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Tender

## Executive Search and Resourcing Services

Nottingham Trent University (NTU)

F02: Contract notice

Notice identifier: 2022/S 000-030436

Procurement identifier (OCID): ocds-h6vhtk-037d04

Published 28 October 2022, 8:07am

### Section I: Contracting authority

#### I.1) Name and addresses

Nottingham Trent University (NTU)

50 Shakespeare Street

Nottingham

NG1 4FQ

#### Contact

Dean Scaife

#### Email

[dean.scaife@ntu.ac.uk](mailto:dean.scaife@ntu.ac.uk)

#### Telephone

+44 1158482921

#### Country

United Kingdom

**Region code**

UKF14 - Nottingham

**National registration number**

GB 277 951625

**Internet address(es)**

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/128806>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=54419&B=NTU](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=54419&B=NTU)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=54419&B=NTU](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=54419&B=NTU)

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=54419&B=NTU](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=54419&B=NTU)

**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**

Executive Search and Resourcing Services

Reference number

NTU/22/2202/DS

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

- 79600000 - Recruitment services

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

Services

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

The University has a commitment to protect its staff and property. Emphasis is therefore placed on the character and background of individuals. The Supplier shall ensure candidates are fully screened before their details are provided to the University as potential candidates to ensure no conflicts of interests and/or disqualifications, where relevant.

The Supplier shall confirm in writing that all necessary pre-employment checks have been made prior to placement. For example, and not limited to eligibility to work in the UK, disclosure of criminal convictions, professional registration where this is an essential requirement of the job role.

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

Value excluding VAT: £833,333.33

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF14 - Nottingham

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

The University has a commitment to protect its staff and property. Emphasis is therefore placed on the character and background of individuals. The Supplier shall ensure candidates are fully screened before their details are provided to the University as potential candidates to ensure no conflicts of interests and/or disqualifications, where relevant.

The Supplier shall confirm in writing that all necessary pre-employment checks have been made prior to placement. For example, and not limited to eligibility to work in the UK, disclosure of criminal convictions, professional registration where this is an essential requirement of the job role.

### **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: £833,333.33

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

2 + 1 + 1 year

#### **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

#### **II.2.14) Additional information**

Expression of Interest Deadline: 28th November 2022

Clarification Deadline: 28th November 2022

Tender Return Deadline: 2nd December 2022

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 5

#### **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**

Date

2 December 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**

Tender must be valid until: 2 February 2023

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

Date

2 December 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 Years

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

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

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom