

UK-London: business and management consultancy services

2009/S 22-031670

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

British Council, 10 Spring Gardens, Contact: Joanna Moffatt, Marketa Zaoskoufis, Attn: Brian D'Mello, UK-London SW1A 2BN . Tel. +44 2073894646. E-mail: brian.dmello@britishcouncil.org.

Internet address(es):

General address of the contracting authority: www.britishcouncil.org.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: British Council, 10 Spring Gardens, Contact: Joanna Moffatt, Marketa Zaoskoufis, Attn: Brian D'Mello, UK-London SW1A 2BN . Tel. +44 2073894646. E-mail: brian.dmello@britishcouncil.org. URL: <https://www.in-tendhost.com/britishcouncil>.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

Other: Registered Charity.

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:

Cost Of Living Allowance and Location Allowance Contract.

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

Services.

Service category: No 11.

Main place of performance: UK.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

The British Council is seeking to contract a supplier who will advise on the appropriate levels of COLA and Location Allowance to be paid to our expatriate staff. The contractor will be required to carry out research and data collection in all our countries of operation and to have the international reach and reputation to validate the recommendations made on the basis of that research.

Cost of Living Allowance is paid in order to meet the difference in cost of living between the UK and the country of posting.

Location Allowance reflects the level of hardship of the location of posting.

- II.1.6) **Common procurement vocabulary (CPV):**
79410000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
Yes.
- II.1.8) **Division 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:**
- II.2.2) **Options:**
No.
- II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**
Duration in months: 24 months with an option to extend for a further 24 months (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

- III.1) **CONDITIONS RELATING TO THE CONTRACT**
- III.1.1) **Deposits and guarantees required:**
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable).
No special legal form is required but each supplier will be required to become jointly and severally responsible for the contract before acceptance.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
No.
- 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 requirements are met: Contractors will be required to register with <https://www.in-tendhost.com/britishcouncil> to take part in the tender process.
Once registered, contractors must re enter the site, go to their tenders and down-load the relevant pre-qualification questionnaire, complete it and upload it. Instructions can be downloaded from <https://www.in-tendhost.com/britishcouncil>.
Means of proof required. These conditions are outlined in the pre-qualification questionnaire. Please apply for the questionnaire, fill it out correctly and return it to the address in I.1.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met: Means of proof required. These conditions are outlined in the pre-qualification questionnaire. Please apply for the questionnaire, fill it out correctly and return it to the address in I.1.
- III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: Means of proof required. These conditions are outlined in the pre-qualification questionnaire. Please apply for the questionnaire, fill it out correctly and return it to the address in I.1.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities 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: 5. Maximum number: 8

Objective criteria for choosing the limited number of candidates: Evaluation of the PQQ.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no.

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

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

2. Global Network and Reputation. Weighting: 18 %.

3. Track record and experience. Weighting: 16 %.

4. Pricing. Weighting: 13 %.

5. Clarity of solutions. Weighting: 13 %.

6. Customer Service. Weighting: 12 %.

7. Data provision in appropriate format. Weighting: 11 %.

8. User friendly website. Weighting: 7 %.

9. Added value. Weighting: 5 %.

10. Flexibility. Weighting: 4 %.

11. Dedicated account manager. Weighting: 1 %.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

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

HR/HRSRV/2009/27.

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

No.

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

Payable documents: no.

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

9.3.2009 - 17:00.

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

18.3.2008.

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 tenders:**

Date: 28.4.2009 - 10:00.

Persons authorised to be present at the opening of tenders: no.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

VI.4) **PROCEDURES FOR APPEAL**

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

UK-.

Body responsible for mediation procedures:

UK-.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: The British Council will incorporate a minimum 10 calendar day standstill period at the point information on 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. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the address in listed in part 1.1.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). 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:**

UK-.

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

2.2.2009.