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Tender

Defence Business Services (DBS) Debt Management Legal Support and Tracing Services

Ministry of Defence

F02: Contract notice

Notice identifier: 2024/S 000-017164

Procurement identifier (OCID): ocds-h6vhtk-046d00

Published 3 June 2024, 2:28pm

Section I: Contracting authority

I.1) Name and addresses

Ministry of Defence

Gloucester

Email

DefComrcl-HOBP4Team@mod.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.contracts.mod.uk>

I.3) Communication

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

<https://contracts.mod.uk/esop/quest/go/opportunity/detail?opportunityId=58188>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://contracts.mod.uk/esop/quest/go/opportunity/detail?opportunityId=58188>

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

Defence

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Defence Business Services (DBS) Debt Management Legal Support and Tracing Services

Reference number

711077450

II.1.2) Main CPV code

- 79110000 - Legal advisory and representation services

II.1.3) Type of contract

Services

II.1.4) Short description

The MOD's Defence Business Services (DBS) require Legal Support to provide Debt Management and Tracing Services to recover Crown Debts from private individuals and commercial organisations located throughout the UK and in some cases internationally.

II.1.5) Estimated total value

Value excluding VAT: £650,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

1. DBS require a complete debt recovery solution which maximises debt recovery potential from a broad customer base including: serving Military personnel; Veterans; Private Individuals and Commercial Entities who are based in the United Kingdom or Internationally and therefore the provider must be able to provide legal support in England and Wales, Scotland and Northern Ireland. It is anticipated that there will be approximately 350 cases per annum.

Requirement

2. Provide advice on recovery of difficult, complex and disputed debt and support with debt management activity including the provision of legal defence representation for the MOD if required.

3. Provide support with pre-legal debt collections and recovery including Issuing a 'Letter Before Action'

4. Assess a case and advise on the strength and legal cost to determine likelihood of recovery including obtaining Financial Statements from Debtor

5. Supplier to prepare and submit all relevant court forms as an example: Claim Form, Evidence Pack and Particulars of Claim.

6. Initiate the enforcement of judgements if payment is not received within 14 days of the County Court Judgement including the issue of:

a. A Charging order

b. An Order for sale

c. A Warrant of control

d. An Attachment of earnings

e. A High Court Enforcement (for debt over £600 not regulated by Consumer Credit)

f. Provide advice and support with Insolvency or Bankruptcy proceedings including:

i. Serve a statutory demand on the individual that owes a debt

ii. Prepare and submit a bankruptcy petition.

g. Advice and Support with Winding up proceedings for companies including:

- i. Issue statutory / letters of demand
 - ii. Prepare and submit a winding-up petition
 - h. Advise and support with Defended actions
 - i. Advise and support with Mediation and debt compromise
 - j. Advise and support with Debt Collection Arbitration
 - k. Advise and support on legal cases to cover all jurisdictions subject to debtors' place of residence and where laws might differ.
 - l. Advise and support on legal cases that require representation in court
 - m. Advise and support on the DBS position where the subject has entered a debt management scheme/trust deed.
 - n. Advice and support on the implementation of a Second Charge on a property and the lifting of the Charge on settlement of debt.
7. Provide a full and comprehensive tracing service with a report to include:
- a. Listing of assets
 - b. Any liabilities such as CCJ or charging orders etc
 - c. Current employment status
 - d. Current contact details e.g. Email, telephone number and confirmation of address.
8. Assessment of existing cases that are currently in recovery.
9. The services will require the supplier to handle and store Personal Data and therefore there are a number of Security and Protecting Personal Data requirements, details can be found in the Statement of Requirements.

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

24

This contract is subject to renewal

Yes

Description of renewals

This is a re-occurring requirement

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract duration will be 24 months with options to extend this by a further 2 periods of 12 months (2+1+1) giving a potential total duration of 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

II.2.14) Additional information

All documents associated with this procurement can be accessed free of charge on the Defence Sourcing Portal (DSP) <https://contracts.mod.uk> using Project number 711077450. Details of how to register on the DSP can be found at <https://contracts.mod.uk/web/user-guide.html>. Suppliers wishing to Tender for this requirement should submit their Tender on the DSP in accordance with the instructions contained

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Suitably qualified legal professionals.

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed in the Statement of Requirement

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open 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: No

IV.2) Administrative information

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

Date

9 July 2024

Local time

10:00am

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

9 July 2024

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 12, 24 or 36 months

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

All documents associated with this procurement can be accessed free of charge on the Defence Sourcing Portal (DSP) <https://contracts.mod.uk> using Project number 711077450 (<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=58188>) Details of how to register on the DSP can be found at <https://contracts.mod.uk/web/user-guide.html>. Suppliers wishing to Tender for this requirement should submit their Tender on the DSP in accordance with the instructions contained within Invitation to Tender documentation (DEFFORM 47).

Suppliers should also complete the Suitability Assessment Questions (SAQ) which is contained in the Qualification Envelope of project 711077450 on the DSP. These questions contain all the mandatory economic and financial grounds for rejection and the minimum levels of capacity and capability that are required to perform the contract. The SAQ is a pass/fail test for suitability and minimum levels of capability and capacity and suppliers who do not meet these minimum capability and capacity criteria will not pass to the Tender evaluation stage. Any tender Clarification Questions should be submitted through the DSP. Suppliers who wish to submit a tender should complete all questions and submit their tender documents via the DSP in accordance with the instructions in the DEFFORM 47 - ITT documents.

It is a condition of contract that MOD suppliers trade electronically via the MODs CP&F tool and Exostar.

VI.4) Procedures for review

VI.4.1) Review body

HOCS

Gloucester

Email

DefComrcl-HOBP4Team@mod.gov.uk

Country

United Kingdom