

CONTRACT NOTICE

Journal Subscriptions (Print and Electronic)

Supplies

SECTION I: CONTRACTING AUTHORITY

I.1 NAME, ADDRESS AND CONTACT POINT(S)

Official Name The Minister for the Cabinet Office acting through Crown Commercial Service		
Postal Address 9th Floor The Capital Old Hall Street		
Town Liverpool	Postal Code L3 9PP	Country United Kingdom
For the attention of _____		
Contact Point(s) _____		Telephone +44 3450103503
Email(s) supplier@crownccommercial.gov.uk eenablement@crownccommercial.gov.uk		Fax _____

Internet Address(es) (If applicable): General address of the Contracting Authority http://www.gov.uk/ccs Address of the Buyer profile https://gpsesourcing.cabinetoffice.gov.uk
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Further Information can be obtained at As in above mentioned contact point(s)

Specifications and additional documents can be obtained at (including documents for competitive dialogue and a dynamic purchasing system) As in above mentioned contact point(s)
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Tenders or requests must be sent to
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As in above mentioned contact point(s)

I.2 TYPE OF CONTRACTING AUTHORITY

Contracting Authority

Ministry or any other National or Federal Authority, including their regional or local subdivisions

Main Activity(s)

Other : Public Procurement

The Contracting Authority is purchasing on behalf of other Contracting Authorities

Yes

SECTION II: OBJECT OF CONTRACT

II.1 DESCRIPTION

II.1.1 Title attributed to the Contract by the Contracting Authority

Journal Subscriptions (Print and Electronic)

II.1.2 Type of Contract and Location of Works, Place of delivery of Performance

Supplies

Purchase

Main site or Location of Supplies

United Kingdom

NUTS Code and Name

UK - UNITED KINGDOM

II.1.3 Notice involves

ESTABLISHMENT_FRAMEWORK_AGREEMENT

II.1.4 Information on Framework Agreement

Duration of the framework agreement

48 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

Between 11,000,000.00 GBP and 18,000,000.00 GBP

Frequency and value of contracts to be awarded (if known)

II.1.5 Short description of the Contract or Purchase(s)

Crown Commercial Service (CCS) as the Authority intends to put in place a pan government Framework Agreement for the provision of Journal Subscriptions (Print and Electronic) for use by UK public sector authorities identified at VI.3) (and any future successors to these organisations), which include Central Government Departments and their Arm's Length Bodies and Agencies (ALBs), Non Departmental Public Bodies, NHS bodies and Local Authorities.

The above Public Sector Authorities have a need for Journal Subscriptions and delivery of purchased goods. The duration of this Framework Agreement is for a four (4) year period.

The aim is to appoint a single supplier to provide Journal Subscriptions for business related insight, research and personal development purposes in three different service offerings and two different formats, namely Print, Electronic or a combination of both (Print and Electronic). Contracting Authorities will be provided with access to an Online Portal to enable them to search, order, manage and monitor journals. The service shall be scalable to cope with future changes in journal requirements.

By aggregating the government's journal requirement it is anticipated that there will be increased leverage available to influence discounts. Similarly a key aim of the Framework is the provision of a single point of contact delivering a reduced administrative burden on Contracting Authorities.

II.1.6 Common Procurement Vocabulary

Main Object

Main Vocabulary

Code	Description
22200000	Newspapers, journals, periodicals and magazines

Suppl. Vocabulary

Code	Description
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Additional Object(s)

Main Vocabulary

Code	Description
22120000	Publications
22210000	Newspapers
22211100	Official journals
22212000	Periodicals
22212100	Serials
22213000	Magazines
48161000	Library management system
72320000	Database services
79970000	Publishing services
79980000	Subscription services
79995000	Library management services
92500000	Library, archives, museums and other cultural services
92510000	Library and archive services
92511000	Library services

Suppl. Vocabulary

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

Yes

II.1.8 Lot Details

Division into lots

II.1.9 Variants will be accepted

No

II.2 QUANTITY OR SCOPE OF THE CONTRACT

II.2.1 Total quantity or scope

Crown Commercial Service, as the Authority, intends to put in place a Framework Agreement for the

provision Journal Subscriptions (Print and Electronic). The Framework Agreement will be available to central government and wider public sector organisations to provide services throughout the UK. This Procurement will establish a Single Supplier Framework Agreement.

Value Basis

Between 11,000,000.00 GBP and 18,000,000.00 GBP

II.2.2 Options

No

II.3 Duration of the Contract or Time-Limit for Completion

48 Month(s)

SECTION III: LEGAL, ECONOMIC, FINANCIAL & TECHNICAL INFORMATION

III.1 CONDITIONS RELATING TO THE CONTRACT

III.1.1 Deposits and Guarantees required (if applicable)

Participants will be advised if this is necessary during the procurement. Parent company and/or other guarantees of performance and financial liability may be required by the Authority if considered appropriate.

III.1.2 Main Financing conditions and Payment arrangements and/or reference to the relevant provisions regulating them

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

No legal form is required but if a contract is awarded to a Group of Economic Operators, the Authority may require the Group of Economic Operators to form a legal entity before entering into the Framework Agreement.

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

No

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 the requirements are met: Potential Providers will be assessed in accordance with Section 5 of Chapter 2 of the Public Contracts Regulations 2015, (implementing Title II, Chapter III, Section 3, Sub-Section I of Directive 2014/24/EU), on the basis of information provided in response to an Invitation to Tender ('ITT').

This procurement will be managed electronically via the Authority's e-Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite.

If you have not yet registered on the eSourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for CCS eSourcing'. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <https://www.gov.uk/government/publications/become-a-crown-commercial-service-supplier/becoming-a-supplier-through-the-crown-commercial-service-what-you-need-to-know>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing ExpressionOfInterest@crowncommercial.gov.uk.

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. The Authority will process the email and then enable the supplier to access the procurement online

via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service Support Desk email: eEnablement@crownccommercial.gov.uk

A full copy of the ITT documentation for this procurement will be available for unrestricted and full direct access, free of charge via Crown Commercial Service website from the date of this publication of the contract notice: <http://ccs-agreements.cabinetoffice.gov.uk/procurement-pipeline>

Responses must be published by the date in IV.3.4.

For the Authority to conclude a Framework Agreement with the Potential Provider, it will be essential for the Potential Provider to meet the requirements of the Cyber Essentials Scheme, introduced in June 2014. This scheme defines a set of controls which, when properly implemented, provides organisations with basic protection from the most prevalent forms of threat that come from the internet.

Potential Providers can view the details of the Cyber Essentials Scheme at:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

From 1 October 2014, suppliers must be compliant with the new Cyber Essentials controls if bidding for government contracts which involve the handling of sensitive and personal information and the provision of certain technical products and services. The easiest way to demonstrate that the Cyber Essentials requirements are met is to gain the Cyber Essentials certificate. The Cyber Essentials Assurance Framework, leading to the award of Cyber Essentials and Cyber Essentials Plus certificates for organisations, has been designed in consultation with SMEs, including the Federation for Small Business, to be 'lighttouch' and achievable at low cost. The two options give organisations a choice over the level of assurance they wish to gain and the cost of doing so. This scheme offers the right balance between providing additional assurance of an organisation's commitment to implementing cyber security to third parties, while retaining a simple and low cost mechanism for doing so. The need to meet the requirements of the Cyber Essentials Scheme will extend to Sub-Contractors of the Supplier where such Sub-Contractors are involved, on behalf of the Supplier, in the handling of sensitive and personal information and the provision of certain technical products and services. The Supplier and any Sub-Contractors will need to renew their evidence of Cyber Essentials compliance at least annually.

Data Security

The data security classification shall be OFFICIAL TIER. The Potential Provider will be required to put in place appropriate controls to:

- Protect HMG Employee personal data
- Comply with the Data Protection Act

To comply with the security requirements of the Payment Card Industry – PCI-DSS which can be located at <https://www.pcisecuritystandards.org/>

The Government Security Classification 2014 may be accessed here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251480/Government-Security-Classifications-April-2014.pdf

Please refer to ITT documents Attachment 2 - Participation Requirements and Selection Questionnaire

III.2.2 Economic and Financial Capability

Information and formalities necessary for evaluating if requirements are met:

Information and formalities necessary for evaluating if the requirements are met: Potential Providers will be assessed in accordance with the Invitation to Tender ('ITT'). The Authority may take into account any of the following information:

- a) A copy of the audited accounts for the most recent 2 years, if available; or alternatively);
- b) A statement of the turnover, profit and loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation; or
- c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or
- d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

Minimum level(s) of Standards possibly required (if applicable):

Potential Providers must provide assurance, prior to contract award, that they have appropriate Insurance in place as specified within the ITT.

III.2.3 Technical Capability

Information and formalities necessary for evaluating if requirements are met:

Information and formalities necessary for evaluating if the requirements are met: Potential Providers will be assessed in accordance with Section 5 of the Regulations implementing the Directive, on the basis of information provided in response to an ITT. The Authority may take into account the following information:

- (a) Two (2) suitable contract examples, from the public or private sector, where similar requirements to those sought under this Procurement have been performed. Contracts should have been performed during the past 3 years. Customer contacts must be warned they may be contacted by Crown Commercial Service, to verify the accuracy of the information provided at any time;
- (b) A description of the technical facilities and measures used by the Potential Provider for ensuring quality and data security;
- (c) An indication of the proportion of the contract which the Potential Provider intends possibly to subcontract.

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1)

Minimum level(s) of Standards possibly required (if applicable):

N/A

III.2.4 Reserved Contract (if applicable)

Existence of Reserved Contracts

SECTION IV: PROCEDURE

IV.1 TYPE OF PROCEDURE

IV.1.1 Type of Procedure

Open

IV.2 AWARD CRITERIA

IV.2.1 Award Criteria

Most economically advantageous tender in terms of Criteria stated below

No.	Criteria	Weighting
1	Quality	50
2	Price	50

IV.2.2 An Electronic auction will be used

No

IV.3 ADMINISTRATIVE INFORMATION

IV.3.1 File Reference Number attributed by the contracting authority (if applicable)

RM3797

IV.3.2 Previous publication(s) concerning the same Contract

No

IV.3.4 Time-limit for receipt of Tenders or requests to participate

IV.3.6 Languages

Language(s) in which Tenders or requests to participate may be drawn up

English

Other Language(s)

IV.3.7 Minimum Tender Duration

Minimum time frame during which the Tenderer must maintain the Tender

120 Day(s)

IV.3.8 Conditions for opening Tenders

Date

Place (if applicable)

Web-based portal

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

No

SECTION VI: COMPLEMENTARY INFORMATION

VI.1 RECURRENT PROCUREMENT

VI.1.1 This is a Recurrent Procurement (if applicable)

No

VI.2 PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

VI.2.1 Contract related to a Project and/or Programme Financed by EU Funds

No

VI.3 ADDITIONAL INFORMATION (IF APPLICABLE)

Additional Information

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Authority intends to publish the Invitation to Tender (ITT) document and the text of any Framework Agreement awarded, subject to possible redactions at the discretion of the Authority. The terms of the proposed Framework Agreement will also permit a public sector contracting Authority, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redactions at the discretion of the Contracting Authority. Further information on transparency can be found at:

<https://www.ons.gov.uk/economy/nationalaccounts/uksectoraccounts/datasets/publicsectorclassificationguide>

The Business strategy determined that the Journal Subscription (Print and Electronic) Goods and Services RM3797 should be tendered as a single supplier lot and that it should not be subdivided. This will deliver maximum overall benefits in terms of the efficiencies and economies of scale, in addition to providing a fully integrated Journal Subscription Service for Central Government

The Authority expressly reserves the right:

– (i) Not to award any contract as a result of the procurement process commenced by publication of this notice;

and

– (ii) To make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Authority be liable for any costs incurred by the Potential Provider. If the Authority decides to enter into a Framework Agreement with the successful Potential Providers, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of Potential Providers. Any orders placed under this Framework Agreement will form a separate contract under the scope of this Framework between the Potential Provider and the specific requesting other Contracting Authorities.

The Contracting Authorities utilising the Framework reserve the right to use any electronic portal during the life of the agreement.

Electronic ordering and/or electronic invoicing and/or electronic payment may be used during the period of the Framework Agreement and throughout the lifespan of any Call-Off Agreements.

The duration referenced in Section II.1.4) is for the placing of orders.

The value provided in Section II.1.4) is only an estimate. We cannot guarantee to Suppliers any business through this Framework Agreement.

The Authority wishes to establish a Framework Agreement for use by UK public sector bodies (and any future successors to these organisations): the current list can be found at:

<https://www.ons.gov.uk/economy/nationalaccounts/uksectoraccounts/datasets/publicsectorclassificationguide>

Complaints during the procurement process are conducted under the Official Journal for the European Union (OJEU) in-line with the Public Contracts Regulations (2015). Our processes are conducted in a fair, open and transparent manner. We are committed to developing constructive relationships with suppliers and are keen to generate maximum competition in all of our procurements to deliver best value and sustainable cost savings for the taxpayer. The outcome of the evaluation process is totally dependent on the competitive strength of the individual Tender submissions, regardless of the Potential Providers's size or place on existing/previous arrangements. We are committed to treating all suppliers fairly and all feedback and complaints are given full and fair consideration. If at any stage we believe that a mistake has been made by us, please be assured that we will rectify it to the extent that we can legally do so. In order to complain you must 1st be registered on the eSourcing tool for the relevant procurement event. All complaints must be raised via the eSourcing tool messaging facility. If you are still unsatisfied at the outcome of a procurement competition and wish to challenge it, then you should issue legal proceedings under Part 3 Chapter 6 (Applications to the Court) of the Public Contracts Regulations 2015 and serve them on the Government Legal Department in accordance with the Civil Procedure Rules Part 66 (Crown Proceedings) and its associated Practice Direction. Please note that service by email is subject to prior agreement with the Head of Litigation at the Government Legal Department Solicitor's Department and is not routinely given

VI.4 PROCEDURES FOR APPEAL

VI.4.1.1 Body responsible for Appeal Procedures

Official Name _____		
Postal Address _____		
Town _____	Postal Code _____	Country _____
Telephone _____	Fax _____	
Email(s) _____		
Internet Address (URL) _____		

VI.4.1.2 Body responsible for Mediation Procedures (if applicable)

Official Name _____		
Postal Address _____		
Town _____	Postal Code _____	Country _____

Telephone	Fax

Email(s)	

Internet Address (URL)	

VI.4.2 Lodging of Appeals

Information on deadline(s) for lodging Appeals

There is no right of appeal in this procurement. If you have a complaint or seek to challenge the outcome, please follow the guidance on procedure contained in the previous section.

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

Official Name		

Postal Address		

Town	Postal Code	Country
_____	_____	_____
Telephone	Fax	
_____	_____	
Email(s)		

Internet Address (URL)		

VI.5 DATE OF DISPATCH

Date of dispatch of this Notice

The dispatch date will be automatically updated when the notice is submitted for publication