

**United Kingdom-Coventry: Education and training services**

OJ S 3/2016 06/01/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA)

Postal address: Cheylesmore House, Quinton Road

Town: Coventry

Postal code: CV1 2WT

Country: United Kingdom

For the attention of: Responsible Officer Senior

E-mail: [procurementhelp@sfa.bis.gov.uk](mailto:procurementhelp@sfa.bis.gov.uk)

Telephone: +44 8450194170

Fax: +44 2476823675

**Internet address(es):**

General address of the contracting authority: [www.gov.uk/.../department-for-business-innovation-skills](http://www.gov.uk/.../department-for-business-innovation-skills)

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

To procure the services of organisations to deliver activity to support individuals who are NEET on behalf of The Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA) for delivery in Worcestershire Local Enterprise Partnership (LEP) area.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 24: Education and vocational education services  
NUTS code

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

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

Delivery of Education & Vocational training services activity funded through the European Social Fund (ESF) to support individuals who are NEET or in danger of becoming NEET identified in the Local Enterprise Partnership (LEP) area mentioned at II.1.1) above.

**II.1.6. CPV code(s)**

80000000 Education and training services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**II.2.2. Information about options**

Options: yes

Description of options: As indicated within the Contract for Services included within this Invitation to Tender, the Contract may be extended for up to a maximum of 12 months.

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

Completion 31.3.2018

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

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

All successful bidders will have to have had their Financial Health checked by the SFA following its procedures shown on its website.

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

At the time of contract award all organisations seeking to be considered for a contract must be a legal entity.

**III.1.4. Contract performance conditions**

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Once you have been invited into the Tender you will receive an email alert advising you to sign on to the SFA e-tendering portal with your normal Username and Password. You access the My ITTs' page (this is a secure area reserved for your projects only). You can now access any attachments by clicking 'Buyer Attachments' in the ITT Details' box .3. Responding to the tender — Click 'My Response' under ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining); — 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 ITT; — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk but please note neither of these will be able to offer any advice on the service being procured, this is only available by using the online message board.

### **III.2.2. Economic and financial ability**

### **III.2.3. Technical and professional ability**

Minimum level(s) of standards possibly required:

Candidates must have submitted a response to the Register Refresh which opened on 2.6.2015 indicating that they were interested in delivering to the LEP area covered and have been successful in that application.

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

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

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

5.2.2016 - 17:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

### **Section VI: Complementary information**

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

#### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
yes

Identification of the project: Once you have been invited into the Tender you will receive an email alert advising you to sign on to the SFA e-tendering portal with your normal Username and Password. You access the My ITTs' page (this is a secure area reserved for your projects only). You can now access any attachments by clicking 'Buyer Attachments' in the ITT Details' box. 3. Responding to the tender. — Click 'My Response' under ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining); — 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 ITT; — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk but please note neither of these will be able to offer any advice on the service being procured, this is only available by using the online message board.

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

The Contracting Authority intends to use an eTendering system in this procurement exercise.

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

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

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Once you have been invited into the Tender you will receive an email alert advising you to sign on to the SFA e-tendering portal with your normal Username and Password. You access the My ITTs' page (this is a secure area reserved for your projects only). You can now access any attachments by clicking 'Buyer

Attachments' in the ITT Details' box. 3. Responding to the tender. — Click 'My Response' under ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining); — 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 ITT; — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk but please note neither of these will be able to offer any advice on the service being procured, this is only available by using the online message board.

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

4.1.2016