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Tender

QUB/2276/22 Provision of Staff Payment and Management Services - Latin America

Queen's University Belfast

F02: Contract notice

Notice identifier: 2022/S 000-012918

Procurement identifier (OCID): ocds-h6vhtk-033914

Published 17 May 2022, 4:19pm

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

Email

j.glackin@qub.ac.uk

Telephone

+44 2890973026

Fax

+44 2890971390

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

www.qub.ac.uk

Buyer's address

www.qub.ac.uk/po

I.3) Communication

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

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

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

QUB/2276/22 Provision of Staff Payment and Management Services - Latin America

Reference number

QUB/2276/22

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is keen to further expand its in-market network, developing a defined strategy in Latin America, given ongoing growth in research and academic connections, and the increasing number of students from the region represented at Queen's. The University therefore invites tenders from experienced Economic Operators who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in Latin America.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- CO - Colombia
- MX - Mexico

Main site or place of performance

Colombia (Bogota) or Mexico (Mexico City)

II.2.4) Description of the procurement

The University invites tenders from Economic Operators who can provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation. The successful Economic Operator must:

- Provide a recruitment platform to employ a new in-market representative and manage payroll;
- Facilitate the recruitment process (excluding appointment) and onboard a new in-market representatives, as required;
- Ensure full compliance with local employment legislation and adherence to all appropriate governance arrangements required in the defined country;
- Provide guidance to the University regarding any regulatory changes which may impact in-market provision;
- Provide any required business support including quarterly reconciliation of expenses (including travel booking provision);
- Ensure alignment of employment contract periods with the period of Economic Operator contract.

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: £250,000

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

Duration in months

63

This contract is subject to renewal

Yes

Description of renewals

The contract may be subject to renewal but will be dependent on budgetary approval

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Queen's reserves the right to extend the contract by up to a further 48 months

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please refer to tender documents

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.1.8) 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

17 June 2022

Local time

4:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

17 June 2022

Local time

4:15pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Subject to budgetary approval

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

Belfast

Country

United Kingdom