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Tender

## **Provision of Sole Pension Trustee and Secretarial Services**

OFCOM

F02: Contract notice

Notice identifier: 2021/S 000-005001

Procurement identifier (OCID): ocids-h6vhtk-029afa

Published 11 March 2021, 10:56pm

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

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

OFCOM

Riverside House, 2a Southwark Bridge Road

London

SE1 9HA

#### **Contact**

Mark Lundy

#### **Email**

[mark.lundy@ofcom.org.uk](mailto:mark.lundy@ofcom.org.uk)

#### **Telephone**

+44 02079813000

#### **Country**

United Kingdom

**NUTS code**

UKI - LONDON

**Internet address(es)**

Main address

<https://ofcom.bravosolution.co.uk>

Buyer's address

<https://ofcom.bravosolution.co.uk>

**I.3) Communication**

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

<https://ofcom.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ofcom.bravosolution.co.uk>

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

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

Other type

UK National Communications Regulator

**I.5) Main activity**

Other activity

UK National Communications Regulator

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## **Section II: Object**

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

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

Provision of Sole Pension Trustee and Secretarial Services

Reference number

C20200663

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

- 66520000 - Pension services

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

Services

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

Ofcom has a requirement for a professional pensions trustee to take over from the retiring Board of Trustees the running of the Ofcom (former ITC) Staff Pension Plan ('the Plan') in an effective and efficient manner, balancing the interests of members and Ofcom as required by the Trust Deed and the law. In addition, experienced secretarial support services are required for both the ITC Plan and the Ofcom Defined Benefit Pension Plan ('the Ofcom Plan').

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

This contract is divided into lots: No

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

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79412000 - Financial management consultancy services

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

NUTS codes

- UKI - LONDON

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

Ofcom has a requirement for a professional pensions trustee to take over from the retiring Board of Trustees the running of the Ofcom (former ITC) Staff Pension Plan ('the Plan') in an effective and efficient manner, balancing the interests of members and Ofcom as required by the Trust Deed and the law. In addition, experienced secretarial support services are required for both the ITC Plan and the Ofcom Defined Benefit Pension Plan ('the Ofcom Plan').

#### **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**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Options to extend the contract at Ofcom's sole discretion for three further periods, 2 of 24 months and 1 of 12 months.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

The criteria is set out in the procurement documents

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Options to extend the contract at Ofcom's sole discretion for three further periods, 2 of 24 months and 1 of 12 months.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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**

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

12 April 2021

Local time

12:00pm

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

30 April 2021

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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## **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 Justice of England and Wales

London

Country

United Kingdom