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Tender

## **Sapientia Education Trust HR & Payroll Software**

Sapientia Education Trust

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

Notice identifier: 2025/S 000-068817

Procurement identifier (OCID): ocds-h6vhtk-05d4dc

Published 28 October 2025, 10:03am

### **Scope**

### **Reference**

CA16659

### **Description**

Sapientia Education Trust required one supplier to provide their requirement of HR & Payroll Software. Please see tender documents for further information.

### **Total value (estimated)**

- £360,000 excluding VAT
- £432,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 April 2026 to 30 September 2029
- Possible extension to 30 September 2031
- 5 years, 6 months

Description of possible extension:

Maximum 2 extensions of 12 months per extension.

## **Main procurement category**

Goods

## **CPV classifications**

- 48219400 - Transaction server software package
- 48450000 - Time accounting or human resources software package

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Legal and financial capacity conditions of participation**

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an

interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

## **Technical ability conditions of participation**

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

## **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

14 November 2025, 10:00am

**Tender submission deadline**

24 November 2025, 10:00am

**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

**Languages that may be used for submission**

English

**Award decision date (estimated)**

1 April 2026

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**Award criteria**

Name	Description	Type	Weighting
Quality - Compliance with Specification	Quality – Compliance with Specification	Quality	45.0%
Contract Price - Based on initial 3 year contract period	Contract Price - Based on initial 3 year contract period	Price	35.0%

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Name	Description	Type	Weighting
Quality - Demonstrations	Quality - Demonstrations	Quality	20.0%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Contracting authority

### Sapientia Education Trust

- Public Procurement Organisation Number: PRCL-6932-LTDD

Wymondham College

Wymondham

NR18 9SZ

United Kingdom

Telephone: 01953 609000

Email: [s.hossain@thecpc.ac.uk](mailto:s.hossain@thecpc.ac.uk)

Region: UKH17 - Breckland and South Norfolk

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