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Tender

Office for Students: Framework for Recruitment Supplier Services for Temporary and Permanent Staff

Office for Students

F02: Contract notice

Notice identifier: 2023/S 000-022335

Procurement identifier (OCID): ocids-h6vhtk-03ec14

Published 1 August 2023, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

Office for Students

Westward House, Lime Kiln Close, Stoke Gifford

Bristol

BS34 8SR

Contact

Sarah Phillips

Email

procurement@officeforstudents.org.uk

Telephone

+44 1179317317

Country

United Kingdom

Region code

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Internet address(es)

Main address

<https://www.officeforstudents.org.uk>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Bristol:-Recruitment-services./AP8683652D>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-title/AP8683652D>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Office for Students: Framework for Recruitment Supplier Services for Temporary and

Permanent Staff

Reference number

PRN1764

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

The Office for Students (OfS) is looking to appoint suppliers to undertake the recruitment of permanent and temporary staff across the whole business. This tender process will set up a framework for recruitment supplier services for temporary and permanent recruitment of staff across multiple lots for different job specialisms. The framework will be divided into 4 Lots:

Lot 1 - Professional staff

Lot 2 - Administration staff

Lot 3 - Legal Staff

Lot 4 - IT Staff

II.1.5) Estimated total value

Value excluding VAT: £1,700,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 4

II.2) Description

II.2.1) Title

Lot 1- Permanent and Temporary recruitment of Professional Staff

Lot No

1 -Professional Staff

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

The OfS is looking to appoint suppliers to undertake the recruitment of permanent and temporary staff across the whole business. This tender process will set up a framework for recruitment supplier services for temporary and permanent recruitment of staff across multiple lots for different job specialisms. Lot 1 is for Professional staff including: Human resources, Finance, Corporate Governance, Project, programme and portfolio delivery and policy professionals.

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

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: 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

II.2.14) Additional information

To respond to Lot1 please follow this link : <https://www.delta-esourcing.com/respond/AP8683652D>

II.2) Description

II.2.1) Title

Lot 2 -Permanent and temporary recruitment of Administration Staff

Lot No

2 - Administration staff

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

The OfS is looking to appoint suppliers to undertake the recruitment of permanent and temporary staff across the whole business. This tender process will set up a framework for recruitment supplier services for temporary and permanent recruitment of staff across multiple lots for different job specialisms. Lot 2 is for Administration staff including personal assistants and team administrators.

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: £300,000

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: 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

II.2.14) Additional information

To respond to Lot 2 please follow this link: <https://www.delta-sourcing.com/respond/8ZM6Q36XPH>

II.2) Description

II.2.1) Title

Lot 3 -Permanent and Temporary recruitment of Legal Staff

Lot No

3 - Legal Staff

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

The OfS is looking to appoint suppliers to undertake the recruitment of permanent and temporary staff across the whole business. This tender process will set up a framework for recruitment supplier services for temporary and permanent recruitment of staff across multiple lots for different job specialisms. This Lot is for the recruitment of Legal Staff including qualified solicitors and barristers.

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: £300,000

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: 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

II.2.14) Additional information

To respond to Lot 3 please follow this link: <https://www.delta-esourcing.com/respond/M654948826>

II.2) Description

II.2.1) Title

Lot 4 - Permanent and Temporary recruitment of IT staff - Lot 4

Lot No

4 - IT Staff

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

The OfS is looking to appoint suppliers to undertake the recruitment of permanent and temporary staff across the whole business. This tender process will set up a framework for recruitment supplier services for temporary and permanent recruitment of staff across multiple lots for different job specialisms. This Lot is for IT staff including operations and applications, It programmes and IT Security staff.

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: £600,000

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: 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

II.2.14) Additional information

To respond to Lot 4 please follow this link: <https://www.delta-sourcing.com/respond/67H7V2B7GK>

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

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 several operators

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

4 September 2023

Local time

11:00am

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

Tender must be valid until: 1 December 2023

IV.2.7) Conditions for opening of tenders

Date

4 September 2023

Local time

11:30am

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Bristol:-Recruitment-services./AP8683652D>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/AP8683652D>

GO Reference: GO-202381-PRO-23541487

VI.4) Procedures for review

VI.4.1) Review body

Office for Students

Westward House, Lime Kiln Close, Stoke Gifford

Bristol

BS34 8SR

Email

procurement@officeforstudents.org.uk

Telephone

+44 1179317317

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Office for Students

Westward House, Lime Kiln Close, Stoke Gifford

Bristol

BS34 8SR

Email

procurement@officeforstudents.org.uk

Telephone

+44 1179317317

Country

United Kingdom

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

Office for Students

Westward House, Lime Kiln Close, Stoke Gifford

Bristol

BS34 8SR

Email

procurement@officeforstudents.org.uk

Telephone

+44 1179317317

Country

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