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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

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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:

capitalEsourcing 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

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

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

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

Country

United Kingdom

Internet address

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.