

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:315017-2015:TEXT:EN:HTML>

**United Kingdom-Salford: Recruitment services
2015/S 173-315017**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

HM Revenue and Customs
Commercial Directorate, 5W Ralli Quays, 3 Stanley Street
Contact point(s): e.procurement@hmrc.gsi.gov.uk
For the attention of: James Power
M60 9LA Salford
UNITED KINGDOM
Telephone: +44 3000587827
E-mail: james.power@hmrc.gsi.gov.uk
Fax: +44 1618270028

Internet address(es):

General address of the contracting authority: www.hmrc.gov.uk
Electronic access to information: <https://sid4gov.cabinetoffice.gov.uk/login>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local sub-divisions

I.3) Main activity

Other: direct and indirect taxes

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes
Civil Service Resourcing
8th Floor South West Wing, Bush House, The Strand
WC2B 4RD London
UNITED KINGDOM

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Civil Service Work Experience Programme.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 22: Personnel placement and supply services
NUTS code UK

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

Recruitment services. Placement services of personnel. HM Revenue and Customs in conjunction with Civil Service Resourcing (CS Resourcing) require external organisations with the expertise, specialist contacts and networks to provide a service for attracting and selecting students from under-represented, lower socio-economic background between the ages of 16-18 to complete work experience placements during the summer holidays within various government departments in a number of locations in the United Kingdom with strong Civil Service presence including but not limited to London, Glasgow, Cardiff, Leeds, Manchester, Newcastle and Sheffield. The aim of the Civil Service Work Experience Programme is to contribute to the Civil Service diversity and inclusion agenda, improve social mobility and increase engagement with early talent within the target age group. The intention is to award the contract to a single supplier, but exceptionally division into Lots may take place and more than 1 contractor appointed.

II.1.6) **Common procurement vocabulary (CPV)**

79600000, 79610000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9) **Information about variants**

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The Civil Service Work Experience Programme requirements includes but not limited to the following:

1. Attraction and selection namely:

- Connection to network of schools to raise awareness of the programme,
- Implementing marketing campaign and provision of marketing materials,
- online application and initial sifting of submitted forms,
- interviews (telephone/teleconference/video submission) format to be agreed upon with Civil Service Resourcing,

— selection of at least 200 students in the 1st year of the contract.

2. Student liaison include but not limited to:

- Responding to student enquiries,
- Providing all information regarding the running of the placement,
- Setting up a forum for student discussion, e.g. through social media.

3. Administrative support to the Authority such as but not limited to:

- Organising logistics,
- Issuing joining instruction,
- Provision of regular progress update,
- Organising travel for the selected candidates,

— Evaluating the effectiveness of the programme.

The service provider shall provide a comprehensive information pack for selected candidates. The service provider shall encourage social mixing with other candidates completing placements in the same location and where applicable they shall encourage interns to attend organised evening events that will enrich their development and are relevant to the work experience, e.g. skills workshop, networking receptions.

Full details of the service requirements are included within the tender documentation.

Estimated value excluding VAT:

Range: between 200 000 and 600 000 GBP

II.2.2) Information about options

Options: yes

Description of these options: The Contracting Authority reserves the right to extend the contract for a period of 12 months.

II.2.3) Information about renewals

II.3) Duration of the contract or time limit for completion

Duration in months: 24 (from the award of the contract)

Information about lots

Lot No: 1

1) Short description

2) Common procurement vocabulary (CPV)

79600000

3) Quantity or scope

4) Indication about different date for duration of contract or starting/completion

5) Additional information about lots

Award of lots will be on an exceptional basis only as referred to at II.1.5)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

None.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

HMRC operates an Enterprise Resource Planning (electronic trading/ordering) system and has a Purchase Order Mandatory Policy. Successful tenderers will be required to provide information so that they can be adopted onto the system. Payment will be made by BACS within 30 days of receipt of a valid invoice.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Joint and several liability.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Any contract awarded will be subjected to the Authority's Conditions of Contract.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: As stated in Section VI.3) HMRC is using an e-sourcing (e-Tendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated that they have the necessary personal standing and are eligible and suitable to be awarded a public contract. Tenderers will therefore be required to provide a statement within an online 'selection questionnaire' as to whether any of the circumstances (relating to mandatory and discretionary grounds for exclusion) described in Regulation 57 and 58 of the Public Contracts Regulations 2015 apply. Revenue compliance will be considered and checks will be undertaken throughout the tendering exercise, using, as applicable, information from HMRC's own records. UK applicants will be required to provide their tax reference numbers: i.e. Value Added Tax registration number, PAYE collection reference and Corporation Tax or Self-Assessment reference, as applicable. Overseas or non-UK Tenderers will be required to submit a certificate of tax compliance obtained from the country in which they are resident for tax purposes. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate. Information may also be required in respect of sub-contractors who will prospectively be performing core or major elements of the requirement.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: As stated in Section VI.3) HMRC is using an e-sourcing (e-Tendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online 'selection questionnaire' that they have the necessary economic or financial capacity to perform the contract. Actual requirements will vary depending on the particular requirement or contractual opportunity, but as a minimum, the questionnaire will request the following information:

- 1) Audited accounts (to include balance sheet and statement of profit and loss) and/or similar financial statements or information;
 - 2) Statement of turnover in respect of the required goods and/or service only; and
 - 3) Details of Public Liability and Employers Liability Insurance (as applicable) and other relevant insurances.
- If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As stated in Section VI.3) HMRC is using an e-sourcing (e-Tendering) tool or application for this procurement. Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online 'selection questionnaire' that they have the necessary technical capacity to perform the contract. Actual requirements will vary depending on the particular requirement or contractual opportunity, but as a minimum, the questionnaire will request the following information:

- 1) details of the principal business areas(s) in which the company is engaged and its structure, site locations and facilities;
- 2) evidence of previous relevant experience in the last 3 years, demonstrating capacity and ability to provide the required goods and/or services, inclusive of dates, size/value of contract and customer address/contact names for reference purposes;
- 3) details of quality systems in place, including (if applicable) details and copy certification relating to formal accreditation held, such as BS, ISO or equivalent;
- 4) information relating to compliance with Health and Safety, Equalities and Environmental legislation; and
- 5) a list of professional associations or trade bodies to which the organisation or individuals in the organisation belong.

If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate.

Minimum level(s) of standards possibly required:

A full statement of requirement for the Civil Service Work Experience Programme will be attached to the event, however for tenders to be fully considered economic operators must be able to demonstrate:

- Their capability to provide all the key requirements listed in the tender documents;
- That their system and all supporting infrastructure will be hosted and controlled in the UK; and
- All data will be protected in accordance with Business Impact Level 3.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

III.3.2) **Staff responsible for the execution of the service**

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated below

1. Cost. Weighting 40
2. Technical Merit Service Requirement. Weighting 30
3. Technical Merit Management Activity. Weighting 10
4. Technical Merit Security and Business Continuity. Weighting 10
5. Technical Merit ICT Accessibility. Weighting 5
6. Social Environmental and Innovation. Weighting 5

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

15-PSCR-1164 Civil Service Work Experience Programme

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

IV.3.4) **Time limit for receipt of tenders or requests to participate**

12.10.2015 - 12:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 12.10.2015 - 12:00

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: HMRC will be using an e-sourcing (eTendering) tool/application for this procurement. This prevents any information provided by the applicant or tenderer from being viewed by the Authority until the e-sourcing event is closed. The e-sourcing (eTendering) application will display the closing date and time for this particular tendering exercise within the event. The close time will be the earliest point at which the HMRC nominated or a tender defined evaluation team member will be able to open and view the tender responses. Therefore, the opening time for tenders will coincide with the close date and time for the event and all tenders will become visible to the HMRC nominated or event defined tender evaluation team in any place that provides access to the e-sourcing tool/application at that time.

Section VI: Complementary information

VI.1) **Information about recurrence**

VI.2) **Information about European Union funds**

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 and the contract will be awarded on the basis of the most economically advantageous tender. Economic operators who wish to view the tender documentation electronically can do so on the Contracts Finder website: <https://sid4gov.cabinetoffice.gov.uk/login> HMRC is conducting this tendering exercise under the OJEU open procedure and is using an e-sourcing (eTendering) tool/application to allow economic operators to submit their tender. (Information about the e-sourcing application and about supplying to HMRC in general, is available on the HMRC website: www.hmrc.gov.uk/about/supplying.htm). Economic operators who require access to the online e-sourcing tool/application tender documentation including the questionnaires must send an email to e.procurement@hmrc.gsi.gov.uk any time up to, but no later than 12:00 on 5.10.2015. This email should contain:

- a. the contract reference shown in Section IV.3.1) (File Reference);
- b. a contact email address;
- c. a contact name; and
- d. the company name and contact telephone number.

Economic operators who have complied with the foregoing will receive details of how to access the online tender documentation. (If an email response from HMRC is not received within 1 working day of your request, recontact: e.procurement@hmrc.gsi.gov.uk (after first checking your spam inbox) notifying non-receipt and confirming when the request was first made). Online tender documentation must be fully completed (and any requested associated hardcopy documents received by HMRC) no later than 12:00 on 12.10.2015. Tender documentation not submitted in the required form (or containing the requested information) may be rejected. (When requesting access to the online Tender documentation, please notify the Authority if you have any accessibility issues (disabilities) which may prevent you from providing a high quality response using the e-sourcing application. This will then allow HMRC to agree with you an appropriate format for you to view and respond to the requirements). All communications shall be in English. Tenders, when invited, and all supporting documentation must be priced in Sterling and all payments under the contract will be in Sterling. Any contract or agreement resulting from the Invitation to Tender will be considered as a contract made in England according to English Law and subject to the exclusive jurisdiction of the English Courts. The Awarding Authority does not bind itself to accept any tender and reserves the right to accept any part of the tender unless the tenderer expressly stipulates to the contrary.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=159115570>

GO Reference: GO-201593-PRO-7018072.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

See VI.4.2)

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: HMRC will incorporate a minimum 10 calendar day standstill period at the time the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. Such additional information should be requested from the address at I.1) Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Authority to amend any document and may award damages. If the contract has been entered into, the Court may only award damages.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**

3.9.2015