

UK-Gosport: Personnel and payroll services

OJ S 106/2013 04/06/2013

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room 1.3.27, Centurion Building, Grange Road

Town: Gosport

Postal code: PO13 9XA

Country: United Kingdom

For the attention of: Christopher Scott

E-mail: spva-dcssvcstl@mod.uk

Telephone: +44 2392702255

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

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

Provision of payroll giving scheme for Armed Forces Personnel.

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)

Personnel and payroll services. The provision of a Payroll Giving Scheme to deliver a dependable, accurate and risk free service for Ministry of Defence (MOD) Armed Forces Personnel to make charitable payments to Service Charities from pay. This is a part B Service voluntarily being advertised in the OJEU.

II.1.6. CPV code(s)

79631000 Personnel and payroll 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 provision of a Payroll Giving Scheme to deliver a dependable, accurate and risk free service for Ministry of Defence (MOD) Armed Forces Personnel to make charitable payments to Service Charities from pay. The Service Provider will provide:

- a. An agency service for a payroll giving scheme under the terms of, and in accordance with, the Finance Acts 1986 as amended by subsequent Finance Acts and the Charitable Deductions (Approved Scheme) Regulation 1986 (Statutory Instrument 1986 No 2211) for Armed Forces Personnel paid through MOD's Joint Personnel Administration (JPA) system;
- b. Accept information on all existing charity subscribers in an electronic format;
- c. Receive details of all new joiners, leavers or amendments to contributions in paper or electronic form direct from the contributor's charity and notify those details to the SPVA on a regular basis in an electronic format;
- d. Receive from the SPVA the monthly transaction notification, containing details of all payments collected for the respective month, in a notepad format using a Pointsec encrypted USB along with the BACs payment;
- e. Pay beneficiaries within 14 days of receipt of the transaction notification;
- f. Maintain a full payment record facilitating the reconciliation of payments issued against payments received; and
- g. Resolve any query raised within 72 hours, where this is not possible, updates must be provided to the SPVA and if necessary the individual, every 48 hours, which will detail progress and the likely timescale for resolving the query.

Additionally, the Service Provider must ensure that the payment facility and the system of electronic data transfer provided under the contract contains all the necessary current security features to effectively control access to ensure the security and integrity of the system; that the payment facility and system protect the data held within and that the integrity and security of MOD and individual donors is not compromised in any way.

During the life of the Contract the selected contractor may, subject to acceptable terms and satisfactory validated demonstration of VFM, be invited to undertake additional tasks related to the provision and administration of Payroll Giving Schemes on behalf of both MOD Armed Forces and Civilian personnel.

It is proposed to award an initial Contract for a minimum of 3 years duration with options to extend up to a total of 5 years, the structure and breakdown of the extension options will be

detailed in the Invitation to Tender (ITT). Any Contract extensions awarded will be at the sole discretion of the Contracting Authority.

Estimated value excluding VAT: 360 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Extension of the Contract duration to a maximum of 5 years at the sole discretion of the Contracting Authority.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Start 13.11.2013. Completion 12.11.2018

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

None. The Authority reserves the right to ask for an indemnity, guarantee or bank bond if the required standard for economic and financial standing is not met.

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

Conditions relating to financing and payment will be specified in the contractual documentation.

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: yes

Description of particular conditions: Specific conditions will be set out in the Invitation to Tender.

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 prior to be selected for issue of the Invitation to Tender. 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.

Minimum level(s) of standards possibly required: Details of the evidence required and the evaluation criteria will be set out in the Invitation to Tender issued.

III.2.3. Technical and professional ability

Minimum level(s) of standards possibly required:

Full details of the evidence required and the evaluation criteria will be set out in the Invitation to Tender issued.

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

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 2

Objective criteria for choosing the limited number of candidates: The Contracting Authority will issue an Invitation to Tender to only those candidates who submit an Expression of Interest and who are approved by HRMC as a Payroll Giving Agency; Expressions of Interest must be accompanied by a copy of valid HRMC approvals letter.

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

SPVA/0049

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

1.7.2013 - 10:00

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

5.7.2013

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

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. 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. It is estimated that the volume of business flowing through the Account for Financial Year 2012/2013 was approximately 10,000,000 GBP made up of approximately 250,000 subscriptions.

Expressions of Interest (EOI) can only be accepted from Payroll Giving Agencies who are approved by HM Revenue & Customs (HRMC); Payroll Giving Agencies are regulated by the Charities Deductions (approved Schemes) Regulations 1986 (as amended).

Expressions of Interest in this requirement are required by 10.00 hrs on the 1 Jul 2013 via email to: SPVA-DCSSvcsTL@mod.uk. It is a condition of participation that Expressions of Interest must be accompanied by a letter (a electronic copy is acceptable) from HRMC confirming that the organisation submitting the Expression of Interest is an approved Payroll Giving Agency; Expressions of Interest without an accompanying HRMC letter will not be considered. Those applicants who register an Expression of Interest and who have not been excluded under the conditions for participation will be formally invited to take part in the next procurement stage and will be issued with the Invitation to Tender (ITT).

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 GO Reference: GO-2013531-DCB-4844473

VI.4. Procedures for review

VI.4.1. Review body

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

Body responsible for mediation procedures

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

VI.4.2. Review procedure

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

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

VI.5. Date of dispatch of this notice

31.5.2013