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Contract

QUB/2276/22 Provision of Staff Payment and Management Services - Latin America

Queen's University Belfast

F03: Contract award notice

Notice identifier: 2022/S 000-026713

Procurement identifier (OCID): ocds-h6vhtk-033914

Published 23 September 2022, 2:33pm

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

Email

j.glackin@qub.ac.uk

Telephone

+44 2890973026

Fax

+44 2890971390

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

www.qub.ac.uk

Buyer's address

www.qub.ac.uk/po

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

QUB/2276/22 Provision of Staff Payment and Management Services - Latin America

Reference number

QUB/2276/22

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is keen to further expand its in-market network, developing a defined strategy in Latin America, given ongoing growth in research and academic connections, and the increasing number of students from the region represented at Queen's. The University therefore invites tenders from experienced Economic Operators who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in Latin America.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £250,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- CO - Colombia
- MX - Mexico

Main site or place of performance

Colombia (Bogota) or Mexico (Mexico City)

II.2.4) Description of the procurement

The University invites tenders from Economic Operators who can provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation. The successful Economic Operator must:

- Provide a recruitment platform to employ a new in-market representative and manage payroll;
- Facilitate the recruitment process (excluding appointment) and onboard a new in-market representatives, as required;
- Ensure full compliance with local employment legislation and adherence to all appropriate governance arrangements required in the defined country;
- Provide guidance to the University regarding any regulatory changes which may impact in-market provision;
- Provide any required business support including quarterly reconciliation of expenses (including travel booking provision);
- Ensure alignment of employment contract periods with the period of Economic Operator contract.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Cost criterion - Name: Allocation of Budget / Weighting: 30

II.2.11) Information about options

Options: Yes

Description of options

Queen's reserves the right to extend the contract by up to a further 48 months

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: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-012918](#)

Section V. Award of contract

Contract No

QUB/2276/22

Lot No

1

Title

Staff Payment and Management Services - Latin America

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

31 August 2022

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

EdCo LATAM Consulting Ltd

Suites 5 &6 Horsford's Business Centre, Long Point Road

Charlestown, Nevis

Country

St Kitts and Nevis

NUTS code

- KN - St Kitts and Nevis

Internet address

<https://edcolatam.com/>

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £250,000

Total value of the contract/lot: £250,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

Belfast

Country

United Kingdom