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Tender

DWP Project Ref: 26264

Department for Work and Pensions

F02: Contract notice

Notice identifier: 2024/S 000-027045

Procurement identifier (OCID): ocds-h6vhtk-049381

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Section I: Contracting authority

I.1) Name and addresses

Department for Work and Pensions

Caxton House, Tothill St,

London

SW1 9HA

Contact

Cathryn McCrink

Email

cd.debt services@dwp.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-work-pensions>

I.3) Communication

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

<https://tendering.ypo.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://tendering.ypo.co.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

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

DWP Project Ref: 26264

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of an Arrest Warrants Execution Service to the Department of Work and Pensions (DWP) Child Maintenance Service across England and Wales.

The service is linked to the use of Sanctions Hearings in the Magistrates Court in England and Wales. Previously the service has been provided as part of a wider civil debt enforcement service.

The current need is for a stand alone service to commence in mid/late 2024.

Yorkshire Purchasing Organisation (YPO) are administering this Call Off on behalf of DWP and enquiries around the tender documents should be directed through the YPO Clarifications process.

A copy of the Service Specification is available to potential bidders from cd.debtsservices@dwp.gov.uk prior to registration with YPO for those suppliers who are not already approved suppliers.

Please note that this Call Off Competition is a qualifying Light Touch Regime procurement.

The total value of this procurement over the total potential four year contract is estimated to be in the range £500,000 -£800,000 excluding VAT (£600,000-£960,000 including VAT). An average figure has been provided further below for the purposes of this notice.

II.1.5) Estimated total value

Value excluding VAT: £650,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

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

Lots 1(North) and Lot 2 (South)

II.2) Description

II.2.1) Title

Lot 1 (North)

Lot No

Lot 1(North)

II.2.2) Additional CPV code(s)

- 75242000 - Public law and order services
- 75242110 - Bailiff services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
- UKL - Wales

Main site or place of performance

England and North Wales

II.2.4) Description of the procurement

Deliver of an arrest warrants execution service in the North. This includes Northern England, Midlands and North Wales.

Full details of the requirement can be found in the Service Specification and other procurement documents available from Yorkshire Purchasing Organisation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £325,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a further 24 months

II.2.10) Information about variants

Variants will be accepted: No

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

II.2.14) Additional information

The value of the final contract is estimated to be in the range £250,000- £400,000 excluding VAT (£300,000 - £480,000 including VAT) over the total potential four year duration of the Lot 1(North) contract.

II.2) Description

II.2.1) Title

Lot 2 (South)

Lot No

Lot 2 (South)

II.2.2) Additional CPV code(s)

- 75231100 - Law-courts-related administrative services
- 75242110 - Bailiff services

II.2.3) Place of performance

NUTS codes

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

- UKL - Wales

Main site or place of performance

England and South Wales

II.2.4) Description of the procurement

Deliver of an arrest warrants execution service in the South. This includes London, South East, South West, East of England and South Wales.

Full details of the requirement can be found in the Service Specification and other procurement documents available from Yorkshire Purchasing Organisation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £325,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

An option to extend for up to 24 months

II.2.10) Information about variants

Variants will be accepted: No

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

II.2.14) Additional information

The value of the final contract is estimated to be in the range £250,000- £400,000 excluding VAT (£300,000 - £480,000 including VAT) over the total potential four year duration of the Lot 2 (South)contract.

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

Potential bidders must be Approved Suppliers under the Yorkshire Purchasing Organisation's (YPO) Enforcement Framework 1200 . The eligibility criteria includes the need to use certified enforcement agents.

Potential Bidders can apply to join the framework using the quick registration process. See earlier links to the YPO portal.

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

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Organisations who deliver the service must meet the eligibility criteria for inclusion on the YPO Enforcement Framework 1200. This includes registration with the Enforcement Conduct Board as Enforcement Agencies.

Delivery of the arrest warrants service will require agents to be Certified Enforcement Agents under the Certification of Enforcement Agents Regulations 2014.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

30 September 2024

Local time

10:00am

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Suppliers Instructions:

How to Express Interest in this Tender:

1. If you are not already registered, register to join the Yorkshire Purchasing Organisation's Enforcement Framework which operates as an Approved Supplier List <https://tendering.ypo.co.uk/> using their quick registration service
2. Search for the Opportunity: Provision of Arrest Warrants for the DWP Child Maintenance Service
3. Follow the YPO instructions on how to register your interest in the competition
4. Complete Your tender response documents and declarations as outlined in the 'How to Bid' section of the Call Off Competition Form
5. Upload your completed documents to the YPO tendering portal by the closing date/time

VI.4) Procedures for review

VI.4.1) Review body

Department for Work and Pensions

London

Country

United Kingdom