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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 000-061939

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

Published 2 October 2025, 6:44pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Description of risks to contract performance added

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

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

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%)

Other information

Description of risks to contract performance

Risks that Queen's considers could either jeopardise the satisfactory performance of the public contract, or may require a subsequent modification to the contract under paragraph 5 of Schedule 8 to the Procurement Act 2023 are detailed within the Specification. The Specification forms part of the associated tender documents, which can be accessed via the link provided within this notice.

Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

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

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

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

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