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Tender

250286 Framework Agreement for the Provision of Specialist and Executive Search Services

Queen's University Belfast

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Scope

Reference

250286

Description

The University wishes to establish a framework for the provision of Specialist and Executive Search Services. The appointed suppliers will deliver diverse, high-quality candidates as required for the role, through a combination of market search, networking and advertising.

The successful suppliers must be able to demonstrate a strong working knowledge of the employment markets from which candidates may be drawn. This will include Higher Education institutions but also other sectors where relevant candidates may be found. There should be a strong focus upon the employment markets within the island of Ireland as well as Great Britain, the EU and internationally.

The appointed suppliers will be expected to have a proven track record to work closely with the relevant leadership team in attracting a suitable and diverse pool of highly

qualified candidates for the scope of the positions covered under the respective lots they are appointed under.

Further detail is provided within the Specification.

Queen's intends, following the process outlined in this ITT, to establish a closed Framework Agreement for the provision of Specialist and Executive Search Services.

The Framework Agreement will be split into Lots as further detailed below and Queen's envisages that, following the process outlined in the ITT and TRP.

Lot 1A: Temporary Specialist Roles

Lot 1B: Permanent Specialist Roles

Lot 2A: Temporary Executive level roles for Professional Services

Lot 2B: Permanent Executive level roles for Professional Services

Lot 3A: Temporary Executive level roles for Academic Operations

Lot 3B: Permanent Executive level roles for Academic Operations

Lot 4: International roles for overseas locations

Following the process outlined in this ITT and TRP, Queen's intends to appoint 3 Suppliers to each lot of the Framework Agreement and Call-Off Contracts will be awarded in accordance with the Call-Off Procedure provided with this ITT.

Commercial tool

Establishes a framework

Total value (estimated)

- £4,362,500 excluding VAT
- £5,235,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 June 2026 to 31 May 2027
- Possible extension to 1 June 2030
- 4 years, 1 day

Description of possible extension:

The Framework shall be for a period of 1 year, subject to satisfactory annual review, with the option to extend the contract by up to a further 36 Months.

Main procurement category

Services

CPV classifications

- 79600000 - Recruitment services
- 79630000 - Personnel services except placement and supply services

Lot 1. Lot 1A: Temporary Specialist Roles

Description

This lot is for the search and selection of highly qualified candidates for specialist temporary roles in both academic and professional services areas.

The Supplier is required to identify suitable candidates to fill roles normally at Grade 7 to 10 (or academic grades AC2 to Professorial Range 4).

Temporary positions are likely to be for a minimum of 12 months' cover, such as interim appointments or maternity leave cover, in some cases appointments may be required for a shorter period.

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 1B: Permanent Specialist Roles

Description

This lot is for the search and selection of highly qualified candidates for specialist permanent roles in both academic and professional services areas.

The Supplier is required to identify suitable candidates to fill roles normally at Grade 7 to 10 (or academic grades AC2 to Professorial Range 4).

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Lot 2A: Temporary Executive level roles for Professional Services

Description

This lot is for the search and selection of highly qualified candidates for executive level temporary roles in Professional Services (Non-Academic Operations).

The Supplier is required to identify suitable candidates to fill the roles of Director and above, with a salary of over £112k per annum.

Temporary positions are likely to be for a minimum of 12 months' cover, such as interim appointments or maternity leave cover, in some cases appointments may be required for a shorter period.

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 4. Lot 2B: Permanent Executive level roles for Professional Services

Description

This lot is for the search and selection of highly qualified candidates for executive level permanent roles in Professional Services (Non-Academic Operations).

The Supplier is required to have the expertise in both national and international markets to identify suitable candidates to fill the roles of Director and above.

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 5. Lot 3A: Temporary Executive level roles for Academic Operations

Description

This lot is for the search and selection of highly qualified candidates for executive level temporary roles in Academic Operations.

The Supplier is required to have the expertise in both national and international markets to identify suitable candidates to fill the roles of Head of School and above.

Temporary positions are likely to be for a minimum of 12 months' cover, such as interim appointments or maternity leave cover, in some cases appointments may be required for a shorter period.

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 6. Lot 3B: Permanent Executive level roles for Academic Operations

Description

This lot is for the search and selection of highly qualified candidates for executive level permanent roles in Academic Operations.

The Supplier is required to have the expertise in both national and international markets to identify suitable candidates to fill the roles of Head of School and above.

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 7. Lot 4: International Roles for Overseas Locations

Description

This lot is for the search and selection of highly qualified candidates for both academic and professional services roles based in overseas locations.

The Supplier is required to have the expertise in both national and international markets to identify suitable candidates to fill the roles based in overseas locations normally with a salary from £45,349 per annum (for example, any international Queen's University campus).

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

Following the process outlined in the ITT and TRP, Queen's intends to appoint 3 Suppliers to each lot of the Framework Agreement and Call-Off Contracts will be awarded in accordance with the Call-Off Procedure provided with the ITT. Price is calculated as the combined total of the cost of one appointment in each salary range(s) under each lot. Each appointment cost is made up of the end?to?end recruitment service delivery fee—derived by applying the tendered percentage to the assumed salary for the applicable range plus the associated campaign cost.

Award method when using the framework

With competition

Contracting authorities that may use the framework

Establishing party only

Submission

Enquiry deadline

23 February 2026, 4:00pm

Tender submission deadline

2 March 2026, 4:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/queensuniversitybelfast/aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

13 May 2026

Recurring procurement

Publication date of next tender notice (estimated): 4 February 2030

Award criteria

Name	Description	Type
Simple description	The award criteria is divided into Technical (70%) and Price (30%). Technical Criterion is made up of Methodology, Quality Assurance, Responsible Procurement, Quality, Diversity and Inclusion, while the Price Criterion is made up of Price and Discount	Price

Weighting description

The award criteria is divided into Technical (70%) and Price (30%). Technical Criterion is made up of Methodology, Quality Assurance, Responsible Procurement, Quality, Diversity and Inclusion, while the Price Criterion is made up of Price and Discount

Other information

Description of risks to contract performance

Risks that Queen's considers could either jeopardise the satisfactory performance of the public contract, or may require a subsequent modification to the contract under paragraph 5 of Schedule 8 to the Procurement Act 2023 are detailed within the Specification. The Specification forms part of the associated tender documents, which can be accessed via the link provided within this notice

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/queensuniversitybelfast/aspx/Home>

Tender documents are accessible from web address provided

Contracting authority

Queen's University Belfast

- Charity Commission for Northern Ireland: 101788

University Rd

Belfast

BT7 1NN

United Kingdom

Email: procurement@qub.ac.uk

Region: UKN06 - Belfast

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Northern Ireland