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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/asp/Home>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

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

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/insolvencyservice/asp/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