

United Kingdom-Croydon: Other services

OJ S 167/2013 29/08/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Government Procurement

Postal address: 7th Floor, Lunar House, 40 Wellesley Road

Town: Croydon

Postal code: CR9 2BY

Country: United Kingdom

Contact person: As Above

For the attention of: Lesley Godwin

E-mail: dcopprocurement@homeoffice.gsi.gov.uk

Telephone: +44 2081960594

Fax: +44 2081964442

Internet address(es):

General address of the contracting authority: <http://www.ukba.homeoffice.gov.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

General public services

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 Consolidated Asylum Support Application 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: United Kingdom.

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)

The Consolidated Asylum Support Application Service will assist eligible asylum applicants and their dependants (Service Users) in the United Kingdom to apply for statutory support provided under Section 95 or Section 4 of the Immigration and Asylum Act 1999; and to report prescribed changes in circumstances to the Authority. During the contract, the service may be expanded to include the early capture of Service User information, including those who may not be destitute.

II.1.6. CPV code(s)

98390000 Other services, 75100000 Administration 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 scope of the contract includes:

- Explanation of the eligibility criteria for Section 95 & Section 4 support;
- Assistance with the completion in English of an application for Section 95 or Section 4 Support, and submission of completed forms to the Authority where the Service User meets eligibility criteria;
- Assistance in submitting written notifications in English of prescribed change of circumstances;
- Advising Service Users what supporting evidence may be required to validate any claim, obtaining that evidence from the Service User and sending this to the Authority in the manner prescribed by the Authority.
- Checking service for applications completed by Service Users – verifying eligibility and that the application has been completed fully and correctly and submission of completed forms to the Authority where the Service User meets eligibility criteria.
- Advising Service Users, at the time they apply for Asylum Support, of their obligation to advise the Authority of any prescribed change to their circumstances.
- Referring Service Users to the 'Consolidated Advice & Guidance' provider for general advice relating to the asylum process and signposting Service Users to other public services.
- Expediting on behalf of Service Users claims for Asylum Support where the outcome has not been notified to the Service Users within 2 working days.
- Correcting incorrect or inadequately completed Support Application Forms returned to the Contractor by the Authority. Addressing the problem and returning the forms to the Authority in the prescribed manner.
- Ensuring that staff are adequately trained to provide the service and that remedial training is provided if recurring errors are identified to minimise the number of forms requiring amendment due to inadequate or incorrect initial completion.

— Working with the Authority to align structured data capture requirements, accepting that these requirements, being under development, are subject to change.

— Adapt to introduce such changes without detriment to the Service User.

Estimated value excluding VAT: 10 000 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

Duration in months: 60 (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

Parent Company Guarantee or Performance Bonds may be required in appropriate circumstances.

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

See RFP documents.

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

No special legal form is required.

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: Any bidder maybe disqualified if any of the circumstances listed in Article 45 of the Public Procurement Directive 2004/18/EC (Regulation 23 of the Public Contracts Regulation 2006) apply to their organisation and will be asked to complete an appropriate declaration as part of the formal tender.

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

Minimum level(s) of standards possibly required:

Bidders will need to demonstrate through their RFP responses that they have the ability, the internal processes and assurance procedures in place.

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

IV.3.2. Previous publication concerning this procedure

no

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

4.10.2013 - 11:00

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

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

This procurement will be managed electronically via the Government Procurement Service's e-

Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite.

If you have not yet registered on the eSourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS eSourcing'. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://gps.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once registered, organisations wishing to take part must send an email to DCOPProcurement@homeoffice.gsi.gov.uk any time up to, but no later than 11:00 Wednesday 18th September 2013. The email should be entitled Consolidated Asylum Support Application Services and contain the following details: your organisation's name, your contact name, e-mail address and telephone number.

Organisations who have complied with the foregoing will be required to sign and return a Non-Disclosure Agreement prior to receiving details of how to access and complete the online Request for Proposal (RFP). The online RFP must be fully completed by 12:00 Friday 4.9.2013. Any expressions of interest not submitted in the required form (or containing the requested information) may be rejected.

For technical assistance on use of the e-Sourcing Suite contact; Government Procurement Service Helpdesk : Freephone: 0345 010 3503 email: supplier@gps.gsi.gov.uk

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

27.8.2013