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Planning

FCDO Lease Management Hub

Foreign Commonwealth and Development Office

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-010144

Procurement identifier (OCID): ocds-h6vhtk-044dd7

Published 27 March 2024, 5:46pm

Section I: Contracting authority

I.1) Name and addresses

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

Email

scott.murphy2@fcdo.gov.uk

Telephone

+44 2070080932

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

FCDO Lease Management Hub

II.1.2) Main CPV code

- 79900000 - Miscellaneous business and business-related services

II.1.3) Type of contract

Services

II.1.4) Short description

FCDO are looking to outsource a Lease Management Hub, tasked with identifying and inputting lease data into an Integrated Workplace Management System, to ensure we are compliant with our IFRS16 requirements.

II.1.5) Estimated total value

Value excluding VAT: £4,900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79900000 - Miscellaneous business and business-related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Foreign, Commonwealth & Development Office (FCDO) is a global organisation of approximately 17,000 staff in 180+ locations around the world. This global presence means FCDO has a large portfolio of lease agreements consisting of Post Hiring Leases, Facilities Management Leases, and Estates, Security and Network Directorate (ESND) Leases.

Due to the IFRS16 requirements, we are moving to a centralised, UK-based, Lease Management Hub model. This Lease Management Hub will engage with overseas Posts, FM Suppliers, and ESND to source and understand necessary lease event data. The team will feed this information into the FCDO's Integrated Workplace Management Solution (IWMS). The lease events cover new, expiring and modifications to leases including lease term dates, break options, rent reviews, extension options, rental amounts, and calculation of financial and accounting liabilities as either operating or finance leases in accordance with IFRS16 and FCDO's accounting policies.

We are looking for a single supplier to provide this Lease Management Hub on behalf of the FCDO. As part of our market engagement, we are issuing this Prior Information Notice (PIN) to invite suppliers to further their understanding of the FCDO and its requirements, as well as to gauge market interest and capability.

You are invited to complete Annex A, submitting your interest and availability in attending a market engagement session. This will be an open session between all interested organisations and representatives from FCDO, including Commercial, ESND, and Finance. Due to restrictions on room capacity within the FCDO King Charles Street building and anticipated interested, this market engagement session will likely be held

online via Microsoft Teams.

Your input at this market engagement will help inform our procurement strategy and sourcing options going forward.

Please be advised that by responding to this PIN you agree to the following conditions:

1. Obligations

The purpose of this PIN is to gain an initial broad understanding of market capabilities and appetite in respect of the services sought. The FCDO makes no obligations or undertakings in any way to:

- a) Commence any procurement activity; or
- b) accept any PIN information received from suppliers; or
- c) any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of this, or any other, future tender opportunity.

2. Costs of preparing the response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. The FCDO shall not pay the supplier, wholly or in part, for its response to this PIN.

3. Suppliers to inform themselves.

The FCDO has taken all reasonable care to ensure that the PIN is accurate; however, the FCDO gives no representation or warranty as to the accuracy or sufficiency of the contained information.

We look forward to hearing from you at your earliest convenience, with Annex A completed. We would be grateful if responses could be provided by 17:00 UK time on 9th April 2024.

II.3) Estimated date of publication of contract notice

13 May 2024

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

Section VI. Complementary information

VI.3) Additional information

Annex A – for return to FCDO

1 Company contact

Please provide details of a nominated Company contact with which questions relating to your response and any potential further queries can be addressed.

Name

Title/Position

Telephone

Email address

Postal address

2 Supplier details

- a) Supplier name (Trading and Registered) and registered address.
- b) Details of supplier operating locations.
- c) Relationships with any parent company (if applicable).
- d) Details of joint venture arrangements (if applicable).
- e) Details of when the supplier organisation was founded, including origins and historical development of the organisation.
- f) Total number of employees.

3 Information being sought.

- a) If you are able to attend an online supplier engagement session on the 16/04/24 at 11:00am, please give the names and emails of those you wish to attend.
- b) Do you have any immediate questions about the requirement that you would like us to address during the engagement sessions?

We appreciate your time in reviewing and responding to this PIN and look forward to meeting you on the 16/04/24

With this in mind, we would be very grateful if you could reply to this PIN by email to Scott Murphy (scott.murphy2@fcdo.gov.uk) by 17:00 UK time on 9th April 2024.