

# **CONTRACT FOR THE PROVISION OF FALLS PREVENTION SERVICE ON BEHALF OF THE LONDON BOROUGH OF REDBRIDGE**

## **FOR THE PERIOD:**

**1<sup>ST</sup> APRIL 2022 – 31<sup>ST</sup> MARCH 2025 WITH AN OPTION TO EXTEND FOR A FURTHER 24 MONTHS UNTIL 31<sup>ST</sup> MARCH 2027**

The Council of the London Borough of Redbridge ("the Authority") are seeking Tenders from suitably experienced and qualified organisations for the contract for the provision of Falls Prevention Service.

The Contract shall commence on 1<sup>st</sup> April 2022 and shall continue up to and including 31<sup>st</sup> March 2025 with an option to extend for a further 24 months until 31<sup>st</sup> March 2027 ("the Contract Period").

The Falls Prevention service is commissioned in Redbridge as evidence demonstrates that people aged 65 years and older are at an increased risk of falling, with 30% of people over the age of 65 and 50% of people over the age of 80 falling at least once a year. Falls prevention services aim to reduce people's chance of falling by tackling risk factors, improving strength and balance allowing people to remain well and live independently at home.

The total contract value, over the potential five-year contractual period, is estimated to be £270,000.00. The estimated contract value per annum is £54,000.00. The Open Procedure is to be used and is in direct relation to Prior Information Notice reference [2021/S 000-016464](#).

### **Evaluation Criteria:**

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Full details of how the Authority will evaluate the Selection Questionnaire are contained in Volume C: Invitation to Tender

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. The requested annual turnover must be achieved in each of the last two (2) years of trading. In this instance the Authority has set the financial thresholds for the Contract as £19,440.00.

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in Volume C: Invitation to Tender

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Technical Ability and Quality
- Price Schedule assessed for value for money

A full breakdown of the Evaluation Criteria is contained in Volume C: Invitation to Tender.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 ("TUPE") will apply to this Contract.

Bidders requiring the TUPE information from the current supplier are required to sign and return to the Authority via the Procurement Portal the TUPE Undertaking of Confidentiality Document available on the Procurement Portal.

Upon receipt of the signed documentation, TUPE information will be issued through the Procurement Portal to that Bidder. Any bid submitted without consideration of TUPE implications will be deemed as non-compliant and will not be evaluated.

### **Contract Documents:**

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender
- Volume A: Conditions of Contract
- Volume B: Specification
- Volume C: Invitation to Tender
- Appendix 1: Certificates
- Appendix 2: Certificates
- Appendix 3: SQ Explanatory Document
- Appendix 4: Selection Questionnaire
- Appendix 4: Selection Questionnaire – Financial Assessment
- Appendix 5: Award Criteria
- Appendix 6: Method Statements
- Appendix 7: Financial Submission
- Appendix 8: Social Value Submission
- Appendix 9: TUPE

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- 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.**

All Tenders shall be submitted in accordance with the Instructions for Submission of a Tender and must be submitted by no later than **12:00 Hours (12:00 noon) on Wednesday 3<sup>rd</sup> November 2021.**

A Contract Notice in respect of this Contract was dispatched to the Find a Tender portal on Wednesday 29<sup>th</sup> September 2021.