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Tender

## **Bourne Education Trust - Payroll Services Tender**

Bourne Education Trust

F02: Contract notice

Notice identifier: 2022/S 000-035000

Procurement identifier (OCID): ocds-h6vhtk-038c74

Published 10 December 2022, 4:05pm

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

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

Bourne Education Trust

Ruxley Lane, West Ewell

Epsom

KT19 9JW

#### **Email**

[info@na-consultancy.co.uk](mailto:info@na-consultancy.co.uk)

#### **Telephone**

+44 7900784030

#### **Country**

United Kingdom

#### **Region code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

<https://www.bourne.education/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Epsom:-Payroll-management-services./8W3R8Z3G53>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-title/8W3R8Z3G53>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-title/8W3R8Z3G53>

**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**

Bourne Education Trust - Payroll Services Tender

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

- 79211110 - Payroll management services

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

Services

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

Bourne Education Trust are looking for a suitably qualified Payroll Services Provider to manage all the typical Payroll Service function to a large Trust, the provider should be able to manage a growing Trust, currently circa 20 sites, and all new sites as they come on line.

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

Value excluding VAT: £180,000

#### **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

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

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

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

Bourne Education Trust are looking for a suitably qualified Payroll Services Provider to manage all the typical Payroll Service function to a large Trust, the provider should be able to manage a growing Trust, currently circa 20 sites, and all new sites as they come on line.

#### **II.2.5) Award criteria**

Quality criterion - Name: Contract Management and Staffing Resources / Weighting: 75

Cost criterion - Name: 3 Year Supplied Contract Price – to detail Value for money – indicative fee and charge out rates / Weighting: 25

#### **II.2.6) Estimated value**

Value excluding VAT: £180,000

#### **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

Yes

Description of renewals

Description of renewals: The initial contract is for 3 years with scope for extensions for a further period or periods of any duration, but in any case, the total duration of any extensions shall not exceed 24 months from the last day of the initial contract period

#### **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.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/8W3R8Z3G53>

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

In the first instance, candidates should register with [www.delta-esourcing.com](http://www.delta-esourcing.com) (<https://www.delta-esourcing.com>) and express an interest in the contract. Candidates will need to provide as part of the request to participate process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, non-payments relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies.

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.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Candidates will need to provide as part of the selection questionnaire process details of turnover, profit and capital and reserves for previous 3 years. 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

Minimum level(s) of standards possibly required

A statement of a minimum turnover level is detailed within the standard questionnaire

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Candidates will need to provide as part of the process evidence of current business, quality standards, accreditation 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.

Minimum level(s) of standards possibly required

Levels of insurance cover will be evaluated on a pass/fail basis. The suppliers must hold as a minimum or be willing to obtain the following levels of insurance cover:

- public liability insurance GBP 5 000 000.00,
- employers liability insurance GBP 5 000 000.00.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Planned and regular monthly, quarterly and annual contract review meeting will be pre-planned with the awarding contractor.

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## **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

12 January 2023

Local time

12:00pm

**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: 6 (from the date stated for receipt of tender)

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

Date

12 January 2023

Local time

12:00pm

Place

Delta Portal

Information about authorised persons and opening procedure

Delta Online Portal

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Yes — 30 months from contract start date, depending on whether extension periods are taken up

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

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Epsom:-Payroll-management-services./8W3R8Z3G53>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/8W3R8Z3G53>

GO Reference: GO-20221210-PRO-21688862

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

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

Bourne Education Trust

Ruxley Lane, West Ewell

Epsom

KT19 9JW

Email

[info@na-consultancy.co.uk](mailto:info@na-consultancy.co.uk)

Telephone

+44 7900784030

Country

United Kingdom

Internet address

<https://www.bourne.education/>

**VI.4.2) Body responsible for mediation procedures**

Bourne Education Trust

Ruxley Lane, West Ewell

Epsom

KT19 9JW

Email

[info@na-consutlancy.co.uk](mailto:info@na-consutlancy.co.uk)

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