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Tender

Emmaus Catholic Academy Trust and Romero Catholic Academy Trust - HR, Recruitment and Payroll Managed Software

Emmaus Catholic Academy Trust
Romero Catholic Academy Trust

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-041126

Procurement identifier (OCID): ocds-h6vhtk-0561b5

Published 17 July 2025, 6:14pm

Scope

Reference

CA15627

Description

Emmaus Catholic Academy Trust and Romero Catholic Academy Trust are seeking engagement from providers for HR, Recruitment and Payroll Managed Software to inform development of their procurement process.

The Trusts would like the contract to be awarded in November 2025 to allow enough time for mobilisation.

Total value (estimated)

- £100,000 excluding VAT
- £100,000 including VAT

Below 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:

Maximum 2 extensions of 12 months per extension.

Main procurement category

Goods

CPV classifications

- 48450000 - Time accounting or human resources software package
- 48100000 - Industry specific software package

Contract locations

- UK - United Kingdom

Lot 1. Lot 1

Description

Emmaus CAT only

Lot value (estimated)

- £20,000 excluding VAT
- £20,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 2

Description

Romero CAT only

Lot value (estimated)

- £20,000 excluding VAT

- £20,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Lot 3

Description

Both Emmaus and Romero CAT

Lot value (estimated)

- £60,000 excluding VAT
- £60,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. Lot 1

Lot 2. Lot 2

Lot 3. Lot 3

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

25 July 2025, 1:00pm

Tender submission deadline

5 August 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

Award criteria

Name	Description	Type	Weighting
Quality	Quality	Quality	60.0%
Price	Price	Price	40.0%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[TR2 Schedule of Prices.xlsx](#)

TR2 Schedule of Prices.xlsx

[TR1 Form of Tender.docx](#)

TR1 Form of Tender.docx

[Integrated System Specifications.xlsx](#)

Integrated System Specifications.xlsx

[PR2 PSQ Reference Form.docx](#)

PR2 PSQ Reference Form.docx

[PR1 PSQ Response Form.docx](#)

PR1 PSQ Response Form.docx

[TR4 Conflict of Interest Declaration.dotx](#)

TR4 Conflict of Interest Declaration.dotx

[PR3 PSQ Guidance Notes.docx](#)

PR3 PSQ Guidance Notes.docx

[Invitation to Tender.docx](#)

Invitation to Tender.docx

[TR5 Non-Collusion & Canvassing Declaration.docx](#)

TR5 Non-Collusion & Canvassing Declaration.docx

[TR6 Confidential Information Declaration.docx](#)

TR6 Confidential Information Declaration.docx

Contracting authorities

Emmaus Catholic Academy Trust

- Public Procurement Organisation Number: PYHR-3999-NXPG

Jackson House, Sibson Road

Sale

M33 7RR

United Kingdom

Telephone: 07780 159658

Email: l.richardson@thecpc.ac.uk

Region: UKD34 - Greater Manchester South West

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

Romero Catholic Academy Trust

- Public Procurement Organisation Number: PZNY-2461-XQBV

Group First House, Padiham Mead

Manchester

BB12 7NG

United Kingdom

Telephone: 07780 159658

Email: l.richardson@thecpc.ac.uk

Region: UKD46 - East Lancashire

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

Contact organisation

Contact Emmaus Catholic Academy Trust for any enquiries.