This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/015670-2023">https://www.find-tender.service.gov.uk/Notice/015670-2023</a>

Tender

# Gillotts School - ICT Managed Service

Gillotts School

F02: Contract notice

Notice identifier: 2023/S 000-015670

Procurement identifier (OCID): ocds-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

#### **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

# **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 2023The deadline for ITT submissions via the In-Tend system is 17:00 on 19 October 2023Submissions 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.

# 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

## 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** 

# **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

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Strand

London

WC2A 2LL

Country

United Kingdom