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Tender

## **TC671 - Bikeability**

Manchester City Council

F02: Contract notice

Notice identifier: 2024/S 000-009583

Procurement identifier (OCID): ocds-h6vhtk-044c4e

Published 25 March 2024, 12:13pm

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

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

Manchester City Council

Floor 5 (Mount Street Elevation), Town Hall Extension, Albert Square

Manchester

M60 2LA

#### **Contact**

Miss Emily Naylor

#### **Email**

[Emily.Naylor@manchester.gov.uk](mailto:Emily.Naylor@manchester.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

[www.the-chest.org.uk](http://www.the-chest.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.the-chest.org.uk](http://www.the-chest.org.uk)

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

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

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

**II.1.1) Title**

TC671 - Bikeability

Reference number

DN712467

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

- 71317200 - Health and safety services

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

Services

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

To provide Bikeability cycle training for children and young people in years 5 and 6 in Primary schools and years 7 and 8 in Secondary Schools in Manchester to Bikeability Level 2 & 3 CTSB. Attending education and training in England exclusively based on the National Standard for cycle training.

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

Value excluding VAT: £359,250

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD3 - Greater Manchester

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

Manchester City Council subject to grant funding being made available from the Department for Transport wishes to deliver Cycle Training Standards Board (CTSB), Bikeability Standard Level 2 & 3 (the Bikeability Standard) to children across Manchester. It is our intention to use this funding to train a target number of 2500 (individual trainees) children in years 5 and 6 in Primary schools and years 7 and 8 in Secondary Schools in Manchester to Bikeability Level 2 & 3 CTSB. This contract does not guarantee a minimum number of children to be trained by the contractor.

The Council shall provide the Provider with a list of schools and contacts to participate in the Service. The Provider will contact the schools to arrange delivery of the Courses. The Provider shall be responsible for arranging the provision of all Courses direct with

individual schools.

For Level 2 provision, the Provider will prioritise delivery of the Service at the start of each academic year to year 6 students and will provide the Service to the year 5 students later in the year to ensure that all students are given the opportunity to participate before leaving primary school.

The Provider will be responsible for promoting the Service to the schools to ensure that maximum possible participation is achieved. The Provider will publicise the Course within the schools and will be responsible for marketing the Courses widely within Manchester to ensure that parents/guardians of all appropriately aged children are aware of the Courses and maximum participation is achieved.

The Provider will provide all equipment within the Contract Price required for the delivery of the Service in accordance with the Bikeability Standard including award badges, certificates, and materials for Participants, with the exception of bicycles and helmets.

The Provider will be responsible for the award of Bikeability certificates to Participants passing the Course either directly or through the school. The certificates are free of charge and will be sourced by the Provider direct from Bikeability.

The Provider shall ensure that it is, at all times within the duration of the Contract appropriately accredited as a Bikeability scheme provider and that all Instructors are appropriately accredited and registered as Bikeability Instructors. At all times during the performance of the Contract all Instructors will be suitably accredited and registered with the Bikeability scheme in accordance with the Bikeability Standard.

The Provider will ensure that all Instructors trained to be able to deliver the Courses to Level 2 of the Bikeability Standard and are positively DBS checked to enhanced level and the Provider will maintain records of Instructors used in the delivery of each Course. Instructors will have a new DBS check at a period not exceeding one year.

The Provider will at all times during the operation of Courses have an appointed person external to the operating of the Course to which to report incidents and offer advice/information.

The Provider will ensure that it is able to be contacted by electronic mail for communication with the Council and will provide the details of contacts to the Council.

The Provider will whilst providing each Session be in loco parentis for the Participants.

At the end of the Provision of each session the Instructor will hand back to the School responsibility for the Participants and will report to the School any incidents/accidents or any concerns the Instructor may have regarding an individual Participant.

Instructors will wear cycle helmets and high visibility clothing during the performance of sessions to ensure that they are visible and protected and to set an example to Participants.

The Provider will carry out risk assessments for the delivery of each Course in accordance with the Bikeability standards.

The Provider shall ensure that Participants have written consent to take part in the Course from their parent/guardian.

The Provider will endeavor to ensure the Course is completed as soon as possible with the co-operation of the individual School. The Council will only pay to the Provider the Contract Price in respect of completed Courses (unless in the opinion of the Council there are exceptional circumstances).

Participants who have for some reason to drop out of a Course shall be offered a place on the next available Course provided at the school at which they attend.

The Provider will have and maintain appropriate procedures for the reporting of incidents/accidents in accordance with the Bikeability Standards.

The Provider shall always deliver all Courses in accordance with Bikeability standards.

The Provider will not permit any participant to take part in a Course if it deems that the Participant has an unsafe bicycle or in the opinion of an instructor the Participant is not sufficiently competent to participate in the training. The Provider will have in place and utilise procedures for dismissing individual Participants from a Course if the participant is deemed in the opinion of an instructor to be a danger to themselves or road users.

Courses will be delivered during normal school hours, but these may vary from school to school. The Provider shall have in place plans for activities that can be undertaken in cases of inclement weather.

The Provider will provide to the Council such other information as the Council may from time to time require to monitor the Contract.

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

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 20

Quality criterion - Name: Environment / Weighting: 10

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £359,250

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Extension available for 2 years

#### **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: No

#### **II.2.14) Additional information**

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk). Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 09th April 2024 as referred to in IV.2.2

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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

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

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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

9 April 2024

Local time

11:00am

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

English

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

Date

9 April 2024

Local time

11:00am



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk) . Once registered, applicants will be emailed a log-in and password which will allow them to gain access to the documentation relating to this opportunity. Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 09th April 2024 as referred to in IV.2.2. Any clarification queries must also be submitted via the Chest website by the date referred to in the tender documentation.

The contracts will be for 2 years, expected to commence 28th June 2024 with option to extend for up to an additional 2 year(s).

The successful supplier will be required to actively participate in the economic and social regeneration of the locality of, and surroundings of, the place of delivery of the contract. Therefore, selection and award criteria, specification requirements and contract performance conditions may relate in particular to social and environmental considerations as relevant to the subject matter of this project.

The Council reserves the right not to award the contract/framework, as a result of this Contract Notice. The Council shall not be liable for any costs or expenses incurred by any organisation in responding to this notice or in tendering for the proposed contract/framework.

All submissions must be in English, with any clarifications or discussions conducted in English. Tenders and supporting documents must be priced in pounds sterling and all payments under the proposed contract will be made in pounds sterling.

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

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

The High Court (England, Wales and Northern Ireland)

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers prior to entering into the contract/framework. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)