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Tender

## **HR and Managed Payroll System**

Albyn Housing Society Limited

F02: Contract notice

Notice identifier: 2025/S 000-021384

Procurement identifier (OCID): ocds-h6vhtk-05136d

Published 14 May 2025, 3:28pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Albyn Housing Society Limited

98-104 High Street, Invergordon

Ross-shire

IV18 0DL

#### **Email**

[becki.wemyss@albynhousing.org.uk](mailto:becki.wemyss@albynhousing.org.uk)

#### **Telephone**

+44 01349855966

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

### **Internet address(es)**

Main address

[www.albynhousing.org.uk](http://www.albynhousing.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA1806](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA1806)  
[2](#)

### **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

### **I.3) Communication**

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

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA1806](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA1806)  
[2](#)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA1806](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA1806)  
[2](#)

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

### **I.4) Type of the contracting authority**

Other type

Registered Social Landlord

## **I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

HR and Managed Payroll System

#### **II.1.2) Main CPV code**

- 79631000 - Personnel and payroll services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Albyn Housing Group is seeking a suitably qualified software supplier to provide an integrated software solution that meets the provisions of a HR Information System, Recruitment ATS, Performance Management, Reporting and Analytics with Self-service, and Managed Payroll Service requirements.

#### **II.1.5) Estimated total value**

Value excluding VAT: £107,000

#### **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

#### **II.2.3) Place of performance**

NUTS codes

- UKM6 - Highlands and Islands

#### **II.2.4) Description of the procurement**

Albyn Housing Group is seeking a suitably qualified software supplier to provide an integrated software solution that meets the provisions of a HR Information System, Recruitment ATS, Performance Management, Reporting and Analytics with Self-service, and Managed Payroll Service requirements.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £107,000

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

Duration in months

60

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

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## **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

The relevant selection criteria will be included in the SPD module.

#### **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

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## **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

13 June 2025

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

13 June 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

## **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=798360](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=798360).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:798360)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=798360](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=798360)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Inverness Sheriff Court

Inverness

IV1 1AH

Country

United Kingdom