

Proxy voting services and corporate governance issues worldwide



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E-mail: ojs@publications.europa.eu Info & on-line forms: <http://simap.europa.eu>**Contract notice****Section I: Contracting authority****I.1) Name, addresses and contact point(s)**Official name: [Wolverhampton City Council as administering authority for the West Midlands Pension Fund](#)National ID: *(if known)*Postal address: [Civic Centre, St Peter's Square. Wolverhampton](#)Town: [Wolverhampton](#)Postal code: [WV1 1RG](#)Country: [UK](#)Contact point(s): [Brian Bailey Director of Pensions](#)

Telephone:

For the attention of:

E-mail: Brian.Bailey@wolverhampton.gov.ukFax: [+44 1902555779](#)**Internet address(es):** *(if applicable)*General address of the contracting authority/entity: *(URL)* <http://www.wmpfonline.com>Address of the buyer profile: *(URL)* <http://www.wmpfonline.com/tenders>Electronic access to information: *(URL)*Electronic submission of tenders and requests to participate: *(URL)***Further information can be obtained from:**

- The 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 from:

- The above mentioned contact point(s)
- Other: please complete Annex A.II

Tenders or requests to participate must be sent to:

- The above mentioned contact point(s)
- Other: please complete Annex A.III

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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
- Body governed by public law
- European institution/agency or international organisation
- Other: (please specify)

I.3) MAIN ACTIVITY

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: (please specify)

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.)

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Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority

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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"/> (a) Works <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/entities	<input type="radio"/> (b) Supplies <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"/> (c) Services Service category No 11 <i>(Please see Annex C1 for service categories)</i>
Main site or location of works	Main place of delivery	Main place of performance NUTS code UKG35

II.1.3) Framework agreements

- a public contract
 the establishment of a framework agreement
 the setting up of a dynamic purchasing system (DPS)

II.1.4) Information on framework agreement (if applicable)

<input type="radio"/> Framework agreement with several operators Number _____ <i>or (if applicable) maximum number of participants to the framework agreement envisaged</i>	<input type="radio"/> Framework agreement with a single operator
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Duration of the framework agreement:

Duration in years: _____ or in months: _____

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: _____	Currency: _____
or Range: between _____ and _____	Currency: _____
Frequency and value of the contracts to be awarded: <i>(if known)</i> :	

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

Wolverhampton City Council as administering authority for the West Midlands Pension Fund wishes to invite tenders for the provision of a proxy voting service for its direct equity holdings worldwide and corporate governance analysis and advice on these holdings, identifying any significant risks and how the Fund may protect its interests. The Fund intends to vote all of its direct equity holdings worldwide through this contract. The Fund's custodian will make available any data on the Fund's holdings electronically. The successful tenderer will undertake the voting based upon the Fund's bespoke template, or voting guidelines and advise on voting matters not covered by the template before voting. The successful tenderer will advise on the template from time to time and provide regular governance reports on corporate governance issues arising worldwide. Advice on specific issues raised by the Fund may be required from time to time, together with a risk analysis of the major governance weaknesses in the companies in which the Fund invests at least annually. Assist the Fund in engagement with companies where there are major concerns. Corporate governance includes environmental and social issues.

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II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	66523000	
Additional object(s)	66523100	
	66131100	
	66141000	
	75320000	
	66520000	
	66171000	

II.1.7) The contract is covered by the Government Procurement Agreement (GPA)

yes no

II.1.8) This contract is divided into lots (for information about lots, use Annex B as many times as there are lots)

yes no

if yes, Tenders may 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, renewals and options, if applicable)

A service contract for 5 years duration with a possible extension of a further 2 years

<i>if applicable</i> , Estimated value excluding VAT (give figures only):	Currency:
or Range: between 480000.00 and 700000.00	Currency: GBP

II.2.2) Information about options (if applicable)

yes no

if yes, Description of these options:

<i>(if known)</i> Provisional timetable for recourse to these options: in months: _____ or in days: _____ (from the award of the contract)

II.2.3) Information about renewals (if applicable)

This contract is subject to renewal:

yes no

Number of possible renewals: <i>(if known)</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 in days: _____ (from the award of the contract)
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II.3) Duration of the contract or time limit for completion

Duration in months: 60	or in days:	(from the award of the contract)
or Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

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Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required *(if applicable)*

Any deposits or guarantees required by the Authority will be set out in the Tender Documents.

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

The terms concerning financing and payment will be set out in the Tender Documents.

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 reserves the right to require that each party undertakes joint and several liability.

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

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 the requirements are met:

As provided in the tender documents

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met:	Minimum level(s) of standards possibly required <i>(if applicable)</i> :
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As provided in the tender documents

III.2.3) Technical capacity

Information and formalities necessary for evaluating if the requirements are met:	Minimum level(s) of standards possibly required <i>(if applicable)</i> :
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As provided in the tender documents

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

yes no

The contract is restricted to sheltered workshops

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

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III.3) Conditions specific to services contracts**III.3.1) Information about a particular profession**

yes no

if **yes**, Reference to the relevant law, regulation or administrative provision:

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

yes no

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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	Some candidates have already been selected (if appropriate under certain types of negotiated procedures) <input type="radio"/> yes <input type="radio"/> no if yes, provide names and addresses of economic operators already selected under Section VI.3 <i>Additional information</i>
<input type="radio"/> Accelerated negotiated	Justification for the choice of accelerated procedure:
<input type="radio"/> Competitive dialogue	

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate (*restricted and negotiated procedures, competitive dialogue*)

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

yes no

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

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IV.2.2) INFORMATION ABOUT ELECTRONIC AUCTION

An electronic auction will be used

yes no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information

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

[WMPFCGT2011](#)

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 the OJEU:	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)* *(in the case of a competitive dialogue)*

Time limit for receipt of requests for documents or for accessing documents	
Date: 19/12/2011 (dd/mm/yyyy)	Time: 15:00
Payable documents	
<input type="radio"/> yes <input checked="" type="radio"/> no	
if yes, Price <i>(give figures only)</i> :	Currency:
Terms and method of payment:	

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Section VI: Complementary information**VI.1) Information about recurrence** *(if applicable)*

yes no

if yes,

Estimated timing for further notices to be published:

VI.2) The contract is related to a project and/or programme financed by European Union funds

yes no

if yes,

Reference to project(s) and/or programme(s):

VI.3) Additional information *(if applicable)*

See tender documents available at <http://www.wmpfonline.com/tenders>

VI.4) Procedures for appeal**VI.4.1) Body responsible for appeal procedures**

Official name: [Please refer to section VI.4.2 below](#)

Postal address:

Town: Postal code:

Country: [United Kingdom](#) Telephone:

E-mail: Fax:

Internet address (URL):

Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town: Postal code:

Country: Telephone:

E-mail: Fax:

Internet address (URL):

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

Precise information on deadline(s) for lodging appeals:

[In accordance with the Public Contracts Regulations 2006 \(as amended\) the Contracting Authority will incorporate a minimum 10 calendar days standstill period at the point information on the award of the Contract is communicated to Tenderers. The Public Contracts Regulations provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court \(England, Wales and Northern Ireland\).](#)

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

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address (URL):

VI.5) Date of dispatch of this notice:*The dispatch date will be automatically updated when the notice is submitted for publication*

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Annex A*Additional addresses and contact points*

Official name:

National ID: *(if known)*

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

E-mail:

Fax:

Internet address: *(URL)*

Official name:

National ID: *(if known)*

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

E-mail:

Fax:

Internet address: *(URL)*

Official name:

[Wolverhampton City Council as administering authority for the West Midlands Pension Fund](#)

National ID: *(if known)*

Postal address:

[Civic Centre, St Peter's Square](#)

Town:

[Wolverhampton](#)

Postal code: [WV1 1RG](#)

Country:

[UK](#)

Contact point(s):

[Solicitor to the Council and Assistant Director Governance](#)

Telephone:

For the attention of:

[Ms Susan Kembrey](#)

E-mail:

Susan.Kembrey@Wolverhampton.gov.uk

Fax: [+44 1902554970](#)

Internet address: *(URL)*

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Annex B (1)*Information about lots***Lot No Lot title****1) Short description****2) Common procurement vocabulary (CPV)****3) Quantity or scope**

<i>if applicable</i> , Estimated value excluding VAT (<i>give figures only</i>):	Currency:
or Range: between and	Currency:

4) Indication about different date for duration of contract or starting/completion (*if applicable*)

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

5) Additional information about lots