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Tender

## **DfE - LCCC - Sales and Export Trade Development Programme for Lisburn and Castlereagh City Council and Newry, Mourne, Down District Council**

DfE Lisburn and Castlereagh City Council  
Newry Mourne and Down District Council

F02: Contract notice

Notice identifier: 2021/S 000-006879

Procurement identifier (OCID): ocds-h6vhtk-02a250

Published 1 April 2021, 4:40pm

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

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

DfE Lisburn and Castlereagh City Council

Civic Centre, Lagan Valley Island

LISBURN

BT27 4RL

#### **Contact**

SSDAdmin.CPDfinance-ni.gov.uk

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<https://www.lisburncastlereagh.gov.uk>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

**I.1) Name and addresses**

Newry Mourne and Down District Council

District Council Offices O'Hagan House Monaghan Row

Newry

BT35 8DJ

**Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

**Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<https://www.newrymournedown.org/>

Buyer's address

<https://etendersni.gov.uk/epps>

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

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**

Regional or local authority

## **I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

DfE - LCCC - Sales and Export Trade Development Programme for Lisburn and Castlereagh City Council and Newry, Mourne, Down District Council

Reference number

ID 3276216

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

- 80000000 - Education and training services

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

## Services

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

The Sales and Export Trade Development Programme aims to offer support to 200 businesses and provide sales and export development advice to participating businesses to access new opportunities for work. All businesses on the Programme should be primed for growth and have the potential to retain and create additional employment which will result in creating more sustainable and competitive businesses, expanding the private sector and creating a world class business climate in the LCCC and NMDDC areas. The key aims of the programme are to provide one-to-one mentoring, group mentoring and exposure to support the growth of small businesses in generating sales at home and in new markets – ROI and GB; help these businesses understand better the support already available to them and to create new jobs and protect existing ones. The programme will be delivered through three separate but interlinked initiatives.

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

Value excluding VAT: £362,800

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

This contract is divided into lots: No

## **II.2) Description**

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

- 80500000 - Training services
- 80510000 - Specialist training services
- 80511000 - Staff training services
- 80520000 - Training facilities
- 80521000 - Training programme services
- 80530000 - Vocational training services
- 80532000 - Management training services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79400000 - Business and management consultancy and related services

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services

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

NUTS codes

- UKN08 - Newry, Mourne and Down
- UKN14 - Lisburn and Castlereagh
- 00 - Other NUTS code
- 00 - Other NUTS code

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

The Sales and Export Trade Development Programme aims to offer support to 200 businesses and provide sales and export development advice to participating businesses to access new opportunities for work. All businesses on the Programme should be primed for growth and have the potential to retain and create additional employment which will result in creating more sustainable and competitive businesses, expanding the private sector and creating a world class business climate in the LCCC and NMDDC areas. The key aims of the programme are to provide one-to-one mentoring, group mentoring and exposure to support the growth of small businesses in generating sales at home and in new markets – ROI and GB; help these businesses understand better the support already available to them and to create new jobs and protect existing ones. The programme will be delivered through three separate but interlinked initiatives.

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

Quality criterion - Name: AC1 Proposed Methodology and Implementation of PART A / Weighting: 8

Quality criterion - Name: AC2 Proposed Methodology and Implementation of PART B / Weighting: 8

Quality criterion - Name: AC3 Proposed Methodology and Implementation of PART C / Weighting: 8

Quality criterion - Name: AC4 Reporting, Evaluation and Quality / Weighting: 8

Quality criterion - Name: AC5 Contract Management and Risk / Weighting: 8

Quality criterion - Name: AC6 Programme Manager Experience / Weighting: 16

Quality criterion - Name: AC7 Team Experience / Weighting: 16

Quality criterion - Name: AC8 Marketing and Recruitment / Weighting: 8

Cost criterion - Name: Total Contract Price / Weighting: 20

**II.2.6) Estimated value**

Value excluding VAT: £362,800

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

Duration in months

26

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**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: Yes

Identification of the project

European Regional Development Fund (ERDF)

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## **Section III. Legal, economic, financial and technical information**

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

#### **III.2.2) Contract performance conditions**

The Client will monitor the Contractor's performance as detailed in the Specification Schedule and in the Commercial Conditions of Contract Schedule 3 Contract Management/Monitoring Schedule.

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## **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

5 May 2021

Local time

3:00pm

#### **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**

Tender must be valid until: 3 August 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

5 May 2021

Local time

3:30pm

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## **Section VI. Complementary information**

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



This is a recurrent procurement: No

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

The successful contractor's performance on this contract will be managed as per the specification and regularly monitored (see Procurement Guidance Note 01/12 — Contract Management — procedures and principles). Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a notice of unsatisfactory performance and this contract may be terminated. A central register of such notices for supplies and services contracts will be maintained and published on the CPD website. Any contractor in receipt of a notice of unsatisfactory performance will be required to declare this in future tender submissions for a period of 3 years from the date of issue of the notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy.

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

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

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement.

As above

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision.

