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**CONTRACT NOTICE**

**Section I: Contracting authority**

**Name, addresses and contact point(s)**

<b>Official name</b> Skills Funding Agency	<b>National ID</b>	
<b>Postal address</b> Cheylesmore House, Quinton Road		
<b>Town</b> Coventry	<b>Postal code</b> CV1 2WT	<b>Country</b> UK
<b>Contact point(s)</b> For the attention of Responsible Officer Senior	<b>Telephone</b> +44 8450194170	
<b>E-mail</b> procurementhelp@sfa.bis.gov.uk	<b>Fax</b> +44 2476823675	

**Internet address(es) if applicable**

General address of the contracting authority URL

<https://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)**

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**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 act as grant co-ordinating bodies on behalf of the The Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA)

**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)**

27: Other 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**

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

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**Duration of the framework agreement**

**Duration in years**

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**or in months:**

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

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

**Estimated value excluding VAT:**

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**or Range: between**

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and

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Currency:

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

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

The SFA is seeking to procure the services of Grant Co-ordinating Bodies for the operational management and issue of ESF Community Grants that meet the needs/priorities of Liverpool Local Enterprise Partnership requiring this activity

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

	Main vocabulary	Supplementary vocabulary if applicable
Main object	79400000	
Additional object(s)	79420000	

**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**

no

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

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

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

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**or Range: between**

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**and**

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**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:**

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

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**II.2.3) Information about renewals (if applicable)**

This contract is subject to renewal

Number of possible renewals: (if known)

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or

Range: between

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and

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

in months:

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

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

Duration in months:

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

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or Starting (dd/mm/yyyy)

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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:

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**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:**

Suppliers Instructions How to Express Interest in this Tender~: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://skillsfundingagency.bravosolution.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQOs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQOs/ 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 'PQQ/ ITT

Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ 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 PQQ/ 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.

### 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)

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### 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)

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### 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:

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**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**

- Open

**Justification for the choice of accelerated procedure:**

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**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:**

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**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**

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or Envisaged minimum number

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and (if applicable) maximum number

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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

no

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

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**IV.3) Administrative information**

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

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

if yes

**Notice number in the OJEU:**

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**of (dd/mm/yyyy)**

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**Other previous publications (if applicable)**

**Notice number in the OJEU:**

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**of (dd/mm/yyyy)**

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**Notice number in the OJEU:**

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**of (dd/mm/yyyy)**

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**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):**

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**Time**

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**Payable documents**

**(if yes, give figures only) Price:**

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**Currency**

**Terms and method of payment:**

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

**Date (dd/mm/yyyy):**

22/04/2016

**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)**

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**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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					

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

**until: (dd/mm/yyyy)**

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**or Duration in months:**

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

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

**Date (dd/mm/yyyy):**

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**Time:**

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**Official name**

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**National ID**

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**For the attention of**

---

**Postal address**

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**Town**

---

**Postal code**

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**Country**

**(if applicable) Place:**

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

**list of person**

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**Section VI: Complementary information**

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

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

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

yes

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

ESIF 2014 to 2020 Programme

**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](http://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):**

18/03/2016

**Annex A**

**Additional addresses and contact points**

