

United Kingdom-London: General management consultancy services

OJ S 194/2014 09/10/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Cabinet Office

Postal address: 1 Horseguards Road

Town: London

Postal code: SW1A 2HQ

Country: United Kingdom

Contact person: Agent (for the purposes of this procurement only): Crown Commercial Service Service Operations, Room 2Y92, Concept House, Cardiff Road, Newport, South Wales NP10 8QQ

For the attention of: Andy Wong

E-mail: expressionofinterest@ccs.gsi.gov.uk

Telephone: +44 1633811600

Internet address(es):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**

National or federal agency/office

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**

The provision of organisational strategy consultancy.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: London.

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)

This Procurement is being managed and facilitated by the 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 Organisational Strategy Consultancy Contract will be between the successful Supplier and the Contracting Authority, not the Agent.

The review will need to be conducted in a similar manner to the previous reviews, based on a tested methodology the Cabinet Office and Treasury hold.

Specifically we will need the supplier to:

- Participate in and synthesise findings from interviews with internal government senior staff and with suppliers.
- Tailor and run the structured on-line questionnaire used in previous reviews so as to make it relevant to other reviews within departments.
- Gather data and conduct analysis in a comparable manner to previous reviews on resource allocations to key activities and decision and accountability rights.
- Conduct private sector benchmarking to enrich the data we currently hold.
- Facilitate workshops
- Develop draft findings and recommendations
- Draft the initial report
- Attend and lead relevant meetings with key personnel throughout the review

We have completed reviews of five central Government departments and now need to secure support from a suitable supplier for the remaining reviews, subject to available budget. An initial 200 000 GBP has been approved, with approval of additional budget up to the value of 600 000 GBP (excluding VAT) pending. The scope of how many reviews are supported will be dependent on finalising approval.

All bids received must be in GBP currency.

II.1.6. CPV code(s)

79411000 General management consultancy services

II.1.7. Information about the Government Procurement Agreement (GPA)

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

We have completed reviews of five central Government departments and now need to secure support from a suitable supplier for the remaining reviews, subject to available budget. An initial 200 000 GBP has been approved, with approval of additional budget up to the value of 600 000 GBP (excluding VAT) pending. The scope of how many reviews are supported will be dependent on finalising approval.

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: 3 (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

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 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: NOTE: Candidates must refer to the invitation to tender documentation to confirm the information required in the tender. Please refer to Section VI.3 'Additional Information' for instructions on accessing the E-sourcing portal.

Candidates 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 Agent'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 e-Sourcing Suite, this can be done on-line 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://gps.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once you have registered on the e-Sourcing Suite, a registered user can express an interest for a specific procurement. This is done by e-mailing 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. The Agent will process the email and then enable the supplier to access the procurement on-line 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 its 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 the Agent's Help-desk:

Free-phone: +44 3450103503

e-mail: supplier@ccs.gsi.gov.uk

Responses must be published by the date in IV.3.4.

III.2.2. Economic and financial ability

List and brief description of conditions: NOTE: Candidates must refer to the invitation to tender documentation to confirm the information required in the tender. Please refer to Section VI.3 'Additional Information' for instructions on accessing the E-sourcing portal.

Candidates 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 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.

III.2.3. Technical and professional ability

List and brief description of conditions:

Note: Candidates must refer to the invitation to tender documentation to confirm the information required in the tender. Please refer to Section VI.3 'Additional Information' for instructions on accessing the E-sourcing portal.

Candidates 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 works carried out over the past five years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct;
- (b) a list of the principal deliveries effected or the main services provided in the past three 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;

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;

(d) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;

(e) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;

(f) the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;

(g) for public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;

(h) a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years;

(i) a statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;

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

(k) with regard to the products to be supplied: (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests; (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

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

RM4870

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

14.10.2014 - 08:00

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: 14.10.2014 - 08:00

Place:

Electronically via web based portal.

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

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

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e-mail: supplier@ccs.gsi.gov.uk

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Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Agent intends to publish the Selection and Award Questionnaires, 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://gps.cabinetoffice.gov.uk/about-government-procurement-service/transparency-and-accountability/transparency-procurement>

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.

Note: There is no appeal as such to a decision on whether or not to award the Contract but if you wish to make representations to the Agent about the conduct or outcome of the procurement you should email Andy Wong, Lead – PEOPLE – Service Operations: - andy.wong@ccs.gsi.gov.uk

A party who feels that there has been a breach of procurement law may apply to the High Court for one of the remedies available under the Public Contracts Regulations 2006.

Note: all bids received must be in GBP currency

VI.4. Procedures for review

VI.4.1. Review body

Official name: None but see note above

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

6.10.2014