

# EUROPEAN UNION

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# **CONTRACT NOTICE**

# **SECTION I: CONTRACTING AUTHORITY**

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

Official Name	Postal Address
Communities & Local Government	Ashdown House, 123 Victoria Street
Town	Postal code
London	SW1E 6DE
Country	Contact point(s):
United Kingdom	
attention of:	Telephone
Christine Harrop	020 7944 8854
E-mail	Fax
xxxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx	020 7944 4445
Internet address(es) (if applicable) General address of the contracting authority (URL)	Internet address(es) (if applicable) Address of the buyer profile
www.communities.gov.uk	
As in above-mentioned contact point(s)  Other: please complete the	NCLUDING DOCUMENTS FOR COMPETITIVE CAN BE OBTAINED AT  Applete Annex A.II
SPECIFICATIONS AND ADDITIONAL DOCUMENTS (IN DIALOGUE AND A DYNAMIC PURCHASING SYSTEM)  As in above-mentioned contact point(s)  Other: please commentation of the please commentation of	NCLUDING DOCUMENTS FOR COMPETITIVE CAN BE OBTAINED AT  Applete Annex A.II

European institution/agency or internatinal organisation
Other: (please specify) $\Box$
(PLEASE SPECIFY)
ACTIVITY
General public services □
Defence $\square$
Public order and safety $\square$
Environment $\square$
Economic and financial affairs $\Box$
Health ■
Housing and community amenities $\square$
Social protection $\square$
Recreation, culture and religion $\square$
Education $\square$
Other: (please specify) $\Box$
(PLEASE SPECIFY):
THE CONTRACTING AUTHORITY IS PURCHASING ON BEHALF OF ANOTHER CONTRACTING AUTHORITY
yes ■ no □

#### SECTION II: OBJECT OF THE CONTRACT

#### II.1) DESCRIPTION

II.1.1) TITLE ATTRIBUTED TO THE CONTRACT TO BY THE CONTRACTING AUTHORITY

Commercial Energy Performance Certificate Register

II.1.2) TYPE OF THE 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))

a) Works ☐ b) Supplies ☐ c) Services ☐
TYPE:
Execution $\square$ Design and execution $\square$ Execution, by whatever means of work, corresponding to the requirements specified by the contracting authority $\square$
MAIN SITE OR LOCATION OF WORKS
TYPE:
Purchase $\square$ Lease $\square$ Rental $\square$ Hire purchase $\square$ A combination of these $\square$
MAIN PLACE OF DELIVERY

# SERVICE CATEGORY

27: Other services

- (\*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 ISSSUE, 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 RIGTHS 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 AUTHORITYFOR 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.
- (\*8) EXCEPT EMPLOYMENT CONTRACTS
- (\*9) EXCEPTS CONTRACTS FOR THE ACQUISITION, DEVELOPMENT, PRODUCTION OR COPRODUCTION OF PROGRAMME MATERIAL BY BROADCASTER AND CONTRACTS FOR BROADCASTING TIME

MAIN PLACE OF PERFORMANCE

NUTS CODE
II.1.3) THE NOTICE INVOLVES
A public contract $\blacksquare$ The establishment of a framework agreement $\square$ The setting up of a dynamic purchasing system (DPS) $\square$
II.1.4) INFORMATION ON FRAMEWORK AGREEMENT (IF APPLICABLE)
Framework agreement with several operators $\square$ Framework agreement with single operator $\square$
NUMBER
OR, IF APPLICABLE, MAXIMUM NUMBER OF PARTECIPANTS TO THE FRAMEWORK AGREEMENT ENVISAGED
DURATION OF THE FRAMEWORK AGREEMENT: DURATION IN YEAR(S):
MONTH(S):

JUSTIFICATION FOR A FRAMEWORK AGREEMENT THE DURATION OF WHICH EXCEEDS FOUR YEARS:

ESTIMATED TOTAL VALUE OF PURCHASES FOR THE ENTIRE DURATION OF THE FRAMEWORK AGREEMENT (IF APPLICABLE; GIVE FIGURES ONLY): ESTIMATED VALUE EXCLUDING VAT:

OR RANGE: BETWEEN

AND

**CURRENCY:** 

FREQUENCY AND VALUE OF THE CONTRACTS TO BE AWARDED (IF KNOWN):

#### II.1.5) SHORT DESCRIPTION OF THE CONTRACT OR PURCHASES(S):

This contract is to appoint a contractor to deliver the operational elements of the Commercial Energy Certificate Register and Associated Consolidated Services across England and Wales.

The successful contractor will provide an on-line, web enabled I.T. infrastructure that will support the implementation of the Energy Performance of Buildings Regulations in England and Wales in early 2008. The Department requires a contractor to deliver:

A system that holds

Accreditation information in respect of Energy Assessors;

Energy Assessments associated with non-domestic and public buildings;

Financial information in respect of subscription and lodgement fees

A system that supports:

The registration of Energy Assessors

The lodgement and maintenance of current and historical Energy Performance Certificates and Display Energy Certificates and data required to calculate ratings in the certificates;

The retrieval of Energy Certificates by interested parties e.g. potential purchasers or tenants entering the certificate number;

The retrieval of Energy Certificates or their associated data by authorised users;

The collection and processing of financial charges in respect of subscription and lodgement fees;

The provision of financial information to authorised users;

The provision of monitoring reports to the Accreditation scheme organisations;

A security model that protects the integrity of the data and limits access to valid users;

A software testing facility to allow providers of Commercial Energy Assessment software to test and apply for software accreditation (the scope and responsibilities of the accreditation scheme will be defined during requirements definition stage).

A communications network that provides access to the database and the system facilities incorporating:

A secure network either within or outside of the GSI, that meets current government standards and guidelines for security; A private network linking key industry users to the system

A system interface linking the system with:

the Accreditation scheme organisations

other relevant parties involved in the energy assessment process

An environment that allows controlled access to the database on a 24/7 basis with appropriate disaster recovery and business continuity facilities.

The successful contractor will administer all aspects of the delivery of the Commercial Energy Certificate Register and Associated Consolidation Services. This would include promotion and marketing of the register; producing and providing information, materials and direct advice about the register; developing and managing an effective and efficient applications system.

#### II.1.6) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (when applicable)
Main object	30231110-1	
Additional objects		

II.1.7)	CONTRAC	T COVERED BY	GOVERNMENT PROCUREMENT	AGREEMENT (	GPA)
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|--|

II.1.8) DIVISION INTO LOTS (TO DISPLAY INFORMATION ON LOTS, PLEASE COMPLETE ANNEX B FOR EACH LOT)

ves		no	
y Co	_	110	

#### II.1.9) VARIANTS WILL BE ACCEPTED

no

#### II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) TOTAL QUANTITY OR SCOPE (INCLUDING AL LOTS AND OPTION, IF APPLICABLE)

Volumes will be dictated by the commercial property and public buildings market and potentially any changes in the definitions of buildings to which the regulations apply. However, it is anticipated that there will be initially 216,000 EPCs and associated Recommendations reports per annum (totalling 2.08 million over 13 years) and 42,000 Display Energy certificates annually with the associated Advisory Reports updated every seven years to be lodged in the 'archive'.

IF APPLICABLE, ESTIMATED VALUE EXCLUDING VAT (GIVE FIGURES ONLY):
OR RANGE: BETWEEN
AND
CURRENCY:
II.2.2) OPTIONS (IF APPLICABLE)
yes □ no □
IF YES, DESCRIPTION OF THESE OPTIONS:
TE ENOUGH DROUGHONAL TIMETADLE FOR RECOURSE TO THIS ORTHON
IF KNOWN, PROVISIONAL TIMETABLE FOR RECOURSE TO THIS OPTION: IN MONTHS:
OR DAYS:
NUMBER OF POSSIBLE RENEWALS (IF ANY):
OR RANGE: BETWEEN:

IF KNOWS, IN THE CASE OF THE RENEWABLES SUPPLIES OR SERVICE CONTRACTS, ESTIMATED TIME-FRAME FOR SUBSEQUENT CONTRACTS: IN MONTHS:
OR DAYS:
II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION DURATION IN MONTHS:
120
OR DAYS:
OR STARTING DATE
COMPLETION DATE

AND

# SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT	
III.1.1) DEPOSIT AND GUARANTEES REQUIRED (IF APPLICABLE	):

Please refer to the Pre-Qualification Questionnaire

III.1.2) MAIN FINANCING CONDITIONS AND PAYMENT ARRANGEMENTS AND/OR REFERENCES TO THE RELEVANT PROVISIONS REGULATING THEM

Please refer to the Pre-Qualification Questionnaire

III.1.3) LEGAL FORM TO BE TAKEN BY THE GROUPING OF ECONOMICS OPERATORS TO WHOM THE CONTRACT IS TO BE AWARDED (IF APPLICABLE)

III.1.4) OTHER PARTICULAR CONDITION TO WHICH THE PERFORMANCE OF THE CONTRACT IS SUBJECT (IF APPLICABLE)

yes 🗆 no 🗅

IF YES, DESCRIPTION FOR PARTICULAR CONDITIONS

#### III.2) CONDITIONS FOR PARTICIPATION

III.2.1) PERSONAL SITUATION OF ECONOMIC OPERATORS, INCLUDING REQUIREMENTS RELATING TO ENROLMENT ON PROFESSIONAL OR TRADE REGISTER INFORMATION AND FORMALITIES NECESSARY FOR EVALUATING IF REQUIREMENTS ARE MET:

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
  - Click the "Click here to register" link
  - 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 "Open Access PQQs" link. (These are Pre-Qualification Questionnaires open

to any registered supplier)

- Click on the relevant PQQ 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 into your "My PQQs" page. (This is a secure area reserved for

your projects only)

- Click on the PQQ code, 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

- There may be a mixture of online & offline actions for you to perform (there is

detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is

available Mon - Fri (8am - 6pm) on:

- eMail: help@bravosolution.co.uk

- Phone: 0800 011 2470 / Fax: 020 7080 0480

#### III.2.2) ECONOMIC AND FINANCIAL CAPACITY

INFORMATION AND FORMALITIES NECESSARY FOR EVALUATING IF REQUIREMENTS ARE MET:

Please refer to the Pre-Qualification Questionnaire

MINIMUM LEVEL(S) OF STANDARDS POSSIBLY REQUIRED (IF APPLICABLE):

#### III.2.3) TECHNICAL CAPACITY

INFORMATION AND FORMALITIES NECESSARY FOR EVALUATING IF REQUIREMENTS ARE MET:

Please refer to the Pre-Qualification Questionnaire

MINIMUM LEVEL(S) OF STANDARDS POSSIBLY REQUIRED (IF APPLICABLE):

III.2.4) RESERVED CONTRACTS (IF APPLICABLE):
yes □ no □
The contract is restricted to the sheltered workshops $\square$ The execution of the contract is restricted to the framework of sheltered employment programmes $\square$
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 RELEVANT LAW, REGULATION OR ADMINISTRATIVE PROVISION:
III.3.2) LEGAL PERSON 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
Open ☐ Restricted ☐ Accelerated restricted ☐ Negotiated ☐ Accelerated Negotiated ☐ Competitive dialogue ☐
JUSTIFICATION OF THE CHOICE FOR ACCELERATED PROCEDURE:
CANDIDATES ARE ALREADY BEEN SELECTED
yes □ no ■
IF YES, PROVIDE NAMES AND ADDRESSES OF ECONOMIC OPERATORS ALREADY SELECTED UNDER SECTION VI.3) ADDITIONAL INFORMATION JUSTIFICATION OF THE CHOICE FOR ACCELERATED PROCEDURE:
IV.1.2) LIMITATION ON THE NUMBER OPERATORS WHO WILL BE INVITED TO TENDER OR PARTICIPATE (RESTRICTED AND NEGOTIATED PROCEDURES, COMPETITIVE DIALOGUES) ENVISAGED NUMBER OF OPERATORS
OR ENVISAGED MINIMUM NUMBER
AND, IF APPLICABLE, MAXIMUM NUMBER
OBJECTIVE CRITERIA FOR CHOOSING THE LIMITED NUMBER OF CANDIDATES:
IV.1.3) REDUCTION OF THE NUMBER OF OPERATORS DURING THE NEGOTIATION OR DIALOGUE (NEGOTIATED PROCEDURE, COMPETITIVE DIALOGUE) RECOURSE TO STAGED PROCEDURE TO GRADUALLY REDUCE THE NUMBER OF SOLUTIONS TO BE DISCUSSED OR TENDERS TO BE NEGOTIATED
ves ■ no □

IV.2) AWARD CRITERIA IV.2.1) AWARD CRITERIA (PLEASE TICK THE RELEVANT BOX(ES))
Lowest price ☐ the most economically advantageous tender in terms of ■
OTHER CRITERIA
the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where the weighting is not possible for demonstrable reason) $\square$ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document
CRITERIA 1
WEIGHTING 1
CRITERIA 2
WEIGHTING 2
CRITERIA 3
WEIGHTING 3
CRITERIA 4
WEIGHTING 4
CRITERIA 5

WEIGHTING 5		
CRITERIA 6		
WEIGHTING 6		
CRITERIA 7		
WEIGHTING 7		
CRITERIA 8		
WEIGHTING 8		
CRITERIA 9		
WEIGHTING 9		
CRITERIA 10		
WEIGHTING 10		

IV.2.2) AN ELECTRONIC AUCTION WILL BE USED
yes ■ no □
IF YES, ADDITIONAL INFORMATION ABOUT ELECTRONIC AUCTION (IF APPROPRIATE)
The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction
IV.3) ADMINISTRATIVE INFORMATION IV.3.1) FILE REFERENCE NUMBER ATTIBUTED BY THE CONTRACTING AUTHORITY (IF APPLICABLE)
004/078/026
IV.3.2) PREVIOUS PUBLICATION(S) CONCERNING THE SAME CONTRACT
yes □ no ■
IF YES,
Prior information notice $\square$ Notice on a buyer profile $\square$
NOTICE NUMBER IN OJ:
OF
Other previous publication (if applicable) $\square$
NOTICE NUMBER IN OJ:
OF
NOTICE NUMBER IN OJ:

IV.3.3) CONDITIONS FOR OBTAINING SPECIFICATIONS AND ADDITIONAL DOCUMENTS (EXCEPTS 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:
16/07/2007
TIME
12:00
PAYABLE DOCUMENTS
yes □ 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:
16/07/2007
TIME:
12:00
IV.3.5) DATE OF DISPATCH OF INVITATION TO TENDERS OR TO PARTICIPATE TO SELECTED CANDIDATES (IF KNOWN).  (IN THE CASE OF RESTRICTED AND NEGOTIATED PROCEDURES, AND COMPETITIVE DIALOGUE) DATE:

OTHER:	ES 🗀	CS	DA	DE	ET	EL	EN ■	FR	IT	LV	LT	HU	МТ	NL	PL	PT	SK	SL	FI	sv -	
IV.3.7) MI (OPEN PE UNTIL:				E FR	AMI	E DU	RIN	G W	ніс	H TI	не т	END	ERE	CR M	UST	MA	.INT.	AIN	ITS	TENI	DER
OR DURA	TION	I IN I	MON	TH(S	S):																
OR DAY(S	S):																				
IV.3.8) CC DATE:	ONDI	ΓΙΟΝ	NS F(	OR (	)PEN	NING	G TE	NDE	RS												
TIME:																					
PLACE (II	F APP	LICA	ABLE	E):																	
PERSON A	AUTH	ORI	SED '	ТО Е	BE PI	RESE	ENT 2	AT O	PEN	ING	TEN	DER	S (IF	APP	LIC	ABL	E)				
yes 🗖 no 🛚																					
LIST OF P	ERSC	N																			

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

# VI) COMPLEMENTARY INFORMATION

2. Express an Interest in the tender

VI.1) THIS IS A RECURRENT PROCUREMENT (IF APPLICABLE)
yes □ no □
IF YES, ESTIMATED TIMING FOR FURTHER NOTICES TO BE PUBLISHED:
VI.2) DOES THE CONTRACT RELATE TO A PROJECT/PROGRAMME FINANCED BY EU FUNDS?
yes □ no ■
IF YES, REFERENCE(S) TO PROJECT(S) AND/OR PROGRAMME(S):
VI.3) ADDITIONAL INFORMATION (IF APPLICABLE)
This contract is a services concession contract.
In addition to the current requirement there may be a need for further additional types of energy reports to be provided through the register during the lifetime of this contract.
The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.
Suppliers Instructions How to Express Interest in this Tender
1. Register your company on the communities portal (this is only required once)
- Browse to the eSourcing Portal: www.communities.bravosolution.com
- Click the "Click here to register" link
- 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)

- Login to the portal with the username/password
- Click the "Open Access PQQs" link. (These are Pre-Qualification Questionnaires open to any registered supplier)
- Click on the relevant PQQ 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 into your "My PQQs" page. (This is a secure area reserved for your projects only)
- Click on the PQQ code, 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
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- eMail: help@bravosolution.co.uk

- Phone: 0800 011 2470 / Fax: 020 7080 0480

#### VI.4) PROCEDURES FOR APPEAL

# VI.4.1) BODY RESPONSIBLE FOR APPEAL PROCEDURE

Official Name	Postal Address
Town	Postal code
Country	Telephone
E-mail	Fax
Internet address	

# BODY RESPONSIBLE FOR MEDIATION PROCEDURE (IF APPLICABLE)

Official Name	Postal Address
Town	Postal code
Country	Telephone
E-mail	Fax
Internet address	

VI.4.2) LODGING OF APPEALS (PLEASE FILL HEADING VI.4.2 OR IF NEED BE, VI.4.3) PRECISE INFORMATION ON DEADLINE(S) FOR LODGING APPEALS:

# VI.4.3) SERVICE FOR WHICH INFORMATION ABOUT THE LODGING OF APPEAL MAY BE OBTAINED

Official Name	Postal Address
Town	Postal code
Country	Telephone
E-mail	Fax
Internet address	

VI.5) DATE OF DISPATCH OF THIS NOTICE:

15/06/2007

# ANNEX A

# ADDITIONAL ADDRESSES AND CONTACT POINTS

# I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Official Name	Postal Address
www.communities.bravosolution.com	
Town	Postal code
Country	Contact point(s):
attention of:	Telephone
E-mail	Fax
Internet address	
www.communities.bravosolution.com	

# II) ADDRESSES AN CONTACT POINTS FOR WHICH SPECIFICTIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED

Official Name	Postal Address
www.communities.bravosolution.com	
Town	Postal code
Country	Contact point(s):
attention of:	Telephone
E-mail	Fax
Internet address	
www.communities.bravosolution.com	

# III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Official Name	Postal Address
www.communities.bravosolution.com	
Town	Postal code
Country	Contact point(s):
attention of:	Telephone
E-mail	Fax
Internet address	
www.communities.bravosolution.com	