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Tender

Defra Group Driver Training

Defra Network eTendering Portal

F02: Contract notice

Notice identifier: 2023/S 000-014836

Procurement identifier (OCID): ocds-h6vhtk-03c4e2

Published 24 May 2023, 4:03pm

Section I: Contracting authority

I.1) Name and addresses

Defra Network eTendering Portal

17 Nobel House

London

SW1P 3JR

Contact

Network procurment

Email

Network.Procurement@defra.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

Buyer's address

<https://defra-family.force.com/s/Welcome>

I.3) Communication

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

<https://defra-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

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

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Defra Group Driver Training

II.1.2) Main CPV code

- 80511000 - Staff training services

II.1.3) Type of contract

Services

II.1.4) Short description

Defra is committed to providing and maintaining a safe and healthy working environment, work practices, equipment, materials and substances to ensure the health, safety and wellbeing of employees, temporary workers, contractors, visitors and any other people who may be affected by its work. Defra aims to reduce the risk of driving incidents and harm to staff when undertaking their duties.

The training is required to meet our departmental driving policy. Defra Group employ staff that in their operational delivery capacity require additional driver training. Either because they assessed as being high risk or they use specialist vehicles and/or tow trailers in their role.

Defra Group are looking for supplier(s) that can provide driver assessments and practical driver training for geographically dispersed teams across Great Britain

II.1.5) Estimated total value

Value excluding VAT: £354,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

0. Qualification Envelope

Lot No

Qualification Envelope

II.2.2) Additional CPV code(s)

- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

National

II.2.4) Description of the procurement

Qualification Information

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

48

This contract is subject to renewal

Yes

Description of renewals

let on an initial 2 year period with the ability to extend to 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

II.2) Description

II.2.1) Title

Lot 1 - High Risk Drivery Training

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

national

II.2.4) Description of the procurement

Lot 1 Higher Risk Driver Training:

We currently require higher Risk driver training to be provided in the following formats but are considering a classroom based offer.

- Face to face for people who have been identified as high risk by the business
- Online training to individuals who have been identified as suitable by the business for online training or online refresher training (we see this as the same product).

Face to Face requirements

Learning outcomes as mentioned below and provided based on a 1:1 and 1:2 ratio (one instructor for one or two staff members). Defra Group do not require bespoke content so 'off the shelf' products would be suitable.

We expect the potential supplier to use trained and accredited trainers to deliver this specialist on the road driver training.

We expect the training to include a classroom or pre-learning theory element prior to the practical driving.

We require copies of relevant certification as part of the tender evidence process.

We will require evidence of how you can provide this training either using *supplier's equipment, or Defra group equipment (vehicles) or combination of both.

*Please including relevant insurance details if you intend to provide vehicles. If you require Defra group to provide the vehicles, please outline what documentation you require.

Face to face and online training must be accredited to a professional institute standard, such as Rospa or Institute of Advanced Motorists.

Target audience for face to face and online : Employees who drive over 6,000 miles a

year for their role.

Additional High-Risk Drivers are employees who are identified at being at additional risk due to being an

- Inexperienced/newly passed driver,
- People with additional points on their licence,
- People who have recorded an accident or near miss at work,
- Employees who learned to drive on international/non-UK roads.

Delivery Methods:

Face to face training involving in vehicle training and assessment. We expect the training to include a classroom or pre-learning theory element prior to the practical driving.

Online Method: accessible via Defra group devices, compliant with MS based products including edge and chrome browsers

Approximate predicted numbers for face to face or online learning are estimated to be approx. 2500

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

48

This contract is subject to renewal

Yes

Description of renewals

let on an initial 2 year period with the ability to extend to 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

II.2) Description

II.2.1) Title

Lot 2 - ATV 4x4 and Trailer Driving training

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

National

II.2.4) Description of the procurement

Lot 2 4x4, trailer towing and ATV Driver Training:

Defra Group do not require bespoke content so 'off the shelf' practical course would be suitable. Lot 2 to be provided by face to face training.

We expect the potential supplier to use trained and accredited trainers to deliver this specialist driver training and will require copies of relevant certification prior to contract award. The training must be accredited to a professional institute standard, such as Lantra, Borda or Rospa. Quotations should be provided based on a 1:1 and 1:2 ratio (one instructor for one or two staff members).

4x4 training

Training for Drivers are employees who are required to drive 4x4 on and off road as part of their duties. We require the supplier to provide venues across the Great Britain which are close within reasonable travelling distance of Defra group geographical locations and demonstrate relevant insurance compliance.

Trailer Towing

Training for employees who are required to tow trailers up to their DVLA combined weight

as listed on and off road as part of their duties. Website: <https://www.gov.uk/towing-with-car>

Venues across the Great Britain which are close within reasonable travelling distance of Defra group geographical locations and demonstrate relevant insurance compliance.

ATV

Training for employees who are required to drive a range of ATV's i.e. side by side and sit astride machines, for example quad bikes.

Venues across the Great Britain which are close within reasonable travelling distance of Defra group geographical locations and demonstrate relevant insurance compliance.

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

48

This contract is subject to renewal

Yes

Description of renewals

let on an initial 2 year period with the ability to extend to 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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-012509](#)

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

Date

21 June 2023

Local time

1:00pm

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

Tender must be valid until: 21 December 2023

IV.2.7) Conditions for opening of tenders

Date

24 May 2023

Local time

12:00pm

Place

<https://defra-family.force.com/s/Welcome>

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: To be confirmed

VI.3) Additional information

Please note that Defra procurement uses an E-tendering system for Procurement activities. This is currently provided by Atamis. To access appropriate tendering and contractual documents, please access the E-Tendering portal at <https://defra-family.force.com/s/Welcome>, ensuring that your registration includes "Defra". If you have any problems with this system, please contact the helpline at the address above

VI.4) Procedures for review

VI.4.1) Review body

Defra Network eTendering Portal

17 Nobel House

London

SW1P 3JR

Country

United Kingdom

Internet address

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>