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Tender

## **Management and Support Services in relation to Personnel in South East Asia**

Manchester Metropolitan University

F02: Contract notice

Notice identifier: 2023/S 000-008828

Procurement identifier (OCID): ocds-h6vhtk-03b646

Published 27 March 2023, 1:50pm

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

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

Manchester Metropolitan University

All Saints Building, Oxford Road

Manchester

M15 6BH

#### **Contact**

Stacey Anderton

#### **Email**

[procurement@mmu.ac.uk](mailto:procurement@mmu.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKD33 - Manchester

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/mmu/asp/Home>

Buyer's address

<https://www.mmu.ac.uk/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/mmu/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/mmu/asp/Home>

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**

Education

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## **Section II: Object**

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

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

Management and Support Services in relation to Personnel in South East Asia

Reference number

MMU1288

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

- 79414000 - Human resources management consultancy services

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

Services

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

Manchester Metropolitan is seeking to appoint through a competitive tender process a suitably qualified and experienced provider of personnel management services . To include, but not limited to; 1) Provide support services to two current and one additional personnel (to be recruited) in Malaysia to cover the services, travel and activities in Malaysia, Indonesia, Singapore, Thailand and Vietnam;2) In the event of a change of personnel, appoint, employ and manage such personnel to deliver the Services to the University.

#### **II.1.5) Estimated total value**

Value excluding VAT: £420,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79631000 - Personnel and payroll services
- 79414000 - Human resources management consultancy services

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

NUTS codes

- MY - Malaysia

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

The University is looking for applicants bidders who are able to: 1) Demonstrate experience and a track record of working in the HE sector, or able to demonstrate transferable experience/skills; 2) Show clear Service Standards and the ability to deliver against those; 3) Provision of agreed Performance Indicators for delivering the service; 4) Provide support services to two current personnel who will be employed by the successful contractor in Malaysia to cover the services, travel and activities in Malaysia, Indonesia, Singapore, Thailand and Vietnam; 5) Recruit for an additional post holder (in current year 2023), and thereafter provide ongoing support services to this personnel. This personnel will cover the services, travel and activities across East & South-East Asia (excluding mainland China). This will initially include all ASEAN countries and Hong Kong, but with the expectation of flexibility to cover other markets as required by business need. 6) In the event of any of the above change of personnel, appoint, employ and manage such personnel to deliver the Services to the University in line with Personnel Requirements. 7) Consult with the University on the specific personnel, they wish to place, to deliver the Services; in order that the University can be assured that the candidate has the appropriate experience. 8) Retain all management and control of its personnel and all associated employment, tax, administrative and compliance related liabilities and responsibilities; 9) Provide personnel to work exclusively for Manchester Met and have a reporting line to the University's International Office. Further information can be found in the ITT Pack.

### **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: £420,000

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

Start date

1 June 2023

End date

31 May 2026

This contract is subject to renewal

No

#### **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.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 see Tender Documentation for further information

##### **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 see Tender Documentation for further information

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## **Section IV. Procedure**

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

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

Open 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

26 April 2023

Local time

2:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

26 April 2023

Local time

2:05pm

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

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

Manchester Metropolitan University

Manchester

Country

United Kingdom