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CONTRACT NOTICE

Section I: Contracting authority

Name, addresses and contact point(s)

Official name Skills Funding Agency	**National ID**	
Postal address Cheylesmore House, Quinton Road		
Town Coventry	**Postal code** CV1 2WT	**Country** UK
Contact point(s) For the attention of Procurement Services Team	**Telephone** +44 8450194170	
E-mail Procurementhelp@sfa.bis.gov.uk	**Fax** +44 2476823675	

Internet address(es) if applicable
General address of the contracting authority URL
www.gov.uk/.../department-for-business-innovation-skills
Address of the buyer profile URL
Electronic access to information URL
Electronic submission of tenders and requests to participate URL
Please use Annex A to provide more detailed information

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

Authority
■ Body governed by public law

Other (please specify)
_____

Activity
❑ General public services
❑ Defence
❑ Public order and safety
❑ Environment
❑ Economic and financial affairs
❑ Health
❑ Housing and community amenities
❑ Social protection
❑ Recreation, culture and religion
■ Education

Other (please specify)

The contracting authority is purchasing on behalf of other contracting authorities

■ no

Section II: Object of the contract

II.1) Description

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

To procure the services of organisations to improve the Labour Market Relevance of Education & Training Systems on behalf of The Secretary of State for Business, Innovation and Skills
acting through the Skills Funding Agency (SFA) for delivery in the North East LEP Area

II.1.2) Type of contract and location of works, place of delivery or of performance (choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s))

■ Services

Type

Type

Service category No: (Please see Annex C1 for service categories)

■ 24: Education and vocational education services

Main site or location of works, place of delivery or of performance:

NUTS code

Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

■ The notice involves a public contract

The notice involves the setting up of a dynamic purchasing system (DPS)

❑ The notice involves the setting up of a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

❑ The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement (if applicable)

Number

_____

or (if applicable) maximum number of participants to the framework agreement envisaged

_____

Duration of the framework agreement

Duration in years

_____

or in months:

_____

Justification for a framework agreement, the duration of which exceeds four years:

_____
_____
_____

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT:

_____

or Range: between

_____

and

_____

Currency:

Frequency and value of the contracts to be awarded: (if known)

_____
_____
_____

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

The SFA is looking to procure an organisation to deliver education and training that best support the needs of local employers and employees in the LEP area.

II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary if applicable
Main object	80000000	

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

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

■ yes

II.1.8) Lots (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:

■ no

II.1.9) Variants will be accepted

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope: (including all lots, renewals and options, if applicable)

_____
_____
_____

(if applicable, give figures only) Estimated value excluding VAT:

_____

or Range: between

_____

and

_____

Currency:

II.2.2) Options (if applicable)

■ yes

(if yes) Description of these options:

As indicated within the Contract for Services included within this Invitation to Tender, the Contract may be extended for up to a maximum of 12 months

(if known) Provisional timetable for recourse to these options:

in months:

_____

or in days: (from the award of the contract)

_____

II.2.3) Information about renewals (if applicable)

This contract is subject to renewal

Number of possible renewals: (if known)

_____

or

Range: between

_____

and

_____

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months:

_____

or in days (from the award of the contract):

_____

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

Duration in months:

_____

or in days: (from the award of the contract)

_____

or Starting (dd/mm/yyyy)

_____

Completion (dd/mm/yyyy)
31/03/2018

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required: (if applicable)

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

All successful bidders will have to have had their Financial Health checked by the SFA following its procedures shown on its website

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

At the time of contract award all organisations seeking to be considered for a contract must be a legal entity

III.1.4) Other particular conditions (if applicable)

The performance of the contract is subject to particular conditions

(if yes) Description of particular conditions:

_____

_____

_____

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:

Once you have been invited into the Tender you will receive an email alert advising you to sign on to the SFA e-tendering portal with your normal Username and Password. You access the My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the ITT Details' box . Responding to the tender - Click 'My Response' under ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk but please note neither of these will be able to offer any advice on the service being procured, this is only available by using the online message board.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met:

Minimum level(s) of standards possibly required: (if applicable)

_____

_____

_____

III.2.3) Technical capacity

Information and formalities necessary for evaluating if the requirements are met:

Minimum level(s) of standards possibly required: (if applicable)

Candidates must appear on the Register of Training Organisations published in April 2016 and have indicated they are interested in delivering education & training services to the LEP area

III.2.4) Information about reserved contracts (if applicable)

❑ The contract is restricted to sheltered workshops

❑ The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession

(if yes) Reference to the relevant law, regulation or administrative provision:

_____

_____

_____

III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

■ Restricted

Justification for the choice of accelerated procedure:

_____
_____
_____

Some candidates have already been selected (if appropriate under certain types of negotiated procedures)

(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

Justification for the choice of accelerated procedure:

_____
_____
_____

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators

_____

or Envisaged minimum number

_____

and (if applicable) maximum number

_____

Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))

■ The most economically advantageous tender in terms of

■ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

	Criteria	Weighting

IV.2.2) An electronic auction will be used

(if yes, if appropriate) Additional information about electronic auction:

_____
_____
_____

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority: (if applicable)

_____
_____
_____

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

if yes

Notice number in the OJEU:
_____

of (dd/mm/yyyy)
_____

Other previous publications (if applicable)

Notice number in the OJEU:
_____

of (dd/mm/yyyy)
_____

Notice number in the OJEU:
_____

of (dd/mm/yyyy)
_____

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document in the case of a competitive dialogue

Time limit for receipt of requests for documents or for accessing documents

Date (dd/mm/yyyy):
_____

Time
_____

Payable documents

(if yes, give figures only) Price:
_____

Currency

Terms and method of payment:

_____

_____

_____

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

Date (dd/mm/yyyy):
08/08/2016

Time:
17:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

_____

Language(s) in which tenders may be drawn up

ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV	BG	GA	RO
❑	❑	❑	❑	❑	❑	■	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

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

until: (dd/mm/yyyy)

_____

or Duration in months:

_____

or in days (from the date stated for receipt of tender):

_____

IV.3.8) Conditions for opening tenders

Date (dd/mm/yyyy):

_____

Time:

_____

Official name

_____

National ID

_____

For the attention of

_____

Postal address

_____

Town

_____

Postal code

_____

Country

(if applicable) Place:

_____
_____
_____

Persons authorised to be present at the opening of tenders (if applicable)

list of person

_____
_____
_____

Section VI: Complementary information

VI.1) This is a recurrent procurement (if applicable)

(if yes) Estimated timing for further notices to be published:

_____
_____
_____

VI.2) The contract is related to a project and/or programme financed by European Union funds

(if yes) Reference to project(s) and/or programme(s):

_____
_____
_____

VI.3) Additional information: (if applicable)

The Contracting Authority intends to use an eTendering system in this procurement exercise

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

Official name	National ID	
Postal address		
Town	Postal code	Country
E-mail	Telephone	
Internet address: (URL)	Fax	

Body responsible for mediation procedures (if applicable)

Official name	National ID

Postal address		
Town	Postal code	Country
E-mail	Telephone	
Internet address: (URL)	Fax	

VI.4.2) Lodging of appeals (please fill in heading VI.4.2 or if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

You should note that there is no separate right of appeal against the award decisions made. However if you consider that the SFA has not followed the published process or the decision made is unreasonable, you are able to make a complaint under the SFA’s complaints procedure which can be accessed at : www.gov.uk/government/organisations/skills-funding-agency/about/complaints-procedure

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

Official name	National ID	
Postal address		
Town	Postal code	Country
E-mail	Telephone	
Internet address: (URL)	Fax	

VI.5) Date of dispatch of this notice (dd/mm/yyyy):

_____

Annex A

Additional addresses and contact points