

UK-London: Time accounting or human resources software package

OJ S 52/2013 14/03/2013

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: North Middlesex University Hospital NHS Trust

Postal address: Ground Floor, Old Admin Block, Sterling Way, Edmondton

Town: London

Postal code: N18 1QX

Country: United Kingdom

For the attention of: Kathy Emery

E-mail: [kathy.emery@nmh.nhs.uk](mailto:kathy.emery@nmh.nhs.uk)

Telephone: +44 2088874313

Fax: +44 2088874330

#### Internet address(es):

General address of the contracting authority: <http://www.northmid.nhs.uk>

#### Additional information can be obtained from:

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

### I.2. Type of the contracting authority

Body governed by public law

### I.3. Main activity

Health

### I.4. Contract award on behalf of other contracting authorities

## Section II: Object of the contract

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### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Absence & Sickness Management System/Service.

#### II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

NUTS code UKI2 Outer London

#### II.1.3. Information about a framework agreement or a dynamic purchasing system

#### II.1.4. Information about framework agreement

#### **II.1.5. Short description of the contract or purchase(s)**

The Trust requires the provision of an Absent Management Service to be provided 24 hours every day for the use of hospital staff to report absences and sickness. Suitable medical advice and it will be the responsibility of the awarded supplier to ensure that staff details are relayed to the appropriate Manager on a strictly confidential basis.

#### **II.1.6. CPV code(s)**

48450000 Time accounting or human resources software package

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

#### **II.1.8. Lots**

#### **II.1.9. Information about variants**

##### **II.2. Scope of the procurement**

##### **II.2.1. Total quantity or scope**

##### **II.2.2. Information about options**

##### **II.2.3. Information about renewals**

##### **II.3. Duration of the contract or time limit for completion**

Duration in months: 36 (from the award of the contract)

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

To be included in the Invitation to Tender documentation, if required.

##### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

To be included in the Invitation to Tender documentation, if required.

##### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

To be included in the Invitation to Tender documentation, if required.

##### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

#### **III.2. Conditions for participation**

##### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met: In accordance with Regulations 23 to 25 of the Public Contracts Regulations 2006 and as set out in the PQQ which is available from the point of contact detailed in Section 1 I.1.

##### **III.2.2. Economic and financial ability**

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met: In accordance with Regulations 23 to 25 of the Public Contracts

Regulations 2006 and as set out in the PQQ which is available from the point of contact detailed in Section 1 I.1.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Information and formalities necessary for evaluating if requirements are met:

In accordance with Regulations 23 to 25 of the Public Contracts Regulations 2006 and as set out in the PQQ which is available from the point of contact detailed in Section 1 I.1.

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Objective criteria for choosing the limited number of candidates: Envisaged minimum number 5 maximum number 8 Objective criteria for choosing the limited number of candidates: A Pre-Qualification Questionnaire (PQQ) will be used to assess the economic and financial capacity and technical and professional ability of those operators who register an interest in participating in the Tender Process. The criteria and methodology for evaluation shall be detailed within the PQQ.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

NMUHT/0106/2013

#### **IV.3.2. Previous publication concerning this procedure**

no

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

19.4.2013 - 12:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **VI.2. Information about European Union funds**

#### **VI.3. Additional information**

Please express your interest in this contract by completing the Pre-Qualification Questionnaire (PQQ) which is only available by contacting Kathy Emery as per the contact details in Section 1 I.1. All PQQs and supporting information must be submitted by the closing date for receipt of expressions of interest. No other submission options are available, and non-compliant expressions of interest may not be considered or acknowledged.

There may be a requirement to attend site / complete an interview prior to the supplier selection and issuing of invitations to tender process.

The Trust does not bind itself to accept the lowest cost or any offer. The Trust reserves the right to award all, part or none of the business, or to cancel the process at any stage. The Trust cannot be held responsible for any costs or expenses incurred by operators in relation to completing any stage of this procurement process.

Organisations will be notified in writing if they are successful or unsuccessful in proceeding to the Invitation to Tender stage.

The Trust will consider all innovative solutions.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

#### **VI.5. Date of dispatch of this notice**

13.3.2013