

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/027129-2021>

Tender

## **BBC Relocation Services**

The British Broadcasting Corporation (BBC)

F02: Contract notice

Notice identifier: 2021/S 000-027129

Procurement identifier (OCID): ocds-h6vhtk-02f166

Published 28 October 2021, 10:45pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The British Broadcasting Corporation (BBC)

Broadcasting House, Portland Place

London

W1A 1AA

#### **Email**

[kevin.waters@bbc.co.uk](mailto:kevin.waters@bbc.co.uk)

#### **Telephone**

+44 1234567890

#### **Fax**

+44 1234567890

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.bbc.co.uk/supplying/>

**I.3) Communication**

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

<https://bbc.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://bbc.bravosolution.co.uk>

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Broadcasting

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

BBC Relocation Services

Reference number

PROC 2021 37 CH Relocation Services

#### **II.1.2) Main CPV code**

- 79613000 - Employee relocation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The contract value of £5.5million is the anticipated total contract value over the five year duration of the contract. The majority of the costs are third party costs that the service provider will manage on behalf of BBC staff. The Service Provider's management fees will be approximately 5-15 % of the total contract value. The actual figure will depend on the number of relocations and complexity of each location over the contract term. There is no commitment from the BBC that any relocations will take place over the contract term.

The service provides a full relocation management service for the BBC and commercial subsidiaries including individual staff and group moves. This includes a single point of coordination within employees own time zone and full insurance cover for all activities.

The service will help staff with accommodation services (home purchase and sale assistance), rental assistance, expenses, allowances and costs management as well as relocation support, international relocation, group moves and general management of the relocation process.

#### **II.1.5) Estimated total value**

Value excluding VAT: £5,500,000

#### **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 value of £5.5million is the anticipated total contract value over the five year duration of the contract. The majority of the costs are third party costs that the service provider will manage on behalf of BBC staff. The Service Provider's management fees will be approximately 5-15 % of the total contract value. The actual figure will depend on the number of relocations and complexity of each location over the contract term. There is no commitment from the BBC that any relocations will take place over the contract term.

The service provides a full relocation management service for the BBC and commercial subsidiaries including individual staff and group moves. This includes a single point of coordination within employees own time zone and full insurance cover for all activities.

The service will help staff with accommodation services (home purchase and sale assistance), rental assistance, expenses, allowances and costs management as well as relocation support, international relocation, group moves and general management of the relocation process.

### **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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The BBC has the option to and at it's discretion can extend the service by up to 1 year (12 months)

4+1 Contract Term

### **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

Where there is more than one economic operator, the BBC reserves the right to require a grouping of economic operators to take a particular legal form or to require a single economic operator to take primary liability or to require that each party undertakes joint and several liability.

Please register your interest in this project by taking the following steps: 1 - Register your company on the BravoSolution e-Tendering portal (this is only required once): 1.1 Go to <https://bbc.bravosolution.co.uk> 1.2 - Click the link on the login page to register. 1.3 Accept the terms and conditions and click 'Continue'. 1.4 - Enter your correct business and user details. 1.5 - Note the username you chose and click 'Save' when complete. 1.6 - You will shortly receive an email with your temporary password. 2 - Express an interest in the tender: 2.1 - Login to the portal with the username/password. 2.2 - Click the 'PQQs/ITTs Open to all Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier). 2.3 - Click on the relevant PQQ/ITT to access the content. 2.4 - Click the 'Express Interest' button at the top of the page. This will move the PQQ/ITT into your 'My PQQs/My ITTs' page. (This is a secure area reserved for your projects only. 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box. 3. Responding to the tender: 3.1 - Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining). 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification. 3.3 - Note the deadline for completion, and then follow the onscreen instructions to complete the PQQ/ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available). 3.4 You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance, please consult the online help, or contact the Bravo e-Tendering help desk.

#### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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

29 November 2021

Local time

2:00pm

#### **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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

29 November 2021

Local time

2:00pm

---

## **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.3) Additional information**

In the case of technology requirements, the BBC may involve its technology partner (Atos IT Solutions and Services Limited) to assist in the scoping and drafting of invitations to tender and/or the evaluation of tenders. However, the final decision as to which is the most economically advantageous (by reference to the award criteria) will be made by the BBC. The awarding authority reserves the right not to award a contract and to annul the procurement process at any stage. Tenders and all supporting documents must be priced in sterling and all payments will be made in sterling. The contract shall be subject to English law. The awarding authority does not bind itself to accept the lowest, or any tender and reserves the right to accept part of a tender unless the tenderer expressly stipulates otherwise in the tender document.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Business and Property Courts of England and Wales TCC

Rolls Building 7 Rolls Building Fetter Lane Town

London

EC4A 1NL

Country



United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

As stated in the Public Contracts Regulations 2015. The applicable review time limits shall be as stated in Regulations 92 and 93 Public Contracts Regulations 2015.