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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): ocids-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

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

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.

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

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

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