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Tender

Pendle Education Trust - Managed Payroll Services

Pendle Education Trust

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-031630

Procurement identifier (OCID): ocds-h6vhtk-0546f1

Published 11 June 2025, 3:57pm

Scope

Reference

CA15933

Description

Pendle Educational Trust are seeking proposals from suppliers of managed payroll services to support their requirements across five academies. The service is currently outsourced to a third party supplier. Suppliers are requested to note that this tender is for Payroll Services only with no requirement for HR Services.

Total value (estimated)

- £500,000 excluding VAT
- £500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

Description of extensions - Include the circumstances in which they could be used, and provide a breakdown if multiple extensions are possible.

Options

The right to additional purchases while the contract is valid.

Description of options - Include enough information to understand the scope of the options and the circumstances in which they could be used.

Main procurement category

Services

CPV classifications

- 79211110 - Payroll management services

Contract locations

- UK - United Kingdom

Participation

Legal and financial capacity conditions of participation

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A Selection Questionnaire (SQ) must be completed and returned (via 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 providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Technical ability conditions of participation

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A Selection Questionnaire (SQ) must be completed and returned (via 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 providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Particular suitability

- Small and medium-sized enterprises (SME)
 - Voluntary, community and social enterprises (VCSE)
-

Submission

Enquiry deadline

7 July 2025, 1:00pm

Tender submission deadline

16 July 2025, 1:00pm

Submission address and any special instructions

To access this opportunity, log in to <https://suppliers.multiquote.com> and view the opportunity. If you are not registered with MultiQuote, please visit <https://suppliers.multiquote.com>, complete the registration form on the log in page and quote the title and reference of the notice in your registration.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 April 2026

Award criteria

Name	Description	Type	Weighting
Service Delivery	Service Delivery	Quality	45.0%
Contract Price	Contract Price	Cost	35.0%
Implementation	Implementation	Quality	15.0%
Added Value	Added Value	Quality	5.0%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Pendle Education Trust

- Public Procurement Organisation Number: PRJP-2224-TJHM

C/O Nelson & Colne College, Scotland Road

Lancashire

BB9 7YT

United Kingdom

Contact name: Emma Middleton

Telephone: 01282 440200

Email: emma.middleton@thecpc.ac.uk

Region: UKD46 - East Lancashire

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)