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Tender

## **CPT\_23\_02 Corporate Services Temporary and Permanent Recruitment Roles DPS**

National Audit Office

F02: Contract notice

Notice identifier: 2024/S 000-005783

Procurement identifier (OCID): ocds-h6vhtk-043c16

Published 22 February 2024, 11:53am

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

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

National Audit Office

157-197 Buckingham Palace Road

LONDON

SW1W9SP

#### **Contact**

ima orosei

#### **Email**

[nao.procurement@nao.org.uk](mailto:nao.procurement@nao.org.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI32 - Westminster

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.nao.org.uk/>

Buyer's address

<https://www.nao.org.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-London:-Recruitment-services./P8G4ZE5F9S>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://login.bipsolutions.com/casDelta/login?service=https://www.delta-esourcing.com/delta/j\\_spring\\_cas\\_security\\_check](https://login.bipsolutions.com/casDelta/login?service=https://www.delta-esourcing.com/delta/j_spring_cas_security_check)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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**Section II: Object**

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

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

CPT\_23\_02 Corporate Services Temporary and Permanent Recruitment Roles DPS

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

- 79600000 - Recruitment services

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

Services

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

The National Audit Office (NAO) the UK's independent public spending watchdog is seeking to establish a multi-Supplier Recruitment services Dynamic Purchasing System (DPS) Agreement for the supply of Corporate staff based on the following 16 different subcategories:

Corporate Services Temporary Recruitment Roles Services

- Sub - Category 1 Digital
- Sub - Category 2 Communications and Marketing
- Sub - Category 3 Design and Publishing
- Sub - Category 4 Human Resources and Learning and Development
- Sub - Category 5 Finance/ Payroll/Procurement and Facilities
- Sub - Category 6 Executive and Administrative Support
- Sub - Category 7 Senior/Strategy and Specialist roles including Non - Executives Director (NED)
- Sub - Category 8 Internal and External Audit

Corporate Services Permanent Recruitment Roles Services

- Sub - Category 9 Digital
- Sub - Category 10 Communications and Marketing

- Sub - Category 11 Design and Publishing
- Sub - Category 12 Human Resources and Learning and Development
- Sub - Category 13 Finance/ Payroll/Procurement and Facilities
- Sub - Category 14 Executive and Administrative Support
- Sub - Category 15 Senior/Strategy and Specialist roles including Non - Executives Director (NED)
- Sub - Category 16 Internal and External Audit

The purpose of the DPS Agreement is to provide the NAO with the opportunity to work with experienced organisations who can source candidates for corporate service roles.

Interested suppliers will be able to submit a bid for maximum of 4 subcategories in total

The contract value for both Corporate Services Temporary and Permanent Recruitment Roles Services is £4.2m inclusive of VAT and the new contracts are expected to go live by May 2024 for an initial period of 3 years with the option to further extend the term of the agreement for a period of up to two years (on the basis of two periods of 12 months).

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

Value excluding VAT: £3,500,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Interested suppliers will be able to submit a bid for maximum of 4 subcategories in total within any of the two lots Lot 1 - Corporate Services Temporary Recruitment Roles Lot 2 Corporate Services Permanent Recruitment Roles

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

#### **II.2.1) Title**

## Corporate Services Temporary Recruitment Roles

Lot No

1

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The selected recruitment agencies shall be required to perform the services at its own premises or at the NAO's offices in either London or Newcastle.

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

The selected suppliers awarded a place on the DPS will be expected to recruit temporary corporate services staff for the NAO as follows:

- Sub - Category 1 Digital
- Sub - Category 2 Communications and Marketing
- Sub - Category 3 Design and Publishing
- Sub - Category 4 Human Resources and Learning and Development
- Sub - Category 5 Finance/ Payroll/Procurement and Facilities
- Sub - Category 6 Executive and Administrative Support
- Sub - Category 7 Senior/Strategy and Specialist roles including Non - Executives Director (NED)
- Sub - Category 8 Internal and External Audit

The estimated value for this lot will be £3.7m inclusive of VAT which is a combination of both agency commission and pay for temporary staff.

### **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: £3,083,333.33

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Consideration of contract renewal shall be detailed within DPS ITT Documentation and suppliers are requested to refer to the published DPS ITT document for further information.

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

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Consideration of contract extensions shall be detailed within DPS ITT Documentation and suppliers are requested to refer to the published DPS ITT document for further information.

## **II.2) Description**

### **II.2.1) Title**

Corporate Services Permanent Recruitment Roles

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The selected recruitment agencies shall be required to perform the services at its own premises or at the NAO's offices in either London or Newcastle.

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

The selected suppliers awarded a place on the DPS will be expected to recruit permanent corporate service staff for the NAO as follows:

- Sub - Category 9 Digital
- Sub - Category 10 Communications and Marketing
- Sub - Category 11 Design and Publishing
- Sub - Category 12 Human Resources and Learning and Development
- Sub - Category 13 Finance/ Payroll/Procurement and Facilities
- Sub - Category 14 Executive and Administrative Support
- Sub - Category 15 Senior/Strategy and Specialist roles including Non - Executives Director (NED)
- Sub - Category 16 Internal and External Audit

The estimated value for this lot will be £562k inclusive of VAT which is a combination of both agency commission only.

### **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: £468,333.33

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Consideration of contract renewal shall be detailed within DPS ITT Documentation and suppliers are requested to refer to the published DPS ITT document for further information.

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

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Consideration of contract extensions shall be detailed within DPS ITT Documentation and suppliers are requested to refer to the published DPS ITT document for further information.

#### **II.2.14) Additional information**

The total estimated value of the DPS will cover temporary and permanent services



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## **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 refer to DPS Invitation to Tender (ITT) documentation for further details.

Registering for access:

The system that NAO will use to electronically conduct this procurement exercise is Delta eSourcing system at

[https://login.bipsolutions.com/casDelta/login?service=https://www.delta-esourcing.com/delta/j\\_spring\\_cas\\_security\\_check](https://login.bipsolutions.com/casDelta/login?service=https://www.delta-esourcing.com/delta/j_spring_cas_security_check).

If organisations are interested in this new contract opportunity, then register onto the system by clicking the " Register as a Supplier" link.

Once logged into the system, organisations will be able to locate this procurement by using the Access Code number P8G4ZE5F9S.

Then select "Register Interest" to be able to access the documentation for this procurement and subsequently submit your response.

For assistance, please contact the Delta Help Desk on 0800 923 9236.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

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: No

### **IV.2) Administrative information**

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

Date

24 March 2024

Local time

12:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

25 March 2024

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**

The NAO considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

#### **Market Engagement**

The NAO would like to invite interested providers to attend a Virtual Q&A session taking place on Wednesday 6th March 2024 from 11:00 until 12:15.

The purpose of this Q&A session is to offer attendees the opportunity to raise clarifications on the Corporate Services Temporary and Permanent Recruitment Roles Dynamic Purchasing System (DPS) procurement process.

If organisations are interested in attending the Virtual Q&A session, then send expressions of interest via email to [nao.procurement@nao.org.uk](mailto:nao.procurement@nao.org.uk) by 12 noon on Monday 4th March 2024.

Interested providers will need to ensure that your email sent to [nao.procurement@nao.org.uk](mailto:nao.procurement@nao.org.uk) includes your name, position, organisation and contact details alongside the names and positions of other colleagues wishing to attend. Further details will be made available nearer the time of the event.

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

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

National Audit Office

157-197 Buckingham Palace Road

Victoria

SW1W 9SP

Country

United Kingdom