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Planning

ID 5855881 DoF - Integr8 Programme - Payroll Administrative Services - Preliminary Market Engagement

Department of Finance

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-011747

Procurement identifier (OCID): ocids-h6vhtk-04f9fd

Published 28 March 2025, 12:10pm

Scope

Reference

ID 5855881

Description

PRELIMINARY MARKET ENGAGEMENT EXERCISE

The Department of Finance's (DoF) Integr8 Programme is currently preparing to initiate a procurement process to establish a contract with a Supplier to deliver Payroll Administrative Services. The potential scale and scope of this service is such that it offers a significant opportunity to bidders. Prior to initiating the procurement, the Department wishes to establish the level of market interest in participating in the procurement process to help assess the reaction of the market; to help define the requirements for such a project; to

provide a better understanding of the project feasibility and preferred approach; to provide a better understanding of the capacity for the market to deliver; to help identify the risks involved; to help minimise the procurement timescales; to prevent unachievable projects from reaching the tender stage; to gain insight to the market possibilities and potential innovative solutions available at this time; and to inform the Procurement Strategy.

Suitably qualified and experienced suppliers who may have an interest in this project are invited to complete the questionnaire that is available to registered suppliers via the documents areas of the CfT on eTendersNI for this Preliminary Market Engagement.

In responding, you should understand that detailed and lengthy submissions are not necessary at this stage. However we would welcome any pertinent information on your company's capability and views on an approach to the provision of the required services. Any submission received in response to this exercise will not constitute any contractual agreement between the respondent and DoF. Interested parties shall bear their own costs of participation in this Market Engagement of whatever nature. DoF shall not be liable for the costs, expenses or losses howsoever arising (including, without limitation, any loss of profit or other economic loss incurred), regardless of the outcome of the Market Engagement. The next stage in the process will be considered once this exercise has been completed.

****PLEASE NOTE: ALL COMPLETED QUESTIONNAIRES MUST BE SUBMITTED VIA THE MESSAGING FUNCTION on eTendersNI, BEFORE 15:00 on the date specified below under 'Time-limit for receipt of tenders or requests to participate'.**

Contract dates (estimated)

- 22 February 2027 to 21 February 2034
- 7 years

Main procurement category

Services

CPV classifications

- 79631000 - Personnel and payroll services
- 79211110 - Payroll management services

Contract locations

- UKN - Northern Ireland

Engagement

Engagement deadline

26 April 2025

Engagement process description

If you wish to participate in the Contracting Authority's Preliminary Market Engagement for this requirement, a questionnaire for completion is available via eTendersNI under ID 5855881.

The questionnaire must be completed and submitted via eTendersNI by the engagement deadline date and time detailed above.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

7 October 2025

Contracting authority

Department of Finance

- Public Procurement Organisation Number: PVTI-7513-YWVJ

Goodwood House, 44 - 58 May Street

Belfast

BT1 4NN

United Kingdom

Email: SSDAdmin.cpd@finance-ni.gov.uk

Website: <http://www.finance-ni.gov.uk/>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery (CPD) - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland. Further detail regarding CPD and Supplies and Services Division can be found on the finance-ni website, the website address is provided below

- Public Procurement Organisation Number: PVWG-8426-YWXV

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk>

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.