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Tender

Global Mobility Services

North Western Universities Purchasing Consortium

F02: Contract notice

Notice identifier: 2025/S 000-006805

Procurement identifier (OCID): ocds-h6vhtk-04e6c2

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Section I: Contracting authority

I.1) Name and addresses

North Western Universities Purchasing Consortium

Salford Innovation Forum, Room 210, 51 Frederick Road

Salford

M6 6FP

Contact

Shelley Watson

Email

shelley.watson@nwupc.ac.uk

Telephone

+44 1612348015

Country

United Kingdom

Region code

UK - United Kingdom

National registration number

04045190

Internet address(es)

Main address

<https://nwupc.ac.uk/>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/91080>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=90719&B=NWUPC

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=90719&B=NWUPC

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Other type

Sub-central contracting authority

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Global Mobility Services

Reference number

PFB3160 NW

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

NWUPC is seeking to establish a multi-provider Framework Agreement on behalf of the members of NWUPC, APUC, HEPCW, LUPC, NEUPC, and SUPC for Global Mobility Services.

The Framework Agreement will be split into three lots as follows:

Lot 1 – Overseas Taxation, Payroll, Immigration and Advisory Services

Lot 2 – Employee Relocation Services

Lot 3 – Employer of Record Services

This Framework Agreement will commence on 1st July 2025 for an initial period of 24 months until 30th June 2027 with the option to extend the Agreement for 12 months until 30th June 2028 and a further 12 months until 30th June 2029 subject to satisfactory Economic Operator performance.

The following organisations have committed to this procurement, All Lots: NWUPC, NEUPC, LUPC, SUPC, APUC, HEPCW.

II.1.5) Estimated total value

Value excluding VAT: £9,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

Any combination of Lots 1-3.

II.2) Description

II.2.1) Title

Overseas Taxation, Payroll, Immigration and Advisory Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 1 - Overseas Taxation, Payroll, Immigration and Advisory Services includes, but is not limited to, the following scope: the provision of advice and support to the Member Institution on its management of global employees' working or travelling arrangements in an overseas host country for the following aspects: international taxation, international payroll, and immigration services. Advisory services (comprising specialist advice on international employment law, international pensions, feasibility assessments and cost projections, business traveller and remote working, permanent establishment, employer of record model) are included on a non-mandatory basis.

II.2.5) Award criteria

Quality criterion - Name: Customer Requirements / Weighting: 70.00%

Price - Weighting: 30.00%

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

Start date

1 July 2025

End date

30 June 2029

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will commence on 1st July 2025 for an initial period of 24 months until 30th June 2027 with the option to extend the Agreement for 12 months until 30th June 2028 and a further 12 months until 30th June 2029 subject to satisfactory Economic Operator performance.

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

II.2) Description

II.2.1) Title

Employee Relocation Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 2 – Employee Relocation Services includes, but is not limited to, the following scope: the provision of employee relocation services including advice and support to a Member Institution and its global employees. Relocation services can be provided inbound and outbound of the UK via a managed service or through an expense management service (with an option to also provide this with relocation support services). The suite of relocation services comprise advice & service coordination, settling-in, removal & storage for household goods, home search, orientation services, cultural support, school/education search and partner support services. Relocation services may also be required for Global Employees moving within the UK only (domestic relocation) and moves from one Host Country to another. Both of these are included on a non-mandatory basis.

II.2.5) Award criteria

Quality criterion - Name: Customer Requirements / Weighting: 70.00%

Price - Weighting: 30.00%

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

Start date

1 July 2025

End date

30 June 2029

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will commence on 1st July 2025 for an initial period of 24 months until 30th June 2027 with the option to extend the Agreement for 12 months until 30th June 2028 and a further 12 months until 30th June 2029 subject to satisfactory Economic Operator performance.

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

II.2) Description

II.2.1) Title

Employer of Record Services

Lot No

3

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 3 – Employer of Record Services comprises of employer of record services where a Customer is seeking a global employment outsourcing provider to operate overseas on its behalf as a legal employer of record. The Supplier will fulfil the employer responsibilities in an overseas location on behalf of the Customer for its global employees to prevent any unintended compliance risks on workforce arrangements. The services comprise employer administration, HR support, payroll and tax compliance requirements in the Host

Country.

II.2.5) Award criteria

Quality criterion - Name: Customer Requirements / Weighting: 70.00%

Price - Weighting: 30.00%

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

Start date

1 July 2025

End date

30 June 2029

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will commence on 1st July 2025 for an initial period of 24 months until 30th June 2027 with the option to extend the Agreement for 12 months until 30th June 2028 and a further 12 months until 30th June 2029 subject to satisfactory Economic Operator performance.

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.1) Conditions for participation

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

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

Envisaged maximum number of participants to the framework agreement: 11

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

25 March 2025

Local time

1:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

25 March 2025

Local time

2:00pm

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

The following organisations have committed to this procurement and intend to utilise the Framework Agreement as soon as possible after award:

NWUPC <https://www.nwupc.ac.uk/members/>

APUC <http://www.apuc-scot.ac.uk/#!/members>

HEPCW <https://www.hepcw.ac.uk/members/>

LUPC <https://www.lupc.ac.uk/member-list>

NEUPC <http://www.neupc.ac.uk/our-members>

SUPC <https://www.supc.ac.uk/about-us/our-members/our-members>

At some point during the life of the Framework Agreement the current members of the following may wish to utilise the Agreement and should have access at any point with the permission of NWUPC. This Agreement is not intended to replace any current Agreements that either participating or non-participating Institutions may already have in place. A list of the current members is available as follows:

Central Government Departments, Local Government and Public Corporations that can be accessed at the Public Sector Classification Guide

<https://www.ons.gov.uk/economy/nationalaccounts/uksectoraccounts/datasets/publicsectorclassificationguide>

<https://www.gov.uk/government/organisations>

Local Authorities

<https://www.gov.uk/find-local-council>

<https://www.local.gov.uk>

NDPBs

<https://www.gov.uk/government/organisations>

National Parks Authorities

<https://www.nationalparks.uk/>

Police Forces in the United Kingdom

http://www.police.uk/?view=force_sites

Fire and Rescue Services in the United Kingdom

<https://www.nationalfirechiefs.org.uk/fire-and-rescue-services>

NHS Bodies England

<https://www.england.nhs.uk/publication/nhs-provider-directory/>

Hospices in the UK

<https://www.hospiceuk.org/hospice-care-finder>

Registered Social Landlords (Housing Associations)

<https://www.gov.uk/government/publications/registered-providers-of-social-housing>

Third Sector and Charities in the United Kingdom

<https://www.gov.uk/government/organisations/charity-commission>

<http://www.oscr.org.uk>

Citizens Advice in the United Kingdom

<http://www.citizensadvice.org.uk/index/getadvice.htm>

www.cas.org.uk

Scottish Police

<http://www.scotland.police.uk>

NI Public Bodies

Northern Ireland Government Departments

<https://www.northernireland.gov.uk/topics/your-executive/government-departments>

<https://www.nidirect.gov.uk/contacts/government-departments-in-northern-ireland>

Northern Ireland Public Sector Bodies and Local Authorities

<https://www.finance-ni.gov.uk/articles/list-public-bodies-which-ni-public-procurement-policy-applies>

Schools and Universities in Northern Ireland

<https://www.education-ni.gov.uk/>

Health and Social care in Northern Ireland

<http://online.hscni.net>

Northern Ireland Housing Associations

<https://www.nidirect.gov.uk/contacts/housing-associations>

Police Service of Northern Ireland

<https://www.psni.police.uk>

VI.4) Procedures for review

VI.4.1) Review body

NWUPC Ltd

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Salford

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Country

United Kingdom