

**Germany-Bielefeld: Counselling services**

**OJ S 34/2015 18/02/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ministry of Defence, C&C

Postal address: Head Office Corporate Services, BFG Commercial, Rm 1.016, Bld 5, Catterick Barracks, 440 Detmolder Strasse

Town: Bielefeld

Postal code: 33605

Country: Germany

Contact person: BFG Commercial

For the attention of: Sue Pinion

E-mail: [defcomrclcc-armyhq-bfg1a-d@mod.uk](mailto:defcomrclcc-armyhq-bfg1a-d@mod.uk)

Telephone: +49 52192542482

Fax: +49 52192542490

**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**

General public services

**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**

Relationship Counselling Services.

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

Services

Service category No 25: Health and social services

NUTS code DE Deutschland

**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)**

Counselling services. Provision of Professional, Training and Supervisory Support to the Relationship Counselling Service to the British Forces Germany and European Joint Support Unit.

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

85312320 Counselling 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 Contractor shall provide a variety of services related to counselling. This includes training and supervision of up to 10 BFG personnel to meet the minimum accredited standards of the British Association for Counselling and Psychotherapy (BACP) for practising as a relationship counsellor to enable couples counselling, psycho-sexual therapy, family therapy and young persons counselling on a face to face, telephone, email and Skype appointment based service. The Contractor shall also provide advice and guidance on client queries and service complains and procedural matters that relate to counsellor performance and their conduct and provide and maintain an information management system for the purpose of recording of case notes, appointment planning and statistical analysis.

Estimated value excluding VAT: 125 000 GBP

#### **II.2.2. Information about options**

Options: yes

Description of options: 3 (three) year contract from 01 October 2015 to 30 September 2018 with 2 (two) x 1 (one) year extension options or parts thereof.

Provisional timetable for recourse to these options:  
in months: 3 (from the award of the contract)

#### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

## **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**

Bank and/or parent guarantees may be required.

#### **III.1.2.**

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

The electronic Purchase to Payment (P2P) system will be used as the payment mechanism for this contract.

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

Joint and severable liability. Where consortia or other grouping of economic operators submit a bid, they will be bound jointly and severally. Such consortia or grouping must nominate a lead member to deal with the Authority on all matters relating to this procurement exercise.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

## **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: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.contracts.mod.uk/delta/project/reasonsForExclusion.html#dspr>

Candidates will be required to sign a declaration confirming whether they do or do not have any of the listed criteria as part of the pre-qualification process. For candidates who are registered overseas, you will need to declare if you have any offences/misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

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

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance.

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established.

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

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

List and brief description of conditions:

(a) a list of the works carried out over the past five years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall

submit these certificates to the contracting authority direct;

(b) a list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given:

— where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority;

— where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator.

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;

(f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;

(h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;

(i) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;

(j) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

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

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

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

Execution of the service is reserved to a particular profession: yes

Reference to the relevant law, regulation or administrative provision: Must meet the minimum accredited standards of the British Association for Counselling and Psychotherapy (BACP) for practising as a relationship counsellor and supervising in accordance with BACP accredited guidelines.

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

### **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**

Envisaged minimum number 4: and Maximum number 6

Objective criteria for choosing the limited number of candidates: PQQ.

##### **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**

An electronic auction will be used: no

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

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

CB/BFG/0105

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

no

##### **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: 13.3.2015 - 10:00

Payable documents: no

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

20.3.2015 - 10:00

##### **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**

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, and the contract will be awarded on the basis of the most economically advantageous tender. Suppliers interested in working with the Ministry of Defence should register on the MOD Supplier Information Database (SID) Register, available at [www.contracts.mod.uk](http://www.contracts.mod.uk) The MOD SID is a database of active and potential suppliers available to all MOD and UK Defence procurement personnel, and is the main supplier database of MOD Procurement organisations. Please note: the registration and publication of a company profile on the MOD SID does not mean or imply that the supplier has in any way been vetted or approved by the MOD. Suppliers wishing to compete for advertised MOD contracts must respond to

any specific call for competition by submitting a separate expression of interest in accordance with the instructions of the purchasing organisation.

From 2.4.2014 the Government is introducing its new Government Security Classifications Policy (GSC) to replace the current Government Protective Marking Scheme. A key aspect of this is the reduction in the number of security classifications used. All suppliers to the Department are encouraged to make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC.

<https://www.gov.uk/government/publications/government-security-classifications>

The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise.

Advertising Regime OJEU:- This contract opportunity is published in the Official Journal of the European Union (OJEU), the MoD Defence Contracts Bulletin and [www.contracts.mod.uk](http://www.contracts.mod.uk) GO Reference: GO-2015213-DCB-6366570.

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

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

Official name: Ministry of Defence, C&C

Postal address: BFG Commercial, Rm 1.016, Building 5, Catterick Barracks, 440 Detmolder Strasse

Town: Bielefeld

Postal code: 33605

Country: Germany

E-mail: [defcomrclcc-armyhq-bfg1a-d@mod.uk](mailto:defcomrclcc-armyhq-bfg1a-d@mod.uk)

Telephone: +49 52192542482

Fax: +49 52182542490

##### **Body responsible for mediation procedures**

Official name: Ministry of Defence, C&C

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

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

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

13.2.2015