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Tender

## **GSS24399 - Employee Screening for UKSBS and UKRI**

UK SHARED BUSINESS SERVICES LIMITED

F02: Contract notice

Notice identifier: 2024/S 000-022710

Procurement identifier (OCID): ocds-h6vhtk-048362

Published 22 July 2024, 3:40pm

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

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

UK SHARED BUSINESS SERVICES LIMITED

Polaris House, North Star Avenue

SWINDON

SN21FF

#### **Contact**

Ben Osborne

#### **Email**

[coreservices@uksbs.co.uk](mailto:coreservices@uksbs.co.uk)

#### **Country**

United Kingdom

**Region code**

UKK14 - Swindon

**Companies House**

06330639

**Internet address(es)**

Main address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

**I.3) Communication**

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

<https://beisgroup.ukp.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://beisgroup.ukp.app.jaggaer.com/>

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

Body governed by public law

**I.5) Main activity**

Other activity

Public Shared Service Provider

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## **Section II: Object**

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

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

GSS24399 - Employee Screening for UKSBS and UKRI

Reference number

GSS24399

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

- 79600000 - Recruitment services

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

Services

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

The final date and time for the submission of bids is Tuesday 27th August 2024 at 14:00.

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Brief Description of Requirement

UKSBS, on behalf of their clients, seeks to procure a competent organisation that can successfully, confidentially and legally, in accordance with all relevant legislation, provide a baseline security screening service and carry out pre-employment and pre-engagement of candidate checks.

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

How to Apply

UK Shared Business Services Ltd (UKSBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number itt\_1682 / BE24399.

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

Value excluding VAT: £1,300,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

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

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#### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 70%

Price - Weighting: 30%

#### **II.2.6) Estimated value**

Value excluding VAT: £1,300,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Option to extend for an additional 2 years on a annual basis.

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

Variants will be accepted: No

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

Options: No

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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.1.8) 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

27 August 2024

Local time

1:00pm

**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**

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

27 August 2024

Local time

2:00pm

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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**

DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Procurement Regulations that apply to this opportunity.

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Jaggaer eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity, unless a system outage is experienced, to which the Contracting Authority will advise upon accordingly. Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Jaggaer eSourcing Portal you will have access to the Jaggaer messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no Legal Standing, merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

- i. not to award any contract as a result of the procurement process commenced by publication of this notice; and
- ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of your organisation in doing so.

### **About UK Shared Business Services**

UK Shared Business Services Ltd (UKSBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UKSBS is not named as the Contracting Authority within the documentation, UKSBS



will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx>

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

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

UK Shared Business Services Limited

Polaris House, North Star Avenue

Swindon

SN2 1FF

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Country

United Kingdom