

**United Kingdom-Gosport: Personnel and payroll services**  
**OJ S 204/2013 19/10/2013**  
**Contract award notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Commands & Centre, DE&S  
Postal address: Service Personnel and Veterans Agency, Room 1.3.27, Centurion Building,  
Grange Road  
Town: Gosport  
Postal code: PO13 9XA  
Country: United Kingdom  
For the attention of: Christopher Scott  
E-mail: [spva-dcssvcstl@mod.uk](mailto:spva-dcssvcstl@mod.uk)  
Telephone: +44 2392702255

**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**

Defence

**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**

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**II.1. Description**

**II.1.1. Title**

Provision of Payroll Giving Scheme for Armed Forces Personnel.

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

Services  
Service category No 27: Other services  
NUTS code UK United Kingdom

**II.1.3. Information about a framework agreement or a dynamic purchasing system (DPS)**

**II.1.4. Short description of the contract or purchase(s)**

Personnel and payroll services. The provision of a Payroll Giving Scheme to deliver a dependable, accurate and risk free service for Ministry of Defence (MOD) Armed Forces Personnel to make charitable payments to Service Charities from pay.  
This is a part B Service voluntarily being advertised in the OJEU.

**II.1.5. CPV code(s)**

79631000 Personnel and payroll services

**II.1.6. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

## **II.2. Total value of the contract/lot**

### **II.2.1. Total value of the contract/lot**

Value: 142 500 GBP  
excluding VAT

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of

1. The most economically advantageous tender in terms of the criteria stated in the invitation to tender or in the descriptive document. Weighting 100

#### **IV.2.2. Information about electronic auction**

An electronic auction has been used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

SPVA/0049

#### **IV.3.2. Previous publication concerning this procedure**

##### **Contract notice**

Notice number in the OJ S: [2013/S 106-181865](#) of 4.6.2013

## **Section V: Award of contract**

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Contract No: SPVA/0049

### **V.1. Date of conclusion of the contract**

10.9.2013

### **V.2. Information about tenders**

Number of tenders received: 4

Number of tenders received by electronic means: 0

### **V.3. Name and address of the contractor**

Official name: Charities Trust

Postal address: Suite 20-22, Century Building, Tower Street

Town: Liverpool

Postal code: L3 4BJ

Country: United Kingdom

### **V.4. Information on value of the contract/lot**

Initial estimated total value of the contract/lot:

Value: 360 000 GBP

excluding VAT  
Total value of the procurement:  
Value: 142 500 GBP  
excluding VAT  
If annual or monthly value:  
Number of months: 36

#### **V.5. Information about subcontracting**

The contract is likely to be subcontracted: no

### **Section VI: Complementary information**

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#### **VI.1. Information about European Union funds**

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

#### **VI.2. 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, and the contract will be awarded on the basis of the most economically advantageous tender. Suppliers interested in working with the Ministry of Defence should register on the MOD Supplier Information Database (SID) Register, available at [www.contracts.mod.uk](http://www.contracts.mod.uk). The MOD SID is a database of active and potential suppliers available to all MOD and UK Defence procurement personnel, and is the main supplier database of MOD Procurement organisations. Please note: the registration and publication of a company profile on the MOD SID does not mean or imply that the supplier has in any way been vetted or approved by the MOD. Suppliers wishing to compete for advertised MOD contracts must respond to any specific call for competition by submitting a separate expression of interest in accordance with the instructions of the purchasing organisation.

It is estimated that the volume of business flowing through the Account for Financial Year 2012 /2013 was approximately GBP 10 000 000 GBP made up of approximately 250 000 subscriptions.

Expressions of Interest (EOI) can only be accepted from Payroll Giving Agencies who are approved by HM Revenue & Customs (HRMC); Payroll Giving Agencies are regulated by the Charities Deductions (approved Schemes) Regulations 1986 (as amended).

Expressions of Interest in this requirement are required by 10.00 hrs on the 1 Jul 2013 via email to: [SPVA-DCSSvcsTL@mod.uk](mailto:SPVA-DCSSvcsTL@mod.uk). It is a condition of participation that Expressions of Interest must be accompanied by a letter (a electronic copy is acceptable) from HRMC confirming that the organisation submitting the Expression of Interest is an approved Payroll Giving Agency; Expressions of Interest without an accompanying HRMC letter will not be considered.

Those applicants who register an Expression of Interest and who have not been excluded under the conditions for participation will be formally invited to take part in the next procurement stage and will be issued with the Invitation to Tender (ITT).

Advertising Regime OJEU:- This contract opportunity is published in the Official Journal of the European Union (OJEU), the MoD Defence Contracts Bulletin and [www.contracts.mod.uk](http://www.contracts.mod.uk) GO Reference: GO-20131017-DCB-5202974

#### **VI.3. Procedures for review**

**VI.3.1. Review body**

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

**Body responsible for mediation procedures**

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

**VI.3.2. Review procedure****VI.3.3. Service from which information about the review procedure may be obtained**

Official name: Commands & Centre, DE&S

Postal address: Service Personnel and Veterans Agency, Room F10, Innsworth House, Imjin Barracks, Innsworth

Town: Gloucester

Postal code: GL3 1HW

Country: United Kingdom

Telephone: +44 1452712612

**VI.4. Date of dispatch of this notice**

17.10.2013