

How to express an interest

The Home Office uses an eSourcing toolkit to enable its sourcing activities to be conducted over the internet. In order to express an interest and to gain access to the procurement documents potential bidders are required to follow the steps set below.

Step 1

Any organisation intending to submit an expression of interest must be registered (unless your organisation is already registered) as a supplier with the Crown Commercial Service (CCS) eSourcing Portal. (See the time line for expressing interest below).

To register, visit the portal's login page at <https://gpsesourcing.cabinetoffice.gov.uk> by clicking on the Register for CCS eSourcing link on the portal homepage.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service Helpdesk: +44 345 010 3503 or email: supplier@ccs.gsi.gov.uk

Please note that before potential suppliers can be provided with further information regarding this project they will be required to sign a Non Disclosure Agreement (NDA) and return it to the Home Office.

Step 2

Once potential suppliers are registered on the CCS portal, they are required to email: travelservicesprocurement@homeoffice.gsi.gov.uk following which they will be linked to the event entitled 'Travel Services Procurement Project (NDA)' which will enable them to gain access to the NDA. In their email: travelservicesprocurement@homeoffice.gsi.gov.uk potential suppliers should include following details:

- Their full name(s),
- The full name and contact details (e-mail address and telephone number) of the person (who is registered on the CCS portal) with whom the Home Office can communicate on this matter.

Once they have obtained access to the NDA event, the potential suppliers should read the NDA instructions; then sign and submit the NDA to the Home Office via the CCS portal as soon as possible.

Step 3

Once the NDA is submitted, potential suppliers should send an email entitled 'Travel Services Procurement Project – RFI' to travelservicesprocurement@homeoffice.gsi.gov.uk confirming submission of the NDA. Once the email confirmation is received the Home Office will check the NDA

on order to link the organisation to the event on CCS portal where the Request for Information (RFI) documentation will be available.

If your organisation is proposing to submit bids under more than one entity i.e. as a Sole Provider and Joint Venture you will need to ensure that your organisation is multi-registered on the eSourcing portal.

If your organisation is only proposing to place a single bid type i.e. as either a Sole Provider, Joint Venture or Consortium you have NO need to multi-register but MUST inform us of which entity you will be responding under.

Organisations who have complied with the foregoing will receive details of how to access and complete the online request for information (RFI).

RFI clarification request must be submitted no later than 8.4.2016, 11:00 BST.

Any expressions of interest not submitted in the required form (or containing the requested information) may be rejected.

Bidders should note that the Authority regards evaluation of tenders as a continuous process right up to award of contract. Due consideration will be given to any relevant factors that come to light during this process and further information may be sought at any time.

In the event of an unsatisfactory finding at any stage in the evaluation process, the Authority reserves the right to disqualify the organisation concerned from the competition without compensation.