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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 ([view related notices](#))

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

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## Participation

### Legal and financial capacity conditions of participation

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://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](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://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)
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## **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

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## 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%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## 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](mailto:emma.middleton@thecpc.ac.uk)

Region: UKD46 - East Lancashire

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