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Tender

Employment services for representatives based in overseas locations

University of Birmingham

F02: Contract notice

Notice identifier: 2023/S 000-021729

Procurement identifier (OCID): ocds-h6vhtk-03eaad

Published 26 July 2023, 7:58pm

Section I: Contracting authority

I.1) Name and addresses

University of Birmingham

Edgbaston

Birmingham

B15 2TT

Contact

Paul Markham

Email

p.markham@bham.ac.uk

Country

United Kingdom

NUTS code

Reference number

FRAM582/23

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Birmingham invites tenders for the supply of employment services for University representatives based overseas. Companies whose sole business is international student recruitment should not submit tenders for consideration. Tenderers will be required to employ representatives in global locations to deliver student recruitment activities on behalf of the University. They will provide a legal and compliant structure for employing representatives in each jurisdiction on behalf of the University. Employment of representatives should be fully compliant with national labour, financial and tax laws. Tenderers will manage representatives' payroll and salaries along with any additional costs. The requirement will also include specific identified individuals to be employed including some already identified from the beginning of the contract. There would be an agreed advertising / shortlisting process for new staff. The University would supply the initial Job Description, the s

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

- UKG31 - Birmingham

II.2.4) Description of the procurement

The University of Birmingham invites tenders for the supply of employment services for

University representatives based overseas. Companies whose sole business is international student recruitment should not submit tenders for consideration. Tenderers will be required to employ representatives in global locations to deliver student recruitment activities on behalf of the University. They will provide a legal and compliant structure for employing representatives in each jurisdiction on behalf of the University. Employment of representatives should be fully compliant with national labour, financial and tax laws. Tenderers will manage representatives' payroll and salaries along with any additional costs. The requirement will also include specific identified individuals to be employed including some already identified from the beginning of the contract. There would be an agreed advertising / shortlisting process for new staff. The University would supply the initial Job Description, the supplier would advertise and shortlist, and the University would conduct the interview.

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: Yes

Description of options

4 Years with 2 x 1 year extension options.

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.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Putting in place employment agreements in a number of overseas locations will be developed over time. Individual contracts will tend to be 2 years so a longer term contract is required.

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

25 August 2023

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

IV.2.7) Conditions for opening of tenders

Date

25 August 2023

Local time

12:30pm

Place

University of Birmingham, Edgbaston, Birmingham

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

University of Birmingham

Birmingham

Country

United Kingdom