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Tender

QUB/2547/24 Employee Management Services - China

Queen's University Belfast

F02: Contract notice

Notice identifier: 2024/S 000-013067

Procurement identifier (OCID): ocds-h6vhtk-04544c

Published 23 April 2024, 8:36am

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://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

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/2547/24 Employee Management Services - China

Reference number

QUB/2547/24

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

Queen's profile in China continues to grow and the University has developed meaningful engagement with a number of key institutional partners, both at a research and an academic level. The China student population at Queen's has also experienced significant growth over the past years, with the University first investing in a local presence around 8 years ago to engage with educational agents, high schools and our INTO Joint Venture partner locally and, critically, to support prospective students in their application journey. Queen's is seeking to appoint an appropriate resourcing solution to maintain current operations in China commencing 1 August 2024 for a period of two years initially.

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
- 79630000 - Personnel services except placement and supply services

II.2.3) Place of performance

NUTS codes

- CN - China

II.2.4) Description of the procurement

Queen's profile in China continues to grow and the University has developed meaningful engagement with a number of key institutional partners, both at a research and an academic level. The China student population at Queen's has also experienced significant growth over the past years, with the University first investing in a local presence around 8 years ago to engage with educational agents, high schools and our INTO Joint Venture partner locally and, critically, to support prospective students in their application journey. Queen's is seeking to appoint an appropriate resourcing solution to maintain current operations in China commencing 1 August 2024 for a period of two years initially with options to extend by up to a further 48 months. The University is currently tendering for an Economic Operator who will provide a recruitment platform to transfer and employ current in-market representatives and ensure full compliance with local employment legislation. The successful Economic Operator must:

- Provide a recruitment platform to transfer and employ existing in-market representatives, offering similar terms and conditions, and manage payroll;
- Ensure that in-market representative contracts with the successful supplier are co-terminus and align with this contract's duration and any subsequent extensions to the contract.
- To facilitate the recruitment process (excluding appointment) and onboard any future new in-market representatives, as required.
- Ensure full compliance with local employment legislation and adherence to all appropriate governance arrangements required in China;
- Provide guidance to the University regarding any regulatory changes which may impact in-market provision;
- Provide any required business support including quarterly reconciliation of staff expenses (including travel booking provision);
- If requested, facilitate the provision of office space.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract may be subject to renewal in 54 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract is for an initial period of 2 years with options to extend 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

24 May 2024

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

24 May 2024

Local time

4:15pm

Place

Belfast

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 54 months

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

Queen's University Belfast

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

This authority will incorporate a standstill period at the point information on the award of the contract is communicated to Tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contract Regulations 2015 (SI 2015/102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).