

**CONTRACT FOR**

**THE PROVISION OF BANKING SERVICES**

**IN THE LONDON BOROUGH OF REDBRIDGE**

**FOR THE PERIOD**

**1ST APRIL 2019 TO 31st MARCH 2026**

The Council of the London Borough of Redbridge (“the Authority”) invites suitably qualified and experienced organisations to Tender for the Contract for theProvision of Banking Services in the London Borough of Redbridge (“the Contract”).

The Contract will commence on 1 April 2019 and, subject to satisfactory performance, will operate for a period of seven (7) years, terminating at midnight on 31 March 2026 (“the Contract Period”). At the sole discretion of the Authority and subject to the satisfactory performance of the provider the Contract Period may be extended for up to three (3) years (in such period or periods as the Authority deems appropriate) providing a total possible Contract Period to midnight on 31 March 2029.

The Service to be provided pursuant to the Contract includes, but not exclusively, maintaining a number of bank accounts for specific purposes, including the Authority’s main accounts for processing of BACS payments and receiving income as well as school bank accounts, appointeeship accounts and accounts for East London Waste Authority and the Redbridge Pension Fund. The requirements of the Service will also include the use of procurement cards and other electronic methods of payment. The organisation awarded the Contract will accept that the Services covered by the Contract shall be flexible over the Contract Period to allow for changes to the banking requirements that may occur during the Contract Period and to reflect changes to the Authority’s banking processes, such as the increased use of procurement cards and other electronic methods of payment as the Authority moves towards becoming cashless.

Organisations are advised that the Contract will be subject to the appointed organisation’s own term and conditions and, as such, organisations are required to submit their terms and conditions as part of their Tender. However, organisations shall accept that the Authority shall be permitted to make reasonable adjustment to such terms and conditions. If the organisation awarded the Contract does not accept the Authority amending the organisation’s standard terms and conditions the Authority reserves the right to withdraw the award of the Contract.

Organisations submitting a Tender shall be experienced in providing similar services to those covered by the Contract and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their technical capability and other general information. This information will be assessed to establish that the organisation is technically capable of undertaking a contract of this nature. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire.

Organisations shall be aware that only Organisations who satisfy the minimum requirements of the Questionnaire, shall go on to be evaluated in accordance with the Contract Evaluation Criteria of Technical Ability and Quality (65%) and Price (35%) as detailed more fully in the Evaluation Criteria section of the Tender Documents (Volume C).

The Contract Documents comprise of the following:

* Instructions for the Submission of a Tender;
* Specification (Volume B); and
* Tender Documents (Volume C) (incorporating Appendix 1 Pricing Schedule as a separate Excel Spreadsheet).

The Contract Documents are available from [www.londontenders.org](http://www.londontenders.org). To obtain the Contract Documents:

* Register your organisation free of charge at [www.londontenders.org](http://www.londontenders.org);
* Await acceptance. You will receive an e-mail confirming your username and password for the London Tenders Portal;
* Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
* After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
* Then follow the guidance contained in the Instructions for Submission of a Tender;
* All Tenders must be submitted via the London Tenders Portal.

**The closing date for receipt of tenders is 16:00 hours (4:00 p.m.) on Tuesday 23rd October. The Authority reserves the right to exclude any tenders received after this date and time.**

**A contract notice in respect of the Contract was dispatched to the Office for the Official Journal of the European Union on (INSERT DATE).**