This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/012686-2023">https://www.find-tender.service.gov.uk/Notice/012686-2023</a>

Tender

# **CPU 2951 - Employee Benefits Scheme**

Nottingham City Council

F02: Contract notice

Notice identifier: 2023/S 000-012686

Procurement identifier (OCID): ocds-h6vhtk-03c60e

Published 3 May 2023, 3:22pm

# **Section I: Contracting authority**

# I.1) Name and addresses

Nottingham City Council

Loxley House, Station Street

Nottingham

NG2 3NG

#### Contact

Ms Lorraine Hodgson

#### **Email**

Lorraine.Hodgson@nottinghamcity.gov.uk

### Country

**United Kingdom** 

### Region code

UK - United Kingdom

Internet address(es)

Main address

http://www.nottinghamcity.gov.uk

Buyer's address

http://www.nottinghamcity.gov.uk

# I.3) Communication

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

https://procontract.duenorth.com/Advert/Index?advertId=34c93b4a-94e9-ed11-8122-005056b64545

Additional information can be obtained from another address:

Nottingham City Council

Loxley House, Station Street

Nottingham

NG2 3NG

### **Email**

lorraine.hodgson@nottinghamcity.gov.uk

### Country

**United Kingdom** 

### Region code

UK - United Kingdom

### Internet address(es)

Main address

### www.nottinghamcity.gov.uk

Tenders or requests to participate must be submitted electronically via

https://procontract.duenorth.com/Advert/Index?advertId=34c93b4a-94e9-ed11-8122-005056b64545

# I.4) Type of the contracting authority

Regional or local authority

## I.5) Main activity

General public services

# **Section II: Object**

## II.1) Scope of the procurement

### II.1.1) Title

CPU 2951 - Employee Benefits Scheme

Reference number

DN668558

### II.1.2) Main CPV code

• 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

### II.1.3) Type of contract

Services

### II.1.4) Short description

Nottingham City Council (NCC) is inviting tenders for a contemporary, competitive and exciting benefits scheme to offer to employees. A range of voluntary benefits and a full programme of salary sacrifice schemes will be required.

### II.1.5) Estimated total value

Value excluding VAT: £733,000

### II.1.6) Information about lots

This contract is divided into lots: No

# II.2) Description

# II.2.2) Additional CPV code(s)

- 66000000 Financial and insurance services
- 98000000 Other community, social and personal services

## II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

Nottingham City Council

Loxley House

Station Street

Nottingham

NG2 3NG

### II.2.4) Description of the procurement

Nottingham City Council (NCC) is inviting tenders for a contemporary, competitive and exciting benefits scheme to offer to employees. A range of voluntary benefits and a full programme of salary sacrifice schemes will be required.

## II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

#### II.2.6) Estimated value

Value excluding VAT: £733,000

# 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

Contract duration is for 36 months with an option to extend for 1 x 12 month extension. The contract will then be renewed.

### 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

# 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.2.2) Contract performance conditions

As per the tender documents, specification and T&C's.

# 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

16 June 2023

Local time

12:00pm

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

**English** 

# IV.2.7) Conditions for opening of tenders

Date	
16 June 2023	
Local time	
12:00pm	
Place	
Nottingham City Council	
Loxley House	
Station Street	
Nottingham	

Information about authorised persons and opening procedure

NG2 3NG

Submitted bids will be downloaded from the Due North e-tendering portal. Compliance checks will be carried out and compliant bids will be forwarded on to the evaluation panel member/s.

# **Section VI. Complementary information**

# VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Contract duration is for 36 months with an option to extend for 1 x 12 month extension. The contract will then be renewed.

# VI.4) Procedures for review

### VI.4.1) Review body

Nottingham City Council

Nottingham

Country

**United Kingdom** 

## VI.4.2) Body responsible for mediation procedures

Nottingham City Council

Nottingham

Country

**United Kingdom** 

### VI.4.4) Service from which information about the review procedure may be obtained

Nottingham City Council

Nottingham

Country

**United Kingdom**