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Tender

Temporary and Permanent (TAP) Recruitment Services

Southern Universities Purchasing Consortium (SUPC)

F02: Contract notice

Notice identifier: 2022/S 000-032014

Procurement identifier (OCID): ocds-h6vhtk-0383a0

Published 11 November 2022, 12:52pm

The closing date and time has been changed to:

21 December 2022, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Southern Universities Purchasing Consortium (SUPC)

Reading Enterprise Centre, The University of Reading, Whiteknights Road, Earley Gate

Reading

RG6 6BU

Contact

Oliver Bradbury-Stewart

Email

supc@reading.ac.uk

Telephone

+44 1183784304

Country

United Kingdom

Region code

UK - United Kingdom

National registration number

111357

Internet address(es)

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/86623>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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=54372&B=SUPC

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=54372&B=SUPC

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Temporary and Permanent (TAP) Recruitment Services

Reference number

PFB4054SU

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

For the provision of temporary and permanent recruitment services.

II.1.5) Estimated total value

Value excluding VAT: £250,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following

lots or groups of lots:

"Lots 1 - 7 are for temporary, temp to perm, fixed term, fixed to perm, and permanent.

"

"If you are bidding on Lot 1, you cannot bid for Lot 3 and vice versa

If you are bidding on Lot 2, you cannot bid for Lot 4 and vice versa"

II.2) Description

II.2.1) Title

Instruction

Lot No

1

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Instruction to bidders

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 8

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) Description

II.2.1) Title

Documents

Lot No

2

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Tender Documentation

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 8

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) Description

II.2.1) Title

Lot 1 – Admin – National and London

Lot No

3

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot is designed to cover office based support staff as well clerical style support roles such as library staff, data entry, invigilation staff, and summer admissions vacancies – including call handlers.

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

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) Description

II.2.1) Title

Lot 2 - Ancillary - National and London

Lot No

4

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot covers the full range of traditional ancillary and operational staff, as well including hospitality and event staff, waiting staff, front of house, retail staff, nursery workers, laboratory workers, and cloakroom staff

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

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) Description

II.2.1) Title

Lot 3 – Admin – London only

Lot No

5

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot is designed to cover office based support staff as well clerical style support roles such as library staff, data entry, invigilation staff, and summer admissions vacancies – including call handlers.

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 4

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) Description

II.2.1) Title

Lot 4 – Ancillary – London only

Lot No

6

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot covers the full range of traditional ancillary and operational staff, as well including hospitality and event staff, waiting staff, front of house, retail staff, nursery workers, laboratory workers, and cloakroom staff

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 4

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) Description

II.2.1) Title

Lot 5 – Corporate and Professional Roles

Lot No

7

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot covers a wide range of more senior staff across HR, Finance, Procurement, Marketing and Communications, Legal, Project Managers, Head of Department roles and Senior and Executive roles. It also includes roles in the training/learning and development space; and roles within Estates such as Programme Managers, Estates Managers, Estates Professional Services roles; and bibliographic and content managers.

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 7

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) Description

II.2.1) Title

Lot 6 – Data, Digital and Technical roles (ICT)

Lot No

8

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot covers the full range of IT, ITC, data, digital, cloud and technical roles. It covers the full scope from IT helpdesk staff, right through to senior IT managers.

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 7

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) Description

II.2.1) Title

Lot 7 – One Stop Shop and Payroll Services

Lot No

9

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This lot covers 2 main areas:

One Stop Shop— This lot should be used for high volume requirements across all the above listed roles where members require suppliers to fulfill all their recruitment needs. The institution may specify a number of roles for a given period; or may call off on an ad hoc basis.

Payroll Services – this is where the Member Institution have a candidate ready and available for a role, but need a means of confirming background checks and pay rolling the employee.

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

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) Description

II.2.1) Title

Generic Questions (Must Answer)

Lot No

10

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Ignore

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: £250,000,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 1

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

Restricted 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: 70

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

Originally published as:

Date

16 December 2022

Local time

12:00pm

Changed to:

Date

21 December 2022

Local time

12:00pm

See the [change notice](#).

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

18 January 2023

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: 12 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Southern Universities Purchasing Consortium

Reading

Email

supc@reading.ac.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures: