

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004966-2022>

Tender

## **Security Services for Portsmouth International Port**

PORTSMOUTH CITY COUNCIL

F02: Contract notice

Notice identifier: 2022/S 000-004966

Procurement identifier (OCID): ocds-h6vhtk-031a02

Published 22 February 2022, 1:52pm

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

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

PORTSMOUTH CITY COUNCIL

City Council

Portsmouth

PO1 2AL

#### **Contact**

Procurement Service

#### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

#### **Telephone**

+44 2392688235

#### **Country**

United Kingdom

**NUTS code**

UKJ31 - Portsmouth

**Internet address(es)**

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

Buyer's address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

**I.3) Communication**

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

<https://in-tendhost.co.uk/portsmouthcc/asp/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc/asp/home>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc/asp/home>

**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**

Security Services for Portsmouth International Port

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

- 79710000 - Security services

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

Services

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

Portsmouth City Council ('the council') is inviting tenders from suitably qualified and experienced suppliers to provide manned security services at Portsmouth International Port.

Following targeted award on 21st June 2022, the contract will commence on 1st November 2022. The initial contract term will be for 3 years with possibility of extending the term by a further 2 years to a maximum total term of 5 years in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of the contract will range from approximately £800,000 to £2,000,000 per annum (a maximum value therefore of £10,000,000 over the maximum possible 5 year term). The value is dependent on trade levels through the Port site and as such no guarantees can be given as to the level of service required over the term of the contract.

The services will be delivered to both the Council and Portico (a company wholly owned by the Council who operate an adjacent site, see additional information section for further details), although the contract will be with the Council only. The successful bidder will be required to work with representatives of both the Council and Portico.

The contract will be established using the Open Procedure as set out within the Public Contracts Regulations (2015). The services in question fall under the Light Touch Regime services listed under Schedule 3 of the Public Contracts Regulations (2015).

This procurement procedure will be run in accordance with the following summary programme:

- Issue FTS Notice & Tender - Tuesday 22nd February 2022
- Supplier Days - Thursday 3 March 2022 at 0930 hours & Tuesday 8 March 2022 at 1400 hours
- Tender return deadline - Friday 1 April 2022 at 1200 hours
- Interview period (If required) - Tuesday 10 - Thursday 12 May 2022
- Award notification - Friday 10 June 2022
- Contract award - Tuesday 21 June 2022
- Service commencement - Tuesday 1 November 2022

For a tender return to be compliant Suppliers must attend a site visit to view operations at Portsmouth International Cruise and Ferry Port and Portico Shipping Ltd.

These visits will take place on the Supplier Days listed included for within the programme above. Suppliers are requested to book places via the correspondence function of the Council's e-sourcing system Intend to. Only one attendee from each company may attend. Places are to be booked at least 2 days in advance of the relevant supplier day slot.

Application is via submission of completed tender by 1st April 2022 12:00 via the Council's e-sourcing system InTend, which is accessible via:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>.

The system will be used to administer the entirety of the procurement process.

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

Value excluding VAT: £10,000,000

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

This contract is divided into lots: No

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

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

- 79710000 - Security services

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

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth International Port

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

This specification has been prepared using the current security levels. These levels could increase or decrease at short notice due to the Department for Transport (DFT) changing the security level or due to changes in shipping times and movements. It is imperative to the contract that these changes to staffing levels can be catered for at short notice by the Contractor.

Portsmouth International Cruise and Ferry Port

Security cover is currently required during the opening hours of the passenger terminal building which is currently 0530 hours to 2330 hours, 365 days of the year subject to Portsmouth International Port operational requirements.

Teams of eight security officers are required to be rostered appropriately to cover an 18 hour period between 0530 hours and 2330 hours. The teams are to be supplemented by fully trained relief security officers to ensure maximum coverage is achievable, during periods of staff absence or due to increased requirements.

Due to searching requirements each team comprising eight people must include at least three female members and at least three male members.

Extra cover may be required, at short notice or security officers may be kept on beyond the hours stated, to provide for delays or changes in shipping movements or during cruise ship visits.

It is essential that the security team comprises experienced security guards who have excellent customer service skills and are qualified for the purpose of carrying out all security tasks as required by the International Ship and Port Facility Security Code (ISPS). The members of the team are also to be skilled in the use of X-ray equipment. In view of the anticipated level of training, the personnel of the search team are to remain as consistent as possible throughout the period of contract.

Duties of security officers working at Portsmouth International Cruise and Ferry Port will include but not be limited to the following:

- Security desk
- Search duties
- Freight searching
- Main car exit gate

#### Portico Shipping Ltd

A working supervisor is required between the hours of 0500 and 1700 hours, Monday to Friday and should be one of the officers detailed below.

- A security officer is currently required at the Prospect Road gate house 24 hours a day, 7 days a week.
- A security officer is currently required at the Sunken Road gate house between the hours of 0500 and 0100 hours, 7 days a week.

Due to searching requirements one security officer for the site must be female and one must be male.

Security cover is required 365 days of the year subject to Portico Shipping Ltd's operational requirements.

#### Level of Expertise/Training

- All Security Officers to be first aid trained including the use of a defibrillator.
- All Security Officers must have an appropriate CCTV operator's licence as patrols are conducted utilising CCTV.

Duties of security officers working at Portico will include but not be limited to the following:

- Manual searches of buildings, vehicles, persons, and baggage
- Regular security patrols of the external perimeter and regular patrols of the internal Port and associated buildings utilising the CCTV system
- Security gate administration
- Contractor control
- Traffic flow management and marshalling.

- To issue and receipt equipment to dock operatives
- Receiving and distribution of all deliveries related to parcels, post and small packages
- Logging of all security related incidents
- Support for security exercises and drills as requested.
- Monitoring of the fire panel and the associated actions needed in the event of an emergency alarm

#### **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: £10,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years to a maximum total term of 5 years in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of the contract will range from approximately £800,000 to £2,000,000 per annum (a maximum value therefore of £10,000,000 over the maximum possible 5 year term). The value is dependent on trade levels through the Port site and as such no guarantees can be given as to the level of service required over the term of the contract.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years to a maximum total term of 5 years in increments to be agreed, subject to the agreement and performance of both parties.

---

## **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

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

All Contractors staff must be in possession of a Security Industry Authority Licence (SIA) or a Licence Dispensation Notice (LDN).

---

## **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: Yes

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

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

Date

1 April 2022

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

1 April 2022

Local time

12:01pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to

be published: It is envisaged that a further notice will be published in early 2027 for a future iteration of the this contract on the basis that all term extension options are taken up. This will be dependent on the nature of future requirements and the need for a new contract.

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

The Council is responsible for Portsmouth International Port, the equivalent of a department of the Council (i.e. not a separate entity). It is the UK's most successful council-owned port and is considered to be a major UK port, responsible for handling millions of customers and vital cargo across the globe. With easy access from the motorway and major shipping lanes the port is ideally placed for ferries, cruise and freight.

Within Portsmouth International Port, Portsmouth Cruise and Ferry Port has five RO/RO berths serving both ferries and cruise ships, with regular sailings to France, Spain and the Channel Islands and both full turnaround and port of call cruise calls.

Portico Shipping Limited (company no. 02012886) is a private company, wholly owned by the Council, which trades on part of the Portsmouth International Port site. Portico operate the two conventional quays at Portsmouth International Port (Albert Johnson Quay and Flathouse Quay) dealing with many types of project cargo, dry bulk and break bulk loads and also specialise in fresh produce.

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

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

The High Court of Justice

The Strand

London

WCA 2LL

Country

United Kingdom