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Tender

## **Core Infrastructure Support for Voluntary, Community Sector and Volunteer Outreach Development**

Westminster City Council

F02: Contract notice

Notice identifier: 2022/S 000-001396

Procurement identifier (OCID): ocds-h6vhtk-030c0d

Published 17 January 2022, 10:45pm

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

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

Westminster City Council

64 Victoria Street

London

SW1E 6QP

#### **Email**

[tenders@westminster.gov.uk](mailto:tenders@westminster.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

[www.westminster.gov.uk](http://www.westminster.gov.uk)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

[www.capitalesourcing.com](http://www.capitalesourcing.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.capitalesourcing.com](http://www.capitalesourcing.com)

Tenders or requests to participate must be submitted to the above-mentioned 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**

Core Infrastructure Support for Voluntary, Community Sector and Volunteer Outreach Development

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

- 98000000 - Other community, social and personal services

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

Services

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

Westminster City Council is looking to retender the Core Infrastructure Support for the Voluntary, Community Sector and Volunteer Outreach Development Services.

The service requirements will be re-procured through a block contract which will be split across two Lots:

- Lot 1: Core Infrastructure Support for the Voluntary, Community Sector
- Lot 2: Volunteer Outreach Development

The proposed contract period for both will be for a term of three (3) years with the option for the Contracting Authority to extend for a further two (2) years for a contract period of up to five (5) years. The estimated contract value for service is estimated to be £360,000 per annum across both service Lots.

CapitalEsourcing references for the tender opportunity are as follows:

RFQ/ITT:itt\_WCC\_15419 - Mandatory for all bidders: Qualification envelope for Lot 1 and Lot 2.

RFQ/ITT: itt\_WCC\_15420 - Lot 1: Voluntary, Community Sector Core Infrastructure Support

RFQ/ITT: itt\_WCC\_15421 - Lot 2: Volunteer Outreach Development

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

Value excluding VAT: £1,800,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1: Core Infrastructure Support for the Voluntary, Community Sector

Lot 2: Volunteer Outreach Development

## **II.2) Description**

### **II.2.1) Title**

Core Infrastructure Support for Voluntary, Community Sector

Lot No

Lot 1

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

- 98000000 - Other community, social and personal services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The City of Westminster

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

Westminster City Council are looking to re-procure it's Core Infrastructure Support for the local Voluntary, Community Sector in Westminster. Core infrastructure support builds capacity and systemic change, collaboration, facilitates and delivers learning prospects and creates opportunities to share ideas and resources to promote innovation and good practice. Our local networks and forums work towards fostering community connections in a positive consortium space.

To access the specification; qualification envelope and technical and commercial information for this LOT please see the references below:

capitalSourcing reference is as follows:

RFQ/ITT: itt\_WCC\_15419\_Mandatory for all Bidders: Qualification envelope for Lot 1 and Lot 2

RFQ/ITT:itt\_WCC\_15420\_Lot 1: Voluntary, Community Sector Core Infrastructure Support

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

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

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

Start date

1 July 2022

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: Yes

Description of options

Tenderers are invited to bid for one or more lots.

### **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**

capitalEsourcing reference:

RFQ/ITT: itt\_WCC\_15419\_Mandatory for all bidders: Qualification envelope for Lot 1 and Lot 2

RFQ/ITT:itt\_WCC\_15420\_Lot 1:Voluntary, Community Sector Core Infrastructure Support

## **II.2) Description**

### **II.2.1) Title**

Voluntary Outreach Development

Lot No

Lot 2

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

- 98000000 - Other community, social and personal services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The City of Westminster

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

Westminster City Council are looking to re-procure it's Voluntary Outreach Development Service. The Service provides dedicated volunteering opportunity development support for local VCS organisations to ensure they create volunteering opportunities which meet community needs and contribute to the delivery of Westminster City Council's core City for All commitment to increase the number of people who volunteer in the Westminster local area.

To access the specification; qualification envelope and technical and commercial information for this LOT please see the references below:

Capital e-sourcing reference:

RFQ/ITT: itt\_WCC\_15419\_Mandatory for all bidders: Qualification envelope for Lot 1 and Lot 2

RFQ/ITT:itt\_WCC\_15421\_Lot 2: Volunteer Outreach Development

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

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

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

Start date

1 July 2022

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: No

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

capitalEsourcing reference:

RFQ/ITT: itt\_WCC\_15419\_Mandatory for all bidders: Qualification envelope for Lot 1 and Lot 2

RFQ/ITT:itt\_WCC\_15421\_Lot 2: Volunteer Outreach Development

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## **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 set out in 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

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

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

As set out in the draft contract terms and conditions



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## **Section IV. Procedure**

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

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

Open procedure

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

The procurement is covered by the Government Procurement Agreement: No

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

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

Date

16 February 2022

Local time

12:01pm

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

English

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

Date

16 February 2022

Local time

12:02pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The Contracting Authority reserves the right to terminate the process at any time prior to award of contract.

The Contracting Authority does not bind itself to accept any tender received and reserves the right to call for new tenders should it consider this necessary.

The Contracting Authority shall not be liable for any costs or expenses incurred by any tenderer in connection with the completion and return of the information requested in this contract notice, or the completion or submission of any tender.

Organisations interested in this opportunity should note the deadline for receipt of bidder clarification requests is 7th February 2022. The tender submission deadline is 16th February 2022 at 12 noon.

To access the specification; qualification envelope and technical and commercial information for this LOT please see the references below:

Capital e-sourcing reference:

RFQ/ITT: itt\_WCC\_15419\_Mandatory for all bidders: Qualification envelope for Lot 1 and Lot 2

RFQ/ITT:itt\_WCC\_15420\_Lot 1: Voluntary, Community Sector Core Infrastructure Support

RFQ/ITT:itt\_WCC\_15421\_Lot 2: Volunteer Outreach Development

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

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

Westminster City Council

64 Victoria Street

London

SW1E 6QP

Email

[tenders@westminster.gov.uk](mailto:tenders@westminster.gov.uk)

Country

United Kingdom

Internet address

[www.westminster.gov.uk](http://www.westminster.gov.uk)

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

Royal Courts of Justice

The Royal Courts of Justice Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

In accordance with the Public Contract Regulations 2015 the Contracting Authority will incorporate a

minimum 10 calendar day standstill period at the point information on the framework agreement award

decision is communicated to tenderers.

Any action must be brought within the applicable limitation period. The purpose of the standstill period referred to above is allow an economic operator to apply to the Court to set aside the award decision before the contract agreement is entered into.