

**United Kingdom-Hertford: Financial consultancy services**

**OJ S 207/2020 23/10/2020**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: East Hertfordshire District Council

Postal address: Wallfields, Pegs Lane

Town: Hertford

NUTS code: UKH23 Hertfordshire

Postal code: SG13 8EQ

Country: United Kingdom

Contact person: Hilary Marsh

E-mail: [procurement@eastherts.gov.uk](mailto:procurement@eastherts.gov.uk)

Telephone: +44 1279655261

**Internet address(es):**

Main address: [www.eastherts.gov.uk](http://www.eastherts.gov.uk)

Address of the buyer profile: [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

Tenders or requests to participate must be submitted to the abovementioned address

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

Regional or local authority

**I.5. Main activity**

General public services

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**Section II: Object**

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

**II.1.1. Title**

EHC 0920 Provision of Financial and Non Financial Support to Businesses

Reference number: EHC203/1202/2020

**II.1.2. Main CPV code**

66171000 Financial consultancy services

**II.1.3. Type of contract**

Services

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

East Herts District Council are currently seeking tenders for the provision of Financial and Non-Financial Support to Businesses. The tender documents can be accessed from the My Tenders area of the Supply Hertfordshire website and selecting the View Details button of this project. Please note the deadline for returns and allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this tender should be made via correspondence on the website and can be addressed to the main contact as shown in the details above.

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

Value excluding VAT: 300 000,00 GBP

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

This contract is divided into lots: no

### **II.2. Description**

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

66000000 Financial and insurance services, 66171000 Financial consultancy services, 72512000 Document management services, 72322000 Data management services, 79412000 Financial management consultancy services, 79410000 Business and management consultancy services, 79996100 Records management, 79420000 Management-related services

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

NUTS code: UKH23 Hertfordshire

Main site or place of performance: Hertford, Hertfordshire.

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

East Herts District Council has recently been awarded ERDF funding to provide small businesses with a mixture of financial support through small capital grants and non-financial support through mentoring, networking events and seminars focussed on themes useful to small businesses. The Council is inviting suppliers to fulfil the delivery obligations of this project. The supplier must engage with a minimum of 115 enterprises that leads on to providing financial support via small grants to 30 enterprises; and non-financial support through a range of mentoring, network events and business seminars to a minimum of 25 additional enterprises. East Herts based businesses targeted must be engaged in either the sectors of bio science, social enterprise or maintenance, repairs and operations (MRO) at Stansted Airport. The contract runs from 1 January 2021 to 30 June 2023. The engagement and support given to enterprises is eligible only between these two dates. There is however an extension period to the project of 30 September 2023 for businesses to provide evidence of defrayed expenditure relating to their grant.

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

Criteria below

Quality criterion - Name: Quality / Weighting: 100 %

Cost criterion - Name: N/A / Weighting: N/A

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

Value excluding VAT: 300 000,00 GBP

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

Start: 01/01/2021 End: 30/09/2023

This contract is subject to renewal: no

**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:  
yes

Identification of the project: ERDF — 17R19PO3416

**II.2.14. Additional information**

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

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**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:

Selection criteria as stated in the procurement documents.

**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

**Section IV: Procedure**

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**IV.1. Description**

**IV.1.1. Type of procedure**

Open 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: 19/11/2020 Local time: 12:00

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

**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: 6 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 19/11/2020 Local time: 12:01

Place:

Remotely through Intend.

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

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

This is a recurrent procurement: no

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

The Council reserves the right to cancel the procurement at any stage of the procurement process and not to award a contract. The Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for this contract, including their associated entities or any other person. To access this procurement opportunity please visit: [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the onscreen guidance. If you wish to be considered as a bidder you must complete and submit the invitation to tender (ITT) by the closing date and time. Any clarifications regarding this opportunity must be raised through the correspondence areas in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or telephone +441144070065 for any website/technical questions, Monday to Friday 8.30 a.m. to 5.30 p.m. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law, including Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. The Council reserves the right to carry out additional financial checks on all companies tendering for this contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the contract. The contracting authority will require a group of economic operators to whom the contract is awarded to form a legal entity. Any deposits or guarantees will be established as part of the procurement process. Any financing conditions and payment arrangements will be established as part of the process.

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

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

Official name: High Court England and Wales

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

##### **VI.4.2. Body responsible for mediation procedures**

Official name: High Court England and Wales

Postal address: The Strand

Town: London

Postal code: WC2A 2LL  
Country: United Kingdom

#### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

The contracting authority will incorporate a minimum 10 calendar days (when using electronic means) standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England and Wales). Any such action must be brought promptly and within the time-limits as defined in the above regulations. Where a contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the court has the options to award damages and/or to shorten or order the contract ineffective.

#### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: The Cabinet Office  
Postal address: 70 Whitehall  
Town: Hertford  
Postal code: SW1A 2AS  
Country: United Kingdom

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

19/10/2020