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Tender

## **Removals and Relocations Services**

NEUPC Ltd  
APUC Ltd  
Higher Education Purchasing Consortium Wales  
London Universities Purchasing Consortium Ltd  
NWUPC Ltd  
Southern Universities Purchasing Consortium

F02: Contract notice

Notice identifier: 2024/S 000-038348

Procurement identifier (OCID): ocids-h6vhtk-048991

Published 27 November 2024, 4:05pm

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

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

NEUPC Ltd

Phoenix House, 3 South Parade

Leeds

LS1 5QX

#### **Contact**

Steven Hogg

#### **Email**

[s.hogg@neupc.ac.uk](mailto:s.hogg@neupc.ac.uk)

#### **Telephone**

+44 1134871754

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://neupc.ac.uk/>

Buyer's address

<https://www.neupc.ac.uk/join/members/who-are-our-members>

**I.1) Name and addresses**

APUC Ltd

Unit 27, Stirling Business Centre, Wellgreen

Stirling

FK8 2DZ

**Email**

[enquiries@apuc-scot.ac.uk](mailto:enquiries@apuc-scot.ac.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.apuc-scot.ac.uk>

Buyer's address

<https://www.apuc-scot.ac.uk/#!/members>

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

Higher Education Purchasing Consortium Wales

8th Floor, 30-36 Newport Road

Cardiff

CF24 0DE

#### **Email**

[hepcw@wales.ac.uk](mailto:hepcw@wales.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.hepcw.ac.uk/>

Buyer's address

<https://www.hepcw.ac.uk/members/>

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

London Universities Purchasing Consortium Ltd

Shropshire House, 179 Tottenham Court Road

London

W1T 7NZ

**Email**

[enquiries@lupc.ac.uk](mailto:enquiries@lupc.ac.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.lupc.ac.uk>

Buyer's address

<https://www.lupc.ac.uk/members/our-members/>

**I.1) Name and addresses**

NWUPC Ltd

Salford Innovation Forum- Room 210, 51 Frederick Road

Salford

M6 6FP

**Email**

[admin@nwupc.ac.uk](mailto:admin@nwupc.ac.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.nwupc.ac.uk/>

Buyer's address

<https://www.nwupc.ac.uk/members/>

**I.1) Name and addresses**

Southern Universities Purchasing Consortium

Reading Enterprise Centre, The University of Reading, Earley Gate, Whiteknights Road

Reading

RG6 6BU

**Email**

[supc@sums.ac.uk](mailto:supc@sums.ac.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.supc.ac.uk/>

Buyer's address

<https://www.supc.ac.uk/our-members/>

**I.2) Information about joint procurement**

The contract involves joint procurement

The contract is awarded by a central purchasing body

### **I.3) Communication**

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

<https://neupc.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://neupc.delta-esourcing.com/>

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**

Education

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## **Section II: Object**

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

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

Removals and Relocations Services

Reference number

FFE2009 NE

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

- 98392000 - Relocation services

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

Services

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

Suppliers are required to provide a professional commercial removal and relocation service using fit for purpose vehicles, storage facilities and appropriately qualified/experienced staff

Requirements may vary in size, frequency and range, anything from:

Known, small scale jobs, indicative of lower value/risk project work undertaken by one man and a van service (eg up to Luton van size of vehicle) for example and without limitation:

- uncomplicated, un-forecasted removal of effects required within limited timescales
- portering services/ packing
- minor office moves

to

Complex campus relocation project requiring complete move planning & management service for capital and high risk/value projects. The services to be provided may comprise of all or any of the following but not be limited to:

- Defining Client Requirements

- Space Planning / Control Procedures
- Move Planning and Preparation
- Secure Warehouse/ Storage Solution
- Customs Clearance Document Advice/Preparation and Management
- Post Move Contract Management / Aftercare

or

Retrieval of a fine art or library collection from storage and its relocation to the site for the purpose of exhibiting, comprising of all or any of the following:

- Defining Client Requirements
- Transportation of effects by road, sea or air
- Specialised Vehicles
- Case Making and Packing services
- Secure Warehouse/ Storage Solution
- Other services: Insurance Cover, Fully comprehensive Transit Insurance, Documentation, Picture Hanging Services
- Customs Clearance Document Advice/Preparation and Management
- Post Move Contract Management / Aftercare

#### **II.1.5) Estimated total value**

Value excluding VAT: £11,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

#### **II.2) Description**



### **II.2.1) Title**

General (Low Value Items / Lower Risk) Commercial Removals and Relocations

Lot No

1

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

- 98392000 - Relocation services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Known, small scale jobs, of items that are generally lower individual value or require a lower level of specialist handling eg office furniture, filing etc. Appropriateness to be determined by the agreement user

May include packing and unpacking services, and off-site storage

Requirements will include, but not be limited to:

- the complete removal of all effects from and to, one or more locations
- the part relocation of effects
- the repositioning of effects within one or more rooms and buildings
- to collect goods from an Institution Store, deliver to one or more locations
- advice on the packing of effects
- the packing of effects prior to removal, in particular for specialist (high value items / higher risk) removals, and international moves
- the supply of staff

- the supply of packing crates, containers or cartons
- the collection and retrieval of effects
- the secure storage of effects
- removal and safe disposal of protective materials from the site

Effects may include but will not be limited to:

- Documents
- Office equipment and furniture

The Supplier should be able to collect and transport any size, weight or quantity of effects packed in a variety of styles including but not limited to:

- crates/cartons
- pallets
- irregularly shaped items requiring bespoke protection/packaging

A reliable and efficient service delivery is crucial to the smooth running of the Members services across several departments.

Requirements may vary in size, frequency and range

A separate bid must be submitted for each Lot

To respond to this opportunity, please go to:

<https://neupc.delta-esourcing.com/respond/Y65QE3VV45>

#### **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: £4,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework is expected to be renewed in 2029, appropriate notices and invitation to tender will be issued when necessary

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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: Yes

Identification of the project

Call offs may involve the use of EU or research grant funding

### **II.2.14) Additional information**

The Procurement will be conducted via the Delta e-sourcing portal on the notice link.  
Under

no circumstances shall NEUPC incur any liability in respect of this ITT or any supporting documentation.

## **II.2) Description**

### **II.2.1) Title**

## Specialist (High Value Items / Higher Risk) Commercial Removals and Relocations

Lot No

2

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

- 98392000 - Relocation services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Larger scale complex jobs, of items that are generally higher individual value or require a higher level of specialist handling eg IT Equipment, Laboratory Equipment, Engineering/Workshop Equipment, Art Museum and High Value Artefacts, Library Collections etc. May include packing and unpacking services, and off-site storage. Appropriateness to be determined by the agreement user

Suppliers to confirm the specialisms they can satisfy

Requirements will include, but not be limited to:

- the complete removal of all effects from and to, one or more locations
- the part relocation of effects
- the repositioning of effects within one or more rooms and buildings
- to collect goods from an Institution Store, deliver to one or more locations
- advice on the packing of effects
- the packing of effects prior to removal, in particular for specialist (high value items / higher risk) removals, and international moves

- the supply of staff
- the supply of packing crates, containers or cartons
- the collection and retrieval of effects
- the secure storage of effects
- removal and safe disposal of protective materials from the site

Effects may include but will not be limited to:

- Computing and IT equipment
- Workshop equipment
- Library Equipment and/or books and/or collections
- Arts and artefacts, eg:

Paintings, drawings, mosaics,

Artworks of printmaking and calligraphy,

fine-art photography,

sculptures

artefacts

jewellery, etc.

The Supplier should be able to collect and transport any size, weight or quantity of effects packed in a variety of styles including but not limited to:

- crates/cartons
- pallets
- irregularly shaped items requiring bespoke protection/packaging

A reliable and efficient service delivery is crucial to the smooth running of the Members services across several departments.

Requirements may vary in size, frequency and range

A separate bid must be submitted for each Lot

To respond to this opportunity, please go to:

<https://neupc.delta-esourcing.com/respond/647H4Y6A24>

#### **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: £4,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework is expected to be renewed in 2029, appropriate notices and invitation to tender will be issued when necessary

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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: Yes

Identification of the project

Call offs may involve the use of EU or research grant funding

#### **II.2.14) Additional information**

The Procurement will be conducted via the Delta e-sourcing portal on the notice link.  
Under

no circumstances shall NEUPC incur any liability in respect of this ITT or any supporting documentation.

## **II.2) Description**

### **II.2.1) Title**

Container/Crate Hire and/or Purchase, and Packaging Products

Lot No

3

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

- 44619300 - Crates
- 44617000 - Boxes

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Members may require the supply of packing/storage containers/crates on a hire basis, or to purchase. And other packaging products to purchase. A general purpose crate with lid are by far the most common crate used, however a comprehensive range of containers should be available

A separate bid must be submitted for each Lot

To respond to this opportunity, please go to:

<https://neupc.delta-esourcing.com/respond/5H545Q8S39>

#### **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: £500,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework is expected to be renewed in 2029, appropriate notices and invitation to tender will be issued when necessary

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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: Yes

Identification of the project



Call offs may involve the use of EU or research grant funding

#### **II.2.14) Additional information**

The Procurement will be conducted via the Delta e-sourcing portal on the notice link.  
Under

no circumstances shall NEUPC incur any liability in respect of this ITT or any supporting documentation.

### **II.2) Description**

#### **II.2.1) Title**

Domestic Style Removals and Relocations

Lot No

4

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

- 98392000 - Relocation services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

eg employee relocation (within UK), porter style assistance for students moving into university accommodation

A separate bid must be submitted for each Lot

To respond to this opportunity, please go to:

<https://neupc.delta-esourcing.com/respond/R57ZU9SHR9>

### **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: £500,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework is expected to be renewed in 2029, appropriate notices and invitation to tender will be issued when necessary

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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: Yes

Identification of the project

Call offs may involve the use of EU or research grant funding

### **II.2.14) Additional information**

The Procurement will be conducted via the Delta e-sourcing portal on the notice link.  
Under

no circumstances shall NEUPC incur any liability in respect of this ITT or any supporting documentation.

## **II.2) Description**

### **II.2.1) Title**

International Moves

Lot No

5

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

- 98392000 - Relocation services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Complex relocation project requiring complete move planning & management service for capital and high risk/value projects. The services to be provided may comprise of all or any of the following but not be limited to:

- Defining Client Requirements
- Space Planning / Control Procedures
- Move Planning and Preparation
- Secure Warehouse/ Storage Solution
- Customs Clearance Document Advice/Preparation and Management
- Post Move Contract Management / Aftercare

## Not employee relocation

Requirements will include, but not be limited to:

- the complete removal of all effects from and to, one or more locations
- the part relocation of effects
- the repositioning of effects within one or more rooms and buildings
- to collect goods from an Institution Store, deliver to one or more locations
- advice on the packing of effects
- the packing of effects prior to removal, in particular for specialist (high value items / higher risk) removals, and international moves
- the supply of staff
- the supply of packing crates, containers or cartons
- the collection and retrieval of effects
- the secure storage of effects
- removal and safe disposal of protective materials from the site

Effects may include but will not be limited to:

- Documents
- Office equipment and furniture
- Computing and IT equipment
- Workshop equipment
- Library Equipment and/or books and/or collections
- Arts and artefacts, eg:

Paintings, drawings, mosaics,

Artworks of printmaking and calligraphy,

fine-art photography,

sculptures

artefacts

jewellery, etc.

The Supplier should be able to collect and transport any size, weight or quantity of effects packed in a variety of styles including but not limited to:

- crates/cartons
- pallets
- irregularly shaped items requiring bespoke protection/packaging

A reliable and efficient service delivery is crucial to the smooth running of the Members services across several departments.

Requirements may vary in size, frequency and range

A separate bid must be submitted for each Lot

To respond to this opportunity, please go to:

<https://neupc.delta-esourcing.com/respond/8XFK2U7Z2H>

#### **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: £2,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework is expected to be renewed in 2029, appropriate notices and invitation to tender will be issued when necessary

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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: Yes

Identification of the project

Call offs may involve the use of EU or research grant funding

#### **II.2.14) Additional information**

The Procurement will be conducted via the Delta e-sourcing portal on the notice link.  
Under

no circumstances shall NEUPC incur any liability in respect of this ITT or any supporting documentation.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide confirmation of the the regions to cover , and satisfactory evidence of the resources to satisfy (regional offices/locations, number of admin and service/operational staff in each location, other resources tools and equipment etc, and membership of appropriate trade bodies relevant to the services offered.

For Lot 2, in relation to art museum and high value artefacts, in order for Members to be able use Suppliers to transport objects from museums' collection, transport contractors must be approved for the Government Indemnity Scheme

(<https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/supporting-collections-and-cultural-property/government-indemnity-scheme>)

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

See ITT and terms & conditions

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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: [2024/S 000-025290](#)

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

6 January 2025

Local time

12:00pm

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

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

Date

6 January 2025

Local time

12:30pm

Information about authorised persons and opening procedure

Bids will be opened after the ITT deadline passes, by suitably qualified NEUPC staff, bids opened from the Delta system



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## **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

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of Suppliers will be based solely on the criteria set out for the procurement in the ITT.

Please see the ITT document Section 1.6 for any possible variances to the number of Suppliers to be appointed to this Framework

All agreements resulting from this ITT shall be available to and apply to:

(i) all current Participating Consortia and Members who are "contracting authorities" (as defined in The Public Contracts Regulations 2015).

(ii) all current Participating Consortia and Members who currently, and may in the future, fall

outside of the legal definition of "contracting authorities" or "bodies governed by public law" for the purposes of The Public Contracts Regulations (PCR) 2015.

This agreement will be open to Members and their partners regardless of whether or not they are to be defined as contracting authorities for the purpose of the PCR 2015

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://neupc.delta-esourcing.com/tenders/UK-UK-Leeds:-Relocation-services./Y65QE3VV45>

To respond to this opportunity, please click here:

<https://neupc.delta-esourcing.com/respond/Y65QE3VV45>

GO Reference: GO-20241127-PRO-28679515

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

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

NEUPC Ltd

Phoenix House, 3 South Parade

Leeds

LS1 5QX

Country

United Kingdom

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

NEUPC Ltd

Phoenix House, 3 South Parade

Leeds

LS1 5QX

Email

[s.hogg@neupc.ac.uk](mailto:s.hogg@neupc.ac.uk)

Country

United Kingdom