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Tender

250285 Contract for the Provision External Investigator Services

Queen's University Belfast

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

Notice identifier: 2025/S 000-077445

Procurement identifier (OCID): ocds-h6vhtk-05e9b0 ([view related notices](#))

Published 26 November 2025, 5:53pm

Scope

Reference

250285

Description

With a large and diverse membership of staff and students, it is important for the University to have in place a fair, transparent, accessible and robust process for dealing with complaints and allegations of misconduct. The University also recognises the potential risk to its reputation and considers that, in order to improve the management of this risk and thereby protect the Queen's brand and also being mindful of the University's core values, it would be desirable to engage the services of a firm of investigators to conduct complex or high-risk investigations.

Therefore, the University is seeking to engage a Supplier to undertake investigations into complaints and allegations of misconduct brought by/against students and by/against members of staff. Such complaints or allegations may be complex, sensitive or pose a high risk to the University and may include allegations of sexual misconduct or inappropriate behaviour; allegations of racism, sexism, homophobia; allegations of

bullying, harassment, discrimination.

Total value (estimated)

- £266,000 excluding VAT
- £319,200 including VAT

Above the relevant threshold

Contract dates (estimated)

- 16 February 2026 to 15 February 2027
- Possible extension to 15 February 2031
- 5 years

Description of possible extension:

The Contract shall be for an initial period of 1 year, with the option to extend the contract by up to a further 48 Months subject to satisfactory annual review

Main procurement category

Services

CPV classifications

- 79720000 - Investigation services

Contract locations

- UKN - Northern Ireland

Submission

Enquiry deadline

15 December 2025, 4:00pm

Tender submission deadline

22 December 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)

29 January 2026

Recurring procurement

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

Award criteria

Name	Description	Type	Weighting
Technical	Calibre of Investigators Quality 25% Service Delivery 15% Data Security and Management 10% Reliability of Service 5% Value For Money 5% Responsible Procurement		65%
Price	Calibre of Investigators Price 25% Service Delivery 15% Data Security and Management 10% Reliability of Service 5% Value For Money 5% Responsible Procurement		35%

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.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

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

Tender documents are accessible from web address provided

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