

**United Kingdom-Lancaster: Taxi services**

OJ S 239/2014 11/12/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: University Hospitals of Morecambe Bay NHS Trust

Postal address: Royal Lancaster Infirmary, Ashton Road

Town: Lancaster

Postal code: LA1 4RP

Country: United Kingdom

Contact person: Procurement Department

For the attention of: Sue Brogan

E-mail: [sue.brogan@mbht.nhs.uk](mailto:sue.brogan@mbht.nhs.uk)

Telephone: +44 1524516456

Fax: +44 1524583580

**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**

Health

**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**

Taxi Services.

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

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

Main site or place of performance: Mainly for journeys covering South Cumbria and North Lancashire centred around the hospital sites at Lancaster, Kendal and Barrow in Furness with occasional wider travel as required within the tender document.

NUTS code UKD North West (England)

### **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**

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

Estimated value excluding VAT:

Range: between 165 000 and 175 000 GBP

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

University Hospitals Morecambe Bay NHS Foundation Trust wishes to contract with a suitably experienced provider of Taxi services.

The length of contract will be for an initial period of ONE YEAR with an option to extend the contract for up to an additional period of 12 months subject to continuing demand and / or satisfactory performance.

Each site must receive the minimum service specified and the supplier will be required to ensure that the service is functioning at the optimum level. This may require attendance at contract review meetings.

Taxis are booked for essential Trust business only, in compliance with our Taxi policy, and must not be redirected for any reason whatsoever.

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

60120000 Taxi 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: 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**

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

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

## **II.3. Duration of the contract or time limit for completion**

Information about lots

Lot No: 1

Lot title: Lancaster Area

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

Taxi Services.

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

60120000 Taxi services

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

The Royal Lancaster infirmary is located close to the city centre of Lancaster. Within this unit

are emergency medicine, acute medicine, surgery, maternity and special care baby unit, critical care unit, emergency department and outpatient departments.

Estimated value excluding VAT:

Range: between 70 000 and 80 000 GBP

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

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

Lot No: 2

Lot title: Kendal Area

**1) Short description**

Taxi Services.

**2) CPV code(s)**

60120000 Taxi services

**3) Quantity or scope**

Westmorland General Hospital is located on the outskirts of Kendal in Cumbria. This hospital has outpatient services, GP led medical care, elective surgical services, a renal dialysis unit primary care assessment unit and midwifery led maternity services.

Estimated value excluding VAT:

Range: between 35 000 and 40 000 GBP

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

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

Lot No: 3

Lot title: Barrow in Furness Area

**1) Short description**

Taxi Services.

**2) CPV code(s)**

60120000 Taxi services

**3) Quantity or scope**

Furness General Hospital is located on the outskirts of Barrow in Furness in Cumbria.

Services include emergency medicine, surgery, acute medicine, critical care unit, maternity and special care baby unit, and outpatient services.

Estimated value excluding VAT:

Range: between 45 000 and 55 000 GBP

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

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

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**Section III: Legal, economic, financial and technical information**

**III.1. Conditions related to the contract**

**III.1.1.**

### **Deposits and guarantees required**

The contracting authority reserves the right to require deposits and/or guarantees and/or bonds and/or any other form of security. Details will be provided in the contract documents.

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

Further details will be provided in the contract documents.

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

The contracting authority reserves the right to require groupings of bidders to take a particular legal form, a single bidder to take primary liability or each party to undertake joint and several liability. Consortia bids are acceptable.

#### **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: Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) — Browse to the eSourcing Portal: <https://uhmb.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'continue' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender — Login to the portal with the username/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) — You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT — There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

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

List and brief description of conditions: As set out in the tender document which is available from the address in section I.1.

Minimum level(s) of standards possibly required: As set out in the tender document which is available from the address in section I.1.

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

List and brief description of conditions:

As set out in the tender document which is available from the address in section I.1.

Minimum level(s) of standards possibly required:

As set out in the tender document which is available from the address in section I.1.

#### **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**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

Objective criteria for choosing the limited number of candidates: As set out in the tender document which is available from the address in section I.1.

##### **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**

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

##### **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: 26.1.2015 - 17:00  
Payable documents: no

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

30.1.2015 - 23:59

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

11.12.2014

##### **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**

Duration in days: 90 (from the date stated for receipt of tender)

## IV.3.8. Conditions for opening of tenders

### Section VI: Complementary information

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#### 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

A) Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) — Browse to the eSourcing Portal: <https://uhmb.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'continue' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender — Login to the portal with the username/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content — Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page — This will move the PQQ /ITt into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) — You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box. 3. Responding to the tender — You can now choose to 'Reply' or 'Reject' (please give a reason if rejecting) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT — There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then publish your reply using the publish button in the 'Actions' box on the left-hand side of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

(B) The Trust utilises the NHS supplier information database (Sid4Gov) to manage and assess general pre-qualification information in the form of a profile. Candidates are requested to provide their profile on the Sid4Gov as follows: a) candidates should register on Sid4Gov at <https://sid4gov.cabinetoffice.gov.uk> by clicking on the Register Organisation tab and select the Supplier button. To continue with the registration process Suppliers must have a current DUNS Number. If a Supplier does not have a DUNS Number there is a link to the D&B UK website to request a DUNS Supplier Number. Suppliers who already have a published profile on Sid4Gov must confirm that information is up to date; ii) candidates should ensure all relevant sections of their NHS Sid4Gov profile are completed to demonstrate their ability to meet the short listing criteria applicable to this contract. Where access to Sid4Gov is unavailable, please contact Sid4Gov helpdesk at Telephone: +44 8452992994 Email: [support@nqc.com](mailto:support@nqc.com)

Any supplier may be disqualified who does not respond to the following in the requisite manner: 1) Supplying a profile in NHS Supplier Information Database (sid4gov) as part of their PQQ submission. The Contracting Authority has no influence in relation to the time period involved in the generation of a sid4gov profile, however, it understands that the process can take between 2 to 5 days and that these timescales may vary from country to country. (C) The contracting authority does not bind itself to accept the lowest or any offer. (D) The contracting

authority is not responsible for any costs incurred by bidders in relation to their participation in this process. (E).

**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**

5.12.2014