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Tender

## **Assessment Centre Experience - 2021**

University of Hertfordshire

F02: Contract notice

Notice identifier: 2021/S 000-001613

Procurement identifier (OCID): ocds-h6vhtk-028da3

Published 27 January 2021, 11:18am

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

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

University of Hertfordshire

MacLaurin Building, 4 Bishops Square

Hatfield, Hertfordshire

AL10 8NE

#### **Contact**

Procurement Department

#### **Email**

[j.pickering@herts.ac.uk](mailto:j.pickering@herts.ac.uk)

#### **Telephone**

+44 1707284091

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.herts.ac.uk](http://www.herts.ac.uk)

Buyer's address

<https://in-tendhost.co.uk/universityofhertfordshire>

**I.3) Communication**

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

<https://in-tendhost.co.uk/universityofhertfordshire>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofhertfordshire>

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

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## **Section II: Object**

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

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

Assessment Centre Experience - 2021

Reference number

21001

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

- 79952000 - Event services

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

Services

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

The University of Hertfordshire is looking to appoint a Contractor to deliver an Assessment Centre Experience for up to 3200 second year students in 2021, and subject to funding, 2022. The purpose of the event is to mimic that of a typical graduate recruitment process, so that students can experience a workplace recruitment process involving interviews, presentations and group exercises. Due to the ongoing Covid-19 situation, the successful contractor must be capable of delivering both an in-person (live) event, and also an online (virtual) event.

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

Value excluding VAT: £48,400

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

This contract is divided into lots: No

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

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

- 79635000 - Assessment centre services for recruitment
- 79952000 - Event services

- 80300000 - Higher education services

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hatfield, Hertfordshire, United Kingdom

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

Provision of an Assessment Centre Experience for up to 3200 students in November 2021 with possible extension to 2022

### **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: £484,000

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

Start date

1 July 2021

End date

31 December 2022

This contract is subject to renewal

Yes

Description of renewals

Possible extension period is 1st Jan 2022 - 31 Dec 2022. See tender documents for full details.

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

Variants will be accepted: Yes

#### **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**

Selection criteria as stated in the procurement documents

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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**

Date

1 March 2021

Local time

12:00pm

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

English

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

Date

1 March 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Tender documentation is available at <https://in-tendhost.co.uk/universityofhertfordshire> under the Current Tenders link where you can view the project details. If the tender is of further interest, express an interest in the project and register your organisation with our e-tendering system. Once your registration has been accepted, and you have received your login details by email, you can login to view and download the tender documentation in the My Tenders section of the website. Upon completion of your tender response this must be uploaded with all the accompanying documentation that has been requested and submitted via the In-Tend e-tendering portal only. Please note: If you have already registered on the University of Hertfordshire e-tendering portal there is no need to re-register. Simply login using your existing details.

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

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

Crown Commercial Services

Liverpool

Country

United Kingdom