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Contract

## **Administrator for an Assured Trader Scheme**

Norfolk County Council

F03: Contract award notice

Notice identifier: 2022/S 000-027864

Procurement identifier (OCID): ocds-h6vhtk-03584a

Published 4 October 2022, 2:53pm

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

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

Norfolk County Council

Martineau Lane

Norwich

#### **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

<https://www.norfolk.gov.uk>

Buyer's address

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

#### **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**

Administrator for an Assured Trader Scheme

Reference number

NCCT42450

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

- 75112000 - Administrative services for business operations

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

Services

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

Norfolk County Council has appointed an Administrator to provide an Assured Trader Scheme.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £178,300

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 75112000 - Administrative services for business operations

### **II.2.3) Place of performance**

NUTS codes

- UKH1 - East Anglia

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

Norfolk County Council Trading Standards currently operates an assured trader scheme known as Norfolk Trusted Trader ('the Scheme'). The scheme was set up in 2009 as part of Norfolk Trading Standards' campaign to safeguard consumers from pressure selling, especially by doorstep rogue traders. Businesses are accepted as scheme members if they meet a pre-determined criterion. Norfolk County Council has appointed an Administrator to provide an Assured Trader Scheme.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70%

Price - Weighting: 30

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-021133](#)

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## **Section V. Award of contract**

### **Contract No**

NCCT42450

### **Title**

Administrator fro an Assured Trader Scheme

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

28 September 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

Trusted Directory Services

Tiddington

Country

United Kingdom

NUTS code

- UKG13 - Warwickshire

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £180,000

Total value of the contract/lot: £178,300

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## **Section VI. Complementary information**

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

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

Nplaw

Norwich

Country

United Kingdom

