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Tender

CITB Recruitment Framework

Construction Industry Training Board

F02: Contract notice

Notice identifier: 2023/S 000-001337

Procurement identifier (OCID): ocds-h6vhtk-039800

Published 16 January 2023, 7:05pm

Section I: Contracting authority

I.1) Name and addresses

Construction Industry Training Board

Sand Martin House, Bittern Way, Fletton Quays

Peterborough

PE2 8TY

Contact

David Norfolk

Email

david.norfolk@gov.sscl.com

Telephone

+44 7935076443

Country

United Kingdom

Region code

UK - United Kingdom

National registration number

United Kingdom

Internet address(es)

Main address

www.citb.co.uk

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Recruitment-services./P6H22A9K4Y>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

CITB Recruitment Framework

Reference number

PROC2022040

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

CITB wishes to procure a Framework of suppliers to support the recruitment process, seeking support at all levels up to Executive level. This will be for permanent, fixed term and contractor roles within CITB. CITB is inviting expressions of interest from organisations that would be interested in signing up to a CITB Recruitment Framework.

The Framework is open to any organisation that can meet CITB requirements, however only organisations who express an interest by Wednesday 15th February 2023 will be invited to progress to tender.

II.1.5) Estimated total value

Value excluding VAT: £800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

II.2.4) Description of the procurement

CITB wishes to procure a Framework of suppliers to support the recruitment process,

seeking support at all levels up to Executive level. This will be for permanent, fixed term and contractor roles within CITB.

CITB is inviting expressions of interest from organisations that would be interested in signing up to a CITB Recruitment Framework on the CITB terms outlined above and in the uploaded Framework Agreement.

The Framework is open to any organisation that can meet CITB requirements, however only organisations who express an interest by Wednesday 15th February 2023 will be invited to progress to tender.

Suppliers successfully appointed onto the Framework will be expected to

- Source suitable candidates in line with job descriptions, experience and qualifications desired by CITB
- Meet with candidates either f2f or via teams before presenting them to CITB
- Vet candidates. CITB will carry out full vetting process for permanent and FTC candidates, however for temporary appointments the expectation is the agency would complete all relevant vetting (references, HMRC checks, DBS/PVG where required for specific roles)
- Prepare candidates for interviewing with CITB
- Recruiters will need to sign up to CITB Terms and Conditions. CITB require multiple suppliers signed up to provide options and flexibility. Suppliers will be paid upon the successful recruitment of each candidate (50% on start, 50% after 3-month probation). CITB are looking for recruiters to provide a % fee.

The Contract will be awarded for a period of 3 years with the option to extend for a further 12 months subject to review.

Further information in relation to the minimum service requirements will be set out in the procurement and Contract documentation which will be available when the process opens in February 2023.

The level of interest received will dictate next steps. Further details will be communicated to all interested suppliers with a proposed timeline upon completion of the EOI stage.

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: £800,000

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

CITB will review the requirement on a regular basis to decide whether the Recruitment Framework will be renewed upon it's expiry.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 20

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

II.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/P6H22A9K4Y>

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

15 February 2023

Local time

5:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

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

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Recruitment-services./P6H22A9K4Y>

To respond to this opportunity, please click here:

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GO Reference: GO-2023116-PRO-21924453

VI.4) Procedures for review

VI.4.1) Review body

Construction Industry Training Board

Bircham Newton

King's Lynn

PE31 6RH

Email

citb-procurement@gov.sscl.com

Country

United Kingdom