

## CONTRACT NOTICE - ABOVE THRESHOLD

## SECTION I: CONTRACTING AUTHORITY

## I.1) NAME, ADDRESSES AND CONTACT POINT(S)

**Official name:** Transport for London - (Procurement Operations) National ID:

**Postal address:** 100 Petty France

Town: London Postal code: SW1H 0BD

Country: United Kingdom

**Contact point(s):** Procurement Operations Team Telephone:

For the attention of: [REDACTED]

Email: [REDACTED] Fax:

Email: [REDACTED]

**Internet address(es) (if applicable)**

General address of the contracting authority (URL): [www.tfl.gov.uk](http://www.tfl.gov.uk)

Address of the buyer profile (URL):

Electronic access to information (URL): <https://eprocurement.tfl.gov.uk/epps/home.do>

Electronic submission of tenders and requests to participate (URL): <https://eprocurement.tfl.gov.uk/epps/home.do>

**Further information can be obtained at:**

- ☒ As in above-mentioned contact point(s)
- ☐ Other: please complete Annex A.I

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

- ☒ As in above-mentioned contact point(s)
- ☐ Other: please complete Annex A.II

**Tenders or requests to participate must be sent to:**

- ☒ As in above-mentioned contact point(s)
- ☐ Other: please complete Annex A.III

## I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

- |  |   |
|--|---|
| <input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input type="radio"/> General public services         |
| <input type="radio"/> National or federal agency/office  | <input type="radio"/> Defence                         |
| <input checked="" type="radio"/> Regional or local authority   | <input type="radio"/> Public order and safety         |
| <input type="radio"/> Regional or local agency/office  | <input type="radio"/> Environment                     |
| <input type="radio"/> Body governed by public law  | <input type="radio"/> Economic and financial affairs  |
| <input type="radio"/> European institution/agency or international organisation  | <input type="radio"/> Health                          |
|  | <input type="radio"/> Housing and community amenities |
|  | <input type="radio"/> Social protection               |

**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

☐ Other (please specify):

☐ Recreation, culture and religion

☐ Education

☒ Other (please specify):

Provision of Door Letter Drop Services to TfL

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities:

☐ yes ☒ no

(If yes, information on those contracting authorities can be provided in Annex A)

**SECTION II: OBJECT OF THE CONTRACT****II.1) DESCRIPTION****II.1.1) Title attributed to the contract by the contracting authority**

TfL\_90886 - Provision of Door Letter Drop Services to TfL

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

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> <b>(a) Works</b> <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> <b>(b) Supplies</b> <input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input checked="" type="radio"/> <b>(c) Services</b> Service category No <b>27</b> <i>Please see Annex C3 for service categories</i>
Main site or location of works	Main place of delivery	Main place of performance NUTS code <b>UKI</b>

**II.1.3) The notice involves**

☐ A public contract

☒ The establishment of a framework agreement

☐ The setting up of a dynamic purchasing system (DPS)

**II.1.3) Information on framework agreement (if applicable)**

<input type="radio"/> Framework agreement with several operators Number OR, if applicable, maximum number of participants to the framework agreement envisaged	<input checked="" type="radio"/> Framework agreement with a single operator
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**Duration of the framework agreement:**

Duration in year(s): **2**

or month(s):

Justification for a framework agreement, the duration of which exceeds four years:

**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

<b>Estimated total value of purchases for the entire duration of the framework agreement</b> <i>(if applicable; give figures only):</i>	
Estimated value excluding VAT: 280000.00	Currency: GBP
OR Range: between                      and	Currency:
Frequency and value of the contracts to be awarded: <i>(if known):</i>	

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

This is to secure a supplier of door to door hand delivery of TfL letters, notifying residents in close proximity of major works. The successful supplier will be responsible for identifying the correct addresses letters will need to be distributed, be responsible for the printing, and distribution of the letters. See Specification for further details.

**II.1.6) Common procurement vocabulary (CPV)**

	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	64121100	

**II.1.7) Contract covered by the Government Procurement Agreement (GPA)**

☐ yes ☐ no

**II.1.8) Division into lots** *(for information about lots, use Annex B as many times as there are lots)*

☐ yes ☒ no

**If yes,** tenders should be submitted for *(tick one box only)*

- ☐ one lot only  
☐ one or more lots  
☐ all lots

**II.1.9) Variants will be accepted**

☐ yes ☐ no

**II.2) QUANTITY OR SCOPE OF THE CONTRACT****II.2.1) Total quantity or scope** *(including all lots and options, if applicable)*

<i>If applicable, estimated value excluding VAT (give figures only):</i>	Currency:
OR Range: between                      and	Currency:

**II.2.2) Options** *(if applicable)*

☐ yes ☐ no

**If yes,** description of these options:

<i>If known, provisional timetable for recourse to these options:</i>		
in months:	or days:	(from the award of the contract)

**II.2.3) Information about renewals** *(if applicable)*

*This contract is subject to renewal*

☐ yes ☐ no

**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

Number of possible renewals <i>(if any)</i> :	or Range: between	and
<i>If known</i> , in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:		
in months:	or days:	(from the award of the contract)

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months:	or days:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION****III.1) CONDITIONS RELATING TO THE CONTRACT****III.1.1) Deposits and guarantees required *(if applicable)***

Details will be provided in the Invitation to Tender documentation. A Parent Company Guarantee or Performance Bond may be required.

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

Details will be provided in the Invitation to Tender documentation. Payment will be in pounds sterling and will normally be made by means of an electronic funds transfer.

**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded *(if applicable)***

The contracting authority shall require that any contract (s) awarded will be entered into by a single entity on behalf of the successful candidate (s).

**III.1.4) Other particular conditions to which the performance of the contract is subject *(if applicable)***

☐ yes ☒ no

If yes, description of particular conditions

**III.2) CONDITIONS FOR PARTICIPATION****III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if requirements are met:

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

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required <i>(if applicable)</i> :
: Interested parties should note that they may be additionally required to supply copies of at least three years of their audited accounts. Services of an independent third party financial assessment agency may also be used.	

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required <i>(if applicable)</i> :
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**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

Interested parties will be required to complete all the requirements of the ITT and meet all the thresholds as detailed in the Invitation to Tender.

**III.2.4) Information about reserved contracts (if applicable)**

- ☐ The contract is restricted to sheltered workshops
- ☐ The execution of the contract is restricted to the framework of sheltered employment programmes

**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS****III.3.1) Execution of the service is reserved to a particular profession**

- ☐ yes ☒ no

If **yes**, reference to the relevant law, regulation or administrative provision:

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

- ☐ yes ☒ no

**SECTION IV: PROCEDURE****IV.1) TYPE OF PROCEDURE****IV.1.1) Type of procedure**

<input checked="" type="radio"/> Open	
<input type="radio"/> Restricted	
<input type="radio"/> Accelerated restricted	Justification for the choice of accelerated procedure:
<input type="radio"/> Negotiated	Candidates have already been selected <input type="radio"/> yes <input type="radio"/> no <b>If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional information</b>
<input type="radio"/> Accelerated negotiated	Justification for the choice of accelerated procedure:
<input type="radio"/> Competitive dialogue	

**IV.2) AWARD CRITERIA****IV.2.1) Award criteria (please tick the relevant box(es))**

- ☐ Lowest price

OR

- ☒ The most economically advantageous tender in terms of
- ☐ the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)
  - ☒ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	

## TfL\_90886 - Provision of Door Letter Drop Services to TfL

Criteria	Weighting	Criteria	Weighting
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**IV.2.2) An electronic auction will be used**

☐ yes ☒ no

If yes, additional information about electronic auction (if appropriate)

**IV.3) ADMINISTRATIVE INFORMATION****IV.3.1) File reference number attributed by the contracting authority (if applicable)**

TfL\_90886

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

☐ yes ☐ no

If yes,

<input type="radio"/> Prior information notice	<input type="radio"/> Notice on a buyer profile
Notice number in OJ:	of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)	

**IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)**

Time limit for receipt of requests for documents or for accessing documents	
Date: (dd/mm/yyyy)	Time:
Payable documents	
<input type="radio"/> yes <input type="radio"/> no	
If yes, price (give figures only):	Currency:
Terms and method of payment:	

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

Date: 20/10/2014 (dd/mm/yyyy) Time: 12:00

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

☐ Any EU official language

☒ Official EU language(s):

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV BG GA RO

☐ ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: (dd/mm/yyyy)

**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

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OR Duration in month(s):

OR days: (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening tenders**

Date: 20/10/2014 (dd/mm/yyyy) Time:

Place (if applicable):

Persons authorised to be present at the opening of tenders (if applicable)

☐ yes ☐ no**SECTION VI: COMPLEMENTARY INFORMATION****VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)**☐ yes ☐ no

If yes, estimated timing for further notices to be published:

**VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**☐ yes ☒ no

If yes, reference to project(s) and/or programme(s):

**VI.3) ADDITIONAL INFORMATION (if applicable)****VI.4) PROCEDURES FOR APPEAL****VI.4.1) Body responsible for appeal procedures**

Official name:

National ID:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

**Body responsible for mediation procedures (if applicable)**

Official name:

National ID:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

**VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR if need be, heading VI.4.3)**

Precise information on deadline(s) for lodging appeals:

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

Official name:

National ID:

Postal address:

**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

(dd/mm/yyyy)

**Annex C1 – General procurement**  
**SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT**  
 Directive 2004/18/EC

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: (a) Insurance services (b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services

<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services



**TfL\_90886 - Provision of Door Letter Drop Services to TfL**

<b>Category No [7]</b>	<b>Subject</b>
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1. Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC

2. Except for rail transport services covered by category 18.

3. Except for rail transport services covered by category 18.

4. Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services.

Also excluded: services involving the acquisition or rental, by whatever financial procedures, of land, existing buildings, or other immovable property or concerning rights thereon; nevertheless, financial services supplied at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to this Directive.

5. Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.

6. Except arbitration and conciliation services

7. Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC

8. Except employment contracts.

9. Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.