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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

Country

United Kingdom

NUTS code

UKJ4 - Kent

Internet address(es)

Main address

www.e21c.co.uk

Buyer's address

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/

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.e21c.co.uk

I.4) Type of the contracting authority

Other type

Education Trust

I.5) Main activity

Education

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 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

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

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

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