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Tender

Global Employment Outsourcing

European Marine Energy Centre (EMEC) Ltd

F02: Contract notice

Notice identifier: 2022/S 000-024437

Procurement identifier (OCID): ocds-h6vhtk-0364c7

Published 1 September 2022, 1:21pm

Section I: Contracting authority

I.1) Name and addresses

European Marine Energy Centre (EMEC) Ltd

The Charles Clouston Building, ORIC, Back Road, Stromness

ORKNEY

KW16 3AW

Email

procurement@emec.org.uk

Telephone

+44 1856852060

Country

United Kingdom

NUTS code

UKM65 - Orkney Islands

Internet address(es)

Main address

www.emec.org.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23883

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Other type

Private company in receipt of grant funding

I.5) Main activity

Other activity

Renewable Energy

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Global Employment Outsourcing

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

We wish to appoint a company to provide employer of record services initially for one employee who is based in the Republic of Ireland. Depending on the success of this service, we may consider expanding into other countries in the future.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Global

II.2.4) Description of the procurement

We wish to appoint a company to provide employer of record services initially for one employee who is based in the Republic of Ireland. This employee has been employed by the company for some time but has recently moved to Ireland.

Depending on the success of this service, we may consider expanding into other countries in the future.

Scope of work

Company's scope of work shall include, but is not to be limited to:

- Provision of a secure portal for management of employees
- Onboarding and offboarding service
- Responsibility for all HR related tasks ensuring compliance
- Access to specialist HR advice in the country of employment
- Global payroll service to comply with local tax laws
- Provision of appropriate insurances ensuring compliance

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

24

This contract is subject to renewal

Yes

Description of renewals

This will be a rolling contract dependent on employees contracted.

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

See SPD

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.1.8) 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

5 October 2022

Local time

12:00pm

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

5 October 2022

Local time

1:00pm

Place

Stromness

Information about authorised persons and opening procedure

As per ITT document

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=705391.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:705391)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=705391

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, Watergate

Kirkwall

KW15 1SX

Email

kirkwall@scotcourt.gov.uk

Telephone

+44 1856852110

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/kirkwall-sheriff-court>