

**UK-High Wycombe: Welfare services not delivered through residential institutions**

OJ S 69/2013 09/04/2013

Contract notice

Services

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

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**I.1. Name and addresses**

Official name: DE&amp;S Commercial, C&amp;C

Postal address: Nimrod Building, 3 Site, Royal Air Force

Town: High Wycombe

Postal code: HP14 4UE

Country: United Kingdom

For the attention of: J. N. C. Rhodes

E-mail: [descomrclcc-hwyenquiries@mod.uk](mailto:descomrclcc-hwyenquiries@mod.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**

Defence

**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**

Provision of a Families Federation Service for the Royal Air Force.

**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)**

Welfare services not delivered through residential institutions. Provision of Families Federation Services for the RAF.

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

85312400 Welfare services not delivered through residential institutions

### **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 Armed Forces Covenant, published in 2010, recognised the unique nature of life in the Armed Forces and highlighted the fact that Service families can suffer disadvantage arising from the fact they are members of the Armed Forces community. Government recognition, at Ministerial level, endorses that Armed Forces life has a significant impact on military personnel and their families and it is recognised that the operational effectiveness of those in uniform can be enhanced and maintained by providing appropriate support to them and their families. As a consequence, the Royal Air Force (RAF), hereby known as the Service, will have an independent Families Federation to represent the collective concerns of RAF personnel, RAF Reserves, Royal Auxiliary Air Force (RAuxAF) and their families and to enhance 2-way communication between the Service and its families.

Accordingly, the Ministry of Defence (MoD), hereby known as the Authority, invites expressions of interest in providing this requirement. The key objectives of the requirement shall be as follows:

- a) Gather evidence from serving RAF personnel and Reservists and their families regarding issues of concern to them, analyse the outcomes, and produce independent, evidence-based reports to inform Ministers, senior MoD and RAF officials, and interested external agencies.
- b) Provide an independent voice which enables the views of RAF personnel and their family members to be represented at all levels.
- c) Provide effective 2-way communication between RAF personnel and their families and RAF /MoD policy staffs.
- d) Liaise and, where appropriate, work with organisations both inside and outside the RAF to enhance awareness of the particular needs of RAF personnel and their families and shape future support services, be they provided by the Government/Devolved Administrations or via the charitable sector.
- e) As an external member of the Covenant Reference Group, monitor progress in the implementation of key principles enshrined in the Armed Forces Covenant, raise awareness of the Covenant across the RAF Community and contribute to the development of best practice and the production of Statutory Reports.

Estimated value excluding VAT:

Range: between 1 000 000,00 and 2 000 000,00 GBP

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

Options: yes

Description of options: It is the intention to include the possibility of two further periods of one-year beyond the core contract end date.

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

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

Start 1.6.2014. Completion 31.5.2019

## **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**

Available at the Tender stage.

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

Payment will be by means of the MoD's preferred Purchase to Payment (P2P) solution via the Defence Electronic Commerce Services portal.

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

Available at the Tender stage.

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

The performance of the contract is subject to particular conditions: yes  
Description of particular conditions: Available at the Tender stage

### **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 three 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

(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

(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

### **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: no

##### **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 7

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

**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**

Lowest price

**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**

ACT/04175

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

no

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

Payable documents: no

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

6.5.2013 - 23:59

**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**

**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.

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**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: DE&S Commercial, 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**

5.4.2013