

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/000989-2024>

Tender

## **Dynamic Purchasing Vehicle for the Provision of Space4all Youth Spaces Programme on Behalf of the London Borough of Waltham Forest**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2024/S 000-000989

Procurement identifier (OCID): ocds-h6vhtk-042c6e

Published 11 January 2024, 3:26pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

London Borough of Waltham Forest

Waltham Forest Town Hall, 701 Forest Road

Walthamstow

E17 4JF

#### **Contact**

Mr Stephen Potter

#### **Email**

[Stephen.Potter@walthamforest.gov.uk](mailto:Stephen.Potter@walthamforest.gov.uk)

#### **Telephone**

+44 7741077216

**Country**

United Kingdom

**Region code**

UKI53 - Redbridge and Waltham Forest

**Internet address(es)**

Main address

<http://www.walthamforest.gov.uk/>

Buyer's address

<http://www.walthamforest.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

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

Regional or local authority

**I.5) Main activity**

Recreation, culture and religion

---

## **Section II: Object**

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

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

Dynamic Purchasing Vehicle for the Provision of Space4all Youth Spaces Programme on Behalf of the London Borough of Waltham Forest

Reference number

DN706438

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

- 80310000 - Youth education services

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

Services

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

The Council of the London Borough of Waltham Forest (“the Authority”) is seeking Tenders from suitably experienced and qualified organisations for the Dynamic Purchasing Vehicle for the Provision of Space4All Youth Spaces Programme on behalf of the London Borough of Waltham Forest (“the DPV”).

The Dynamic Purchasing Vehicle shall commence on 1st April 2024 and, shall continue up to and including 31st March 2025. There will be a provision to extend the DPV by a further twelve (12) months to 31st March 2026.

The Authority is seeking to appoint multiple providers who can deliver good quality, safe, efficient and enjoyable Youth Space activities. The Youth Spaces Programme aims to offer a variety of exciting and interesting Youth Space activities including, sports, creative and performing arts, and environmental activities.

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

Value excluding VAT: £700,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

The Dynamic Purchasing Vehicle (DPV) shall commence on 1st April 2024 and, shall continue up to and including 31st March 2025. There will be a provision to extend the DPV by a further twelve (12) months to 31st March 2026.

The Authority is seeking to appoint multiple providers who can deliver good quality, safe, efficient and enjoyable Youth Space activities. The Youth Spaces Programme aims to offer a variety of exciting and interesting Youth Space activities including, sports, creative and performing arts, and environmental activities.

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the DPV. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial threshold for the Contract:

For organisations with an annual turnover of £25,000 or less a statement of cashflow forecast for the current year will be required. In addition, a letter will need to be provided from the bank outlining the current cash and credit position of the organisation.

All organisations with an annual turnover above £25,000 will be financially assessed as described in Appendix 3: SQ Explanatory Document that forms part of the Invitation to Tender documentation.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Subject to satisfying the requirements of the Selection Questionnaire, appointment to the

DPV shall be based on the most economically advantageous Tenders received from those organisations that submit a Tender. Such Tenders shall be evaluated in accordance with the following Evaluation Criteria: -

- Quality 100%

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

Award of Call-Off Contracts:

Organisations are advised that whilst it is the intention of the Authority to utilise the DPV as the primary source of services, the Authority reserves the right to obtain the service from alternative sources should this represent best value. Further, appointment of an organisation to the DPV does not guarantee any minimum level of income for the organisation or that the organisation will be awarded any Call-Off Contract during the DPV Period. All Call-Off Contracts shall be awarded in accordance with the procedures detailed in the Tender Documents the Specification and the Conditions of Contract.

Organisations shall be aware that any Call-Off Contract awarded prior to the expiration of the DPV may continue beyond the expiration of the DPV Period. In such circumstances the organisation will be bound by the terms of the DPV and the Call-Off Contract, including but not limited to with regard to the price for the Call-Off Contract, until such time as the Call-Off Contract expires or is terminated by the Authority.

As part of the flexibility allowed under the Public Contract Regulations 2015, Regulations 74 to 76 "light touch, the Authority reserves the right to re-open the Dynamic Purchasing Vehicle throughout its duration.

#### **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: £700,000

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

Start date

1 April 2024

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

There will be a provision to extend the DPV by a further twelve (12) months to 31st March 2026.

#### **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

---

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

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

##### **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**

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

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

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 30

In the case of framework agreements, provide justification for any duration exceeding 4 years:

**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

12 February 2024

Local time

12:00pm

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

English

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

Date

12 February 2024

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court of England and Wales Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Contract is being procured in accordance with the Public Contract Regulations 2015 (to the extent they are applicable to services of this nature and utilising the flexibilities provided for Social Services). The contracting Authority will incorporate a minimum ten (10) day calendar day standstill period at the point of information on the award of the contract is communicated to tenderers. This period allows successful tenderers to seek further de-briefing from the contracting authority before the contract is entered into. Additional information should be requested from the contact in Section 1.1. If an appeal regarding the award of contract has not been successfully resolved the Public Contracts Regulations 2015 (S1 2015 No 102) provide for aggrieved parties who have been harmed or at risk of harm by breach of the rules to take action in the High Court (England and Wales).