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Tender

## **Harrow, Richmond & Uxbridge College HR, Payroll and Learning Management System Tender**

HCUC - Uxbridge College and Harrow College

F02: Contract notice

Notice identifier: 2024/S 000-024642

Procurement identifier (OCID): ocds-h6vhtk-0487f8

Published 6 August 2024, 11:24am

The closing date and time has been changed to:

**16 September 2024, 4:00pm**

See the [change notice](#).

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

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

HCUC - Uxbridge College and Harrow College

Park Road

Uxbridge

UB8 1NQ

#### **Email**

[enquiries@harrow.ac.uk](mailto:enquiries@harrow.ac.uk)

#### **Telephone**

+44 2089096000

**Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.harrow.ac.uk>

Buyer's address

<https://www.harrow.ac.uk>

**I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

HCUC - Uxbridge College and Harrow College

Park Road

Uxbridge

UB8 1NQ

**Email**

[enquiries@harrow.ac.uk](mailto:enquiries@harrow.ac.uk)

**Telephone**

+44 2089096000

**Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.harrow.ac.uk>

Buyer's address

<https://www.harrow.ac.uk>

Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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**

Education

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## **Section II: Object**

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

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

Harrow, Richmond & Uxbridge College HR, Payroll and Learning Management System Tender

Reference number

CA14502 -

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

- 48450000 - Time accounting or human resources software package

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

Supplies

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

Harrow, Richmond & Uxbridge College HR, Payroll and Learning Management System Tender, contract split into 3 Lots, suppliers can tender for 1, 2 or 3 of the Lots.

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

Value excluding VAT: £395,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
3

Maximum number of lots that may be awarded to one tenderer: 3

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 Payroll System

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKI3 - Inner London – West
- UKI - London
- UKI4 - Inner London – East
- UKI6 - Outer London – South
- UKI7 - Outer London – West and North West
- UKI5 - Outer London – East and North East

Main site or place of performance

London

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

Lot 1 Payroll System

### **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: £165,000

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

Duration in months

86

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: Yes

Description of options

86 month(s) from the commencement date, with 62 initial month(s) and option to extend 2x12 month(s)

#### **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) Description**

#### **II.2.1) Title**

Lot 2 HR Management System

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKI3 - Inner London – West
- UKI4 - Inner London – East
- UKI6 - Outer London – South
- UKI - London

- UKI5 - Outer London – East and North East
- UKI7 - Outer London – West and North West

Main site or place of performance

London

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

Lot 2 HR System

#### **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: £125,000

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

Duration in months

86

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: Yes

Description of options

86 month(s) from the commencement date, with 62 initial month(s) and option to extend 2x12 month(s)

#### **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) Description**

### **II.2.1) Title**

Lot 3 Learning Management System

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKI5 - Outer London – East and North East
- UKI3 - Inner London – West
- UKI - London
- UKI7 - Outer London – West and North West
- UKI4 - Inner London – East
- UKI6 - Outer London – South

Main site or place of performance

London

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

Lot 3 Learning Management System

### **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: £85,000

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

Duration in months

86

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: Yes

Description of options

86 month(s) from the commencement date, with 62 initial month(s) and option to extend 2x12 month(s)

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality

standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

Levels stated in tender docs

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

Levels stated in tender docs

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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**

Originally published as:

Date

5 September 2024

Local time

12:00pm

Changed to:

Date

16 September 2024

Local time

4:00pm

See the [change notice](#).

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

English

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

Date

5 September 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Section II.3) – dates refer to the initial contract period and do not include the options of any extensions.

Section IV.3.5) – any dates shown are an estimate.

In the first instance, candidates should register with [www.multiquote.com](http://www.multiquote.com) and express an interest in the contract, full details of the contract will be available.

The Contracting Authority shall not be under any obligation to accept any tender. The Contracting Authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.

The Contracting Authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

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

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

Tenet Education

Procurement House, Unit 23 Leslie Hough Way

Salford, Manchester

M6 6AJ

Email

[raymond.wiffen@tenetservices.com](mailto:raymond.wiffen@tenetservices.com)

Telephone

+44 7904236997

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).