

Prior Information Notice

C2444

Total Facilities Management

Intellectual Property Office

This PIN relates to Market Engagement to explore, potentially without commitment to any future tender opportunity, options for a Total Facilities Management Service.

06 February 2023

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Introduction of Preliminary Market Consultation

1. The Intellectual Property Office (IPO) is conducting Early Market Engagement (Engagement) for a potential Total Facilities Management Service.
2. The purpose of the Engagement is for the IPO to obtain information from the market which will help inform its internal strategy. Through this process you can express views and confirm latest product/service developments, ways of working etc which may meet the need of the IPO.
3. This Engagement is not a formal procurement process and neither this document, nor any associated Prior Information Notice, constitutes a 'call for competition'.
4. No contract or offer of award will be made following participation in this Engagement. The IPO may decide, following this process, that a future open procurement process is not the right solution to meet the specific need identified.
5. Any information is given entirely in good faith and liable to change. All costs and expenses associated with participating in this Engagement process, including any invitations to meetings and/or presentations, will not be reimbursed.
6. The IPO has an obligation to ensure the principles of equal treatment and transparency as required by PCR2015 are upheld throughout this process. It may be required therefore to make publicly available any of the information provided during this Engagement process. Respondents should also be aware that the IPO is subject to the Freedom of Information Act 2000.

Background

7. More information on the IPO can be found here - [Intellectual Property Office - GOV.UK \(www.gov.uk\)](http://www.gov.uk) .
8. The IPO is in the process of reviewing its future options for a Total Facilities Management service. The purpose of this Engagement is to help inform the IPO of what it would need to consider within its decision and the likely requirements that need to be satisfied for a contract of this type.
9. It has not been determined what any resulting contract might look like and the IPO hope that this Engagement should help inform this.

Instructions for Participation

10. If you are interested in this Engagement please register your interest through the [IPO's e-sourcing portal](#) to ensure you receive additional information.
11. Your organisation will be required to agree to the IPO's non-Disclosure Agreement (NDA) which can be completed virtually on the IPO e-sourcing portal. Following successful completion of an NDA you will then be given instructions on how to obtain the relevant documents for this Engagement.
12. The final requested date for entering into the NDA is 17:00, 13/02/2023.
13. Clarifications and questions regarding this Engagement process should be raised via the IPO e-sourcing portal.

Timelines

Issue of virtual NDA (on the IPO e-sourcing portal)	06 February 2023
Last date to accept the NDA	17:00, 13 February 2023
Issue of Engagement Pack (to suppliers who have accepted the NDA)	14 February 2023
Deadline for Clarification questions from suppliers	17:00, 10 March 2023
Deadline for receipt of responses to Engagement pack	Anticipated to be 21 March 2023 – will be confirmed on issue of Engagement Pack

Next Steps

14. Once you have accepted the NDA, you will be contacted with the relevant information and an Engagement pack from 14 February.
15. The Engagement pack will contain details of the current services being provided to the IPO and direct you to the type of information which the IPO wishes to deduce via this Engagement activity.