procure the necessary textbooks quickly and that will enable students on campus to be able to order and receive their text books quickly and with minimum inconvenience. The voucher value will vary depending on the individual student's entitlement. The supplier will be expected to limit the vouchers so they can only be redeemed against particular textbook lists and not against any type of book or other product they may offer.

The University anticipates at this time that it will need to distribute vouchers to approximately 3 400 students annually. The anticipated annual spend for this Lot is likely to be between 20 000 and 400 000 GBP.

Estimated value excluding VAT:

Range: between 80 000 and 1 600 000 GBP

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 4

Lot title: Supply and distribution of textbooks for Coventry University London Campus (CULC)

##### **1) Short description**

##### **2) CPV code(s)**

22110000 Printed books, 22112000 Textbooks

##### **3) Quantity or scope**

Coventry University London Campus (CULC) wishes to appoint a sole supplier to supply and conduct the distribution of core textbooks to students on its London Campus. Currently CULC offers Business and Law courses, and undergraduates and postgraduates receive textbooks for each module they study.

Unlike the main University campus, distributions take place at four different periods throughout the year, within the months of July, October, January and April and the supplier will be expected to conduct the distribution for each individual distribution. The supplier will be expected to deliver the textbooks on time and also be expected to collect any uncollected texts and accept all returns from the project.

CULC anticipates it will need to order 12 000+ books annually across four distributions for approximately 1 200 students. The anticipated annual spend for this Lot is 350 000 GBP.

Estimated value excluding VAT: 1 400 000 GBP

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

### **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**

No deposits are required but parent guarantees may be required at a later stage of the tender process.

##### **III.1.2.**

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

As per pre-qualification questionnaire.

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

If the contract is awarded to a consortium, joint venture or alliance, applicants will be required to contract with joint and several liability under English law either nominate a lead service provider with whom the contracting authority can contract and to whom all communication will be addressed or to form themselves into a single entity before the contract is 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: Please see the Pre-Qualification Questionnaire.

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

List and brief description of conditions: Please see the Pre-Qualification Questionnaire.  
Minimum level(s) of standards possibly required: Please see the Pre-Qualification Questionnaire.

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

List and brief description of conditions:  
Please see the Pre-Qualification Questionnaire.  
Minimum level(s) of standards possibly required:  
Please see the Pre-Qualification Questionnaire.

### **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**

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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 number of candidates: 20

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

## **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**

PD-014-MD-Student Textbooks

### **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: 13.1.2014 - 11:59  
Payable documents: no

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

13.1.2014 - 12:00

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

24.1.2014

### **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**

Date: 3.3.2014 - 12:00

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

## **Section VI: Complementary information**

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 11/2017

### **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**

Official name: Coventry University Procurement Department

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

**Body responsible for mediation procedures**

Official name: Coventry University Legal Department

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

**VI.4.2. Review procedure**

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

Official name: Coventry University Procurement Department

Postal address: Priory Street

Town: Coventry

Postal code: CV1 5FB

Country: United Kingdom

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

6.12.2013