This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/026649-2024">https://www.find-tender.service.gov.uk/Notice/026649-2024</a>

Tender

# **Trace and Process Serve**

The Insolvency Service

F02: Contract notice

Notice identifier: 2024/S 000-026649

Procurement identifier (OCID): ocds-h6vhtk-049287

Published 21 August 2024, 12:33pm

# **Section I: Contracting authority**

# I.1) Name and addresses

The Insolvency Service

16th Floor,1 Westfield Avenue

**STRATFORD** 

E201HZ

#### Contact

Elizabeth Sampson

#### **Email**

Elizabeth.sampson@insolvency.gov.uk

#### **Telephone**

+44 3003046690

### Country

United Kingdom
Region code
UK - United Kingdom
Justification for not providing organisation identifier
Not on any register
Internet address(es) Main address
https://in-tendhost.co.uk/insolvencyservice/aspx/Home
I.3) Communication
Access to the procurement documents is restricted. Further information can be obtained at
https://in-tendhost.co.uk/insolvencyservice/aspx/Home
Additional information can be obtained from another address:
Elizabeth Sampson
elizabeth.sampson@insolvency.gov.uk
Stratford
Contact
Elizabeth Sampson
Email
Elizabeth.sampson@insolvency.gov.uk
Country

United Kingdom

Region code

**UK - United Kingdom** 

#### Internet address(es)

Main address

https://in-tendhost.co.uk/insolvencyservice/aspx/Home

Tenders or requests to participate must be submitted electronically via

https://in-tendhost.co.uk/insolvencyservice/aspx/Home

## I.4) Type of the contracting authority

Ministry or any other national or federal authority

## I.5) Main activity

Economic and financial affairs

# **Section II: Object**

## II.1) Scope of the procurement

#### II.1.1) Title

Trace and Process Serve

Reference number

**TIS0733** 

#### II.1.2) Main CPV code

• 75000000 - Administration, defence and social security services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Insolvency Service, wishes to procure the provision of Trace and Process Serve services. The Authority requires "tracing agents" to assist with contacting directors and

bankrupts, and in certain cases "process serve" identified subjects both nationally across the UK, and Internationally.

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

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

The contract requires all of the following services within one organisation:

- Desk based tracing of subjects Nationwide (Scotland, England, Wales and Northern Ireland, including the Crown dependencies of Channel Island and Isle of Man).
- Field/Physical based tracing where required, Nationwide.
- Process serving of identified subjects Nationwide; as part of the standard fixed fee, it is expected that up to three visits may be required these may be two different addresses within a 10-mile radius of each other, issuing witness statements/affidavit documents as required.
- Desk based tracing of subjects International (Whole world).
- Process serving of identified subjects internationally; issuing witness statements/affidavit documents as required.
- Asset Reports.

#### 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

Start date

1 January 2025

End date

1 January 2028

This contract is subject to renewal

Yes

Description of renewals

Contracted will be renewed upon expiry.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Allow for extensions 2 further 12 month periods.

# 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

20 September 2024

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

English

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

Date

21 September 2024

Local time

12:00pm

# **Section VI. Complementary information**

# VI.1) Information about recurrence

This is a recurrent procurement: Yes

# VI.4) Procedures for review

VI.4.1) Review body

The Insolvency Service

Stratford

Country

United Kingdom