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Contract

International Travel Training for the Met Office

Met Office

F03: Contract award notice

Notice identifier: 2021/S 000-005371

Procurement identifier (OCID): ocids-h6vhtk-029c6c

Published 17 March 2021, 8:59am

Section I: Contracting authority

I.1) Name and addresses

Met Office

Fitzroy Road

Exeter

EX1 3PB

Contact

Mrs Susan Matthews

Email

susan.matthews@metoffice.gov.uk

Telephone

+44 3709000100

Country

United Kingdom

NUTS code

UKK4 - Devon

Internet address(es)

Main address

<http://www.metoffice.gov.uk>

Buyer's address

<http://www.metoffice.gov.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

International Travel Training for the Met Office

Reference number

DN501960

II.1.2) Main CPV code

- 80500000 - Training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Met Office Travel Policy is in place to ensure all business travel takes place in a safe, sustainable and cost effective manner. . The Travel Policy sets out the requirements for all staff and contractors to consider the necessity of their travel, to plan-ahead, and to carry out all pre-travel checks such as seeking approval, fitness to travel and confirmation of a communications plan. The safety of our staff whilst travelling on business is of paramount importance. Following the Travel Policy helps to ensure all our people can be located and contacted in the event of an emergency.

Recognised as world leaders in weather and climate science and its application for people's protection, prosperity and well-being, we are actively involved in several international programmes, projects and initiatives, requiring our staff to travel globally on an almost daily basis. Travel is essential to the Met Office as it allows us as a business to build and maintain strong relationships with our customers, stakeholders and collaboration partners.

For our staff to be appropriately prepared and protected before they travel in how to deal with any challenges they may face whilst abroad, and the Met Office recognising that it has a moral and legal duty of care for its staff, the Met Office requires an International Travel Training programme.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £100,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK4 - Devon

II.2.4) Description of the procurement

Whilst not an exhaustive list the Met Office require the solution to include the following: -

Tier 1 – Intelligent Travel - Is an e-learning module (mandatory training for all Met Office staff travelling internationally); The key aims of this training is provide staff with relevant and required information and advice to help them plan, prepare and conduct international business visits successfully.

Tier 1 e-learning can be accessed via Met Net; it takes approximately 40 minutes to complete. There is an option to save progress, so staff do not need to compete this training in one sitting. Further completion of this in not required for 2 years.

Whilst not mandatory for those travelling on business within the UK, in the light of the terrorist threat in the UK and incidents in London and Manchester, staff will find the general principles in the e-learning applicable and we would strongly encourage undertaking this e-learning; the principles for keeping yourself safe can also apply to personal travel – even if you do not travel for business, so any staff can utilise the e-learning package if they wish.

As Tier 1 is essentially the foundation level with the following tiers referring and reflecting to this learning; Tier 1

will need to be completed before progressing to the next tiers.

Tier 2 - Tier 2 - Is a 1-day training course providing staff who are travelling to destinations identified as moderate risk, for example The Philippines, Mexico and Indonesia. These workshops are held at Exeter HQ.

Tier 3 – is a 2-day training course for staff who are required to travel to high risk destinations; (primarily Africa, but may also apply to areas in Asia, including India),the content will focus on building knowledge and raising awareness of challenges they may encounter, for example weapons awareness, recognising hostile surveillance and dealing

with a hijack/kidnap situation. It would also consist of a scenario training session which would be run off site.

Female Traveller Training - This would be a one-day workshop designed for female staff travelling abroad; again this will complement the course content previously provided to ensure continuity – but will look to address female specific negative situations including cultural beliefs to support their health, safety and wellbeing whilst travelling abroad;

A 1- day training workshop – specifically designed for Managers who may not travel themselves, but who have staff that do and require further knowledge regarding the risks their staff face and what their key responsibilities are pre, during and post staff travel.

Course Refresher - for points 1 to 4 above; this course will follow the same format as the full Courses, serving to reiterate key messages, changes and updates. This will be delivered through a combination of classroom learning and practical sessions.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

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.2.1) Previous publication concerning this procedure

Notice number: [2020/S 194-470536](#)

Section V. Award of contract

Contract No

DN501960

Lot No

0

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

9 February 2021

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 5

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Edson Tiger Ltd

Exeter

Country

United Kingdom

NUTS code

- UKK4 - Devon

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £110,000

Total value of the contract/lot: £11,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The Met Office

Exeter

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

The Met Office

Exeter

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

.Tenderers can contact the Met Office

VI.4.4) Service from which information about the review procedure may be obtained

The Met Office

Exeter

Country

United Kingdom