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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

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

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 (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 proving 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 proving 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 proving 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 preplanned with the awarding contractor.

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

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

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
Telephone
+44 7900784030
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United Kingdom
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