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Planning

Cruise Services and Berthing Support Staff - Portsmouth International Port - Soft Marketing Testing

Portsmouth City Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-024031

Procurement identifier (OCID): ocds-h6vhtk-048683

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Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO1 2AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

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

Cruise Services and Berthing Support Staff - Portsmouth International Port - Soft Marketing Testing

Reference number

P00004993

II.1.2) Main CPV code

- 63720000 - Support services for water transport

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council (the 'Council') is seeking to engage in pre-procurement soft market testing discussions with suitably qualified and experienced contractors in respect of a forthcoming contracting opportunity concerning the provision of cruise services and berthing support staff at Portsmouth International Port (the 'Port').

The Council currently has separate contracts in place for cruise services and berthing support staff at Portsmouth International Port, and these contracts are due to end in May 2025.

The Council requires a contractor to continue to carry out these services once the current contracts end. The contractor needs to be able to operate on a dynamic basis as the cruise and berthing programmes can be subject to change at short notice due to factors like the weather. Furthermore, the Council will not be able to provide a binding guarantee per annum value for either of the contracts.

The Council is considering undertaking a single lotted procurement process for these contracts, which will result in the letting of separate contracts for each of the service provision. The Council is considering a lotting strategy where Lot 1 is for the provision of cruise service, Lot 2 is for the provision of berthing support staff services and Lot 3 is for the provision of cruise and berthing support staff services combined. An award via Lot 3 will still result in 2 separate contracts, a concession contract for cruise services and a service contract for berthing support staff.

The Council envisages entering into a 4-year contract for each of the contracts, extendable by a further 6 years in increments to be agreed. The full scope of services will formally commence on the go live date of 1st June 2025.

The Council envisages securing the contractor/s in line with the following draft summary procurement programme, however it should be noted that the dates below are purely indicative and may be subject to future change. The Council will run the procurement process in accordance with the 'Open Procedure' as defined within the Public Contracts Regulations (2015):

- Soft market testing - August 2024
- Issue FTS Contract Notice - 7th October 2024
- Issue procurement documents via In-tend - 7th October 2024
- Tender submission deadline - 22nd November 2024
- Award decision notification - 6th January 2024
- Standstill period completes - 16th January 2024
- Contract award notice - 3rd February 2025
- Mobilisation - from 3rd March 2025
- Commencement of full services - 1st June 2025

The Council would like to engage in 1-1 meetings with suitably qualified and experienced contractors who have sufficient current experience of working within a maritime and shipping environment ideally this will include the provision of stevedoring services in a passenger environment, to gain feedback on several elements of the proposed procurement and contract strategy.

The Council has capacity to undertake a maximum of 6, 1 hour 1-1 meetings at the following dates and times:

14th August 2024 - 09:30 hours - 10:30 hours

14th August 2024 - 11:00 hours - 12:00 hours

15th August 2024 - 09:30 hours - 10:30 hours

15th August 2024 - 11:00 hours - 12:00 hours

16th August 2024 - 13:00 hours - 14:00 hours

16th August 2024 - 14:30 hours - 15:30 hours

As capacity is limited meetings will be allocated on a first come first served basis. Whilst the Council may seek to accommodate requests from contractors for additional meeting dates & times it cannot provide any guarantees.

Contractors interested in taking part in a 1-1 meeting are required to provide the following details via In-tend correspondence using the Expression of Interest form accessible via the In-tend 'Cruise Services and Berthing Support Staff - Portsmouth International Port - Soft Market Testing' project by no later than 12th August 2024 17:00.

The In-tend system can be accessed free of charge via the following web link:

<https://intendhost.co.uk/portsmouthcc.aspx/home>

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Maximum number of lots that may be awarded to one tenderer: 1

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The lotting strategy is under consideration and will be confirmed within the subsequent contract notice taking account feedback received via this soft market testing process.

II.2) Description

II.2.1) Title

Cruise Services

Lot No

1

II.2.2) Additional CPV code(s)

- 63112000 - Baggage handling services
- 63721500 - Passenger terminal operation services
- 79342300 - Customer services
- 90500000 - Refuse and waste related services
- 98341120 - Portering services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth International Port

George Byng Way

Portsmouth

PO2 8SP

II.2.4) Description of the procurement

The provision of a range of services to the cruise calls that arrive at the Portsmouth International Port throughout the year which are either a tourist or turnaround call. These calls usually arrive at dawn and depart at dusk. The service requirements per cruise ship differ, this is usually due to the type of call and number of passengers.

The services are requested directly by the cruise line or its agents and could involve one or more of the following;

- Baggage handling,
- Passenger assistance,
- Marshalling,
- Ship stores, and
- Handling of waste.

To carry out these services the contractor is required to provide and maintain the relevant equipment needed to execute the services. The contractor may provide these services 24 hours a day, 7 days a week and 365 days of the year, dependant on the cruise schedule. Christmas Day may be required if there is a ship scheduled at the port but this will be by prior arrangement.

On an ad hoc basis, the contractor is requested to carry out operations such as forklift operations and traffic marshalling directly for the port.

The Council requires a contractor who is able to operate on a dynamic basis as the cruise programme can be subject to change at short notice due to factors like the weather. Furthermore, the Council will not be able to provide a binding guarantee per annum value for this contract as it will be dependent upon demand.

II.2.14) Additional information

Whilst the cruise services are considered to fall within the general definition of a concession agreement the cruise companies using the Port will only be able to utilise the contractor for cruise services and the contractor will have limited ability to significantly influence customer demand.

This combined with the inclusion of berthing services within the procurement under a lotting strategy has led the council to run the soft market testing process and likely subsequent process in accordance with the public Contracts Regulations (2015) as opposed to the public Concessions Regulations (2016).

II.2) Description

II.2.1) Title

Berthing Support Staff

Lot No

2

II.2.2) Additional CPV code(s)

- 34931200 - Passenger boarding bridges for ships
- 45452000 - Exterior cleaning work for buildings
- 63723000 - Berthing services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth International Port

George Byng Way

Portsmouth

PO2 8SP

II.2.4) Description of the procurement

The provisional of additional staff when Portsmouth International Port's own Quay Assistants are absence, or there is an increase in demand. When the port has identified that additional staff are required, they make a request to the Contractor for the supply of suitable and experienced additional staff (referred to as 'Support Staff') to carry out a range of services.

Under the instruction and supervision of the port's directly employed Berthing Master, the contractor's support staff shall carry out the following services,

- Mooring and un-mooring of a vessel when they arrive and depart the port.
- Linkspan and gangway watches.
- Configuring linkspan structures and gangways to accommodate the vessel's requirements.
- A variety of external cleaning services cross the port's external grounds.

These services are normally carried out between 0530 and midnight which is when the vessels usually arrive and depart between, though occasionally due to late sailings and ad-hoc requirements, for example, there may be a requirement between midnight and 0530.

The contractor provides the support staff 24 hours a day, 7 days a week and 365 days of the year. Christmas Day may be required if there is a vessel scheduled at the port but this will be by prior arrangement. A forecast of requirements is given seven days in advance and confirmation of requirements are provided midday of the day preceding the day of the requirement.

The Council requires the contractor to be able to operator on a dynamic basis as the berthing programme can be subject to change at short notice due to factors like the weather. Furthermore, the Council will not be able to provide a binding guarantee per annum value for this contract.

II.2) Description

II.2.1) Title

Cruise Services and Berthing Support Staff

Lot No

3

II.2.2) Additional CPV code(s)

- 63112000 - Baggage handling services
- 63712700 - Traffic control services
- 63721500 - Passenger terminal operation services
- 63723000 - Berthing services
- 79342300 - Customer services
- 90500000 - Refuse and waste related services
- 98341120 - Portering services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth International Port

George Byng Way

Portsmouth

PO2 8SP

II.2.4) Description of the procurement

This is a combination of Lot 1 and Lot 2, please see each of the Lots for further details.

II.3) Estimated date of publication of contract notice

7 October 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

The Port is a major UK port, responsible for handling millions of customers and vital cargo across the globe. With easy access from the motorway and major shipping lanes, they are ideally placed for ferries, cruise, and freight. Within Portsmouth International Port, Portsmouth Cruise and Ferry Port has five RO/RO berths serving both ferries and cruise ships, with regular sailings to France, Spain, and the Channel Islands and both full turnaround and port of call cruise calls. Within the year of 2023 the port's cruise and ferry customers welcomed 1.5 million passengers, 500,000 passenger vehicles, 200,000 freight units and over 2400 arrivals. Further information can be found on Portsmouth International Port website under Port statistics - Portsmouth Port (portsmouth-port.co.uk)

The Port has bold environmental ambitions to tackle its emissions and carbon footprint and aims to reach carbon net-neutral by 2030 and zero emissions by 2050. The port's plans to improve quality and their carbon footprint can be found Sustainability and innovation - Portsmouth Port (portsmouth-port.co.uk)

Further information about the Port including an overview of the facilities, current ferry & cruise schedules, cargo & logistics, etc. can be freely accessed on the Port's website via the weblink Home - Portsmouth Port (portsmouth-port.co.uk)