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Tender

Northern Ireland Assembly Framework for the Engagement of Temporary Workers - BR-100-2020

NI Assembly

F02: Contract notice

Notice identifier: 2021/S 000-005112

Procurement identifier (OCID): ocds-h6vhtk-029b69

Published 12 March 2021, 5:56pm

Section I: Contracting authority

I.1) Name and addresses

NI Assembly

Parliament Buildings

Belfast

BT4 3XX

Email

procurement@niassembly.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.3) Communication

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

www.etendersni.gov.uk

Additional information can be obtained from another address:

Northern Ireland Assembly Commission

Belfast

Email

procurement@ni.assembly.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<http://www.niassembly.gov.uk/>

Tenders or requests to participate must be submitted electronically via

www.etendersni.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Legislature

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Northern Ireland Assembly Framework for the Engagement of Temporary Workers - BR-100-2020

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

The Assembly Commission is seeking to appoint a number of suppliers to a framework contract for the provision of temporary workers who will be used to fill vacancies. It is intended that temporary worker requirements will be split across two separate lots based on Northern Ireland Assembly Secretariat Management Structure. Lot 1: AG8 Assembly Usher and Control Room Operative, AG8 Clerical Officer and AG7 Clerical Supervisor. Lot 2: AG6 Assistant Assembly Clerk and above, and all professional/specialist roles. Please note some AG8 and AG7 roles may fall under the specialist/professional umbrella. For lot 1, it is anticipated that up to 3 suppliers may be appointed, and for lot 2, up to 5 suppliers may be appointed. They will be the highest ranked suppliers after the evaluation process has been completed and they are able to satisfy the necessary supporting evidence. The initial contract period will be for 36 months with two optional extension periods of up to 12 months each. Whilst there is no minimum work guaranteed to any supplier appointed to the framework, the estimated contract value is approximately £4M for the full contract period, taking into account estimated pay rises each year.

II.1.5) Estimated total value

Value excluding VAT: £4,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1: AG8 Assembly Usher and Control Room Operative, AG8 Clerical Officer and AG7 Clerical Supervisor.

Lot No

1

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff
- 79621000 - Supply services of office personnel

II.2.3) Place of performance

NUTS codes

- UK - UNITED KINGDOM
- UKN - NORTHERN IRELAND
- 00 - Other NUTS code

II.2.4) Description of the procurement

The Assembly Commission is seeking to appoint a number of suppliers to a framework contract for the provision of temporary workers who will be used to fill vacancies. It is intended that temporary worker requirements will be split across two separate lots based on Northern Ireland Assembly Secretariat Management Structure. Lot 1: AG8 Assembly Usher and Control Room Operative, AG8 Clerical Officer and AG7 Clerical Supervisor. Lot 2: AG6 Assistant Assembly Clerk and above, and all professional/specialist roles. Please note some AG8 and AG7 roles may fall under the specialist/professional umbrella. For lot 1, it is anticipated that up to 3 suppliers may be appointed, and for lot 2, up to 5 suppliers may be appointed. They will be the highest ranked suppliers after the evaluation

process has been completed and they are able to satisfy the necessary supporting evidence. The initial contract period will be for 36 months with two optional extension periods of up to 12 months each. Whilst there is no minimum work guaranteed to any supplier appointed to the framework, the estimated contract value is approximately £4M for the full contract period, taking into account estimated pay rises each year.

II.2.5) Award criteria

Quality criterion - Name: Please see tender documents at www.etendersni.gov.uk /
Weighting: 80

Cost criterion - Name: Please see tender documents at www.etendersni.gov.uk /
Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £4,000,000

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

After the initial contract period, there will be 2 optional extension periods both up to 12 months each.

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) Description

II.2.1) Title

Lot 2: AG6 Assistant Assembly Clerk and above, and all professional/specialist roles, which this may include AG7 and AG8 grades.

Lot No

2

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff
- 79621000 - Supply services of office personnel

II.2.3) Place of performance

NUTS codes

- UK - UNITED KINGDOM
- UKN - NORTHERN IRELAND
- 00 - Other NUTS code

II.2.4) Description of the procurement

The Assembly Commission is seeking to appoint a number of suppliers to a framework contract for the provision of temporary workers who will be used to fill vacancies. It is intended that temporary worker requirements will be split across two separate lots based on Northern Ireland Assembly Secretariat Management Structure. Lot 1: AG8 Assembly Usher and Control Room Operative, AG8 Clerical Officer and AG7 Clerical Supervisor. Lot 2: AG6 Assistant Assembly Clerk and above, and all professional/specialist roles. Please note some AG8 and AG7 roles may fall under the specialist/professional umbrella. For lot 1, it is anticipated that up to 3 suppliers may be appointed, and for lot 2, up to 5 suppliers may be appointed. They will be the highest ranked suppliers after the evaluation process has been completed and they are able to satisfy the necessary supporting evidence. The initial contract period will be for 36 months with two optional extension periods of up to 12 months each. Whilst there is no minimum work guaranteed to any supplier appointed to the framework, the estimated contract value is approximately £4M for the full contract period, taking into account estimated pay rises each year.

II.2.5) Award criteria

Quality criterion - Name: Please see tender documents at [www.etendersni.gov.uk /](http://www.etendersni.gov.uk/)

Weighting: 80

Cost criterion - Name: Please see tender documents at www.etendersni.gov.uk /

Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £4,000,000

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

At the end of the initial contract period, there will be 2 optional extension periods, both up to 12 months each

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please see tender documents at www.etendersni.gov.uk

III.1.2) Economic and financial standing

List and brief description of selection criteria

Please see tender documents at www.etendersni.gov.uk

Minimum level(s) of standards possibly required

Please see tender documents at www.etendersni.gov.uk

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please see tender documents at www.etendersni.gov.uk

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please see tender documents at www.etendersni.gov.uk

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open 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

Envisaged maximum number of participants to the framework agreement: 8

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

14 April 2021

Local time

3:00pm

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: 13 July 2021

IV.2.7) Conditions for opening of tenders

Date

14 April 2021

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

None

None

Country

United Kingdom