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Tender

Enforcement Agent Services

LIVERPOOL CITY COUNCIL

F24: Concession notice

Notice identifier: 2024/S 000-035199

Procurement identifier (OCID): ocds-h6vhtk-04b2a4

Published 30 October 2024, 2:58pm

The closing date and time has been changed to:

16 December 2024, 9:00am

See the [change notice](#).

Section I: Contracting authority/entity

I.1) Name and addresses

LIVERPOOL CITY COUNCIL

Liverpool City Council

LIVERPOOL

L31DS

Contact

Emma Albel

Email

emma.albel@liverpool.gov.uk

Telephone

+44 1513511827

Country

United Kingdom

Region code

UKD72 - Liverpool

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<http://www.liverpool.gov.uk>

Buyer's address

<http://www.liverpool.gov.uk>

I.3) Communication

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

<https://procontract.due-north.com/Procurer/Advert/View?advertId=0abaaefa-ec92-ef11-8130-005056b64545>

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted electronically via

<https://procontract.due-north.com/Procurer/Advert/View?advertId=0abaaefa-ec92-ef11-8130-005056b64545>

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

Enforcement Agent Services

Reference number

DN724610

II.1.2) Main CPV code

- 79940000 - Collection agency services

II.1.3) Type of contract

Services

II.1.4) Short description

Concession contract for enforcement agent services for the collection and enforcement of the following debt types:

Council Tax

Non-Domestic Rates (also known as Business Rates)

Levies imposed by Business Improvement Districts (BIDs)

Commercial Rent

Housing Benefit Overpayment

Social Care Charging

Parking Fines

Sundry debts

II.1.5) Estimated total value

Value excluding VAT: £7,500,000

II.1.6) Information about lots

This concession 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 aim of the exercise is to procure enforcement agent services for the collection and enforcement of debts owed to Liverpool City Council. The Council is looking to appoint no more than four agents to provide the services.

Enforcement agent services are required for the collection and enforcement of the following debt types:

Council Tax

Non-Domestic Rates (also known as Business Rates)

Levies imposed by Business Improvement Districts (BIDs)

Commercial Rent

Housing Benefit Overpayment

Social Care Charging

Parking Fines

Sundry debts

Interested parties will need to meet the requirements of the procurement documents available through ProContract at the link above, reference DN724610.

Volumes of cases referred to agents can not be guaranteed through the life of the contract, indicative volumes are however provided in the procurement documents.

II.2.5) Award criteria

Concession is awarded on the basis of the criteria stated in the procurement documents

II.2.7) Duration of the concession

Duration in months

36

II.2.14) Additional information

There will be an extension option available on the contract of up to 24 months.

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, indication of information and documentation required

Bidders must comply with the Ministry of Justice National Standards for Enforcement Agents, must be a Corporate Member of CIVEA and a member of the Enforcement Conduct Board.

Full details of requirements are available in the procurement documents.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the concession

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must deliver the Services in accordance with the following industry standards:

- Taking Control of Goods: National Standards (April 2014);
- Taking Control of Goods (Fees) Regulations 2014 (as amended);
- Certification of Enforcement Agents Regulations 2014.

Full details of requirements are available in the procurement documents.

III.2.2) Concession performance conditions

The terms and conditions of contract detail key performance indicators which will be reported on throughout the life of the contract.

Section IV. Procedure

IV.2) Administrative information

IV.2.2) Time limit for submission of applications or receipt of tenders

Originally published as:

Date

27 November 2024

Local time

2:00pm

Changed to:

Date

16 December 2024

Local time

9:00am

See the [change notice](#).

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Liverpool City Council

Liverpool

Country

United Kingdom