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Tender

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

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

F02: Contract notice

Notice identifier: 2024/S 000-005791

Procurement identifier (OCID): ocds-h6vhtk-043c1b

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

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

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

National Audit Office, 157-197 Buckingham Palace Road

London

SW1W9SP

#### **Contact**

Central Procurement team

#### **Email**

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

#### **Telephone**

+44 2077985343

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main 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)

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**

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 16 different subcategories.

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 and 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 all lots

Maximum number of lots that may be awarded to one tenderer: 4

## **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

UNITED KINGDOM

### **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.2.13) 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**

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

### **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

UNITED KINGDOM

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

The selected suppliers awarded contracts 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 ITT Documentation and suppliers are requested to refer to the published DPS ITT documentation 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 documentation for further

information.

### **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**

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.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

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

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## **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

**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

25 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 contracting authority 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. 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.

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Recruitment-services./P8G4ZE5F9S>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/P8G4ZE5F9S>

GO Reference: GO-2024222-PRO-25346100

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

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

National Audit Office

157-197 Buckingham Palace Road

Victoria

SW1W 9SP

Telephone

+44 2077987372

Country

United Kingdom