

**United Kingdom-London: Taxi services**

OJ S 167/2014 02/09/2014

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

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**I.1. Name and addresses**

Official name: Cabinet Office

Postal address: 1 Horse Guard

Town: London

Postal code: SW1A 2HQ

Country: United Kingdom

Contact person: Agent (for the purposes of this procurement only): Crown Commercial

For the attention of: Managed Contracts

E-mail: [mangedcontracts@ccs.gsi.gov.uk](mailto:mangedcontracts@ccs.gsi.gov.uk)

Telephone: +44 3450103503

**Internet address(es):**General address of the contracting authority: <http://ccs.cabinetoffice.gov.uk>Address of the buyer profile: <https://gpsesourcing.cabinetoffice.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

Other: Public Procurement

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

**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 London Taxi Service to the Cabinet Office and Other Agreed Government Departments.

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

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

Main site or place of performance: Central and Outer London and to other areas on request.  
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 Cabinet Office referred to in this procurement as the Contracting Authority requires the provision of a taxi service for Central and Outer London and other areas on request. This Contract is for the use of other agreed Government Departments: the Foreign and Commonwealth (FCO) Office and its Executive Agency FCO Services and Crown Commercial Service (CCS). Other government departments may elect to use this service throughout the life of the Contract.

In the previous 12 months Cabinet Office ordered circa 2 000 taxi journeys, FCO and FCO Services ordered circa 4 300 taxi journeys and CCS circa 139 taxi journeys.

This current level of usage cannot provide any guarantees of future usage. The Contracting Authority does not commit to placing any minimum number of journeys or minimum Contract values.

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

60120000 Taxi services, 60120000 Taxi 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 Supplier shall provide a taxi service within Central and Outer London and to other areas on request.

The Supplier shall ensure that all drivers (including sub-contractor drivers) providing the service hold a valid taxi driving licence, an all London licence for London taxi drivers or a private hire driving licence for private hire (minicab) drivers.

Also that vehicles (including sub-contractor vehicles) used under this Contract have been inspected by Transport for London (TfL) and hold a valid taxi vehicle licence.

The Supplier shall have correct and compliant facilities for transporting mobility impaired, disabled and wheelchair bound passengers.

The Contract will be awarded for an initial term of three (3) years with an option to extend for two (2) further periods of twelve (12) months. The extension will be exercised at the discretion of the Contracting Authority.

In the previous twelve (12) months the Cabinet Office ordered circa 2 000 taxi journeys in of these, approximately 300 were for disabled or mobility impaired staff. The Foreign & Commonwealth Office (FCO) and FCO Services ordered circa 4 300 taxi journeys of these, approximately 400 were for disabled or mobility impaired staff. Crown Commercial Services (CCS) ordered circa 139 taxi journeys.

This current level of usage cannot provide any guarantees of future usage. The Contracting Authority does not commit to placing any minimum number of taxi journeys or minimum Contract values.

This Procurement is being managed and facilitated by Crown Commercial Service (referred to as the Agent). The Agent is acting on behalf of the Contracting Authority throughout the procurement process.

The Contract will be between the successful Supplier and the Contracting Authority, not the Agent.

Estimated value excluding VAT:

Range: between 1 200 000 and 3 000 000 GBP

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

Options: yes

Description of options: The Contract will be awarded for an initial term of three (3) years with an option to extend for two (2) further periods of twelve (12) months. The extension will be exercised at the discretion of the Contracting Authority.

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

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

Duration in months: 36 (from the award of the contract)

## **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**

Participants will be advised if this is necessary during the procurement. Parent company and /or other guarantees of performance and financial liability may be required by the Agent if considered appropriate.

#### **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**

No special legal form is required but if a contract is awarded to a consortium, the Contracting Authority / Agent may require the consortium to form a legal entity before entering into the Contract.

#### **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: Potential Providers will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an Invitation to Tender ('ITT').

This procurement will be managed electronically via the Agents 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 CCS 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://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing [expressionofinterest@ccs.gsi.gov.uk](mailto:expressionofinterest@ccs.gsi.gov.uk). Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. Crown Commercial Service will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done. As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service Support Desk email: [enablement@ccs.gsi.gov.uk](mailto:enablement@ccs.gsi.gov.uk), Freephone:+44 3450103503. Responses must be published by the date in IV.3.4.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Potential Providers will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1

The Agent may take into account any of the following information:

- (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 3 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:

Potential Providers will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1

The Agent may have regard to any of the following means in its assessment:

- (a) a list of the principal deliveries effected or the main services provided in the past 3 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;

(b) an indication of the proportion of the contract which the services provider intends possibly to subcontract;

#### **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**

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**

RM3724

##### **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**

8.10.2014 - 14:00

##### **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**

Duration in days: 120 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 8.10.2014 - 14:01

Place:

Electronically, via web-based portal.

### **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**

Please note this Procurement is being managed and facilitated by Crown Commercial Service (referred to as the Agent). The Agent is acting on behalf of the Contracting Authority throughout the procurement process.

The Provision of a London Taxi Services to the Cabinet Office and other agreed Government Departments Contract will be between the successful Supplier and the Contracting Authority, not the Agent.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Agent intends to publish the Invitation to Tender (ITT) document and the text of any Contract awarded, subject to possible redactions at the discretion of the Agent. Further information on transparency can be found at:

<http://ccs.cabinetoffice.gov.uk/about-government-procurement-service/transparency-and-accountability>

The Agent expressly reserves the right

(i) not to award the Contract as a result of the procurement process commenced by publication of this notice; and

(ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will either the Agent or the Contracting Authority be liable for any costs incurred by the candidates. If the Contracting

Authority decides to enter into a Contract with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to Contract award is accordingly a matter solely for the commercial judgement of potential suppliers.

The Contract will be awarded for an initial term of three (3) years. The Contracting Authority reserves the right to extend the Contract for two (2) periods of twelve (12) months. Thus the potential duration of the Contract is 3 + 1 + 1 years. Any extensions will be exercised at the discretion of the Contracting Authority.

The value provided at Section II.2.1 is only an estimate and is based on 36 month duration. Further information about other departments within the Cabinet Office, can be found by accessing the following link:

<https://www.gov.uk/government/organisations/cabinet-office>

Further information about other departments within the Foreign and Commonwealth Office, can be found by accessing the following link:

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

Further information about other departments within the Crown Commercial Service, can be found by accessing the following link:

<https://www.gov.uk/government/organisations/crown-commercial-service>

Other government departments may elect to use this service throughout the lifetime of the Contract.

From 2.4.2014 the Government introduced its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

Please refer to the CCS website:

<http://ccs.cabinetoffice.gov.uk/i-am-supplier/supplier-guidance-supporting-information/complaints-during-procurement-process> for information about how complaints are handled

during the procurement process.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: There is no right of appeal in this procurement. If you have a complaint or seek to challenge the outcome, please follow the guidance on procedure contained in the previous section.

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

#### **VI.5. Date of dispatch of this notice**

29.8.2014