

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/028601-2024>

Tender

Payroll Tender

West Lancashire Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-028601

Procurement identifier (OCID): ocds-h6vhtk-0498c2

Published 6 September 2024, 12:54pm

Section I: Contracting authority

I.1) Name and addresses

West Lancashire Borough Council

52 Derby Street

Ormskirk

L39 2SA

Contact

Ms C Kirwan

Email

Procurement@westlancs.gov.uk

Telephone

+44 1695

Country

United Kingdom

Region code

UKD47 - Chorley and West Lancashire

Internet address(es)

Main address

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

Buyer's address

<http://www.westlancs.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/Advert/Index?advertId=cc508eca-456c-ef11-812f-005056b64545>

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/Advert/Index?advertId=cc508eca-456c-ef11-812f-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll Tender

Reference number

DN741826

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD47 - Chorley and West Lancashire

II.2.4) Description of the procurement

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

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

84

This contract is subject to renewal

Yes

Description of renewals

24 months x 2 extensions (48 months in extensions total).

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

10 October 2024

Local time

2:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

6 September 2024

Local time

4:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

West Lancashire Borough Council

Ormskirk

Country

United Kingdom