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Tender

## **Provision of Removals and Relocations Services to The University of Birmingham**

UNIVERSITY OF BIRMINGHAM

F02: Contract notice

Notice identifier: 2021/S 000-004113

Procurement identifier (OCID): ocids-h6vhtk-029776

Published 2 March 2021, 11:01am

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

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

UNIVERSITY OF BIRMINGHAM

Chancellors Court,Edgbaston

BIRMINGHAM

B152TT

#### **Contact**

Michelle Palfrey

#### **Email**

[M.Duckett@bham.ac.uk](mailto:M.Duckett@bham.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKG - West Midlands (England)

**Internet address(es)**

Main address

<https://www.birmingham.ac.uk/index.aspx>

**I.3) Communication**

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

[www.in-tendhost.com/universityofbirmingham](http://www.in-tendhost.com/universityofbirmingham)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.in-tendhost.com/universityofbirmingham](http://www.in-tendhost.com/universityofbirmingham)

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Provision of Removals and Relocations Services to The University of Birmingham

Reference number

FRAM171/21

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

- 60180000 - Hire of goods-transport vehicles with driver

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

Services

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

The University of Birmingham invites tenders for the provision of Removals and Relocations Services. The intention is to establish a Framework Agreement with either a Provider or several Providers in whom the University can place confidence in to carry out a variety of Removals and Relocations Services projects.

This tender will cover the provision of all types of removals and relocations services as and when required. The precise scope of the works will be varied, but will generally include the packing and unpacking of all items, including books, files, IT equipment, personal equipment, scientific equipment and general office furniture. A work instruction order will be issued for each job.

Time is likely to be of the essence and the timescales given by the University must be adhered to. Due to the nature of the building works associated with removals, dates for items to be relocated may be subject to change from time to time.

Whilst the provision has not been tendered in Lots, there is a strong likelihood that Bidders may specialise in large-scale removals or smaller scale jobs. This will be taken into account at contract award although Providers may also be considered for all type of jobs if this is deemed appropriate also.

The Framework Agreement with the selected Provider(s) will initially cover a one (1) year period (with extension options for up to a further three (3) years). Anticipated Contract start date is 1st August 2021.

The overall budget for this project is up to ?400,000.00 excluding VAT. There will be no commitment to either the total amount of money to be spent or the number of items to be purchased.

The University of Birmingham is not bound to accept the lowest or any Tender, and reserves the right to cancel the tender process at any point and will not be liable for any cancellation costs incurred by any Tenderer.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKG - West Midlands (England)

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

#### **KEY INFORMATION FOR TENDERERS**

1.1 All main correspondence should go via the University's In-tend Portal. Your tender documents and information must be submitted via In-tend by the date and time specified; [www.in-tendhost.com/universityofbirmingham](http://www.in-tendhost.com/universityofbirmingham).

1.2 Requests for information may be by on-line questionnaires which are pre-loaded onto In-tend.

1.3 If you are requested to submit separate documents please follow the instructions provided on In-tend, in PDF format unless otherwise requested.

1.4 In-tend will maintain an auditable copy of any document uploaded by Tenderers.

1.5 Key information for this Tender is highlighted below

Deadline for receipt of requests to be selected to tender 02/04/2021

Selection of those to be invited to tender w/c 05/04/2021

Date of dispatch of invitation to tender to those selected 12/04/2021

Clarification period closes 04/05/2021

Deadline for the publication of responses to clarification questions 06/05/2021

Deadline for the submission of a Tender 10/05/2021

Supplier Visit Day w/e 14/05/2021

Standstill period 07/06/2021 - 17/06/2021

Procurement officer Michelle Palfrey

Email address (please note the In-tend Portal is the primary contact for this tender)  
[m.duckett@bham.ac.uk](mailto:m.duckett@bham.ac.uk)

Tender procedure used Restricted Procedure

Please note, there will be no extensions to the deadline for returns except in exceptional circumstances

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

Quality criterion - Name: Selection Questionnaire / Weighting: 10

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 40

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

Value excluding VAT: £400,000

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

Start date

1 August 2021

End date

31 July 2022

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement with the selected Provider(s) will initially cover a one (1) year period (with extension options for up to a further three (3) years). Anticipated Contract start date is 1st August 2021.

The overall budget for this project is up to £400,000.00 excluding VAT. There will be no commitment to either the total amount of money to be spent or the number of items to be purchased.

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

Variants will be accepted: No

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

Options: No

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## **Section IV. Procedure**

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

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

Restricted procedure

#### **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

2 April 2021

Local time

12:00pm

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

5 April 2021

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

University of Birmingham

Edgbaston

B15 2TT

Email

[M.Duckett@bham.ac.uk](mailto:M.Duckett@bham.ac.uk)

Country

United Kingdom