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Tender

UK_2023_The supply of Courier services to the British Council for UK and Ireland Examinations

British Council

F02: Contract notice

Notice identifier: 2023/S 000-013086

Procurement identifier (OCID): ocids-h6vhtk-03c716

Published 9 May 2023, 11:20am

Section I: Contracting authority

I.1) Name and addresses

British Council

1 Redman Place

London

E20 1JQ

Contact

Brian D'Mello

Email

brian.dmello@britishcouncil.org

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.britishcouncil.org

Buyer's address

<https://in-tendhost.co.uk/britishcouncil>

I.3) Communication

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

<https://in-tendhost.co.uk/britishcouncil>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/britishcouncil>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Registered Charity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

UK_2023_The supply of Courier services to the British Council for UK and Ireland Examinations

Reference number

BC/02901

II.1.2) Main CPV code

- 64120000 - Courier services

II.1.3) Type of contract

Services

II.1.4) Short description

This Invitation to Tender (ITT) document invites suppliers to bid for the provision of courier services for collection, secure storage, delivery and return of exam material for two years, with potential extension for an additional year.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64121000 - Multi-modal courier services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The department is responsible for running examinations at different locations around the UK. These are managed from a central hub in London at the British Council at Redman Place in Stratford, London E20. We have courier requirements for 2 different types of services: Firstly, we run Secure English Language Testing (SELT) examinations on behalf of His Majesty's Government (HMG) for UK Visas and Immigration (UKVI). The materials and equipment for these exams are packed into secure suitcases in our confidential materials store. The cases are collected and delivered to exam venues – typically they

need to reach the exam venue at 6.30 am on a Saturday. The same process happens in reverse after the exams have finished.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The contract for the provision of courier services for collection, secure storage, delivery and return of exam material is for two years, with potential extension for an additional year.

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 total estimated contract value for years 1 & 2 is £210k

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

8 June 2023

Local time

10:00am

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

English

IV.2.7) Conditions for opening of tenders

Date

8 June 2023

Local time

10:30am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

Suppliers who wish to express an interest and take part in the tender process will be required to register on our e-Tendering portal In-Tend hosted at <https://in-tendhost.co.uk/britishcouncil>. Once registered, bidders must log-in to the website where they can view the project and access the bidders pack and submit their return. Bidders will also be required to demonstrate their capability and `means of proof` will be required. These conditions are outlined in the ITT. The British Council will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

VI.4) Procedures for review

VI.4.1) Review body

The High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom