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Tender

School Payroll Services

Wokingham Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-019758

Procurement identifier (OCID): ocds-h6vhtk-0353d6

Published 20 July 2022, 1:01pm

Section I: Contracting authority

I.1) Name and addresses

Wokingham Borough Council

Civic Offices, Shute End

Wokingham

RG40 1BN

Contact

Miss Joanne E Jennings

Email

Joanne.Jennings@wokingham.gov.uk

Country

United Kingdom

NUTS code

UKJ11 - Berkshire

Internet address(es)

Main address

<http://www.wokingham.gov.uk>

Buyer's address

<https://procontract.due-north.com/Opportunities/Index?p=679bb2ba-7898-4a4c-b4e3-c8eb6a07a3dc&v=2>

I.3) Communication

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

<https://procontract.due-north.com/Opportunities/Index?p=679bb2ba-7898-4a4c-b4e3-c8eb6a07a3dc&v=2>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Opportunities/Index?p=679bb2ba-7898-4a4c-b4e3-c8eb6a07a3dc&v=2>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

School Payroll Services

Reference number

DN623415

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

Wokingham Borough Council are inviting tenders for the provision of our Schools payroll service.

The Payroll service is currently delivered to schools by an external supplier. We are seeking a suitably experienced Supplier who has current experience of working within the Primary /secondary schools. We currently have 34 schools, that will be using the service,

You will deal with all the day to day management, enquiries, and processes and distributes the payroll this will include monthly reports, Employees Access to Self Service (Payslips) and, including providing day to day support to our Schools. More details can be found within our Specification

II.1.5) Estimated total value

Value excluding VAT: £435,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

II.2.4) Description of the procurement

Wokingham Borough Council are inviting tenders for the provision of our Schools payroll service.

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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

48

This contract is subject to renewal

No

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

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

1 September 2022

Local time

12:00pm

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 September 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice of England and Wales

7 Rolls Buildings, Fetter Lane

London

EC4A 1NL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The relevant deadlines depend on the specific nature of the remedies required and are defined in Regulations 93 & 94 of the Public Contracts Regulations 2015.

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

The Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom