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Tender

## **City Advice Service**

City of London Corporation

F02: Contract notice

Notice identifier: 2021/S 000-011017

Procurement identifier (OCID): ocds-h6vhtk-02b27a

Published 18 May 2021, 10:55pm

## **Section I: Contracting authority**

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

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Email**

[Olipur.Chowdhury@cityoflondon.gov.uk](mailto:Olipur.Chowdhury@cityoflondon.gov.uk)

#### **Telephone**

+44 2076063030

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

**I.3) Communication**

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

[www.capitalesourcing.com](http://www.capitalesourcing.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.capitalesourcing.com](http://www.capitalesourcing.com)

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**

General public services

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## **Section II: Object**

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

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

City Advice Service

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

- 75200000 - Provision of services to the community

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

Services

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

The City of London Corporation (the City) invites Tenders for the provision of a City Advice Service. The City Advice Service is a service providing free advice and information to City Residents, tenants on all out of City estates, students and City workers. Advice spans a wide range of subject areas with the top four categories remaining welfare benefits, housing, debt and employment issues

The duration of the contract is 2 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 4 years. The annual budget sum for the service is £200,000 and this cannot be exceeded. The contract start date is 1st November 2021.

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

Value excluding VAT: £800,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UK - United Kingdom
- UKI - London

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

The services to be procured from the proposed contract are classified under Schedule 3 of the Public Contracts Regulations 2015 as "Provision of services to the community"

Therefore, the services advertised in the FTS contract notice fall among those listed in Annex XIV to Directive 2014/24/EU and the full obligations set out in that directive do not apply. For the avoidance of doubt, the contract is to be procured in accordance with the Public Contracts Regulations 2015 Regulations 74 to 78, more commonly known as the Light Touch Regime. The precise procurement process to be used is as described in the procurement documents.

The procurement is being run as a one stage process, resembling the open procedure and its main features - which includes the core elements of the Standard Selection Questionnaire (SQ). Any organisation that considers itself able to meet the requirements of the selection criteria within the Qualification Envelope is invited to submit a tender.

The description of the service is set out in the procurement documents, particularly the specification - available from: <https://www.capitalesourcing.com>

The duration of the contract is 2 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 4 years. The annual budget sum for the service is £200,000 and this cannot be exceeded. The estimated total value of the contract is also stated in II.1.5) and II.2.6) of this notice and is for the entire duration.

## **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: £800,000

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

Duration in months

48

This contract is subject to renewal

Yes

#### Description of renewals

The duration of the contract is 2 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 4 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

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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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 June 2021

Local time

12:00pm

#### **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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

15 June 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

This procurement process is being undertaken using the electronic tendering system 'Capital eSourcing' (url: [www.capitalesourcing.com](http://www.capitalesourcing.com)). Suppliers will need to register an interest on the system in order to participate and registration is free.

This is a one stage procurement process; therefore, suppliers will need to register an interest on the system and submit a Tender submission no later than 12:00 on 15.06.2021 in order to participate and registration is free. Tender submissions cannot be uploaded after the return deadline.

The estimated value given at II.2.6) is for the full duration of the Contract, which is four (4) years.

The contracting authority reserves the right at any time to vary the timescales in this notice, cease the procurement process and not award the Contract or to award only part of the opportunity described in this notice. If the contracting authority takes up any of these rights then it will not be responsible for, or pay the expenses or losses, which may be incurred by any candidate or tenderer as a result. Economic operators are solely responsible for their costs and expenses incurred in connection with the preparation of their Tender submissions and all stages throughout the procurement. Under no circumstances will the contracting authority be liable for costs or expense borne by the economic operators.

The services advertised in this notice fall under the services listed in Annex XIV to Directive 2014/24/EU of the European Parliament and of the Council and the contracting authority is not obliged to follow The Public Contracts Regulations 2015 in full. The procurement process that will apply to the services is specified in the procurement documents accordingly.

The proposed contract opportunity is a single identifiable service which would offer no commercial or operational benefits if it was divided into Lots.

Any questions relating to this procurement must be made via the correspondence area in the Capital e-Sourcing system.

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

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom