

TITLE OF REPORT: Tenders for the Supply of Goods and Services

REPORT OF: Mike Barker, Strategic Director Corporate Services and Governance

Purpose of the Report

1. The purpose of this report is to ask Cabinet to consider the tenders received for the contract for the Provision of Payment Card Services.
2. The background to the contract is set out in appendix 1.

Proposal

3. Cabinet is asked to agree the recommendations below.

Recommendation

4. It is recommended that Cabinet agree the tender from Allpay Ltd, Whitestone, Hereford, be accepted for the contract for the Provision of Payment Card Services for a 24 month period commencing 1 October 2017 with the option to extend for a further 2 x 12 month periods.

For the following reason:

A comprehensive evaluation of the tenders received has been undertaken. The recommended tender is the most economically advantageous tender submitted.

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APPENDIX 1

Policy Context

1. The contract for the provision of Payment Card Services has been organised in accordance with the Council's Consolidated Procurement Policy.

Background

2. The contract is being arranged on behalf of Corporate Resources and The Gateshead Housing Company (TGHC).
3. The contract is for a 24 month period commencing 1 October 2017 with the option to extend for a further 2 x 12 month periods.
4. The contract is to provide residents and businesses in Gateshead with the facility to make payments to the Council and TGHC in cash, by cheque or using debit or credit cards, accessing a national network of payment facilities including the Post Office and PayPoint outlets. The estimated annual value of the contract is £114,000.
5. Tenders were received from the following companies:

Allpay Limited, Whitestone, Hereford
Capita Business Services Limited, London

6. A comprehensive evaluation of the tenders has been undertaken against the following criteria:
 - Mandatory requirements: Grounds for Exclusion, Modern Slavery Act 2015, Insurance, Health and Safety, Environmental Management, Compliance with Equality Legislation and Technical and Professional Ability.
 - Methodology: Implementation Plan, Network Coverage, Outlet Security, Payment methods, Contract Management and Aftersales Service, Provision of Payment Cards
 - Technical Solution: Data Security and Resilience, Clearing of Funds, Interface with Council Systems
 - Price: Breakdown of All Costs Associated with the Provision of the Service
 - Added Value: Additional valued Added Services and Future Developments

Consultation

7. There has been no external consultation.

Alternative Options

8. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives; therefore there are no alternative options.

Implications of Recommended Option

9. Resources:

a) Financial Implications – The Strategic Director, Corporate Resources confirms that funding for this contract will be met from existing resources.

b) Human Resources Implications – Nil

c) Property Implications - Nil

10. Risk Management Implication – Nil

11. Equality and Diversity Implications – The recommended tenderer meets the legal obligations of the Equality Act 2010.

12. Crime and Disorder Implications – Nil

13. Health Implications - Nil

14. Sustainability Implications – Nil

15. Human Rights Implications - Nil

16. Area and Ward Implications -Nil

Background Information

17. The documents that have been relied on in the preparation of the report include:
The received tenders.