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Tender

## **DoF – Integr8 Programme – Payroll Administrative Services (PAS)**

Department of Finance

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-004747

Procurement identifier (OCID): ocds-h6vhtk-04f9fd ([view related notices](#))

Published 20 January 2026, 11:58am

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **Scope**

### **Reference**

5830322

## **Description**

The Department of Finance's (DoF) Integr8 Programme is seeking to establish a contract for the provision of Payroll Administrative Services (PAS). The contract period will be for an initial 5 years with the option of two extension periods, the first up to 24 months and the second also up to 24 months. Please see the procurement documents which provide further information along with the full list of current and prospective Service Recipients.

The Buyer reserves the right to:

Under the Competitive Flexible Procedure, following the assessment of initial tender responses, to enter into negotiations if required.

Amend or adjust the indicative procurement stages at any time at its discretion, in accordance with the PA 2023 and the PR 2024.

Make such amendments as it may require to the Award criteria as per section 24 of PA 2023.

Make changes to the Contract and associated tender documents during the course of the procurement

## **Total value (estimated)**

- £45,000,000 excluding VAT
- £54,000,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 7 August 2026 to 6 August 2031
- Possible extension to 6 August 2035
- 9 years

Description of possible extension:

There will be two options to extend; the first option up to 24 months and the second up to 24 months.

## **Main procurement category**

Services

## **CPV classifications**

- 79631000 - Personnel and payroll services
- 79211110 - Payroll management services

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## **Participation**

### **Legal and financial capacity conditions of participation**

Conditions of Participation - Financial Capacity

CoP2 Minimum Annual Turnover

CoP3 General Assessment of Financial Standing

### **Technical ability conditions of participation**

Conditions of Participation - Technical Ability Criteria

CoP1 Company Experience

CoP4 Human Rights

CoP5 Tackling Modern Slavery

CoP6 Data Protection

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

26 February 2026, 3:00pm

### **Submission type**

Requests to participate

### **Tender submission deadline**

5 March 2026, 3:00pm

### **Submission address and any special instructions**

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the

Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

19 May 2026

### **Recurring procurement**

Publication date of next tender notice (estimated): 3 July 2034

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### **Award criteria**

Name	Description	Type
MR1 Compliance with Requirements	Compliance with Requirements - Pass / Fail	Quality
AC1 Managing a Quality Service - Payroll Processes	Payroll Processes 15.75 percent	Quality
AC2 Managing a Quality Service - Service Delivery	Service Delivery 15.75 percent	Quality
AC3 Testing Approach	Testing Approach 10.5 percent	Quality

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Name	Description	Type
AC4 Implementation Plan, Transition & Approach	Implementation Plan, Transition & Approach 10.5 percent	Quality
AC5 Team and Resourcing	Team and Resourcing 7 percent	Quality
AC6 Social Value	Social Value 10.5 percent	Quality
AC7 Cost	Cost 30 percent	Cost

## Weighting description

70 percent quality and 30 percent cost

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## Other information

### Payment terms

For details on invoicing procedures please see: <https://www.finance-ni.gov.uk/articles/account-ni-good-invoicing-practice>

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential extension periods as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage. Neither CPD nor the Contracting Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

## **Description of risks to contract performance**

A full list of participating bodies can be found in Schedule 17 (Service Recipients).

### **Exclusions**

If at any time during the procurement, or post award, it comes to the attention of the Contracting Authority (CA) or CPD, by whatever means, that a Supplier has become 'excluded' or 'excludable' as per Sec 57 of the PA 2023, the CA, after compliance with its obligations under the PA 23, reserves the right to exclude said Supplier from the procurement procedure or terminate any contract they have been awarded.

## **Applicable trade agreements**

- Government Procurement Agreement (GPA)

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

## **Competitive flexible procedure description**

The procedure will follow a single-stage process, combining supplier assessment against the published Conditions of Participation with tender evaluation for those who qualify. If no award is made on initial tenders, the process will allow for negotiation before submission of final tenders.

## **Contracting authority**

### **Department of Finance**

- Public Procurement Organisation Number: PVTL-7513-YWVJ

Goodwood House, 44-58 May Street

Belfast

BT1 4NN

United Kingdom

Email: [strategicdelivery.cpd@finance-ni.gov.uk](mailto:strategicdelivery.cpd@finance-ni.gov.uk)

Website: <https://www.finance-ni.gov.uk/>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

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## **Other organisation**

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

## **CPD - Supplies & Services Division**

Summary of their role in this procurement: Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YWXV

Clare House 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: [strategicdelivery.cpd@finance-ni.gov.uk](mailto:strategicdelivery.cpd@finance-ni.gov.uk)

Website: <https://www.finance-ni.gov.uk/topics/procurement>

Region: UKN06 - Belfast

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## **Contact organisation**

Contact [CPD - Supplies & Services Division](#) for any enquiries.