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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

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

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.aspx/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.aspx/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

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

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

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