

**UK-Newbury: Recruitment services**  
**OJ S 58/2013 22/03/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sovereign Housing Association Limited  
Postal address: 90 Bartholomew Street  
Town: Newbury  
Postal code: RG14 5EE  
Country: United Kingdom  
For the attention of: Liz Dow  
E-mail: [liz.dow@sovereign.org.uk](mailto:liz.dow@sovereign.org.uk)  
Telephone: +44 1635572176

**Internet address(es):**

General address of the contracting authority: <http://www.sovereign.org.uk>

**Additional information can be obtained from:**

Official name: Sovereign Housing Association Limited  
Postal address: Woodlands, 90 Bartholomew Street  
Town: Newbury  
Postal code: RG14 5EE  
Country: United Kingdom  
Contact person: Liz Dow  
For the attention of: Liz Dow  
E-mail: [procurement@sovereign.org.uk](mailto:procurement@sovereign.org.uk)  
Telephone: +44 1635572176  
Internet address: <http://sovereign.org.uk>

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

Official name: <http://procurement.sovereign.org.uk/Pages/default.aspx>  
Postal address: Woodlands, 90 Bartholomew Street  
Town: Newbury  
Postal code: RG14 5EE  
Country: United Kingdom  
For the attention of: Liz Dow  
E-mail: [procurement@sovereign.org.uk](mailto:procurement@sovereign.org.uk)  
Telephone: +44 1635572176  
Internet address: <http://procurement.sovereign.org.uk/Pages/default.aspx>

**Tenders or requests to participate must be submitted:** Official name: Sovereign Housing Association Limited

Postal address: Woodlands, 90 Bartholomew Street  
Town: Newbury  
Postal code: RG14 5EE  
Country: United Kingdom  
For the attention of: Liz Dow

E-mail: [procurement@sovereign.org.uk](mailto:procurement@sovereign.org.uk)

Telephone: +44 1635572176

Internet address: <http://procurement.sovereign.org.uk/Pages/default.aspx>

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

Body governed by public law

**I.3. Main activity**

Housing and community amenities

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

The contracting authority is purchasing on behalf of other contracting authorities: no

**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**

Managed Recruitment Service.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: South and South West England.

NUTS code UK United Kingdom

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

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

Sovereign requires to tender its managed recruitment service for permanent staff, fixed term contract staff and internal vacancies. The selected provider will manage all of the attraction and recruitment process including candidate management and tracking and associated services. The selected provider will be experienced in the recruitment of a wide range of roles including housing management, property maintenance and business support eg finance, IT, HR at all levels of seniority. Over the last 2 financial years the level of vacancies has been in excess of 175 in a ratio of 2:1 (permanent to contract) and 2:1 (external to internal).

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

79600000 Recruitment services

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

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**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**

Options: no

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

This contract is subject to renewal: no

## **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**

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

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

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

### **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: Details are contained in the tender documents.

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

List and brief description of conditions: Details are contained in the tender documents.

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

List and brief description of conditions:  
Details are contained in the tender documents.

#### **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**

## **Section IV: Procedure**

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

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

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

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

Envisaged minimum number 4: and Maximum number 6

Objective criteria for choosing the limited number of candidates: Details are contained in the tender documents.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

**IV.2. Award criteria**

**IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

**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**

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 29.4.2013 - 14:00  
Payable documents: no

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

29.4.2013 - 14:00

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

6.5.2013

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

English.

**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**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Precise information on deadline(s) for lodging appeals: Sovereign will incorporate a minimum 10 day calendar Standstill Period after notification to unsuccessful applicants of the award decision. The period allows unsuccessful suppliers to seek a debrief from Sovereign before the Agreements are entered into and to provide an opportunity to seek to challenge the award decision before it is implemented. A nominated point to request debriefing will be included in the notification letter.

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

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

18.3.2013