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Tender

## **Meridian Trust – Payroll, HR Administration and Associated Services**

Meridian Trust

F02: Contract notice

Notice identifier: 2022/S 000-021783

Procurement identifier (OCID): ocds-h6vhtk-0359fa

Published 8 August 2022, 4:49pm

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

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

Meridian Trust

Gibraltar Lane, Swavesey

Cambridge

CB24 4RS

#### **Contact**

Steve Parker

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

**Country**

United Kingdom

**NUTS code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.meridiantrust.co.uk/>

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to the above-mentioned address

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

Other type

Education Institute

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Meridian Trust – Payroll, HR Administration and Associated Services

Reference number

MPN-10229

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

- 79631000 - Personnel and payroll services

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

Services

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

Meridian Trust is currently out to tender for the provision of a Payroll, HR Administration System and Associated Services. Suppliers that would like to take part in this process are invited to Express Interest upon which they will be given access to the full tender documentation through this e-tendering system. When the tender documents have been made available suppliers will receive notification via email and the tender documents can be accessed from the My Tender area of this website and by selecting the View Details button of this project. Please allow sufficient time to make your return as late returns will not be accepted. Any questions relating to this tender should be made via the correspondence section of this website.

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

Value excluding VAT: £525,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Meridian Trust Trust is currently out to tender for the provision of a Payroll, HR Administration and Associated Services Full details of the system functionality and supporting services the Trust requires are available via the Statement of Requirements which is part of the tender documentation.

### **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: £525,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

Description of options

The Contract value will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

The duration detailed above includes the initial term of three years as well as the two optional contract extension periods of 12 months each.

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## **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

#### **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**

Restricted 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

7 September 2022

Local time

5:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

6 October 2022

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Further notices will be published in 2025, 2026 or 2027 dependent on the exercising of contract extension options

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

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Meridian Trust will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

