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Tender

Suffolk Retrofit Assessment Voucher Scheme

Suffolk County Council

F02: Contract notice

Notice identifier: 2024/S 000-021829

Procurement identifier (OCID): ocds-h6vhtk-045a7e

Published 16 July 2024, 1:47pm

Section I: Contracting authority

I.1) Name and addresses

Suffolk County Council

Endeavour House, Russell Road

IPSWICH

IP1 2BX

Email

Juliette.Orsler@suffolk.gov.uk

Telephone

+44 1473264852

Country

United Kingdom

NUTS code

UKH14 - Suffolk

Internet address(es)

Main address

www.suffolksourcing.uk

I.3) Communication

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

www.suffolksourcing.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Suffolk Retrofit Assessment Voucher Scheme

Reference number

CD1430

II.1.2) Main CPV code

- 71315300 - Building surveying services

II.1.3) Type of contract

Services

II.1.4) Short description

On behalf of the Suffolk Climate Emergency Programme (SCEP), Suffolk County Council (SCC) is looking to procure a service provider to design and deliver a retrofit assessment scheme. This opportunity is available in the `Current Tenders` area of the Suffolk Sourcing portal. Interested parties are invited to express their interest to gain full access to the tender documentation. Procurement Policy Note 09/21 requires us to calculate the value of contracts inclusive of VAT, however we can advertise them exclusive of VAT. The advertised value here is £240,000 (exclusive of VAT) for the initial 18 month term, with an optional extension of 18 months value of £240,000. Total contract value (including extension period) is £480,000. The deadline date for submissions is 14 August 2024 - 12pm Noon. Please note that late submission will not be accepted. The deadline for submission of clarification questions is 01 August 2024, these must be made via the Suffolk Sourcing portal.

II.1.5) Estimated total value

Value excluding VAT: £480,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71315300 - Building surveying services
- 71251000 - Architectural and building-surveying services
- 71314300 - Energy-efficiency consultancy services

II.2.3) Place of performance

NUTS codes

- UKH14 - Suffolk

II.2.4) Description of the procurement

On behalf of the Suffolk Climate Emergency Programme (SCEP), Suffolk County Council (SCC) is looking to procure a service provider to design and deliver a retrofit assessment scheme. Suffolk County Council's requirement is for a provider who can deliver the full programme management of the retrofit assessment voucher scheme. The contract (the drawdown of the retrofit assessment vouchers) will be delivered over an 18-month period (subject to extension). The scheme will be targeted at homeowners across the whole of Suffolk (all 5 Local Authorities – Babergh, East Suffolk, Ipswich, Mid Suffolk, West Suffolk). The scope of the contract will cover the following:

- The Service Provider will lead on formulating, running and promoting a marketing campaign to ensure that there is strong take-up of the voucher scheme by different demographics across Suffolk.
- Carrying out Retrofit assessments to PAS 2035.
- The Service Provider will assist homeowners by offering practical advice on how to proceed with implementing the measures outlined in the assessment reports and providing guidance on grant funding (where applicable).
- The Service Provider will signpost homeowners to other Council initiatives concerning retrofitting, such as the Suffolk Retrofit Loan Scheme.
- The Service Provider will work in partnership with Suffolk County Council to deliver a high-quality scheme, with regular monitoring and reporting.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Commercial / Weighting: 30

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

Start date

24 November 2024

End date

24 May 2026

This contract is subject to renewal

Yes

Description of renewals

This contract is subject to an optional extension of up to 18 months

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

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

Tenderers must be able to provide assessments to PAS 2035. Please see ITT documents for full details.

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-015740](#)

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

Date

14 August 2024

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

Tender must be valid until: 24 December 2024

IV.2.7) Conditions for opening of tenders

Date

14 August 2024

Local time

12:01pm

Place

Suffolk Sourcing

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Suffolk County Council

Endeavour House, 8 Russell Road Ipswich

Ipswich

IP1 2BX

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Suffolk County Council incorporates a minimum 10 calendar day standstill period from the point at which information on the award of contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. If an appeal regarding the award of contract has not been successfully resolved: The Public Contracts Regulations 2015 as amended provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules, to take action in the High Court (England, Wales and Northern Ireland) Any such action must be brought promptly.)