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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): ocds-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](mailto: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

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**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>

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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**

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

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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**

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](mailto: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](mailto: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](mailto:procurement@officeforstudents.org.uk)

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