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Tender

## **Provision of Banking and Merchant Card Services**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-033536

Procurement identifier (OCID): ocids-h6vhtk-04ad37

Published 17 October 2024, 11:50am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Contact**

Helen Sellwood Sellwood

#### **Email**

[sellwhl@caerphilly.gov.uk](mailto:sellwhl@caerphilly.gov.uk)

#### **Telephone**

+44 1443863161

#### **Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

<https://www.caerphilly.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

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://supplierlive.proactisp2p.com/account/login>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Provision of Banking and Merchant Card Services

Reference number

CCBC/PS2592/HS/24

#### **II.1.2) Main CPV code**

- 66110000 - Banking services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Council is seeking to appoint a suitable Bank to provide the Provision of Banking Services and Merchant Card Services to the Council.

#### **II.1.5) Estimated total value**

Value excluding VAT: £910,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 66110000 - Banking services
- 66100000 - Banking and investment services
- 66120000 - Investment banking services and related services

#### **II.2.3) Place of performance**

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the Boundaries of Caerphilly County Borough Council

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

The Council is seeking to appoint a suitable Bank provider for its Corporate Banking Services to include banking and merchant card services. The Council is seeking to award a single contract covering the full range of services as

clearly detailed within the ITT.

The contract is for a period of five years, with the option to extend for up to a further period of five years extended on an annual basis. The process will be a three stage process consisting of selection, evaluation and preferred bidder stage.

Stage One - Selection stage

This will consist of Pass/Fail questions. Providers will need to pass all questions to proceed to the award stage, Stage Two. Providers shall note that if they fail any of the Pass/Fail criteria within the selection stage their bids will be excluded from any further part in the process.

Financial Rating

The minimum requirement acceptable to the Council during the tender process and throughout the term of the contract

shall be the investment grade rating of (short-term/ Long-term) F2 / BBB Fitch or equivalent.

The Council shall undertake periodic reviews of the successful providers rating during the term of the contract. If the successful provider falls below the F2 / BBB (Fitch or equivalent) during the term of the contract, the Council shall terminate the contract.

Stage Two – Evaluation stage

The award methodology will be based upon the Most Economical Advantageous Tender submission received utilising a

criteria of Cost and Quality with the following % attributed to each area:

Cost 40% weighting

Quality 60% Weighting, to include specification response, Demonstration / Presentation

The evaluation stage will consist of scored questions. Full details of the evaluation process are available within the ITT.

Stage Three – Preferred Bidder Stage

The Council will commence discussions on the banks Terms and Conditions and any other aspects including but not limited to technical and commercial aspects of the bid, terms and conditions and the length of the contract period which will not exceed ten (10) years.

Social Value is a non scored requirement for this tender but a mandatory requirement.

Full details are in the ITT

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £910,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract includes an option to extend for up to a further period of five (5) years (Total Ten Years)

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **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**

The contract period is for five years with the option to extend up to a further period of five years. The estimated value includes extension options

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 November 2024

Local time

12:00pm

#### **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

22 November 2024

Local time

12:00pm

Place

Within Caerphilly County borough Council

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT REGISTERING AN INTEREST IN THIS TENDER. FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

1. Log in to the Proactis Supplier Portal at:  
<https://supplierlive.proactisp2p.com/Account/Login> ;
2. Follow the relevant steps,
3. Make a note of the Organisation ID and User Name, then click 'Register';
4. You will then receive an email from the system asking you follow a link to activate your account;
5. Enter the information requested, clicking on the blue arrow to move on to the next stage;
6. In the Classification section ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes specific to your organisation are added to your profile;
7. Buyer Selection — At this stage you are required to indicate which Buyer Organisations you would like to register with. Remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities;
8. Terms and Conditions — Read the terms and conditions of the use of this Supplier Portal



and tick the box to denote you have read and understood the terms. Once you have agreed click on the blue arrow to move on to the next stage;

9. Insert a password for the admin user and repeat it. The password Must be between 6 and 50 characters in length. It must contain at least 2 number(s). Select 'Complete Registration' and you will enter the Supplier Home page;

10. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed.

Click on the blue arrow under the field 'Show Me' of the relevant opportunity then click to register your interest on the applicable button;

11. Note the closing date for completion of the relevant project. To find all available documentation drop-down the 'Request Documents' option and click to download all documents;

12. You can now either complete your response or 'Decline' this opportunity.

All queries are to be made via the messaging system on the Proactis portal.

Suppliers are advised to allow adequate time for the submission of their Bid

This contract includes Social Value TOMs as set out within the Invitation to Tender.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=145313](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=145313).

(WA Ref:145313)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom