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Tender

Fully Managed Payroll Solution

Met Office

F02: Contract notice

Notice identifier: 2021/S 000-023921

Procurement identifier (OCID): ocds-h6vhtk-02e4e1

Published 27 September 2021, 11:58am

Section I: Contracting authority

I.1) Name and addresses

Met Office

Fitzroy Road

Exeter

EX1 3PB

Contact

Ms Megan Brine

Email

megan.brine@metoffice.gov.uk

Telephone

+44 1392886839

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.metoffice.gov.uk>

Buyer's address

<http://www.metoffice.gov.uk>

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Fully Managed Payroll Solution

Reference number

DN569270

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The Met Office are seeking a fully managed payroll solution to ensure payments are made to employees on-time and accurately on a monthly basis. The Met Office currently employs 2150 people: approximately 2126 based in the UK and 24 based overseas. All staff are processed on UK payroll according to UK legislation (no ex-pat arrangements) and paid in pounds sterling (£).

On average, throughout the financial period April 2020 – March 2021, the payroll solution administered 2117 payslips each month. This fluctuated between a range of 2078 and 2169 throughout this period (please note, this data is being provided for indicative purposes only).

The payroll solution must operate on a 365-day processing schedule (rather than the standard 260 or 261-day schedule).

The Met Office intends to award a Contract for Services to a single supplier for the provision of a fully managed payroll solution with an initial contract term of 3 years, and the option to extend for one further 12-month period.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

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

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

3 November 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

3 November 2021

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Met Office

Fitzroy Rd

Exeter

EX1 3PB

Country

United Kingdom