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Tender

## **Haberdashers' Aske's Federation Trust HR & Payroll software provision**

Haberdashers' Aske's Federation Trust

F02: Contract notice

Notice identifier: 2023/S 000-001316

Procurement identifier (OCID): ocds-h6vhtk-0397ee

Published 16 January 2023, 4:00pm

The closing date and time has been changed to:

**15 February 2023, 8:00am**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Haberdashers' Aske's Federation Trust

Haberdashers' Hatcham College Pepys Road

London

SE14 5SF

#### **Email**

[procurement@keystoneknowledge.com](mailto:procurement@keystoneknowledge.com)

#### **Telephone**

+44 1332278032

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.habstrustsouth.org.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42866](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42866)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Haberdashers' Aske's Federation Trust HR & Payroll software provision

#### **II.1.2) Main CPV code**

- 79211110 - Payroll management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Payroll bureau services for the whole organisation and provision of HR software to facilitate effective HR management

#### **II.1.5) Estimated total value**

Value excluding VAT: £100,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems
- 72212450 - Time accounting or human resources software development services

#### **II.2.3) Place of performance**

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

Haberdashers' Aske's Foundation Trust

Haberdashers' Hatcham College

Pepys Road

London SE14 5SF

#### **II.2.4) Description of the procurement**

Provision of a payroll bureau for nine academies and HR software to facilitate effective HR management, including HRIS, recruitment, training, appraisal and casework management.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £100,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend contract length by 24 months

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

Demonstrable experience of payroll bureau provision, and knowledge of the education pension schemes, including Teachers Pension Scheme, and the Local Government Pension Scheme

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

10 February 2023

Local time

12:00pm

Changed to:

Date

15 February 2023

Local time

8:00am

See the [change notice](#).

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 14 April 2023

**IV.2.7) Conditions for opening of tenders**

Date

10 February 2023

Local time

5:00pm

Place

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Information about authorised persons and opening procedure

online at [www.mytenders.co.uk](http://www.mytenders.co.uk)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=227958](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=227958).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:227958)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>