

## Voluntary ex ante transparency notice

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### Preliminary questions

#### \* This notice is covered by

- Directive 2004/18/EC  Directive 2004/17/EC (Utilities)  
 Directive 2009/81/EC (Defence)

#### Select type of contract and procedure

##### \* Type of contract

- Works  Service  
 Supplies

##### \* Type of procedure

- Negotiated without a call for competition  Award of a contract without prior publication of a contract notice in the Official Journal of the European Union (in the cases listed in Section 2 of Annex D1)

\* Number of contracts in Section V: Award of contract:

### Section I: Contracting authority/entity

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

\* Official name:   
National ID:

##### Postal address

\* Country:   
\* Town:  \* Postal address:   
Postal code:

##### Contact point(s)

Contact point(s):   
For the attention of:  Telephone:   
E-mail:  Fax:

##### Internet address(es)

General address of the contracting authority/entity: (URL)   
Address of the buyer profile: (URL)   
Electronic access to information: (URL)   
Electronic submission of tenders and requests to participate: (URL)

#### I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions  
 National or federal agency/office  
 Regional or local authority  
 Regional or local agency/office  
 Public or private body

### I.3) Main activity

<input checked="" type="checkbox"/> General public services	<input type="checkbox"/> Health
<input type="checkbox"/> Defence	<input type="checkbox"/> Housing and community amenities
<input type="checkbox"/> Public order and safety	<input type="checkbox"/> Social protection
<input type="checkbox"/> Environment	<input type="checkbox"/> Recreation, culture and religion
<input type="checkbox"/> Economic and financial affairs	<input type="checkbox"/> Education
	<input type="checkbox"/> Other: <input type="text"/>

### I.4) Contract award on behalf of other contracting authorities/entities

The contracting authority/entity is purchasing on behalf of other contracting authorities/entities

yes  no

(if yes, information on those contracting authorities/entities can be provided in Annex A)

\* Quantity of Annex A.I

## Section II: Object of the contract

### II.1) Description

#### II.1.1) Title attributed to the contract

\* Title attributed to the contract

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

Services (Category was already specified in preliminary questions)

Service category No <sup>4</sup>

**+ NUTS code:**

**+ NUTS code:**

**II.1.3) Information about a framework agreement or a dynamic purchasing system (DPS) <sup>1</sup>**

The notice involves the establishment of a framework agreement

The notice involves the establishment of a framework agreement

The notice involves contract(s) based on a dynamic purchasing system (DPS)

**II.1.4) Short description of the contract or purchase(s)**

\* Short description: Provision of Services for scanning and indexing of inbound mail for the Council's high volume service departments. Contract to be extended for a further 5 years from 01/12/2015 to 30/11/2020

**II.1.5.) Common procurement vocabulary (CPV)**

\* Main object

\* Main vocabulary: 48311000 Supplementary vocabulary:

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**Additional object(s)**

Main vocabulary: 48000000 Supplementary vocabulary:

**II.1.6) The contract is covered by the Government Procurement Agreement (GPA)**

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

yes  no

**- II.2) Total final value of contract(s)**

**II.2.1) Total final value of contract(s) <sup>2</sup>**

Please give only total final value, including all contracts, lots, renewals and options. For information about individual contracts, please fill section V. Award of contract

Exact  Lowest offer/highest offer taken into consideration

Value: 232500.00 Lowest offer:

Currency: GBP highest offer:

Currency: EUR

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Excluding VAT  Including VAT

VAT rate (%):

**- Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure**

Negotiated without publication of a contract notice / call for competition (Type was already specified in preliminary questions)

**V.3) Name and address of economic operator in favour of whom the contract award decision has been taken**

* Official name:	Northgate Public Services (UK) Ltd	Telephone:	+44 1442232424
* Country:	United Kingdom (UK)	Fax:	
* Town:	Hemel Hempstead	E-mail:	
Postal code:	HP24NW	Internet address: (URL)	www.northgatepublicservices.co.uk
* Postal address:	Peoplebuilding 2 Peoplebuilding Estate Mavlands Avenue		

**+ V.4) Information on value of contract (give figures only)****+ V.5) Information about subcontracting****+ Section VI: Complementary information****- Annex D - Justification for the award of the contract without prior publication of a contract notice in the Official Journal of the European Union (OJEU)**

Please provide hereunder a justification for the award of the contract without prior publication of a contract notice in the Official Journal of the European Union. This justification must comply with the requirements of Directive 2004/18/EC.

(please tick the relevant box(es) and provide the additional information below)

**1) Justification for the choice of the negotiated procedure without prior publication of a contract notice in the OJEU in accordance with Directive 2004/18/EC.****No tenders or no suitable tenders in response to:**

- open procedure,  
 restricted procedure.

**The works/goods/services can be provided only by a particular tenderer for reasons that are**

- technical  
 artistic  
 connected with the protection of exclusive rights

- Extreme urgency brought about by events unforeseeable by the contracting authority and in accordance with the strict conditions stated in the Directive  
 Additional works/deliveries/services are ordered under the strict conditions stated in the Directive  
 New works/services, constituting a repetition of existing works/services and ordered in accordance with the strict conditions stated in the Directive  
 Service contract awarded to the successful candidate or one of them after a design contest  
 All tenders submitted in reply to an open procedure, a restricted procedure or competitive dialogue were irregular or unacceptable. Only those tenderers were included in the negotiations which have satisfied the qualitative selection criteria

**2) Other justification for the award of the contract without prior publication of a contract notice in the OJEU**

- The contract has as its object services listed in Annex II B to the Directive  
 The contract falls outside the scope of application of the Directive

\*In order to benefit from the reduced time-limit referred to above, in addition to the box(es) to be ticked above, please explain in a clear and comprehensive manner why the award of the contract without prior publication of a contract notice in the Official Journal of the European Union is lawful, by stating in any case the relevant facts and, as appropriate, the conclusions of law in accordance with Directive 2004/18/EC:

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