

United Kingdom-Manchester: Real estate services

OJ S 3/2016 06/01/2016

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: HM Revenue & Customs

Postal address: 5th Floor West, Ralli Quays, 3 Stanley Street, Salford

Town: Manchester

Postal code: M60 9LA

Country: United Kingdom

For the attention of: Valerie Sharrocks

E-mail: valerie.sharrocks@hmrc.gsi.gov.uk

Telephone: +44 300058850

Internet address(es):General address of the contracting authority: www.hmrc.gov.uk**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

Other: direct and indirect taxes

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

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

HMRC Estates Transformation Strategic Delivery Partner.

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

Services

Service category No 27: Other services

NUTS code UK United Kingdom

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)

Real estate services. Infrastructure works consultancy services. Construction project management services. Construction management services. Business and management consultancy services. Property management services of real estate on a fee or contract basis. Project management consultancy services. Procurement consultancy services. Commercial property management services. Real Estate Services — HM Revenue and Customs (HMRC) is the UK's tax and customs authority, through our customs service we facilitate legitimate trade and protect our economic, social and physical security. HMRC is transforming the way it works in order to meet changing times, our working environments have a crucial role to play in this. To drive our business forward, we need offices that help us to work differently day-to-day as teams and individuals, creating a modern culture of openness, flexibility and collaboration. By 2020, it is anticipated that around 95 per cent of our workforce will be based in a network of up to 13 Regional Centres, these will vary in size from 1 200 to 7 500 staff and will be a mixture of existing buildings, new builds and acquisitions, the existing 170 offices will close as new Regional Centres open. There will be a small number of specialist sites in addition to the Regional Centres and Regional Centres may form part of larger Government Hub campuses. The appointed Strategic Delivery Partner will work alongside HMRC as client and other specialist consultants including legal advisers and commercial property advisers who will explore and develop potential options in each location. The scope for the SDP will be refined as the programme develops with the potential for continuity of provision from advice through to successful delivery. The current Core Services include the following areas of leadership support and delivery:

- Advisory Services;
- Programme Management and Governance;
- Project Management;
- Financial Appraisal;
- Communications and Stakeholder Management;
- Commercial Strategy.

In addition to the Core Services, HMRC may require the SDP to: develop and/or oversee technical, security, environmental standards and a facilities management plan, implement the procurement strategy, provide day to day management of the supply chain, provide audit and assurance services, cost modelling and benefits realisation.

II.1.6. CPV code(s)

70000000 Real estate services, 71311300 Infrastructure works consultancy services, 71541000 Construction project management services, 71540000 Construction management services, 79410000 Business and management consultancy services, 70330000 Property management services of real estate on a fee or contract basis, 72224000 Project management consultancy services, 79418000 Procurement consultancy services, 70332200 Commercial property management services

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

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The contract will be awarded for 3 years with an option to extend by up to a further 2 years (1 + 1). HMRC or its agents require the ability to 'terminate for convenience' the contract if there is a significant scope change to the programme that changes the basis of the original award. This termination to be at 30 days' notice at nil cost (other than completion of outstanding payments).

The Core Services will be for strategic advice and consultancy, planning and design, programme mobilisation, procurement support and delivery co-ordination in direct support of the HMRC estates transformation board in successfully managing the building our future workplaces programme. HMRC is looking for a partner that can provide significant additional expertise, innovation and experience to the Transformation Director and his leadership team to enable successful planning and project delivery.

The scope for the SDP will be refined as the programme develops. The current core services include the following areas of leadership, support and delivery for 13 Regional Centres by 202 including 3 Early Adopter Sites in year 1:

- Advisory Services;
- Estates Project Support Office;
- Project Management;
- Technical Support;
- Business Cases;
- Communications and Stakeholder Management;
- Commercial;
- Supply Chain Management;
- Assurance.

In addition to the Core Services, HMRC may require the SDP to: develop and/or oversee physical security infrastructure, a facilities management plan, provide audit and assurance services, planning advice, travel planning and additional services in the event of a freehold acquisition.

Estimated value excluding VAT:

Range: between 3 000 000 and 5 000 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

Section III: Legal, economic, financial and technical information

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

HMRC operates an Enterprise Resource Planning (electronic trading/ordering) system and has a Purchase Order Mandatory Policy. Successful tenderers will be required to provide information so that they can be adopted onto the system. Payment will be made by BACS within 30 days of receipt of a valid invoice.

III.1.3.

Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Any contract or framework agreement awarded will be subject to the Authority's Conditions of Contract.

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: As stated in Section VI.3), HMRC is using an e-sourcing (eTendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated that they have the necessary personal standing and are eligible and suitable to be awarded a public contract. Tenderers will therefore be required to provide a statement within an online 'selection questionnaire' as to whether any of the circumstances (relating to mandatory and discretionary grounds for exclusion) described in Regulation 23 of the Public Contracts Regulations 2006 apply. Revenue compliance will be considered and checks will be undertaken throughout the tendering exercise, using, as applicable, information from HMRC's own records. UK applicants will be required to provide their tax reference numbers: i.e. Value Added Tax registration number, PAYE collection reference and Corporation Tax or Self-Assessment reference, as applicable. Overseas or non-UK Tenderers will be required to submit a certificate of tax compliance obtained from the country in which they are resident for tax purposes. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate. Information may also be required in respect of sub-contractors who will prospectively be performing core or major elements of the requirement.

III.2.2. Economic and financial ability

List and brief description of conditions: As stated in Section VI.3), HMRC is using an e-sourcing (eTendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online 'selection questionnaire' that they have the necessary economic or financial capacity to perform the contract. Actual requirements will vary depending on the particular requirement or contractual opportunity, but, as a minimum, the questionnaire will request the following information: 1) audited accounts (to include balance sheet and statement of profit and loss) and/or similar financial statements or information; 2) statement of turnover in respect of the required goods and/or service only; and 3) details of Public Liability and Employers Liability Insurance (as applicable) and other relevant insurances. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate.

III.2.3. Technical and professional ability

List and brief description of conditions:

As stated in Section VI.3), HMRC is using an e-sourcing (eTendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online 'selection questionnaire' that they have the necessary technical capacity to perform the contract. Actual requirements will vary depending on the particular requirement or contractual opportunity, but, as a minimum, the questionnaire will

request the following information: 1) details of the principal business areas(s) in which the company is engaged and its structure, site locations and facilities; 2) evidence of previous relevant experience in the last 3 years, demonstrating capacity and ability to provide the required goods and/or services, inclusive of dates, size/value of contract and customer address /contact names for reference purposes; 3) details of quality systems in place, including (if applicable) details and copy certification relating to formal accreditation held, such as BS, ISO or equivalent; 4) information relating to compliance with Health and Safety, Equalities and Environmental legislation; and 5) a list of professional associations or trade bodies to which the organisation or individuals in the organisation belong. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate.

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

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

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 Criteria below

1. Award criteria — experience of supplier and team. Weighting 15
2. Award criteria — people. Weighting 10
3. Award criteria — understanding of requirement. Weighting 15
4. Award criteria — planning. Weighting 5
5. Award criteria — project support office. Weighting 10
6. Award criteria — standard questions. Weighting 10
7. Award criteria — costs. Weighting 35

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

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

1601-PSCR-1208-HMRC Estates Transformation Strategic Development Partner-OJEU-Open

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2015/S 199-361365](#) of 14.10.2015

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

Time limit for receipt of requests for documents or for accessing documents: 20.1.2016 - 14:00
Payable documents: no

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

27.1.2016 - 11:59

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

Duration in days: 30 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: HMRC will be using an e-sourcing (e-tendering) tool/application for this procurement. This prevents any information provided by the applicant or tenderer from being viewed by the Authority until the e-sourcing event is closed. The e-sourcing (e-tendering) application will display the closing date and time for this particular tendering exercise within the event. The close time will be the earliest point at which the HMRC nominated or a tender defined evaluation team member will be able to open and view the tender responses. Therefore, the opening time for tenders will coincide with the close date and time for the event and all tenders will become visible to the HMRC nominated or event defined tender evaluation team in any place that provides access to the e-sourcing tool/application at that time.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

VI.3. Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. HMRC is conducting this tendering exercise under the OJEU Open procedure and is using an eSourcing (eTendering) tool or application. (Information about the e-Sourcing application, and about supplying to HMRC in general, is available on the HMRC website: www.hmrc.gov.uk/about/supplying.htm). Economic operators who require access to the online tender documentation will need to register using this http address — <http://hmrc>

Economic operator-eu.ariba.com/ad/register/SSOActions?type=full

You will then receive confirmation via a system generated email that you are registered as a potential HMRC Economic operator. Any Economic operators who are already registered with Ariba can ignore this step in the process. Confirmation of registration will be provided

via a system generated email, when confirmation has been received an email should be sent to commercialadminsUPPORTteam@hmrc.gsi.gov.uk entitled ““1601-PSCR-1208-HMRC Estates Transformation Strategic Delivery Partner-PSCR””, this will be treated as a request to access that specific online event. Respondents will then receive email confirmation that they have been given access to the online event and how to submit their proposal. The email request to participate may be submitted at any time up to, but no later than 14:00 on 20.1.2016. Economic operators who have complied with the foregoing will receive details of how to access the online Tender documentation. On-line Tender documentation must be fully completed (and any requested associated hard-copy documents received by HMRC) no later than 11:59 on 27.1.2016. Tender documentation not submitted in the required form (or containing the requested information) may be rejected. (When requesting access to the online Tender documentation, please notify the Authority if you have any accessibility issues (disabilities) which may prevent you from providing a high quality response using the eSourcing application. This will then allow HMRC to agree with you an appropriate format for you to view and respond to the requirements). All communications shall be in English. Tenders, when invited, and all supporting documentation must be priced in Sterling and all payments under the contract will be in Sterling. Any contract or agreement resulting from the Invitation to Tender will be considered as a contract made in England according to English Law and subject to the exclusive jurisdiction of the English courts. The Awarding Authority does not bind itself to accept any tender and reserves the right to accept any part of the tender unless the tenderer expressly stipulates to the contrary

To view this notice, please click here: <https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=178147562>

GO Reference: GO-201614-PRO-7532533.

VI.4. Procedures for review

VI.4.1. Review body

Official name: See V1.4.2)

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: HMRC will incorporate a minimum 10 calendar day standstill period at the time the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be requested from the address at I.1). Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Authority to amend any document and may award damages. If the contract has been entered into, the Court may only award damages.

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