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Tender

## **Provision of OSCE Election Observation Monitors**

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2021/S 000-013694

Procurement identifier (OCID): ocds-h6vhtk-02bcf1

Published 16 June 2021, 10:45pm

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[Laura.McLaughlin@fco.gov.uk](mailto:Laura.McLaughlin@fco.gov.uk)

#### **Telephone**

+44 2070080932

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<http://fcdo.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.bravosolution.co.uk/>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<http://fcdo.bravosolution.co.uk/>

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

Ministry or any other national or federal authority

**I.5) Main activity**

Other activity

Election Observation for OSCE States

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## **Section II: Object**

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

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

Provision of OSCE Election Observation Monitors

Reference number

CPG/6301/2021

#### **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**

The Foreign, Commonwealth and Development Office (FCDO) issues this Contract Notice to begin the procurement process for establishing a single-supplier Framework Agreement for the provision of Election Observation Monitors to Organization for Security and Co-operation in Europe (OSCE) Election Observation Missions, under the Public Contracts Regulations 2015 (PCRs).

The UK is a strong supporter of the OSCE Election Observation Missions (EOMs) carried out by the Office for Democratic Institutions and Human Rights (ODIHR). The contribution of UK observers to EOMs demonstrates the UK's support for the work of ODIHR to promote democratic principles and institutions in the OSCE region.

The FCDO is seeking to establish a single-supplier Framework Agreement for approximately three years, ending 31 March 2024, with one prime supplier to recruit and manage UK observers to ODIHR EOMs. The successful Supplier will:

1. Select, recruit and manage, on behalf of the FCDO, UK observers to the OSCE's ODIHR EOMs in OSCE participating States.

2. Ensure observers are fully trained and aware of their responsibilities as independent observers.

3. Undertake all logistical arrangements to deploy the observers, including visas, travel, insurance, and accommodation.

If your organisation would like to participate in this procurement, it can do so by completing the Selection Questionnaire (SQ), which can be found on the FCDOs e-procurement portal: Jaggaer (<https://fcdo.bravosolution.co.uk>). Participants should register as a supplier on the portal on the aforementioned link (if not already), then search for the opportunity titled 'Provision of OSCE Election Observation Monitors' with the project code- Project\_6301, where the SQ and supporting documents, along with the other procurement documents can be obtained.

Suppliers who wish to participate this 2-stage procurement process should complete the SQ in accordance with its instructions. Subsequently, a maximum of 5 pre-qualified Suppliers will be invited to the next stage and Invited to Tender (ITT) in accordance with the selection criteria and evaluation methodology set out in the SQ Instructions document. The FCDO will then seek to establish the resultant Framework Agreement with one prime supplier to recruit and manage UK observers to ODIHR EOMs.

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

Value excluding VAT: £3,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKI - London

Main site or place of performance

OSCE Participating States (<https://www.osce.org/participating-states>)

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

The FCDO has commenced this procurement process to establish a single-supplier Framework Agreement for the provision of Election Observation Monitors to Organization

for Security and Co-operation in Europe (OSCE) Election Observation Missions.

To participate in this procurement process, please submit a response to the Selection Questionnaire (SQ) via the FCDOs e-procurement portal Jaggaer (<https://fcdo.bravosolution.co.uk>). Subsequently, a maximum of 5 pre-qualified Suppliers will be invited to the next stage and Invited to Tender (ITT) in accordance with the selection criteria and evaluation methodology set out in the SQ Instructions document. The FCDO will then seek to establish the resultant Framework Agreement with one prime supplier to recruit and manage UK observers to ODIHR EOMs.

Please note that there will be no form of exclusivity or volume that is guaranteed under the resultant Framework Agreement and the contracting authority will be entitled to enter into other contracts and arrangements with other suppliers for the provision of any or all, of the requirements which are the same as or similar to those Services specified under the established Framework Agreement.

#### **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**

Start date

13 September 2021

End date

31 March 2024

This contract is subject to renewal

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

In accordance with the pre-determined selection criteria stated in the procurement documents, specifically the SQ Instructions documentation.

Project documentation found in project\_6301 Provision of OSCE Election Observation Monitors.

#### **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 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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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

16 July 2021

Local time

6:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

30 July 2021

#### **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)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The contracting authority reserves the right at any time to vary the timescales in this notice, cease the procurement process and not award the Framework Agreement or to award only part of the opportunity described in this contract 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 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.

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

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures



The contracting authority will incorporate a minimum 10 calendar days (when using electronic means) standstill period at the point information on the award of the Framework Agreement is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Framework Agreement before a contract is signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Framework Agreement has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Framework Agreement has been entered into the court has the options to award damages and/or to shorten or order the Framework Agreement ineffective.

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom