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**United Kingdom-London: Printing and distribution services
2015/S 218-397957**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

The Royal Borough of Kensington and Chelsea
Town Hall, Hornton Street
For the attention of: Anita Murray

W8 7NX London

UNITED KINGDOM

Telephone: +44 2073612539

E-mail: anita.murray@rbkc.gov.uk

Internet address(es):

General address of the contracting authority: www.rbkc.gov.uk

Address of the buyer profile: www.rbkc.gov.uk

Electronic access to information: www.capitalesourcing.com

Electronic submission of tenders and requests to participate: www.capitalesourcing.com

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Regional or local authority

I.3) Main activity

General public services

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:

Council Tax and Benefit Printing and Mailing Services.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or location of works, place of delivery or of performance: The NUTS code of RBKC is UKI11

Printing can take place anywhere; most of the output is delivered in the UK.

NUTS code UK

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

II.1.4) Information on framework agreement

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

The Council requires a service for the processing, production, collation, enveloping, despatch and delivery of both personalised and non-personalised documents relating to Council Tax and Benefits.

The Council also requires some non-personalised benefits documents and do-not redirect envelopes with the chevron design to be produced and delivered direct to its offices.

II.1.6) Common procurement vocabulary (CPV)

79824000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) Lots

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

RBKC has approximately 90 000 Council Tax Properties and 18 000 Housing Benefit claimants that include 14 500 claims for Local Council Tax Discount.

The Council requires a service for the processing, production, collation, enveloping, despatch and delivery of both personalised and non-personalised documents relating to Council Tax and Benefits.

The Contract will be for an initial term of 3 years with provision to extend for up to 24 months.

Estimated value excluding VAT:

Range: between 1 000 000 and 1 250 000 GBP

II.2.2) Information about options

Options: yes

Description of these options: The conditions of contract contain a clear, precise and unequivocal review clause permitting the contract to be extended for 1 or 2 periods of 12 months each.

Provisional timetable for recourse to these options:

in months: 30 (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: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating 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:

Joint and several liability. Should the successful tenderer be a consortium of companies, the lead partner will be responsible for completing the commission on behalf of the consortium and all payments will be made to the

lead partner for services rendered by the consortium. Support partners will be required to complete a collateral warranty agreement in favour of the Contracting Authority.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

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

Information and formalities necessary for evaluating if the requirements are met: Economic Operators will be asked to self-certify that they satisfy the following test for economic and financial standing: that they are financially sound and have sufficient economic resources to perform the contract. Relevant factors include the Candidate's annual turnover, liquidity, gearing and cash flow.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Tenderers will be required to identify and provide contact details of 3 local authorities for whom they are providing or have provided Council Tax and Benefits printing and mailing services.

Minimum level(s) of standards possibly required:

Any Tenderer/Group must meet the minimum standard in relation to reliability based on past performance. The minimum standard for reliability having regard to past performance is that the Authority is satisfied that the Tenderer has performed or is performing Council Tax and Benefits printing and mailing services satisfactorily in the last 3 years for at least 3 local authorities.

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) **Staff responsible for the execution of the service**

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

IV.3) **Administrative information**

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

prj_RBKC_4485

IV.3.2) **Previous publication(s) concerning the same contract**

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

11.12.2015 - 17:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of 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 contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

This tendering exercise is being undertaken using the electronic tendering system 'capitalESourcing' (url: www.capitalesourcing.com). Suppliers will need to register an interest on the system in order to participate, and registration is free.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

The High Court
The Royal Courts of Justice, Strand
WC2A 2LL London
UNITED KINGDOM
Telephone: +44 2079476000
Internet address: www.justice.gsi.gov.uk

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: As set out in the UK's Public Contracts Regulations 2015.

VI.4.3) Service from which information about the lodging of appeals may be obtained

VI.5) Date of dispatch of this notice:

5.11.2015