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Tender

## **Office Removals Services Framework**

Bournemouth Christchurch and Poole Council

F02: Contract notice

Notice identifier: 2022/S 000-018916

Procurement identifier (OCID): ocds-h6vhtk-03508d

Published 11 July 2022, 2:00pm

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

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

Bournemouth Christchurch and Poole Council

BCP Civic Centre, Bourne Avenue

Bournemouth

BH2 6DY

#### **Contact**

Strategic Procurement Team

#### **Email**

[procurement@bcpcouncil.gov.uk](mailto:procurement@bcpcouncil.gov.uk)

#### **Telephone**

+44 1202128989

## **Country**

United Kingdom

## **NUTS code**

UKK24 - Bournemouth, Christchurch and Poole

## **Internet address(es)**

Main address

<https://www.bcpCouncil.gov.uk>

Buyer's address

<https://www.supplyingthesouthwest.org.uk>

## **I.3) Communication**

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

<https://www.supplyingthesouthwest.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.supplyingthesouthwest.org.uk>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Office Removals Services Framework

Reference number

DN614948

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

- 60180000 - Hire of goods-transport vehicles with driver

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

Services

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

Bournemouth Christchurch and Poole Council (BCP Council) is seeking to appoint experienced and professional removal companies to assist with Council office accommodation removals and site clearances.

Bournemouth, Christchurch and Poole Council is a unitary local authority for the district of Bournemouth, Christchurch and Poole in England that came into being on 1 April 2019. It was created from the areas that were previously administered by the unitary authorities of Bournemouth and Poole and the non-metropolitan district of Christchurch.

The Office Removal Services Framework will consist of up to three companies capable of delivering removals services as outlined in this specification.

The three suppliers that are appointed onto the framework will be ranked 1 to 3. The first company on the list being the first point of contact for the Council when a removal comes up. If the first ranked supplier is not able to do the move, the next ranked supplier will be contacted and so on until a supplier confirms availability

The anticipated start date of the contract is 1 October 2022. The contract will be for three years and three months.

The removal companies are expected to be experienced and professional to transport items

as identified from one Council property to another. Office Removal Services will be requested on an as and when basis. The Council does not guarantee any level of business for any company awarded onto the framework during the period of the contract.

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

Value excluding VAT: £350,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 60180000 - Hire of goods-transport vehicles with driver
- 63521000 - Freight transport agency services
- 90500000 - Refuse and waste related services
- 98340000 - Accommodation and office services

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

NUTS codes

- UKK24 - Bournemouth, Christchurch and Poole

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

The length of the Office Removal Services framework will be for three years and three months. It is anticipated that the framework will commence on 1 October 2022.

The Council will be awarding up to three suppliers to be on the Office Removals Framework.

The three suppliers that are appointed onto the framework will be ranked 1 to 3. The first company on the list being the first point of contact for the Council when a removal comes up.

If the first ranked supplier is not able to do the move, the next ranked supplier will be

contacted and so on until a supplier confirms availability.

The ranking of the suppliers on the framework will be re-assessed prior to 1 January each year commencing 1 January 2024. This will then determine the ranking of the suppliers under the framework for the next year of the framework.

The Council does not expect the first ranked supplier will be available for every move due to availability, there may be occasions when several office moves happen over the same time period. It is for this reason a framework of up to three suppliers has been decided on rather than just a single supplier.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **II.2.6) Estimated value**

Value excluding VAT: £350,000

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

Duration in months

39

This contract is subject to renewal

Yes

Description of renewals

The length of the contract will be for three years and three months. Once the contract has ended, it is likely that a new contract will be procured.

### **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.2.14) Additional information**

Please do not contact any officer/team named on this notice or the documentation. All documentation for this opportunity is available on [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) . Any expressions of interest must be made through this portal unless otherwise instructed. You will need to register on the site to submit a bid. Registering is free.

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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**

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 several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **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

12 August 2022

Local time

2:00pm

#### **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**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

12 August 2022

Local time

2:00pm

Information about authorised persons and opening procedure

All bids are electronically sealed and opened by the Council's Democratic Services team  
after the Bid deadline



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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: Estimated timing for further notices to be published: The length of the contract will be for

three years and three months. Once the contract has ended, it is likely that a new contract will be procured.

### **VI.3) Additional information**

Bidders should seek independent legal and commercial advice in relation to the potential value of the opportunity and the scheme as a whole.

The Council is carrying out this procurement under the Open Procedure pursuant to the Public Contracts Regulations 2015 (as amended).

In accordance with Regulation 50 (Contract award notices); Regulation 86 (Notices of decisions to award a contract or conclude a framework agreement); Regulation 87 (Standstill period) and Regulations 91 to 102 of the Public Contracts Regulations 2015 (as amended). Following any decision to award the contract the Council will be providing debriefing information to unsuccessful bidders (in accordance with Regulation 86) and observe a minimum 10 day standstill period (in accordance with Regulation 87) before the contract is entered into.

The Council reserves the right not to award the opportunity or to award only part (or a different arrangement) of the opportunity described in this contract notice.

The services will predominantly be performed within the boundaries of BCP Council for the Council.

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

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

Bournemouth Christchurch and Poole Council

BCP Civic Centre, Bourne Avenue

Bournemouth

BH2 6DY

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 (notices of decisions to award a contract), Regulation 87 (standstill period) and Regulations 91 (enforcement of duties through the Court) of the Public Contracts Regulations 2015 (as amended).