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Tender

## **Framework Agreement for Apprentice Finding and Recruitment Services**

LEEDS TRINITY UNIVERSITY

F02: Contract notice

Notice identifier: 2023/S 000-031819

Procurement identifier (OCID): ocds-h6vhtk-040fbc

Published 27 October 2023, 2:41pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

LEEDS TRINITY UNIVERSITY

Brownberrie Lane,Horsforth

LEEDS

LS185HD

#### **Contact**

Mark Hayter

#### **Email**

[m.hayter@leedstrinity.ac.uk](mailto:m.hayter@leedstrinity.ac.uk)

#### **Telephone**

+44 1132837100

#### **Country**

United Kingdom

**Region code**

UKE42 - Leeds

**Companies House**

6305220

**Internet address(es)**

Main address

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

Buyer's address

<https://neupc.delta-esourcing.com/>

**I.3) Communication**

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

<https://neupc.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://neupc.delta-esourcing.com/>

**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**

Framework Agreement for Apprentice Finding and Recruitment Services

Reference number

PFB044LTU

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

The university seeks to award a framework agreement with a maximum of five providers that will support the university's ambitions to recruit and enrol apprentices over the next four years.

Providers will be able to prospect for applicants and engage with individuals and organisations to provide us with successful enrolments. Payment will be on results, with a fixed fee becoming due for every successful applicant that enrolls on their apprenticeship with us.

Prospective providers should note the extent of services required is far beyond basic market opportunity analysis. The university will not form an agreement with organisations that will only provide lead generation and/or appointment booking services.

Instruction and accessing the tender documents:

The procurement will be conducted exclusively via the university's e-tendering website, where all documentation can be found and downloaded:

<https://neupc.delta-esourcing.com/members/leeds-trinity-university/>

Accessing a Tender Opportunity via the university's e-tendering website:

Once you have created a supplier profile, to respond to an opportunity, click 'Response

Manager' or 'View Invites and Responses'. You will then be presented with a list of all opportunities your organisation has previously worked on and be given the option of viewing current invites or entering the access code to begin responding to a new opportunity

Notes:

Project: PFB044LTU Framework Agreement for Apprentice Finding and Recruitment Services

Access Code : 8NKPQ6FXA8

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

Value excluding VAT: £320,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKE4 - West Yorkshire

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

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#### **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: £320,000

#### **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

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this framework agreement

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

1. The agreement will be effective immediately upon award.
2. The agreement will be subject to annual review and will be renewed subject to satisfactory performance and continued demand.
3. The intended duration of the agreement is four years.

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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

6 December 2023

Local time

10:00am

**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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

6 December 2023

Local time

10:01am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Leeds Trinity University

Leeds

Email

[m.hayter@leedstrinity.ac.uk](mailto:m.hayter@leedstrinity.ac.uk)

Country

United Kingdom