

United Kingdom-Salford: Relocation services

OJ S 82/2018 27/04/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: HMRC

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

Town: Salford

NUTS code: UK United Kingdom

Postal code: M60 9LA

Country: United Kingdom

Contact person: Debi Barraclough

E-mail: debi.barraclough@hmrc.gsi.gov.uk

Telephone: +44 3000587870

Fax: +44 3000588482

Internet address(es):

Main address: <https://www.hmrc.gsi.gov.uk>

Address of the buyer profile: <https://www.gov.uk/government/organisations/hm-revenue-customs>

I.2. Information about joint procurement

The contract is awarded by a central purchasing body

I.3. Communication

Access to the procurement documents is restricted. Further information can be obtained at:

<https://www.hmrc.gsi.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://hmrc.supplier-eu.ariba.com/ad/register/SSO>

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

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

I.5. Main activity

Other activity: Direct and Indirect taxes

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Estates — Logistics and Removals

Reference number: SR83681067

II.1.2. Main CPV code

98392000 Relocation services

II.1.3. Type of contract

Services

II.1.4. Short description

Services may include:

- clearance and disposal of furniture,
- movement of staff and associated equipment,
- movement of furniture to new premises,
- temporary storage.

II.1.5. Estimated total value

Value excluding VAT: 6 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Four (4) UK Regions.

II.2. Description

II.2.1. Title

Relocation Services

Lot No: Lot 1 - Northern Ireland

II.2.2. Additional CPV code(s)

98392000 Relocation services

II.2.3. Place of performance

NUTS code: UK United Kingdom

Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

Services may include:

- clearance and disposal of furniture,
- movement of staff and associated equipment,
- movement of furniture to new premises,
- temporary storage.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Technical merit — Schedule A service requirements / Weighting: 40

Quality criterion - Name: Technical merit Schedule H — I Security and business continuity / Weighting: 10

Quality criterion - Name: Social, environmental and innovative characteristics / Weighting: 5

Quality criterion - Name: Technical merit — Schedules B — G Management activity / Weighting : 5

Cost criterion - Name: Cost effectiveness / Weighting: 10

II.2.6.

Estimated value

Value excluding VAT: 300 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Relocation Services

Lot No: 2 - Northern Britain

II.2.2. Additional CPV code(s)

98392000 Relocation services

II.2.3. Place of performance

NUTS code: UK United Kingdom

Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

Services may include:

- clearance and disposal of furniture,
- movement of staff and associated equipment,
- movement of furniture to new premises,
- temporary storage.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Technical merit — Schedule A service requirements / Weighting: 40

Quality criterion - Name: Technical merit Schedule H — I Security and business continuity /
Weighting: 10

Quality criterion - Name: Social, environmental and innovative characteristics / Weighting: 5

Quality criterion - Name: Technical merit — Schedules B — G Management activity / Weighting
: 5

Cost criterion - Name: Cost effectiveness / Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 1 400 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information**II.2. Description****II.2.1. Title**

Relocation Services
Lot No: Lot 3- Central England

II.2.2. Additional CPV code(s)

98392000 Relocation services

II.2.3. Place of performance

NUTS code: UK United Kingdom
Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

Services may include:
— clearance and disposal of furniture,
— movement of staff and associated equipment,
— movement of furniture to new premises,
— temporary storage.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Technical merit — Schedule A service requirements / Weighting: 40

Quality criterion - Name: Technical merit Schedule H — I Security and business continuity /
Weighting: 10

Quality criterion - Name: Social, environmental and innovative characteristics / Weighting: 5

Quality criterion - Name: Technical merit — Schedules B — G Management activity / Weighting
: 5

Cost criterion - Name: Schedule J cost effectiveness / Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 2 400 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36
This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Relocation Services
Lot No: Lot 4- Southern England

II.2.2. Additional CPV code(s)

98392000 Relocation services

II.2.3. Place of performance

NUTS code: UK United Kingdom
Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

Services may include:
— clearance and disposal of furniture,
— movement of staff and associated equipment,
— movement of furniture to new premises,
— temporary storage.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Technical merit — Schedule A service requirements / Weighting: 40

Quality criterion - Name: Technical merit Schedule H — I Security and business continuity /
Weighting: 10

Quality criterion - Name: Technical merit — Schedules B — G Management activity / Weighting
: 5

Quality criterion - Name: Social, environmental and innovative characteristics / Weighting: 5

Cost criterion - Name: Schedule J cost effectiveness / Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 1 900 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36
This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Full details regarding legal, economic, financial and technical information to be provided at the tender stage will be detailed 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 2 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. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 027-058818](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 29/05/2018 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 29/05/2018 Local time: 12:00

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 electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

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.

The Authority (HMRC) use an HMRC instance of SAP Ariba Sourcing Pro (referred as HMRC's SAP Ariba), this must be used by Economic Operators to express an interest and/or bid for the opportunity (information about HMRC's SAP Ariba is at: www.hmrc.gov.uk/about/supplying.htm). Economic operators who have used HMRC's SAP Ariba previously will be registered as part of the HMRC Ariba Supplier Network, you should access the system to obtain your 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

If using HMRC's SAP Ariba for the first time, including suppliers who are 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 identified with the HMRC logo at the top of the page, you may need to copy the web address directly into your browser). A system generated email will ask you to activate your SAP Ariba supplier account by verifying your email address. Upon completion of the activation process a further email will be sent to you confirming "registration process is now complete" and provide you with "your organisation's account ID" number. If an email response from HMRC is not received within one working day of your request, re-contact sapariba.hmrcsupport@hmrc.gsi.gov.uk (after checking your spam in-box) notifying non-receipt and confirming when your registration request was made. Once you have obtained "your account ID" number and it is approved, email: debi.barraclough@hmrc.gsi.gov.uk no later than 12:00 on 17.5.2018 with the following information as confirmation that you wish to express an interest and/or bid for the opportunity. The contract reference shown in Section II.1.1 of this Contract Notice, your organisation's HMRC SAP Ariba account ID: AN, your organisation's name, your name, your email address, your telephone number.

Economic operators who have complied will receive a confidentiality agreement by email, upon completion, access will be given to the online questionnaires. If access is not provided

within 1 working day, contact: debi.barraclough@hmrc.gsi.gov.uk notifying non-receipt and confirming when your request for access to the online questionnaires was made. When requesting access to the online questionnaires, notify HMRC if you have accessibility issues which may prevent you from providing a response using HMRC's SAP Ariba. This will then allow HMRC to agree with you an appropriate format for you to view and respond.

Expressions of interest not submitted in the required form (or containing the requested information) may be rejected.

Online questionnaires must be fully completed (and any associated hard-copy documents received by HMRC) no later than 12:00 on 29.5.2018.

The deadline for clarification questions is 17:00 on 17.5.2018 with responses provided by the 21.5.2018 which will allow the required 6 days for the information to be considered by Tenderers. 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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=312529335>

GO Reference: GO-2018426-PRO-12309863

VI.4. Procedures for review

VI.4.1. Review body

Official name: HM Revenue and Customs
Postal address: 5th Floor West, Ralli Quays
Town: Salford
Postal code: M60 9LA
Country: United Kingdom
Telephone: +44 3000587870

VI.4.2. Body responsible for mediation procedures

Official name: HM Revenue and Customs
Postal address: 5W Ralli Quays
Town: Manchester
Postal code: M60 9LA
Country: United Kingdom
Telephone: +44 300587870

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

HMRC will incorporate a minimum 10 calendar days 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.4.4. Service from which information about the review procedure may be obtained

Official name: HMRC
Postal address: 5W Ralli Quays
Town: Manchester
Postal code: M60 9LA
Country: United Kingdom
Telephone: +44 3000587870

VI.5. Date of dispatch of this notice

26/04/2018