

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:345294-2016:TEXT:EN:HTML>

**United Kingdom-Newcastle upon Tyne: Refuse recycling services  
2016/S 192-345294**

**Contract notice**

**Services**

Directive 2014/24/EU

**Section I: Contracting authority**

I.1) **Name and addresses**

NHS Business Services Authority  
Stella House, Goldcrest Way, Newburn Riverside Business Park  
Newcastle upon Tyne  
NE15 8NY  
United Kingdom  
Contact person: Angela Nixon-Moore  
Telephone: +44 1912446451  
E-mail: [angela.nixon-moore@nhs.net](mailto:angela.nixon-moore@nhs.net)  
Fax: +44 1912446486  
NUTS code: UK

**Internet address(es):**

Main address: <http://www.nhsbsa.nhs.uk>  
Address of the buyer profile: <https://nhsbsa.bravosolution.co.uk/web/login.shtml>

I.2) **Joint procurement**

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://nhsbsa.bravosolution.co.uk/web/login.shtml>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: <https://nhsbsa.bravosolution.co.uk/web/login.shtml>  
Tenders or requests to participate must be submitted to the abovementioned address  
Electronic communication requires the use of tools and devices that are not generally available.  
Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://nhsbsa.bravosolution.co.uk/web/login.shtml>

I.4) **Type of the contracting authority**

National or federal agency/office

I.5) **Main activity**

Health

**Section II: Object**

II.1) **Scope of the procurement**

II.1.1) **Title:**

Secure Destruction and Disposal of Confidential Material (Bulk).

Reference number: 16\_06\_07

II.1.2) **Main CPV code**

90514000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The purpose of this Contract Notice is to facilitate the appointment of a supplier to fulfil the Authority's requirement for the provision of the secure destruction and disposal of confidential waste for bulk volumes of waste paper material and minor amounts of confidential plastic and media waste from Newcastle upon Tyne plus additional ad-hoc requirements of bulk waste paper throughout the rest of the Authority's UK estate. It is intended that the contract will be placed initially for a 3 year term, with the Authority retaining the option to extend by a further period of 12 months.

The Authority anticipates that the confidential waste disposal activities have the potential to generate revenue for the Authority.

II.1.5) **Estimated total value**

Value excluding VAT: 345 600.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: UKC2

Main site or place of performance:

The main location for the core activities is in Benton, Newcastle upon Tyne, England.

II.2.4) **Description of the procurement:**

We are required by our sponsor the Department of Health to retain hard copies of paper prescription forms for a minimum of 6 months. These are currently stored in our secure facility in Benton Newcastle upon Tyne. After this duration we must then ensure that the forms are securely destroyed and disposed.

The current contract for the secure destruction and disposal is due to expire in January 2017 and we require a contract to be in place within sufficient time of this date to ensure continuity of service.

In addition to the large volume of prescription forms we also have other items of confidential paper, media and plastic cards stored at our facility in Benton, Newcastle upon Tyne, which require secure destruction and disposal.

There is also a requirement to provision for the collection of bulk volumes of paper waste from the Authority's UK estate on an ad-hoc basis as the requirement may arise throughout the duration of the contract.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 40 %

Cost criterion - Name: Cost / Weighting: 60 %

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/02/2017

End: 31/01/2020

This contract is subject to renewal: yes

Description of renewals:

There will be provision for a 12 month extension from 1.2.2020 - 31.1.2021 at the sole discretion of the Authority.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

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

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

The Contracting Authority is using the NHSBSA eSourcing portal (<https://nhsbsa.bravosolution.co.uk>) to facilitate this procurement. The tender documents can be accessed once suppliers have completed the registration requirements and created a user-name and password.

Supplier Instructions on 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://nhsbsa.bravosolution.co.uk>

Select the 'Click here to register' link to register — Accept the terms and conditions 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 user-name/password.

Click on the relevant Invitation to Tender (ITT) to access the content.

Select the ITT code. You can now access any attachments by selecting the 'Settings and Buyer Attachments' in the 'Actions' box on the left hand side of the page.

This will move the ITT into your personal page. (This is a secure area reserved for your projects only).

Select the ITT code. You can now access any attachments by selecting the 'Settings and Buyer Attachments' in the 'Actions' box.

3. Responding to the tender: You can now choose to 'Reply' or 'Reject' (please state your reasons where 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 on-screen instructions to complete the ITT.

There maybe a combination of on-line actions for you to perform (there is detailed on-line help available).

If you require any further assistance please consult the on-line help, or contact the e-Tendering help desk on +44 8003684850 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

- III.1.3) **Technical and professional ability**  
Selection criteria as stated in the procurement documents
- III.1.5) **Information about reserved contracts**
- III.2) **Conditions related to the contract**
- III.2.1) **Information about a particular profession**
- III.2.2) **Contract performance conditions:**
- III.2.3) **Information about staff responsible for the performance of the contract**

#### **Section IV: Procedure**

- IV.1) **Description**
- IV.1.1) **Type of procedure**  
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
- IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.1.6) **Information about electronic auction**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**  
The procurement is covered by the Government Procurement Agreement: yes
- IV.2) **Administrative information**
- IV.2.1) **Previous publication concerning this procedure**  
Notice number in the OJ S: [2016/S 154-279495](#)
- IV.2.2) **Time limit for receipt of tenders or requests to participate**  
Date: 24/10/2016  
Local time: 12:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**  
English
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 6 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**  
Date: 25/10/2016  
Local time: 08:00  
Place:  
NHSBSA, Stella House, Goldcrest Way, Newburn Riverside Business Park, Newcastle upon Tyne, NE15 8NY.  
Information about authorised persons and opening procedure:  
ITT submissions will be opened through the <https://nhsbsa.bravosolution.co.uk> eTendering system after the deadline has passed.

#### **Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about electronic workflows**
- VI.3) **Additional information:**  
All information will be confirmed in the ITT documentation.

VI.4) **Procedures for review**

VI.4.1) **Review body**

NHS Business Services Authority  
Newcastle upon Tyne  
United Kingdom

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

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

30/09/2016