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**United Kingdom-London: Employee relocation services
2016/S 158-286750**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Transport for London (Commercial Services)
Windsor House 42-50 Victoria St.
SW1H 0TL London
United Kingdom

Internet address(es):

General address of the contracting authority: www.tfl.gov.uk

Address of the buyer profile: <http://www.tfl.gov.uk>

Electronic access to information: <http://eprocurement.tfl.gov.uk>

Electronic submission of tenders and requests to participate: <http://eprocurement.tfl.gov.uk>

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

Regional or local authority

I.3) Main activity

Other: Transport

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

Section II: Object of the contract

II.1) Description

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

TfL 92177 Relocation Services.

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

Services

Service category No 27: Other services

NUTS code

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)

TfL 92177 Relocation Services A Service Provider is required to primarily provide international relocation services to support each TfL employee who will be temporarily relocating to Toronto. The main relocation

support that will be required includes but is not limited to; accommodation, utilities and car services. The Service Provider may also be required to provide relocation services to other destinations on request from TfL.

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

79613000, 79000000

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

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

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

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

Estimated value excluding VAT: 300 000 GBP

II.2.2) **Information about options**

II.2.3) **Information about renewals**

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

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

If required, this would be in the tender documents in the second stage.

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

If required, this would be in the tender documents in the second stage.

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

If required, this would be in the tender documents in the second stage.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

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

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

III.2.3) **Technical capacity**

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

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

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

Execution of the service is reserved to a particular profession: no

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

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Restricted

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

Envisaged minimum number 3: and maximum number 5

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 in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:**

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

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**

15.9.2016 - 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**

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

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

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

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

This opportunity is on the European Dynamics Portal which can be found at:

1) <https://eprocurement.tfl.gov.uk/epps>

2) Your organisation may need to register if your company has not yet done so <https://eprocurement.tfl.gov.uk/epps/>

3) The opportunity is called TfL 92177.

Any further questions must be dealt with via the help-desk (or by e mail through the portal). tfl-eproc-helpdesk@eurodyn.com

Telephone: +44 8000740503.

a)Transport for London (TfL) is a complex organisation operating both as an executive agency of the Greater London

Authority (GLA) under the direction of the Mayor of London and as provider of transport services. The scope of the proposed

services may encompass activities within the scope of Directive 2014/24/EU. The services may be provided to TfL and/or its

subsidiaries and may also encompass London Regional Transport (LRT) and/or the GLA and any of the functional bodies.

b) Further information on TfL may be found at www.tfl.gov.uk and <https://www.tfl.gov.uk/corporate/publications-and-reports/>

procurement-information

c) Contract(s) may be awarded to the successful contractor by any part of TfL and/or any of its subsidiaries.

d) The awarding authority reserves the right withdraw from the procurement process and/or not to award any contract as

a result of the competition called tot by this notice and the awarding authority shall not be liable for any costs or expenses

incurred by any candidates in considering and/or responding to the procurement process.

e) All discussions and meetings will be conducted in English. Tenders and supporting documents must be priced in GBP

and all payments under the contract will be made in sterling.

g) TfL may interview any or all companies who express an interest in tendering for this work.

VI.4) **Procedures for appeal**

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

VI.4.2) **Lodging of appeals**

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

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

16.8.2016