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Tender

CPT_23_02 Corporate Services Temporary and Permanent Recruitment Roles DPS

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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

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

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

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

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.

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

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 by 12 noon on Monday 4th March 2024.

Interested providers will need to ensure that your email sent to 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>

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VI.4) Procedures for review

VI.4.1) Review body

National Audit Office

157-197 Buckingham Palace Road

Victoria

SW1W 9SP

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+44 2077987372

Country

United Kingdom