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Tender

## **TC1130 - Provision of services to improve database accuracy, credit checking and tracing services for Council Tax and NDR**

Manchester City Council

F02: Contract notice

Notice identifier: 2023/S 000-021655

Procurement identifier (OCID): ocds-h6vhtk-03ea7e

Published 26 July 2023, 1:46pm

The closing date and time has been changed to:

**29 August 2023, 11:00am**

See the [change notice](#).

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

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

Manchester City Council

Town Hall Extension

Manchester

M60 2LA

#### **Contact**

Mrs Louise Causley

#### **Email**

[louise.causley@manchester.gov.uk](mailto:louise.causley@manchester.gov.uk)

**Telephone**

+44 1612344287

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=ee507f38-aede-ed11-8121-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=ee507f38-aede-ed11-8121-005056b64545>

**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**

TC1130 - Provision of services to improve database accuracy, credit checking and tracing services for Council Tax and NDR

Reference number

DN666592

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

- 66000000 - Financial and insurance services

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

Services

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

Provision of services to improve database accuracy, credit checking and tracing services for Council Tax and NDR split in to the following lots:

Lot 1:

- The provision of discount review services for council tax.
- The provision of credit reference checks for debt collection (including propensity to pay and vulnerability) and tracing facilities for absconders who have council tax debts and parking debts.
- The provision of review services in respect of the New Homes Bonus for council tax

Lot 2:

- The provision of review services to identify new domestic dwellings not included on the council tax database

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot No

1

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

- 79221000 - Tax consultancy services

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

NUTS codes

- UKD3 - Greater Manchester

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

- The provision of discount review services for council tax.
- The provision of credit reference checks for debt collection (including propensity to pay and vulnerability) and tracing facilities for absconders who have council tax debts and Parking debts.
- The provision of review services in respect of the New Homes Bonus for council tax.

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

Quality criterion - Name: Quality / Weighting: 20

Quality criterion - Name: Social Value / Weighting: 20

Quality criterion - Name: Carbon Neutral and Environment / Weighting: 10

Price - Weighting: 50

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

Start date

1 December 2023

End date

30 November 2025

This contract is subject to renewal

Yes

Description of renewals

option to extend for up to an additional 2 years.

### **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**

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk). Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 28th August 2023 as referred to in IV.2.2.

## **II.2) Description**

### **II.2.1) Title**

Lot No

2

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

- 79221000 - Tax consultancy services

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

NUTS codes

- UKD3 - Greater Manchester

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

The provision of review services to identify new domestic dwellings not included on the council tax database.

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

Quality criterion - Name: Quality / Weighting: 20

Quality criterion - Name: Social Value / Weighting: 20

Quality criterion - Name: Carbon Neutral and Environment / Weighting: 10

Price - Weighting: 50

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

Start date

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

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

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## **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: No

### **IV.2) Administrative information**

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

Originally published as:

Date

28 August 2023

Local time

11:00am

Changed to:

Date

29 August 2023

Local time

11:00am

See the [change notice](#).

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

28 August 2023

Local time

11:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk) . Once registered, applicants will be emailed a log-in and password which will allow them to gain access to the documentation relating to this opportunity. Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 28th August 2023 as referred to in IV.2.2. Any clarification queries must also be submitted via the Chest website by the date referred to in the tender documentation.

The contracts will be for 2 years, expected to commence 1st December 2023 with option to extend for up to an additional 2 years.

The successful supplier will be required to actively participate in the economic and social regeneration of the locality of, and surroundings of, the place of delivery of the contract. Therefore, selection and award criteria, specification requirements and contract performance conditions may relate in particular to social and environmental

considerations as relevant to the subject matter of this project.

The Council reserves the right not to award the contract, as a result of this Contract Notice. The Council shall not be liable for any costs or expenses incurred by any organisation in responding to this notice or in tendering for the proposed contract.

All submissions must be in English, with any clarifications or discussions conducted in English. Tenders and supporting documents must be priced in pounds sterling and all payments under the proposed contract will be made in pounds sterling.

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

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

Manchester City Council

Manchester

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers prior to entering into the contract. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).