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Tender

## **250210 Contract for Admissions Processing Services**

Queen's University Belfast

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

Notice identifier: 2025/S 000-061926

Procurement identifier (OCID): ocds-h6vhtk-05a75c

Published 2 October 2025, 5:40pm

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### **Scope**

### **Reference**

250210

### **Description**

The Admissions and Access team in Queen's University Belfast has identified the need for a Supplier to provide Admissions Processing Services for any in-scope Applicant, who submits an application via the Queen's Application Management System (AMS) or as stipulated within the Admissions Protocols, across all intake periods throughout the year.

Applications from students requiring a University Review will be returned to Queen's for action.

The requirement will mainly be focused upon international applications to the institution, but support may be required during peak periods to provide assistance in domestic applications.

**Total value (estimated)**

- £400,000 excluding VAT
- £480,000 including VAT

Above the relevant threshold

**Contract dates (estimated)**

- 11 December 2025 to 10 December 2026
- Possible extension to 10 December 2030
- 5 years

Description of possible extension:

Option to extend the contract by up to a further 48 Months which shall be entirely at the discretion of Queen's and shall be subject to satisfactory review of performance.

**Main procurement category**

Services

**CPV classifications**

- 79411100 - Business development consultancy services

**Contract locations**

- UKN - Northern Ireland

## **Submission**

### **Enquiry deadline**

20 October 2025, 4:00pm

### **Tender submission deadline**

27 October 2025, 4:00pm

### **Submission address and any special instructions**

<https://in-tendhost.co.uk/queensuniversitybelfast.aspx/Home>

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

28 November 2025

### **Recurring procurement**

Publication date of next tender notice (estimated): 2 October 2030

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## Award criteria

Name	Description	Type
Simple description	The award criteria for this tender are divided into two main criteria: Technical and Price. • Technical (70%) - Technical criteria is made up of the following sub-criteria: Implementation and Management (25%), Admissions Support Solution (25%), Service Quality and Impact (15%), Responsible Procurement (5%) • Price (30%)	Price

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## Weighting description

The award criteria for this tender are divided into two main criteria: Technical and Price.

- Technical (70%) - Technical criteria is made up of the following sub-criteria: Implementation and Management (25%), Admissions Support Solution (25%), Service Quality and Impact (15%), Responsible Procurement (5%)
  - Price (30%)
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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

<https://in-tendhost.co.uk/queensuniversitybelfast.aspx/Home>

Tender documents can be accessed via the link provided within this notice.

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## Contracting authority

### Queen's University Belfast

- Charity Commission for Northern Ireland: 101788

University Rd

Belfast

BT7 1NN

United Kingdom

Contact name: Fei Li Toh

Email: [procurement@qub.ac.uk](mailto:procurement@qub.ac.uk)

Website: <https://in-tendhost.co.uk/queensuniversitybelfast.aspx/Home>

Region: UKN06 - Belfast

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Northern Ireland