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Tender

Payroll Services

East Suffolk Council

F02: Contract notice

Notice identifier: 2022/S 000-031176

Procurement identifier (OCID): ocids-h6vhtk-037f08

Published 4 November 2022, 9:39am

Section I: Contracting authority

I.1) Name and addresses

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

Contact

Procurement

Email

samantha.cook@eastsuffolk.gov.uk

Telephone

+44 1502523669

Country

United Kingdom

NUTS code

UKH1 - East Anglia

Internet address(es)

Main address

<http://eastsuffolk.gov.uk>

Buyer's address

<http://eastsuffolk.gov.uk>

I.3) Communication

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

<https://www.in-tendhost.co.uk/eastsuffolk.aspx/Tenders/Current>

Additional information can be obtained from the above-mentioned address

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

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 Services

Reference number

2215-TEN-O

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -Payments to ASR's• Implementation of annual and incremental pay awards (when they are awarded)• Legislative upgrades (e.g., including but not limited to changes to individual tax codes or other employment and/or allowance related changes introduced by government)• Accounting for and implementing backdated or arrears of incremental pay awards• All associated reporting connected with the Services

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKH1 - East Anglia

II.2.4) Description of the procurement

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -

II.2.5) Award criteria

Price

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

Start date

1 March 2023

End date

28 February 2026

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: 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

5 December 2022

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

5 December 2022

Local time

12:01pm

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

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

Email

procurement@eastsuffolk.gov.uk

Country

United Kingdom

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

Crown Commercial Services

Capital Building, Old Hall Street

Luton

L39PP

Country

United Kingdom