

United Kingdom-Birmingham: Business services: law, marketing, consulting, recruitment, printing and security

OJ S 163/2013 23/08/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Insolvency Service

Postal address: Cannon House, 18 Priory Queensway

Town: Birmingham

Postal code: B4 6FD

Country: United Kingdom

For the attention of: Stephen Hayes

E-mail: tenders.insolvency@insolvency.gsi.gov.uk

Telephone: +44 1213354528

Internet address(es):

General address of the contracting authority: <http://www.bis.gov.uk/insolvency>

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

Economic and financial affairs

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

Tracing Agent Services.

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

Services

Service category No 27: Other services

Main site or place of performance: The Insolvency Service through its offices in various locations. The work is required in England, Wales, Scotland, Northern Ireland & overseas.

NUTS code UK United Kingdom

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 3

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 400 000 and 500 000 GBP

II.1.5. Short description of the contract or purchase(s)

The Insolvency Service wishes to create a framework agreement for Tracing Agent Services to trace, (confirming whereabouts of named subjects) and Serve (Hand delivering case related documents) through address visits and follow up enquiries.

II.1.6. CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security,
79700000 Investigation and security services, 79720000 Investigation services, 79721000
Detective agency 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

Full details will be contained within the PQQ and ITT documents. Estimated value excluding VAT range between 400,000 GBP and 500,000 GBP over the lifetime of the contract. The contract will have an initial duration of two years (24 months) once awarded, i.e. to Jan 2016, with the option to extend by a further two years i.e. 2018.

Estimated value excluding VAT:

Range: between 400 000 and 500 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The initial contract will have a duration of two years with the option to extend by a further two years.

Provisional timetable for recourse to these options:
in months: 24 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Start 31.1.2014. Completion 31.1.2018

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Parent company guarantee or contract guarantee bond maybe necessary.

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

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

Where bids are submitted as part of consortium or association, the "Group" would be required to nominate a Lead Partner with whom the contracting authority can contract with or; form themselves into a single legal entity; or to accept joint and several liability.

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: Regulations 23 and 24 of the Public Contracts Regulations 2006 will apply. As per Pre-Qualification documentation (PQQ) See section VI.3.

III.2.2. Economic and financial ability

List and brief description of conditions: As per Pre-Qualification documentation (PQQ) See section VI.3.

Minimum level(s) of standards possibly required: As per Pre-Qualification documentation (PQQ) See section VI.3.

III.2.3. Technical and professional ability

List and brief description of conditions:

As per Pre-Qualification documentation (PQQ) See section VI.3.

Minimum level(s) of standards possibly required:

As per Pre-Qualification documentation (PQQ) See section VI.3.

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

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 5: and Maximum number 8

Objective criteria for choosing the limited number of candidates: As per Pre-Qualification documentation (PQQ) See section VI.3.

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

Tracing Agent Services Framework

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: 30.9.2013 - 13:00

Payable documents: no

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

30.9.2013 - 13:00

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

21.10.2013

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: yes

Estimated timing for further notices to be published: 4 years.

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

All suppliers who wish to respond to this OJEU notice and indicate their interest in the tender, should request a Pre-Qualification Questionnaire (PQQ) document, which provides further detail relating to this procurement. The PQQ and all communication should be via:-

tenders.insolvency@insolvency.gsi.gov.uk

Managing Supplier Poor Performance cross-Government:

Government has not always managed its strategic suppliers on a cross-Government basis as effectively as it might. This has resulted in suppliers continuing to win new work with Government even when there are substantial performance concerns with existing contracts. As a result, Government has developed a new approach to ensuring previous poor performance by suppliers can be taken into account and robustly assessed prior to new contracts being entered into.

Contracting Authorities will now ensure that consideration of poor performance on existing or previous contracts is made at the Selection stage, in the assessment of technical and professional ability (Reg. 25). This will include where there are examples of serious and persistent breach in the delivery of both current and previous contracts.

Where a supplier has been found to have committed "Grave Misconduct" in the course of their business or profession, the Contracting Authority will have the right to exercise "Discretionary Exclusion" of that supplier under the Public Contracts Regulations 2006. In addition, Contracting Authorities will reassess economic and financial standing, and technical and professional ability, and any discretionary or mandatory grounds for exclusion, before key points in the procurement process (i.e. short listing, preferred bidder status, award of contract etc). This will be done by asking the bidder whether anything has changed since the original assessment; and by checking with other departments/contracting authorities.

VI.4. Procedures for review

VI.4.1. Review body

Official name: See section VI.4.2 and VI.4.3

Body responsible for mediation procedures

Official name: See section VI.4.2 and VI.4.3

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Insolvency Service will incorporate a minimum 10 calendar day standstill period at the point information on 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 in section 1.1 If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Where a contract has not been entered into the court may order the settling aside of the award decision or order the authority to amend any document and may award damages.

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

Official name: The Insolvency Service

Postal address: Cannon House, 18 Priory Queensway

Town: Birmingham

Postal code: B4 6FD

Country: United Kingdom

E-mail: tenders.insolvency@insolvency.gsi.gov.uk

Telephone: +44 1213354528

Internet address: <http://http://http://www.bis.gov/insolvency>

VI.5. Date of dispatch of this notice

21.8.2013