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# TRANSPORT SERVICES FOR MAJOR EVENTS

Foreign Commonwealth and Development Office

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F01: Prior information notice (prior information only)

Notice reference: 2023/S 000-023277

Published 9 August 2023, 4:35pm

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(<https://www.find-tender.service.gov.uk/Notice/023277->

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Foreign Commonwealth and Development Office  
King Charles Street  
London  
SW1A 2AH

## Email

[cpg.enquiries@fcdo.gov.uk](mailto:cpg.enquiries@fcdo.gov.uk)

## Telephone

+44 02070081467

## Country

United Kingdom

## NUTS code

UK - United Kingdom

## Internet address(es)

### *Main address*

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office> (<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>)

### *Buyer's address*

<https://fcdo.bravosolution.co.uk/login.html>  
(<https://fcdo.bravosolution.co.uk/login.html>)

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

The contract is awarded by a central purchasing body

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://fcdo.bravosolution.co.uk/login.html>  
(<https://fcdo.bravosolution.co.uk/login.html>)

## **I.4) Type of the contracting authority**

Ministry or any other national or federal 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**

TRANSPORT SERVICES FOR MAJOR EVENTS

### ***Reference number***

9453

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

- 71311200 - Transport systems consultancy services

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

Services

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

TRANSPORT SERVICES FOR MAJOR EVENTS

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

Value excluding VAT: £30,000,000

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

This contract is divided into lots: No

## II.2) Description

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

- 60100000 - Road transport services
- 79952000 - Event 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

The FCDO's Major Events Team (Protocol) provides a comprehensive event management service to FCDO, organising meetings, conferences, summits and events throughout the UK, be it a meeting for 20, a reception for 200, or an International Summit for 2,000+. The service includes finding the right venue from the fine rooms of the FCDO at Lancaster House to conference centres and hotels throughout the UK. The team offers a full delegate management package and oversee and organise of all the event arrangements. Services include arranging, production & media facilities, catering, security, ICT/resilience and transport services.

FCDO will be hosting a number of major events in 2023 to 2025, some of which may require the services of a transport provider. Some of these

events will be high profile attended by Heads of States or Governments and are therefore expected to attract considerable media presence.

The FCDO would like to conduct early market engagement with the supply market place to gauge the markets interest and appetite to provide a combined, single supplier contract for Transportation Services to include a transport planning service and the hire of ground transportation (i.e. vehicle hire and drivers). Feedback from the market will serve to inform and refine FCDO's procurement strategy and specification for these services.

Suppliers are invited to attend a supplier engagement day to be held in London on 11th September 2023 at one of the FCDO's offices in London. To register your interest in attending, please register onto the FCDO procurement portal at <https://fcdo.bravosolution.co.uk/web/login.html> (<https://fcdo.bravosolution.co.uk/web/login.html>) and answer three simple questions\*.

(\* See INSTRUCTIONS ON HOW TO ACCESS OUR PROCUREMENT PORTAL AND HOW TO EXPRESS INTEREST IN THIS OPPORTUNITY (Section VI.3 Additional Information of this notice) for details on how to answer the questions). Due to room capacity, attendance is limited to two individuals per supplier.

Further details will be shared via the portal by 4th September 2023 once you have registered your interest.

Please note, at this stage the FCDO is seeking expressions of interest only and will therefore not be answering any specific clarification questions on the specifications.

Services Required:

Transport Planning Advisory Service

The FCDO is seeking a consultancy services contractor experienced in delivering specific transport planning and traffic management provisions for high profile major events who can produce the following for each event they are contracted to work on:

- Production of high-level Transport Strategies and subsequent Transport Management plans
- Production of Venue Transport Operation Plans
- Production of Vehicle Access Plans and Vehicle Access and Parking Permits
- Advise and facilitate the transport movement of VIPs in the lead up to and during events
- Support and scrutiny on existing transport plans
- Operational support in executing detailed transport management plans
- Collaboration with other suppliers contracted to support the delivery of the event
- Design and implementation of transport hubs if and when required
- The creation of a transport Command, Contract and Communications (C3) plans
- Liaising with local authorities to ensure events comply with local law and apply for relevant permissions where necessary
- Working with police networks

Contract value – up to £5 million over 3 years

## Ground Transport

The FCDO requires a Ground Transport Service for VIPs, accredited delegates, media and HMG staff at major events. Ground transport consists of the hire of various vehicles from saloons, MPV's, luxury coaches and staff buses/coaches, all electric where possible. Drivers will be required who will need to be vetted and accredited in line with the security requirements of the particular event.

Contract value – up to £25 million over 3 years

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

FCDO will be the main Contracting Authority but the final contract will be open to other HMG departments. For details and a full list of Central Government Departments, their Executive Agencies and their Non Departmental Public Bodies (NDPBs), and any successors, please see Section VI.3 Additional Information of this notice

### **II.3) Estimated date of publication of contract notice**

4 October 2023

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## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**



The procurement is covered by the Government Procurement Agreement:  
Yes

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## Section VI. Complementary information

### VI.3) Additional information

#### INSTRUCTIONS ON HOW TO ACCESS OUR PROCUREMENT PORTAL AND HOW TO EXPRESS INTEREST IN THIS OPPORTUNITY

In order to participate and gain access to all documentation in relation to this procurement, potential suppliers should access the FCDO's e-procurement portal, JAGGAER, available via the link

<https://fcdo.bravosolution.co.uk/web/login.html>  
(<https://fcdo.bravosolution.co.uk/web/login.html>)

Once logged in, search for project reference project\_9453 / pqq\_143. The pqq\_1438 has a message capability to enable you to communicate with us and advise whether you are interested in Expressing an Interest. If a potential supplier is not registered on the portal, click the link above to be taken to the home page, click the "Click here to register!" button, and follow the on-screen instructions to complete registration.

Registration takes approximately 5 minutes and is free of charge.

#### Two-Factor Authentication (2FA)

Potential suppliers should note that two-factor authentication will be required to access the FCDO's e-procurement portal, JAGGAER, which requires Google Authenticator to be downloaded onto a mobile device. For more

information in relation to two-factor authentication, a guide can be accessed by clicking the link on the home page of the FCDO's e-procurement portal, JAGGAER.

#### Other Government Departments:

This requirement will be a One HMG contract with service provision available to all Central Government Departments, their Executive Agencies and their Non Departmental Public Bodies (NDPBs), and any successors.

Historically, only Partners Across Government (PAGs) on the overseas platform have required this or a similar service.

A list of all Central Government Departments, their Executive Agencies and their Non Departmental Public Bodies (NDPBs), and any successors, who may use this contract are listed below: -

Foreign, Commonwealth & Development Office

Bank of England

British Council

British Tourist Authority (trading as Visit Britain/Visit England)

Cabinet Office, including: - GCSI - Government Communication Service  
International - GDS: Government Digital Service

Centre for Environment, Fisheries & Aquaculture Science (CEFAS)

Crown Prosecution Service

Department for Business, Energy and Industrial Strategy\*

Department for Digital Culture Media and Sport

Department for Environment Food and Rural Affairs (DEFRA)

Department of Health & Social Care

Department for International Trade

Department for Transport, including: - Maritime and Coastguard Agency

Department of Work and Pensions

Financial Conduct Authority

Food Standards Agency

Her Majesty's Revenue and Customs

HM Treasury

Home Office, including: - HM Passport Office - Home Office International - Home

Office – International Operations [replaces BFI & IEI] - Return Logistics Operations

- Homeland Security Groups - UK Visas & Immigration

Intellectual Property Office

Manchester City Council

Medicines and Healthcare Products Regulatory Agency

Meteorological Office

Metropolitan Police

Ministry of Defence, including: - British Defence Section Washington -  
Defence Attaché Network - Defence Geographic Centre - UK Hydrographic  
Office

National Crime Agency

Office for National Statistics

Oil Pipeline Agency

UK Health Security Agency

UK Intelligence Community

UK Research & Innovation

Devolved Governments:

Invest Northern Ireland

The Executive Office, Northern Ireland

Scottish Enterprise, including: - Scottish Development International

Scottish Government

Welsh Government, including: - International Business Wales

\*Department for Business, Energy and Industrial Strategy existed until 2023  
when it was split to form the Department for Business and Trade (DBT), the

Department for Energy Security and Net Zero (DESNZ) and the Department for Science, Innovation and Technology DSIT). Responsibility for national security and investment policy has gone to the Cabinet Office.

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