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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): ocids-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

Country

United Kingdom

NUTS code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

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

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

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.

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.

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