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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

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

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

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

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

Information about authorised persons and opening procedure

online at www.mytenders.co.uk

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.

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.

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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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