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Tender

## Temporary Recruitment Services

ORBIT GROUP LIMITED

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-022406

Procurement identifier (OCID): ocds-h6vhtk-051660

Published 16 May 2025, 7:17pm

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## Scope

## Reference

GPL0118

## Description

Orbit is seeking to appoint several Recruitment Agencies to be included on this Framework for the provision of temporary recruitment services.

This procurement involves the establishment of a 4-year Framework agreement with several recruitment agencies to provide temporary recruitment across the Midlands, East and Southeast. The requirement is split into 3 Lots as follows:

Lot 1 - (1a & b) Orbit Group

Lot 2 - Technology & Information

### Lot 3 - (3a, 3b & 3c) Orbit Homes

We are using the Competitive Flexible procedure and this procurement exercise will run over 2 stages. Stage 1 will be the Procurement Specific Questionnaire Evaluation process to shortlist potential providers who have the capability to deliver and meet the requirements. Shortlisted providers will then be Invited To Tender (2nd Stage). The second stage will consist of quality questions specific to the requirement and an evaluation process which may include the requirement of a demonstration/Interview session.

This procurement exercise is being run on the Proactis e-procurement portal 'Procontract' - <https://procontract.due-north.com>. Suppliers will need to be registered on Procontract in order to view all the related tender documents and information. All project related queries and responses to participate must be made through the portal.

Bidders must be registered on the Government's Central Digital Platform <https://www.find-tender.service.gov.uk/> and meet the following Conditions to participate in this tender opportunity:

1. Have a minimum of at least 5 years of experience in providing temporary recruitment services to the public sector.
2. Hold a relevant industry certification such as Recruitment & Employment Confederation (REC), British Institute of Recruiters (BIOR), Institute of Recruitment (IRP). Employment Agency Standards Inspectorate are the most widely recognised recruitment standards. We would be willing to accept other widely recognised quality standards such as ISO.
3. Must be able to supply suitable candidates for all requirements within Lots with the exception of Lot 1b.

Full information for the process and full requirement can be found in the attached tender documentation.

### **Commercial tool**

Establishes a framework

### **Total value (estimated)**

- £2,790,000 excluding VAT
- £3,348,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 12 January 2026 to 11 January 2028
- Possible extension to 11 January 2030
- 4 years

Description of possible extension:

The contract can be extended for up to 24 months (either 2 x 12 months or 1 x 24 months)

### **Options**

The right to additional purchases while the contract is valid.

Orbit may add more categories of temporary work requirements for each Lot during the course of the contract if required and agreeable with all agencies under the relevant lot.

### **Main procurement category**

Services

### **CPV classifications**

- 79600000 - Recruitment services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

## **Lot constraints**

Description of how multiple lots may be awarded:

Suppliers may apply for just one, two or all three Lots. Suppliers may be awarded a place on one or more Lots.

It is intended that Orbit will shortlist a minimum of and a maximum of participants per lot as below:

Lot 1a & 1b - min 6, max 10

Lot 2 - min 4, max 6

Lot 3a, 3b & 3c - min 3, max 5

In the event due to multiple Participants scoring equally, Orbit will exceed the maximum number of participants for a Lot (i.e. multiple Participants have the same final score and inviting them all will exceed the maximum number of Participants), Orbit reserves the right to shortlist all of the Participants to whom this applies.

In the event that a Participant scores within 0.99 points of the lowest scoring Participant invited to submit a tender for a Lot, when the maximum number of participants has been

met, Orbit reserves the right to shortlist the additional Participant(s). In the event that Orbit exercises this discretion, it will notify all Participants in writing of the number of Participants to be shortlisted.

It is mandatory that agencies are able to supply candidates for all categories and all regions within the Lots they are tendering for. with the exception of Lot 1b, where it is desirable that agencies are able to supply candidates for a minimum of 80% of the categories listed. This is a mandatory requirement (pass/fail) and any tenderers unable to meet this requirement will be find their submissions deemed non-compliant.

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## **Lot 1. Group (1a & 1b)**

### **Description**

Lot 1a - Orbit Group (minimum of 6, maximum of 10 agencies on the Framework)

We require multi-specialism agencies that can supply temporary workers for the categories of:

The list of job categories detailed below are typically operated from Orbit locations in the Midlands. Locations being Coventry and Stratford-Upon-Avon.

- Administrative
- Accountancy & Finance
- Customer Services and Complaints
- Procurement & Supply Chain
- HR & Learning
- Marketing & Communications

- Governance, Legal and Policy
- Internal Audit

Lot 1b - Orbit Group (minimum of 6, maximum of 10 agencies on the Framework)

We require agencies that can supply temporary workers to the job categories and locations listed below.

The list of job categories detailed below are typically operated from scheme or field based locations and therefore, temporary requirements could exist across the Midlands, East or South East of England.

- Estates and Facilities Management
- Later Living & Supported Housing
- Property Management
- Housing & Tenancy Management
- Health & Safety, Building Safety and Fire Safety
- Environmental & Sustainability
- Thriving Communities (Financial, wellbeing and employment advice)
- Empty Homes and Lettings
- Property Repairs and Property Improvements
- Surveying and Asset Management

Whilst the job categories detailed above have been provided as a indicative list of potential requirements for Lot 1, Orbit may engage the Lot 1 panel with any group temporary agency requirements outside of these categories, it has during the contract term.

This lot will also allow for the provision of PAYE, Ltd Company and Umbrella paid workers.

### **Lot value (estimated)**

- £450,000 excluding VAT
- £540,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Technology and Information**

### **Description**

Technology and Information (minimum of 4, maximum of 6 agencies on the Framework)

Orbits IT strategy has emphasis on the use of Microsoft D365 products across many of our services. We require agencies that can supply temporary workers for the categories of:

The list of categories detailed below are typically operated from Orbit locations in the Midlands. Location being Coventry.

- Business Intelligence & Data Science
- Information Technology
- Business Solutions & Architecture
- IT Security
- IT Services
- Business Change and Programme Management

Whilst the categories detailed above have been provided as a indicative list of potential requirements for Lot 2, Orbit may engage the Lot 2 panel with any IT temporary agency requirements outside of these categories, it has during the contract term.

This lot will also allow for the provision of PAYE, Ltd Company and Umbrella paid workers.

### **Lot value (estimated)**

- £540,000 excluding VAT
- £648,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Orbit Homes (3a, 3b & 3c)**

### **Description**

Lot 3 - Orbit Homes

Lot 3a - Midlands (minimum of 3, maximum of 5 agencies per Lot)

Lot 3b - East (minimum, of 3, maximum of 5 agencies per Lot)

Lot 3c - South East (minimum of 3, maximum of 5 agencies per Lot)

We require agencies that can supply temporary workers for the categories of:

The list of categories detailed below are typically operated from active construction sites and therefore, requirements could exist across the Midlands, East or South East of



England.

- General site labour
- Telehandlers and Forklift Drivers
- Finishing Foreperson
- Site Management
- Quantity Surveying
- New Home Sales (Please note that this category is not included in the conditions of participation/scoring as we have not had any temporary requirements previously)

Whilst the job categories detailed above have been provided as a indicative list of potential requirements for Lot 3, Orbit Homes may engage the Lot 3 panel with any temporary agency requirements outside of these categories, it has during the contract term.

This lot will also allow for the provision of PAYE, Ltd Company and Umbrella paid workers.

The lot does not currently allow for Construction Industry Scheme workers.

### **Lot value (estimated)**

- £1,800,000 excluding VAT
- £2,160,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Maximum number of suppliers**

Unlimited

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

It is mandatory that agencies are able to supply candidates for all categories and all regions within the Lots they are tendering for. with the exception of Lot 1b, where it is desirable that agencies are able to supply candidates for a minimum of 80% of the categories listed. This is a mandatory requirement (pass/fail) and any tenderers unable to meet this requirement will be find their submissions deemed non-compliant.

It is desirable for agencies to have offices within each region/location tendered for. Orbit sees this as desirable to allow for enhanced local engagement with potential candidates and with Orbit's Stakeholders. Please see below the geographical requirements for each Lot.

### **Award method when using the framework**

Without competition

### **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Technical ability conditions of participation**

**Lot 1. Group (1a & 1b)**

**Lot 2. Technology and Information**

**Lot 3. Orbit Homes (3a, 3b & 3c)**

Participants must

1. Have a minimum of at least 5 years of experience in providing temporary recruitment services to the public sector.
2. Hold a relevant industry certification such as Recruitment & Employment Confederation (REC), British Institute of Recruiters (BIOR), Institute of Recruitment (IRP). Employment Agency Standards Inspectorate are the most widely recognised recruitment standards. We would be willing to accept other widely recognised quality standards such as ISO.
3. Be able to supply suitable candidates for all requirements within Lots with the exception of Lot 1b.

### **Particular suitability**

**Lot 1. Group (1a & 1b)**

**Lot 2. Technology and Information**

**Lot 3. Orbit Homes (3a, 3b & 3c)**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Submission type**

Requests to participate

**Deadline for requests to participate**

10 June 2025, 12:00pm

**Submission address and any special instructions**

<https://procontract.due-north.com/>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

21 August 2025

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**Award criteria**

Name	Type	Weighting
Quality	Quality	100%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

Possible Refinement of award criteria

Invitation To Tender to shortlisted suppliers

Clarification/Interview if required

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## Documents

### Associated tender documents

<https://procontract.due-north.com>

<https://procontract.due-north.com/Supplier/Advert/View?advertId=5ffd9a5f-8032-f011-813>

[6-005056b64545&fromProjectDashboard=False&fromRfxSummary=False&selectWorkgroup=False&fromAdvertEvent=False&fromActivityDashboard=False](#)

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## Contracting authority

### ORBIT GROUP LIMITED

- Companies House: IP28503R
- Public Procurement Organisation Number: PDDL-8571-LDGT

Garden Court, Harry Weston Road, Binley Business Park, Binley

Coventry

CV3 2SU

United Kingdom

Contact name: Julie Mephram

Email: [group.tenders@orbit.org.uk](mailto:group.tenders@orbit.org.uk)

Website: <https://orbit.org.uk>

Region: UKG33 - Coventry

Organisation type: Public authority - sub-central government