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Tender

DfE - Harland and Wolff - Accounting and Administration Support

Department for the Economy

F02: Contract notice

Notice identifier: 2024/S 000-016007

Procurement identifier (OCID): ocids-h6vhtk-04693d

Published 21 May 2024, 12:59pm

Section I: Contracting authority

I.1) Name and addresses

Department for the Economy

39 - 49 Adelaide Street

BELFAST

BT2 8FD

Email

ssdadmin.cpd@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://etendersni.gov.uk/epps>

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

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

DfE - Harland and Wolff - Accounting and Administration Support

Reference number

ID4495052

II.1.2) Main CPV code

- 75130000 - Supporting services for the government

II.1.3) Type of contract

Services

II.1.4) Short description

DfE is seeking to appoint a service provider to support the compensation activities. This service should also include the preservation, storage and digitisation of the employee records which are currently held in hard copy form, on DfE's behalf.

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75131000 - Government services
- 79200000 - Accounting, auditing and fiscal services
- 79500000 - Office-support services
- 79995100 - Archiving services
- 79995200 - Cataloguing services

II.2.3) Place of performance

NUTS codes

- UKN0 - Northern Ireland

II.2.4) Description of the procurement

DfE is seeking to appoint a service provider to support the compensation activities. This service should also include the preservation, storage and digitisation of the employee records which are currently held in hard copy form, on DfE's behalf.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £700,000

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

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The initial Contract period will be 36 months. The client may extend for any period up to and including 48 months

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.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

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

24 June 2024

Local time

3:00pm

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: 22 September 2024

IV.2.7) Conditions for opening of tenders

Date

24 June 2024

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The successful Contractor's performance will be managed as per the specification and regularly monitored . Contractors not delivering.. on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach.. satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to.. reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this.. occurs and your performance does not improve to satisfactory levels within the specified period, this can be considered grounds for.. termination of the contract at your expense as provided for in the Conditions of Contract. In lieu of termination, CPD may issue a Notice. of. Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice. of. Unsatisfactory. Performance may, in accordance with The Public Contracts Regulations 2015 (as amended) be excluded from future. public. procurement competitions for a period of up to three years

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Any challenges are dealt with by the High Court Commercial Division to which proceedings may be issued regarding alleged breaches of the Public Contracts Regulation

uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and.. where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision