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Tender

STC1177 - Provision of Specialist Lift Consultancy Services

The Corporate Officer of the House of Lords and the Corporate Officer of the House of Commons (acting jointly)

F02: Contract notice

Notice identifier: 2024/S 000-006735

Procurement identifier (OCID): ocds-h6vhtk-0444db

Published 1 March 2024, 4:08pm

The closing date and time has been changed to:

26 April 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

The Corporate Officer of the House of Lords and the Corporate Officer of the House of Commons (acting jointly)

UK Parliament, Westminster

London

SW1A 0AA

Contact

Elli Nikolaou

Email

nikolaoue@parliament.uk

Country

United Kingdom

NUTS code

UKI32 - Westminster

Internet address(es)

Main address

<https://in-tendhost.co.uk/parliamentuk.aspx/BuyerProfiles>

Buyer's address

<https://www.parliament.uk>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://in-tendhost.co.uk/parliamentuk.aspx/Home>

Additional information can be obtained from the above-mentioned address

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

STC1177 - Provision of Specialist Lift Consultancy Services

Reference number

STC1177

II.1.2) Main CPV code

- 71621000 - Technical analysis or consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The Corporate Officer of the House of Lords and the Corporate Officer of the House of Commons acting jointly (the 'Authority') are inviting expressions of interest from suitably qualified organisations wishing to enter into a contract for the provision of specialist lift consultancy services. The appointed Consultant will support the Parliamentary Design Authority in its role as custodian of the lift engineering infrastructure on the Parliamentary Estate to review and update technical standards and a long-term strategy for lift modernisation. More specifically, the appointed Consultant shall be required to deliver specialist services which will include independent advisory support, to ensure the viability and quality of designs, as well as project support relating to refurbishment and maintenance programmes. The contract shall be let based on the NEC4 Professional Services Short Contract.

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71621000 - Technical analysis or consultancy services
- 42416100 - Lifts
- 71310000 - Consultative engineering and construction services
- 71321000 - Engineering design services for mechanical and electrical installations for buildings
- 71530000 - Construction consultancy services

II.2.3) Place of performance

NUTS codes

- UKI32 - Westminster

Main site or place of performance

Westminster

II.2.4) Description of the procurement

A non-exhaustive list of the services required to be delivered under the contract are summarised below:

- Produce lift technical design briefs and design requirements for the Authority's Lift projects, as well as work collaboratively with Lift delivery teams and prioritise the works on health and safety and business continuity objectives (as set out within the procurement documents).
- Review and develop existing lift modernisation scope documents.
- Produce feasibility studies to RIBA Stage 1 or equivalent, technical standards and engineering specifications.
- Provide a technical design review of the proposals from Lift Delivery teams and monitor their work – this shall also include undertaking site inspections and witnessing.
- Review lift traffic analysis from previous studies and project consultants and where necessary undertake new traffic analysis and propose optimum lift design strategy for the population and use patterns of the Parliamentary Estate.
- Carry out whole of life costing with the view of ensuring that value for money is achieved by taking a holistic approach to design the lifts in relation to each other, traffic flow, building occupants, logistics, fire evacuation strategy, access control and security strategy, environment and sustainability, heritage and conservation and user priorities.
- Undertake annual audits of the Authority's Planned Preventative and Reactive Maintenance Contractor's performance.

The appointed Consultant's staff shall have completed EOR/202 'Working Safely in an engineering environment – basic lift safety', as required by BS7255 Safe Working on Lifts. The Authority reserves its position as to whether it will (or will not) enter into contractual arrangements. Subsequently, the publication of the procurement documents in no way commits the Authority to enter into any contractual relationship with the Tenderers or any other party. The Authority reserves the right to:- cancel, postpone, suspend or abort the selection and evaluation process at any stage of this procurement in its entirety;- vary the project timetable or procurement

process, including without limitation, to introduce further submission requirements; and-amend, vary or digress from the process set out in the procurement documents. In the event of any change to the process, the Authority will inform all Tenderers of the change. The Authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. The information and/or documents for this opportunity are available on <https://in-tendhost.co.uk/parliamentuk/asp/Home> Interested organisations must register on this site to respond. The use of the In-tend e-tendering portal is compulsory and will be the main means of communication and exchange of documents between the Authority and prospective Tenderers, although the Authority reserves the right at its sole discretion to communicate and/or exchange documents by other means.

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: £500,000

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

The contract shall be let for an initial term of thirty-six (36) months with an option to extend post expiry of the initial term for any period or periods of up to two (2) years in twelve (12) or twenty-four (24) month blocks, such extension to be exercised at the Authority's discretion.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract shall be let with an option to extend post expiry of the initial contract term for any period or periods of up to two (2) years in twelve (12) or twenty-four (24) month blocks, such extension to be exercised at the Authority's discretion.

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 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

The appointed Consultant's proposed principal or lead staff must be at Associate level (minimum of 10 years lift industry experience and demonstrable stakeholder management experience) and professionally qualified and chartered with a UK recognised professional body e.g. RIBA, CIBSE or IET (or equivalent). All other staff must have lift or engineering specific qualifications. Further information on the selection criteria as stated in the procurement documents

III.1.2) Economic and financial standing

List and brief description of selection criteria

Information on the selection criteria can be found in the procurement documents.

Minimum level(s) of standards possibly required

The following minimum economic and financial standing requirements shall apply: a) a minimum turnover of £200,000.00 per annum for each of the last three (3) financial years; and b) a satisfactory risk assessment based on Dun & Bradstreet indicators as

III.1.3) Technical and professional ability

List and brief description of selection criteria

Information on the selection criteria can be found in the procurement documents.

Minimum level(s) of standards possibly required

The appointed Consultant's proposed principal or lead staff must be at Associate level (minimum of 10 years lift industry experience and demonstrable stakeholder management experience) and professionally qualified and chartered with a UK recognised professional body e.g. RIBA, CIBSE or IET (or equivalent). All other staff must have lift or engineering specific qualifications.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The appointed Consultant will be required to comply with the HMG Baseline Personnel Security Standard (BPSS) pre-employment checks for staff they propose to fulfil for this contract. This will be in line with Cabinet Office guidance on BPSS and the Home Office code of practice on preventing illegal working.

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

Originally published as:

Date

19 April 2024

Local time

12:00pm

Changed to:

Date

26 April 2024

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

19 April 2024

Local time

12:00pm

Place

Westminster

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

The procurement documents shall be made available subject to the return of a duly signed Non-Disclosure Agreement (NDA) template, which can be accessed at <https://in-tendhost.co.uk/parliamentuk/aspx/Home> and submitted using the Correspondence tab on the In-Tend portal. The deadline for submitting the completed NDA template is 16:00 on

Friday 8th March 2024. The Authority will aim to execute the signed NDAs and share the full tender pack with Tenderers within two (2) working days of submission of the NDA via the Correspondence tab of the In-Tend portal <https://in-tendhost.co.uk/parliamentuk.aspx/Home>

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Authority will operate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers to provide time for unsuccessful tenderers to challenge the award decision before the contract is entered into. Unsuccessful tenderers shall be notified by the Authority as soon as possible after the decision is made as to the reasons why they were unsuccessful. The Public Contracts Regulations 2015 provide that aggrieved parties who have been harmed, or are at risk of harm, by breach of the rules are to take action in the High Court (England, Wales and Northern Ireland).