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Planning

Provision of Relocation Services for Seconded Employees

Ministry of Defence

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-008118

Procurement identifier (OCID): ocds-h6vhtk-03b49f

Published 21 March 2023, 9:56am

Section I: Contracting authority

I.1) Name and addresses

Ministry of Defence

AWE plc, Aldermaston, Reading, Berks

Aldermaston

RG7 4PR

Contact

AWE Professional Services Procurement

Email

AWEprocurement@awe.co.uk

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.awe.co.uk>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Defence

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Relocation Services for Seconded Employees

Reference number

210223

II.1.2) Main CPV code

- 79613000 - Employee relocation services

II.1.3) Type of contract

Services

II.1.4) Short description

AWE is looking to engage with the market to understand supplier's capability to support its employees who are being seconded to France and USA in their relocation process (moving, finding accommodation, settling in, schooling etc); in order to inform the procurement strategy for these requirements.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79613000 - Employee relocation services

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

II.2.4) Description of the procurement

AWE is an arms-length body of the Ministry of Defence employing around 6,000 people headquartered in Aldermaston, Berkshire. For more than 70 years, AWE has supported the UK Government's nuclear defence strategy and the Continuous At Sea Deterrent. We also use our nuclear know-how and technical expertise to provide innovative solutions that support the UK's counter-terrorism and nuclear threat reduction activities.

We work at the extremes of science and engineering to understand the performance of nuclear warheads, and assess the safety, security and effectiveness of the stockpile in the absence of live testing. Remarkable science, technology, engineering and maths integrate across the lifecycle of the warhead: from initial concept and design, to final decommissioning and disposal. Experts in their fields work together in unique and advanced experimental facilities, to perform cutting edge experiments.

The list of required services as part of this contract include but are not limited to:

1. Administrative Support

- a. Service Management;
- b. Support Desk;
- c. Operational Governance;
- d. Online secure portal for customer and assignee;
- e. Compile electronic files;
- f. Produce assignment related documentation such as assignment contracts, transfer certificates;
- g. Policy review and recommendations;
- h. Record Keeping and Documentation Management;

2. Travel Support

- a. Country guides, provide advice on vaccination, quarantine or country specific requirements;
- b. Monitor visa and residency permits;
- c. Assignee pre-travel briefings;

3. Logistics, Accommodation and Settling In

- a. Relocation services on the ground;
- b. Assignment management;
- c. Logistics arrange freight;
- d. Household goods survey;
- e. Familiarisation visit coordination;
- f. Enrol Assignee and any accompanying dependants in the AWE International Healthcare scheme;
- g. Home search;
- h. Lease review and translation;
- i. Lease renewal negotiation with landlord;
- j. Issues arising from rental accommodation negotiation with landlord;
- k. Temporary accommodation;
- l. Ongoing assignee support;
- m. School search;
- n. Spousal support;
- o. Selling of property support
- p. Furniture rental

4. Finances:

- a. Expense management;
- b. Assignment cost estimate;
- c. Allowance review and recommendations;
- d. Cost of living calculations/estimates

5. Training Services;
6. Quality Assurance;
7. Training and Development;
8. Service Reporting;
9. Approval and Management of Subcontractors

To support the development of our procurement strategy, AWE is requesting interested parties to register their interest via email to AWEProcurement@awe.co.uk. Include in the title of your email submission "Relocation Services".

The nature of this PIN is such that AWE intends to operate restrictions within the relevant procurement regulations in order to protect essential national security interests. If an economic operator has connections with any hostile entity or foreign states which are deemed by AWE to pose a risk to the UK's national security interests or is otherwise considered not to possess the reliability necessary to exclude risks to the security of the United Kingdom, AWE reserves its right to exclude them from this exercise.

In issuing this PIN and engaging with the market, the AWE is not committing to conduct any procurement in relation to this Programme. Equally non-participation in this Market Engagement will not be taken into account in any future procurement activities and will not preclude any organisation from submitting a tender in any future competitions.

Note: The nature of this contract is such that the award will be subject to supplier's passing AWE's security requirements as dictated by its site licenses.

II.3) Estimated date of publication of contract notice

2 May 2023

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes