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Tender

Emmaus Catholic Academy Trust and Romero Catholic Academy Trust - HR, Payroll and Pensions System & Services

Emmaus Catholic Academy Trust
Romero Catholic Academy Trust

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

Notice identifier: 2025/S 000-056164

Procurement identifier (OCID): ocds-h6vhtk-05995e

Published 12 September 2025, 12:30pm

Scope

Reference

CA16437

Description

Emmaus Catholic Academy Trust and Romero Catholic Academy Trust require one or more supplier to fulfil their HR, Payroll and Pension Services requirement as follows:

Emmaus CAT: HR & Payroll System with the options of either a partially managed payroll service covering specific elements of managed service support on HMRC and Pensions OR a second option of a fully outsourced payroll managed service.

Romero CAT: HR System and fully outsourced payroll managed service.

Total value (estimated)

- £100,000 excluding VAT
- £120,000 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

- 48100000 - Industry specific software package

Contract locations

- UK - United Kingdom
-

Lot 1. Lot 1: Emmaus CAT Only

Description

HR & Payroll System with the options of a Payroll System with specific elements of Managed Service support on HMRC and Pensions OR a fully outsourced Managed Payroll Service.

Lot value (estimated)

- £33,333.33 excluding VAT
- £40,000 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: Romero CAT Only

Description

HR System and Fully outsourced managed payroll service

Lot value (estimated)

- £33,333.33 excluding VAT
- £40,000 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: Both Emmaus CAT & Romero CAT

Description

Both Emmaus CAT and Romero CAT. Please see the Invitation to Tender and specification documents for further information on the Trusts' requirements.

Lot value (estimated)

- £33,333.34 excluding VAT
- £40,000 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: Emmaus CAT Only

Lot 2. Lot 2: Romero CAT Only

Lot 3. Lot 3: Both Emmaus CAT & Romero CAT

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

Submission

Enquiry deadline

25 September 2025, 1:00pm

Tender submission deadline

7 October 2025, 3:00pm

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
Functional Requirements	Functional Requirements	Quality	35.0%
Contract Price	Contract Price	Price	30.0%
Non-Functional Requirements	Non-Functional Requirements	Quality	10.0%
Payroll Service Requirements Emmaus CAT	Payroll Service Requirements Emmaus CAT	Quality	10.0%
Payroll Service Requirements Romero CAT	Payroll Service Requirements Romero CAT	Quality	10.0%
Added Value	Added Value	Quality	5.0%

Procedure

Procedure type

Below threshold - open competition

Contracting authorities

Emmaus Catholic Academy Trust

- Public Procurement Organisation Number: PYHR-3999-NXPG

Jackson House, Sibson Road

Sale

M33 7RR

United Kingdom

Email: e.thorley@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

Email: e.thorley@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.