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Tender

## **HDC, CBC, MSDC, MVDC - Cash Collection Services**

Horsham District Council

Members of the Shared procurement Service (Crawley, Horsham, Mid Sussex and Mole Valley Councils)

F02: Contract notice

Notice identifier: 2024/S 000-022127

Procurement identifier (OCID): ocds-h6vhtk-047e39

Published 17 July 2024, 4:40pm

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

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

Horsham District Council

Parkside

Horsham

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKJ28 - West Sussex (North East)

#### **Internet address(es)**

Main address

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

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

Members of the Shared procurement Service (Crawley, Horsham, Mid Sussex and Mole Valley Councils)

Parkside, Chart Way

Horsham

RH12 1RL

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKJ28 - West Sussex (North East)

#### **Internet address(es)**

Main address

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

### **I.2) Information about joint procurement**

The contract involves joint procurement

### **I.3) Communication**

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

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

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

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## **Section II: Object**

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

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

HDC, CBC, MSDC, MVDC - Cash Collection Services

Reference number

HMDC - 037877

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

- 79710000 - Security services

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

Services

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

Horsham District Council, Crawley Borough Council, Mid Sussex District Council and Mole Valley District Council (the Collaborative) invites tenders for the provision of cash collection services as set out in these documents. The Commencement Date for the delivery of the services is scheduled to be on 1 November 2024 at 00:00 hours. The Contract will be awarded for a period of 5 years until 31 October 2029. The Collaborative is procuring this contract following the Open Procedure under the UK Public Contract Regulations 2015 and the Council's Procurement Code. Each Council will be awarding

their own Contract for the provision of all services detailed within their own Specification. The Collaborative is seeking to contract with an organisation that will manage the Service to the highest levels of satisfaction, professional standards and cost effectiveness. The Contractor will be expected to deliver improvements to service delivery and value for money over the life of the contract

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79710000 - Security services

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

NUTS codes

- UKJ28 - West Sussex (North East)

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

Horsham District Council, Crawley Borough Council, Mid Sussex District Council and Mole Valley District Council (the Collaborative) invites tenders for the provision of cash collection services as set out in these documents. The Commencement Date for the delivery of the services is scheduled to be on 1 November 2024 at 00:00 hours. The Contract will be awarded for a period of 5 years until 31 October 2029. The Collaborative is procuring this contract following the Open Procedure under the UK Public Contract Regulations 2015 and the Council's Procurement Code. Each Council will be awarding their own Contract for the provision of all services detailed within their own Specification. The Collaborative is seeking to contract with an organisation that will manage the Service to the highest levels of satisfaction, professional standards and cost effectiveness. The Contractor will be expected to deliver improvements to service delivery and value for money over the life of the contract

### **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

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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

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### **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

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##### **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

30 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: 29 November 2024

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

Date

30 August 2024

Local time

12:01pm

Place

Virtual

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## **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**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

n/a