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Tender

Provision of Temporary Hospitality and Administration Support Roles Framework

University of Leeds

F02: Contract notice

Notice identifier: 2024/S 000-012752

Procurement identifier (OCID): ocds-h6vhtk-045383

Published 19 April 2024, 10:05am

Section I: Contracting authority

I.1) Name and addresses

University of Leeds

Purchasing Office, Facilities Directorate Building, Cloberry Street

Leeds

LS2 9BT

Contact

Mark Agar

Email

a.k.wilkinson@leeds.ac.uk

Telephone

+44 1133439970

Country

United Kingdom

Region code

UKE42 - Leeds

Internet address(es)

Main address

www.leeds.ac.uk

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Leeds:-Supply-services-of-personnel-including-temporary-staff./695C9NG587>

Additional information can be obtained from the above-mentioned address

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Temporary Hospitality and Administration Support Roles Framework

Reference number

PE2022-23_2039

II.1.2) Main CPV code

- 79620000 - Supply services of personnel including temporary staff

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Leeds is inviting proposals from suppliers to establish a Framework for the provision of temporary event, catering, hospitality and associated administration roles.

II.1.5) Estimated total value

Value excluding VAT: £7,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE42 - Leeds

Main site or place of performance

Leeds

II.2.4) Description of the procurement

The University of Leeds is inviting proposals from suppliers to establish a Framework for the provision of temporary event, catering, hospitality and associated administration roles. The Framework will consist of a minimum of 3 and a maximum of 5 to suppliers who will be responsible for fulfilling various job roles within the University.

II.2.5) Award criteria

Quality criterion - Name: Ability to meet tender Specification / Weighting: 30

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability / Weighting: 15

Quality criterion - Name: Added Value / Weighting: 5

Cost criterion - Name: Price / Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £7,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract period is 2 years (24 months) with an option to extend annually for up to 2 further years depending on supplier performance (2 + 1 + 1) and total of 4 years.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3

Maximum number: 5

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

20 May 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

18 June 2024

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

Duration in months: 3 (from the date stated for receipt of tender)

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

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://neupc.delta-esourcing.com/tenders/UK-UK-Leeds:-Supply-services-of-personnel-including-temporary-staff./695C9NG587>

To respond to this opportunity, please click here:

<https://neupc.delta-esourcing.com/respond/695C9NG587>

GO Reference: GO-2024419-PRO-25813290

VI.4) Procedures for review

VI.4.1) Review body

University of Leeds

Facilities Directorate Building, Cloberry Street, Lifton Place

Leeds

LS2 9BT

Email

a.k.wilkinson@leeds.ac.uk

Telephone

+44 1133439970

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

University of Leeds

Facilities Directorate Building, Cloberry Street, Lifton Place

Leeds

LS2 9BT

Email

a.k.wilkinson@leeds.ac.uk

Telephone

+44 1133439970

Country

United Kingdom

Internet address

www.leeds.ac.uk

VI.4.4) Service from which information about the review procedure may be obtained

University of Leeds

Facilities Directorate Building, Cloberry Street, Lifton Place

Leeds

LS2 9BT

Email

a.k.wilkinson@leeds.ac.uk

Telephone

+44 1133439970

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