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Tender

Hardship and Cost of Living Data Processing & Provision

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2023/S 000-021340

Procurement identifier (OCID): ocds-h6vhtk-03d30d

Published 24 July 2023, 4:05pm

Section I: Contracting authority

I.1) Name and addresses

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

Email

cpg.enquires@fcdo.gov.uk

Telephone

+44 2070080932

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.gov.uk/fcdo

Buyer's address

<https://fcdo.bravosolution.co.uk/web/login.html>

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://fcdo.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.bravosolution.co.uk/web/login.html>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Hardship and Cost of Living Data Processing & Provision

Reference number

project_9629

II.1.2) Main CPV code

- 72322000 - Data management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Foreign, Commonwealth & Development Office (FCDO) has a requirement for the collation, checking and distribution of worldwide Cost of Living and Hardship information.

The data gathered in this exercise is used to calculate the Cost of Living Allowance (COLA) and Hardship element of Diplomatic Service Allowance (DSA) that the FCDO provides to its staff serving overseas.

II.1.5) Estimated total value

Value excluding VAT: £862,925

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

Main site or place of performance

Global

II.2.4) Description of the procurement

The Authority has a requirement for the collation, checking and distribution of worldwide Hardship and Cost of Living information for our Posts and overseas Missions.

The Hardship element is more commonly referred to as a Location Allowance.

The data gathered in this exercise will be used to calculate the Hardship element of Diplomatic Service Allowance (DSA) and Cost of Living Allowance (COLA) that the FCDO provides to its staff serving overseas.

Other Government Departments:

This requirement will be a One HMG contract with service provision available to all Central Government Departments, their Executive Agencies and their Non Departmental Public Bodies (NDPBs), and any successors.

Historically, only Partners Across Government (PAGs) on the overseas platform have required this or a similar service.

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: £862,925

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial contract period may be extended for a further 2 x 12 month periods, making a potential contract duration of 7 years in total.

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

A list of all Central Government Departments, their Executive Agencies and their Non Departmental Public Bodies (NDPBs), and any successors, who may use this contract are included at Section VI.3) Additional information of this notice

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.1.6) Information about electronic auction

An electronic auction will be used

Additional information about electronic auction

The Authority reserves the right to use and electronic auction

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-015599](#)

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

Date

22 September 2023

Local time

5:00pm

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

25 September 2023

Local time

10:00am

Place

LONODN, UNITED KINGDOM

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

DETAILS OF WHERE TO ACCESS THE INVITATION TO TENDER

The full Invitation To Tender pack is available via the Authority's proprietary e-procurement system, Jaggaer. Registration is required, and is free of charge - see portal link below: -

<https://fcdo.bravosolution.co.uk/web/login.html>

Once registered, if not already, search for project_9692 / itt_5816

NOTE: ACCESS TO JAGGAER AND TWO-FACTOR AUTHENTICATION (2FA)

Potential suppliers should note that two-factor authentication will be required to access the FCDO's e-procurement portal, JAGGAER, which requires Google Authenticator to be downloaded onto a mobile device. For more information in relation to two-factor authentication, a guide can be accessed by clicking the link on the home page of the FCDO's e-procurement portal, JAGGAER.

A LIST OF ALL CENTRAL GOVERNMENT DEPARTMENTS, THEIR EXECUTIVE AGENCIES & THEIR NON-DEPARTMENTAL PUBLIC BODIES (NDPBs), & ANY SUCCESSORS, WHO MAY USE THIS CONTRACT IS AS FOLLOWS: -

Foreign, Commonwealth & Development Office

Bank of England

British Council

British Tourist Authority (trading as Visit Britain/Visit England)

Cabinet Office, including: - GCSI - Government Communication Service International -
GDS: Government Digital Service

Centre for Environment, Fisheries & Aquaculture Science (CEFAS)

Crown Prosecution Service

Department for Business, Energy and Industrial Strategy*

Department for Digital Culture Media and Sport

Department for Environment Food and Rural Affairs (DEFRA)

Department of Health & Social Care

Department for International Trade

Department for Transport, including: - Maritime and Coastguard Agency

Department of Work and Pensions

Financial Conduct Authority

Food Standards Agency

Her Majesty's Revenue and Customs

HM Treasury

Home Office, including: - HM Passport Office - Home Office International - Home
Office – International Operations [replaces BFI & IEI] - Return Logistics Operations
- Homeland Security Groups - UK Visas & Immigration

Intellectual Property Office

Manchester City Council

Medicines and Healthcare Products Regulatory Agency

Meteorological Office

Metropolitan Police

Ministry of Defence, including: - British Defence Section Washington - Defence Attaché Network - Defence Geographic Centre - UK Hydrographic Office

National Crime Agency

Office for National Statistics

Oil Pipeline Agency

UK Health Security Agency

UK Intelligence Community

UK Research & Innovation

Devolved Governments:

Invest Northern Ireland

The Executive Office, Northern Ireland

Scottish Enterprise, including: - Scottish Development International

Scottish Government

Welsh Government, including: - International Business Wales

*Department for Business, Energy and Industrial Strategy existed until 2023 when it was split to form the Department for Business and Trade (DBT), the Department for Energy Security and Net Zero (DESNZ) and the Department for Science, Innovation and Technology (DSIT). Responsibility for national security and investment policy has gone to the Cabinet Office.

VI.4) Procedures for review

VI.4.1) Review body

Foreign, Commonwealth & Development Office

London

SW1A 2AH

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Centre for Effective Dispute Resolution (CEDR)

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Any review proceedings will be dealt with in accordance with the requirements of the PCR 2015 or any successor to the PCR 2015. Any review proceedings must be brought within the timescales specified by the applicable law.