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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

Participation

Legal and financial capacity conditions of participation

In the first instance, candidates should register with multiquote.com and express an

interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A Selection Questionnaire (SQ) must be completed and returned (via 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 and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A Selection Questionnaire (SQ) must be completed and returned (via 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)

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

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%

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

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

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

Region: UKH17 - Breckland and South Norfolk

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