

**United Kingdom-London: Investigation services**

**OJ S 222/2017 18/11/2017**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: The Insolvency Service

Postal address: 4 Abbey Orchard Street

Town: London

NUTS code: UK United Kingdom

Postal code: SW1P 2HT

Country: United Kingdom

Contact person: Darrin Hook

E-mail: [darrin.hook@insolvency.gsi.gov.uk](mailto:darrin.hook@insolvency.gsi.gov.uk)

Telephone: +44 02076376531

**Internet address(es):**

Main address: <https://www.gov.uk/government/organisations/insolvency-service>

Address of the buyer profile: <https://www.gov.uk/government/organisations/insolvency-service>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.gov.uk/government/organisations/insolvency-service>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the following address:

Official name: [Darrin.hook@insolvency.gsi.gov.uk](mailto:Darrin.hook@insolvency.gsi.gov.uk)

Postal address: 4 Abbey Orchard Street

Town: London

Postal code: SW1P 2HT

Country: United Kingdom

Contact person: D A W Hook

Telephone: +44 02076376531

E-mail: [darrin.hook@insolvency.gsi.gov.uk](mailto:darrin.hook@insolvency.gsi.gov.uk)

NUTS code: UK United Kingdom

**Internet address(es):**

Main address: <https://www.gov.uk/government/organisations/insolvency-service>

**I.4. Type of the contracting authority**

National or federal agency/office

**I.5. Main activity**

Economic and financial affairs

---

**Section II: Object**

**II.1. Scope of the procurement**

### **II.1.1. Title**

Trace and Serve Services.

Reference number: 01

### **II.1.2. Main CPV code**

79720000 Investigation services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

The Insolvency Service is procuring a 3 year contract (2 years initial term plus possible 12 month extension period) for tracing services.

Business areas within the Authority which may require the service, these include but may not be restricted to — Investigation and Enforcement Services (IES), Official Receiver Services (ORS), Criminal Enforcement Team (CET) and Redundancy Payment Services (RPS)

The Authority wishes to procure 'tracing agents' to assist with making contact with and ascertaining whether or not directors and bankrupts are present at a specific address in the UK or overseas when conducting enquiries and investigations in insolvency cases — Disqualifications and Bankruptcy restrictions Order (BROs) in IES and ORS. This service will require manual tracking and serving of documents as well as desk research and reports.

All correspondence, relating to this requirement should be sent to [procurement@insolvency.gsi.gov.uk](mailto:procurement@insolvency.gsi.gov.uk) marking correspondence — Trace and serve services.

### **II.1.5. Estimated total value**

Value excluding VAT: 600 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

79720000 Investigation services

### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: UK.

### **II.2.4. Description of the procurement**

The Insolvency Service is procuring a 3 year contract (2 years initial term plus possible 12 month extension period) for tracing services.

Business areas within the Authority which may require the service, these include but may not be restricted to — Investigation and Enforcement Services (IES), Official Receiver Services (ORS), Criminal Enforcement Team (CET) and Redundancy Payment Services (RPS)

The Authority wishes to procure 'tracing agents' to assist with making contact with and ascertaining whether or not directors and bankrupts are present at a specific address in the UK or overseas when conducting enquiries and investigations in insolvency cases — Disqualifications and Bankruptcy restrictions Order (BROs) in IES and ORS. This service will require manual tracking and serving of documents as well as desk research and reports.

All correspondence, relating to this requirement should be sent to [procurement@insolvency.gsi.gov.uk](mailto:procurement@insolvency.gsi.gov.uk) marking correspondence — Trace and serve services.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 600 000,00 GBP

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The Authority reserves the right to extend (as opposed to renew) any contract for a further 12 month period.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1Maximum number: 7Objective criteria for choosing the limited number of candidates:

Standard Questionnaire (SQ) formally PQQ All correspondence relating to this service needs to be sent to — [procurement@insolvency.gsi.gov.uk](mailto:procurement@insolvency.gsi.gov.uk) — with the title 'Trace and Serve Services 2018'.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

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

### **II.2.14. Additional information**

All information\documents pertaining to EOI's and\or Tenders should be sent to [procurement@insolvency.gsi.gov.uk](mailto:procurement@insolvency.gsi.gov.uk) Title should be: Trace and Serve services 2018. Suppliers wishing to receive an SQ should email this address.

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

As within the tender documents or at section II.1.4).

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

As within the tender documents.

### **III.2.3. 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

## **Section IV: Procedure**

---

### **IV.1. Description**

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

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 04/12/2017 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 15/01/2018

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

All further information will be in the Tender documents.

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

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

Official name: The Insolvency Service  
Postal address: 4 Abbey Orchard Street  
Town: London  
Postal code: SW1P 2HT  
Country: United Kingdom  
Telephone: +44 02076376531

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

16/11/2017