

United Kingdom-Manchester: Dog training services

OJ S 52/2016 15/03/2016

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: Bevan Scarborough and Craig Procter

E-mail: bevan.scarborough@hmrc.gsi.gov.uk

Telephone: +44 3000587794

Internet address(es):General address of the contracting authority: <https://www.gov.uk/government/organisations/hm-revenue-customs>Electronic submission of tenders and requests to participate: <http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full>.**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**

15-SCR-1216-Detection Dogs for Cash and Tobacco.

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)

Dog training services. Background:

The Authority (HMRC) is required to tackle the threat posed by the movement, storage, distribution and sale of illicit goods throughout the UK. This is achieved by deploying detection dogs to assist HMRC officers whilst they are inspecting or searching premises and vehicles to identify concealments and storage points of illicit products and the subsequent seizure of any illicit goods discovered.

Requirement:

The Authority has a requirement for an external contractor to provide trained handlers and detection dogs at UK locations (England, Wales, Scotland and Northern Ireland) and premises suspected to contain illicit goods and products such as tobacco and their derived products. Any other items or products which require detection by dogs will be specified by the Authority. The contractor will be required to provide dog handlers and detection dogs to work alongside HMRC officers engaged in inspecting or searching premises and vehicles to assist in identifying concealments and storage points of illicit tobacco products; tobacco derived products as well as cash.

Please see further detail of the scope of this requirement within this notice.

II.1.6. CPV code(s)

80512000 Dog 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

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The contractor to provide the requisite number of personnel, dogs and other resources to meet the needs of HMRC for the provision of detection dogs and handlers.

The Contractor must ensure that its personnel i.e. handlers are suitably trained to competently perform detection tasks effectively.

The Contractor's training programme will cover as a minimum the requirements set out below:

—How to diffuse aggressive behaviour.

—The application of UK Human Rights, Children's Legislation and cultural diversity and racial awareness.

—Health and Safety.

—Security Awareness.

—First Aid.

—Fire Safety.

—Care and welfare of the dog.

—First Aid for Dogs.

—Hygiene of kennels and grooming of dogs.

—Training in handling a working dog; this must be praise and reward based and must not be

compulsion-based.

—Training of handler & dog to detect goods hidden in premises and vehicles.

—A HMRC Officer shall be permitted to evaluate, monitor and review the Contractor's training programmes and practices; as requested by the Authority.

The contractor must have immediate access to the appropriate number of handler(s) and dog (s) which are fit and effective whilst having regard for the welfare and well-being of the dog(s) under his/her control.

The Authority will require the contractor to be available to deploy handler(s) and detection dog (s) at all times where 5 working days' notice has been provided and to exercise maximum flexibility to meet any short term urgent requests for provision of a dog(s) at less than 5 working days.

The Authority requires the service to be provided 365 days a year.

The Authority requires the service to be provided 24 hours a day.

The contractor will be responsible for the provision, support and maintenance of its own equipment and vehicles, for ensuring the continued effectiveness of the detection dogs as well as the efficiency and conduct of the handlers.

The contractor to provide management support on a 24 hour basis, 7 days a week for both operational management and personnel management. The contractor must have a member of staff available to take responsibility for the delivery of the contract at all times, day and night, to receive telephone calls where necessary from the Authority's duty manager.

Assurances will be required that a handler who is unable to perform his duty will be replaced by another handler immediately, so as to provide continuous availability of a detection dog and handler at each of the specified locations.

The contractor will comply with statutory requirements relating to the health and safety of the dogs and of staff and any persons encountered by the handlers in the course of their work.

II.2.2. Information about options

II.2.3. Information about renewals

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

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

Full details regarding legal, economic, financial and technical information to be provided at the tender stage will be detailed in the Contract Notice and/or in the tender documentation.

Potential Tenderers should be aware, however, that they may be required to forward the following information:

(a) a copy of the most recent audited accounts covering the Tenderer's last 3 years of trading (or for the period that is available if trading for less than 3 years); or

(b) for the most recent full year of trading, where this information is not available in audited form, a copy of the draft or unaudited financial accounts or equivalent information showing the Tenderer's turnover, profit and loss and cash flow position and an end period balance sheet or, where this cannot be provided, a statement signed by the finance director or similar

responsible person detailing any major changes in the current financial position since the date of the latest audited accounts provided.

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

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

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 5 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 3 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,

(d) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities,

(e) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate,

(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,
(g) for public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract,
(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,
(k) With regard to the products to be supplied: (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests; (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

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 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

15-SCR-1216-Detection Dogs for Cash and Tobacco

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2015/S 209-379675](#) of 28.10.2015

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

6.4.2016 - 12:00

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

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 6.4.2016 - 12:00

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Economic operators who wish to view the tender documentation electronically can do so by searching on the Contracts Finder website: <https://sid4gov.cabinetoffice.gov.uk/login> 48 hours after the dispatch of this notice.

The Awarding Authority (HMRC) use an HMRC instance of SAP Ariba Sourcing Pro (hereafter referred to as HMRC's instance of SAP Ariba) to facilitate the procurement process and this must be used by economic operators to express an interest and/or bid for the opportunity described in this Contract Notice. (Further information about HMRC's instance of SAP Ariba, a Suppliers Guide and general information about supplying to HMRC is available on the HMRC website: www.hmrc.gov.uk/about/supplying.htm)

Economic operators who have used HMRC's instance of SAP Ariba previously you will be registered as part of the HMRC Ariba Supplier Network and you should access the system to obtain your organisation's account ID number. Contact details on the system should be checked and, where necessary, additional users added to help avoid multiple registrations for the same organisation. Previously registered users having difficulty recovering their account ID number or identifying users within their organisation should email for assistance sapariba.hmrcsupport@hmrc.gsi.gov.uk

Economic operators using HMRC's instance of SAP Ariba for the first time, including suppliers who are already registered on the wider SAP Ariba supplier network, will need to register at <http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full>. (You must ensure that you are directed to the registration page for HMRC's instance of SAP Ariba, identified with the HMRC logo at the top of the page, and to do this you may need to cut and paste the web address directly into your web browser)

As part of the registration process you will receive a system generated email asking you to activate your SAP Ariba supplier account by verifying your email address. Once you have completed the activation process you will receive a further email by return confirming the

'registration process is now complete' and providing you with 'your organisation's account ID' number.

If an email response from HMRC is not received within one working day of your request, please re-contact sapariba.hmrcsupport@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your registration request was first made.

Once you have obtained 'your organization's account ID' number, please email e.procurement@hmrc.gsi.gov.uk with the following information as confirmation that you wish to express an interest and/or bid for the opportunity described in this Contract Notice.

The contract reference shown in Section IV.3.1 of this Contract Notice

Your organization's HMRC SAP Ariba account ID: AN

Your organisation's name:

Your name:

Your email address:

Your telephone number:

Economic operators who have complied with the foregoing will receive an e-mail confirming access to the online questionnaires. If access is not provided to the online questionnaires within one working day, please contact e.procurement@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your request for access to the online questionnaires was first made.

On-line questionnaires must be fully completed (and any associated hard-copy documents received by HMRC) no later than 12:00 on 4.4.2016. Expressions of interest not submitted in the required form (or containing the requested information) may be rejected. (When requesting access to the online questionnaires, please notify HMRC if you have any accessibility issues (disabilities) which may prevent you from providing a high quality response using the online format. 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. HMRC 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.

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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=194703059>

GO Reference: GO-2016311-PRO-7898656.

VI.4. Procedures for review

VI.4.1. Review body

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

11.3.2016