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Tender

## **Gillotts School - ICT Managed Service**

Gillotts School

F02: Contract notice

Notice identifier: 2023/S 000-015670

Procurement identifier (OCID): ocids-h6vhtk-03d33c

Published 2 June 2023, 11:19am

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

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

Gillotts School

Gillotts Lane

Henley-on-Thames

RG9 1PS

#### **Contact**

Ben Jones

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

#### **Country**

United Kingdom

**NUTS code**

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

**Internet address(es)**

Main address

<http://www.gillotts.oxon.sch.uk/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

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/minervapcs.aspx/Home>

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

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

Other type

Education Institute

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Gillotts School - ICT Managed Service

Reference number

MPN-10260

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

- 72500000 - Computer-related services

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

Services

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

Gillotts School requires a Contractor to undertake the ICT Managed Service in accordance with good practice so as to provide a high service standard throughout the school for the benefit of staff and pupils, the local community and any visitors to the site. Service provision to include on-site and remote Helpdesk support. Complete information regarding the Service Requirements of the school can be found in the Statement of Requirements within the tender documentation. The deadline for SQ submissions via the In-Tend system is 17:00 on 03 July 2023. The deadline for ITT submissions via the In-Tend system is 17:00 on 19 October 2023. Submissions will not be accepted after this time. All other key milestones are detailed in the documentation. We politely request that bidders read the documentation carefully as it does contain all the information you require.

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

Value excluding VAT: £407,500

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 72500000 - Computer-related services
- 72600000 - Computer support and consultancy services
- 72590000 - Computer-related professional services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Gillotts School, Gillotts Lane, Henley-on-Thames RG9 1PS

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

Gillotts School is currently out to tender for the provision of a full ICT Managed Service. The contract is being offered for three years with the option to extend for a further two periods of 12 Months. The contract commencement date is 01/09/2024. The School requires a Contractor to undertake the ICT Managed Service in accordance with good practice so as to provide a high service standard throughout the schools for the benefit of school staff and pupils, the local community and any visitors to the site. Complete information regarding the Service Requirement at the Trust schools can be found in the Statement of Requirements document accompanying the tender pack. The Contractor will be responsible for the provision of skilled ICT personnel to provide an efficient, timely and proactive ICT Managed Service. TUPE is expected to apply, details of which can be found in the tender documentation.

### **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: £407,500

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

Duration in months

60

This contract is subject to renewal

No

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Objective criteria is detailed in the tender document. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

Description of options

The contract will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years.

### **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 duration detailed above includes the initial term of 3 years as well as the 2 optional contract extension periods of 12 months each.

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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.1.8) 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

3 July 2023

Local time

5:00pm

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

8 September 2023

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Further notices will be published in 2026, 2027 or 2028

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

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Gillotts School 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. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom