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Tender

Participatory Action Research (PAR) training and the development

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

F02: Contract notice

Notice identifier: 2024/S 000-033842

Procurement identifier (OCID): ocds-h6vhtk-04af4a

Published 18 October 2024, 4:57pm

Section I: Contracting authority

I.1) Name and addresses

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

Clive House,70 Petty France

LONDON

SW1H9EX

Email

procurement@wfd.org

Country

United Kingdom

Region code

UKI32 - Westminster

Companies House

02693163

Internet address(es)

Main address

www.wfd.org

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.wfd.org/work-with-us/suppliers>

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

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Participatory Action Research (PAR) training and the development

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

WFD is issuing this Invitation to Tender ("ITT") to a range of potential suppliers of goods and/or services and would welcome a bid from your organisation.

WFD is looking to establish a framework until 31st March 2027 consisting of one or more supplier(s) to help strengthen Participatory Action Research approaches at WFD and mainstream them across the organisation.

The type of services we would like to procure include:

- PAR training to WFD staff including introducing PAR conceptually and theoretically, training on PAR practical methodologies and how to develop overarching research questions.
- Research accompaniment to WFD and individual programme teams
- Co-designing learning questions and plans for PAR with WFD staff
- Co-developing PAR case studies
- Contributing to a WFD PAR implementation approach/guide with an ongoing learning plan

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

Bid requirements

In general, the bid should include the following:

1. Organisational profile
2. Proposed solution and how it meets the specification
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of Tendering

Organisational profile:

- Company profile, including brief history and financial overview
- Case studies/credentials demonstrating relevant experience and skills profile
- Names and brief biographies of key staff

WFD is particularly keen to receive bids from organisations which are - or are working towards becoming - living wage employers and that have a broadly representative and balanced Board from gender and ethnicity perspectives.

Proposed solution:

- Clear explanation as to the proposed approach to meeting the specification set out in this ITT.
- Detailed project plan, including timelines, assumptions and dependencies, resourcing and risks.

Financial proposal:

- Full breakdown costings for the proposed solution in GBP sterling
- Separate accounting of VAT and/or any other applicable tax, duty, or charge.
- Detailing of any discount applied in view of WFD's not-for-profit status.

References:

- The bid should include details of two references relating to similar goods/services provided in the last three years. Please note - referees will only be contacted once Preferred Bidder status is assigned.

Confirmation of acceptance of General Terms and Conditions of Tendering:

- All bidders will be deemed to have accepted the WFD Terms and Conditions of Tendering and confirmed their compliance.

All bidders should also note the following:

- all bids should be submitted in English;
- all bids should be submitted in electronic form only;
- this ITT and the response may be incorporated in whole or in part into the final contract;
- only information provided in response to questions set out in this documentation will be taken into consideration for the purposes of evaluating the ITT;
- bids which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the bidder from further consideration; and
- any bids which do not fully comply with the requirements of this ITT may be disregarded at the absolute discretion of WFD.

Evaluation criteria

WFD does not provide a mathematical formula by which bids will be weighted and evaluated, but the procurement committee will usually consider the following criteria, among others in the evaluation of all responses:

? Quality of bid document

? Service offer and solution fit to specification

? Quality, capacity, and track-record of bidders based on references

? Value for money and pricing factors

? Professional profile, track record, and references

? Relevant experience, including case studies

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

Start date

25 November 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: 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

3 November 2024

Local time

11:55pm

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

English

IV.2.7) Conditions for opening of tenders

Date

4 November 2024

Local time

12:05am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

WFD

London

Country

United Kingdom