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Tender

Part Managed Payroll Service and System

Avon Fire and Rescue Service

F02: Contract notice

Notice identifier: 2024/S 000-020670

Procurement identifier (OCID): ocds-h6vhtk-0470a9

Published 5 July 2024, 4:20pm

Section I: Contracting authority

I.1) Name and addresses

Avon Fire and Rescue Service

BS20 8JJ

Portishead

BS20 8JJ

Email

harrison.rex@avonfire.gov.uk

Country

United Kingdom

NUTS code

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Internet address(es)

Main address

<https://www.avonfire.gov.uk/>

I.3) Communication

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

<https://sell2.in-tend.co.uk/blpd/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

Regional or local authority

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Part Managed Payroll Service and System

Reference number

AFRS05-2024-10

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

Avon Fire Authority has identified a need for the provision of payroll services and a system to Avon Fire and Rescue Services, for a period of three years, with the option to extend for a further two years, from 1st April 2025. The successful contractor must provide an appropriate payroll and expenses system, as well as the associated services to ensure all employees are paid accurately and on time. The contractors payroll system must be capable of providing the financial payroll data in a format that can be securely uploaded to AFRS Financial System.

II.1.5) Estimated total value

Value excluding VAT: £500,000

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
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

Avon Fire Authority has identified a need for the provision of payroll services and a system to Avon Fire and Rescue Services, for a period of three years, with the option to extend for a further two years, from 1st April 2025. The successful contractor must provide an appropriate payroll and expenses system, as well as the associated services to ensure all employees are paid accurately and on time. The contractors payroll system must be capable of providing the financial payroll data in a format that can be securely uploaded to AF&RS Financial System.

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: £500,000

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

Duration in months

36

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 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

AF&RS' Mid-Tier Core Terms and Conditions Appendix A will form the basis of the agreement. By submitting a Tender, the Bidders are agreeing to be bound by the terms of this ITT without further negotiation or amendment. The supplier must be able to meet all the requirements within the specification.

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-018707](#)

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

Date

5 August 2024

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

5 August 2024

Local time

12:00pm

Place

InTend Portal

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

Avon Fire and Rescue Service

Portishead

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The procurement will be reviewed throughout the duration of the contract.