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Tender

## **Volunteering Management Services**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2021/S 000-020099

Procurement identifier (OCID): ocds-h6vhtk-02d5f2

Published 17 August 2021, 2:58pm

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

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

London Borough of Waltham Forest

Room 100, Waltham Forest Town Hall, Forest Road

Walthamstow

E17 4JF

#### **Contact**

Ms Georgina Asumadu

#### **Email**

[Georgina.Asumadu@walthamforest.gov.uk](mailto:Georgina.Asumadu@walthamforest.gov.uk)

#### **Telephone**

+44 2084963000

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.walthamforest.gov.uk/>

Buyer's address

<http://www.walthamforest.gov.uk/>

**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://www.londontenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.londontenders.org/>

**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**

Volunteering Management Services

Reference number

DN563977

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

- 80500000 - Training services

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

Services

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

The London Borough of Waltham Forest is looking to commission a Volunteering Management Services Provider to deliver our high-profile volunteering programme in the borough. The council are committed to engaging, inspiring and empowering communities and residents to perform public service through participation and volunteering

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

This contract is divided into lots: No

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

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

- 75200000 - Provision of services to the community
- 79420000 - Management-related services
- 79600000 - Recruitment services
- 80000000 - Education and training services

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

NUTS codes

- UK - United Kingdom

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

The core components of the service include:

- Recruiting and deploying a diverse group of volunteers to high-quality volunteering opportunities using a single, accessible online platform
- Supporting the coordination and deployment of council-led volunteering opportunities, including Covid-19 volunteer roles and our cultural events and venues as part of the legacy of the London Borough of Culture
- Brokering volunteering opportunities with local organisations which support community priorities
- Supporting volunteers to achieve their ambitions through accreditation, support, and formal recognition
- Providing capacity building support to the Voluntary and Community Sector (VCS) to create, and recruit to, new volunteering opportunities
- Measuring and communicating the impact of volunteers and volunteering on communities, volunteers, the VCS, and the Council
- Creating an inclusive and participatory culture among volunteers to improve the service they receive and promote participation more broadly.

#### **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

12

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

Possible extension of 6 months subject to agreement between the Authority and the Provider

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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

## **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

16 September 2021

Local time

12:00pm

#### **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: 12 (from the date stated for receipt of tender)

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

Date

16 September 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

London Borough of Waltham Forest

Forest Road, Walthamstow

London

E17 4JF

Country

United Kingdom