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Tender

Provision of Payroll Services

MAGNA LEARNING PARTNERSHIP

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

Notice identifier: 2025/S 000-018878

Procurement identifier (OCID): ocds-h6vhtk-050c91 ([view related notices](#))

Published 2 May 2025, 4:00pm

Scope

Reference

MLP/pay25

Description

Provision of payroll services to the Magna Learning Partnership as fully detailed within the specification included with the Invitation to Tender documents.

Total value (estimated)

- £0 including VAT

Above the relevant threshold

Contract dates (estimated)

- 8 July 2025 to 1 July 2028
- Possible extension to 1 July 2030
- 4 years, 11 months, 25 days

Description of possible extension:

There are 2 extensions available of 12 months each. Making a total possible Contract duration of 5 years.

Main procurement category

Services

CPV classifications

- 79631000 - Personnel and payroll services

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

16 May 2025, 6:00pm

Submission type

Requests to participate

Deadline for requests to participate

29 May 2025, 1:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

3 June 2025

Award criteria

Name	Description	Type	Weighting
Quality Evaluation Criteria	Stage 2 Evaluation Criteria as detailed within the Invitation to Tender documents.	Quality	60%
Price Evaluation Criteria	Stage 2 Evaluation Criteria. As detailed within the Invitation to Tender Documents.	Price	40%

Other information

Payment terms

As detailed within the Invitation to Tender documents.

Description of risks to contract performance

Please see the Invitation to Tender Documents.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This requirement will be tendered using the Procurement Act 2023 Competitive Flexible procedure. The 2 stages of the Competitive Flexible procedure will be as follows:

1. Participation Stage: Potential bidder submissions will be evaluated against the criteria detailed within this document. Magna Learning Partnership envisage taking a total of 3 to 5 potential bidders through to the next Stage (Stage 2 - Invitation to Tender). Magna Learning Partnership reserve the right to lower or increase this number subject to receipt of compliant Participation Stage submissions.
2. Invitation to Tender Stage: Bids submitted to be evaluated against the weighted Price and Quality criteria detailed within the Invitation to Tender document.

Documents

Associated tender documents

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

Tender documents are available from the In-tend Education Portal (Web address provided in this notice).

Contracting authority

MAGNA LEARNING PARTNERSHIP

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Region: UKK15 - Wiltshire CC

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)