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Tender

## **Invitation to Tender - HR System and Payroll Bureau Service**

Education for the 21st Century Trust

F02: Contract notice

Notice identifier: 2021/S 000-005850

Procurement identifier (OCID): ocds-h6vhtk-029e4b

Published 23 March 2021, 11:48am

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

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

Education for the 21st Century Trust

Chislehurst

#### **Email**

[enquiries@education21century.co.uk](mailto:enquiries@education21century.co.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKJ4 - Kent

#### **Internet address(es)**

Main address

[www.e21c.co.uk](http://www.e21c.co.uk)

Buyer's address

[www.e21c.co.uk](http://www.e21c.co.uk)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

[www.e21c.co.uk/HR-Systems-Payroll-Tenders/](http://www.e21c.co.uk/HR-Systems-Payroll-Tenders/)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.e21c.co.uk](http://www.e21c.co.uk)

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

Other type

Education Trust

## **I.5) Main activity**

Education

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## **Section II: Object**

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

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

Invitation to Tender - HR System and Payroll Bureau Service

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

- 79631000 - Personnel and payroll services

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

Services

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

Tender for the supply of an HR system and payroll bureau service

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKJ4 - Kent

Main site or place of performance

Chislehurst, Kent

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

Invitation to Tender - HR System and Payroll Bureau Service

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

Option to extend for a further two years up to a maximum of five years

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Criteria for choosing the 5 candidates will be based on proven/evidenced experience of providing these services within MAT environments where the MAT comprises at least eight schools. This evidence should be emailed to

[hrtender@e21c.co.uk](mailto:hrtender@e21c.co.uk) by 12.00noon on the 1st April. Anything received after this date shall be void. The successful 5 candidates will be notified by COB on the 1st April ahead of tender submissions by 12.00noon on the 16th April 2021.

### **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

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## **Section III. Legal, economic, financial and technical information**

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

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **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

16 April 2021

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

16 April 2021

#### **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: 1 September 2021

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

(MT Ref:222306)

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

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

Trustees E21C

Chislehurst

Country

United Kingdom