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Tender

## **Invitation to tender to provide a salary sacrifice cycle to work scheme**

Norfolk County Council

F02: Contract notice

Notice identifier: 2024/S 000-027466

Procurement identifier (OCID): ocds-h6vhtk-049611

Published 28 August 2024, 3:36pm

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH15 - Norwich and East Norfolk

## **Internet address(es)**

Main address

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Buyer's address

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

## **I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

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

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Invitation to tender to provide a salary sacrifice cycle to work scheme

Reference number

NCCT43001

**II.1.2) Main CPV code**

- 98300000 - Miscellaneous services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Norfolk County Council wishes to appoint a supplier to provide a salary sacrifice cycle to work scheme to its employees, including eligible Norfolk schools employees. This scheme will support key Norfolk County Council (NCC) policies and strategies, including the Local Transport Plan (2022), Climate Strategy (2023) and Climate Policy (2024), which set out various commitments to supporting lower carbon travel and encouraging behaviour change that supports an increased use of sustainable modes of travel. This scheme will support those aims by assisting NCC employees in travelling sustainably to, from and for work. In addition, the scheme will assist NCC in helping to reduce congestion on the roads and improve the health and wellbeing of the workforce.

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description****II.2.2) Additional CPV code(s)**

- 34430000 - Bicycles
- 79997000 - Business travel services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

**II.2.3) Place of performance**

NUTS codes

- UKH15 - Norwich and East Norfolk

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

Norfolk County Council wishes to appoint a supplier to provide a salary sacrifice cycle to work scheme to its employees, including eligible Norfolk schools employees. This scheme will support key Norfolk County Council (NCC) policies and strategies, including the Local Transport Plan (2022), Climate Strategy (2023) and Climate Policy (2024), which set out various commitments to supporting lower carbon travel and encouraging behaviour change that supports an increased use of sustainable modes of travel. This scheme will support those aims by assisting NCC employees in travelling sustainably to, from and for work. In addition, the scheme will assist NCC in helping to reduce congestion on the roads and improve the health and wellbeing of the workforce.

### **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: £1

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

Duration in months

43

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: 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

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## **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

27 September 2024

Local time

10:55am

#### **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: 2 (from the date stated for receipt of tender)

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

Date

27 September 2024

Local time

11:00am

Place

This procurement will be managed electronically via the Council's e-procurement system.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.3) Additional information**

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BUYERPROFILES>. Once registered you will be able to see the procurement project under the 'tenders' section and 'express an interest' to view the documentation. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk).

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR2 1DH

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR2 1DG

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR2 1DH

Country

United Kingdom