

United Kingdom-Belfast: Recruitment services
OJ S 75/2016 16/04/2016
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Department for Employment and Learning

Postal address: Adelaide House, 39-49 Adelaide Street

Town: Belfast

Postal code: BT2 8FD

Country: United Kingdom

Internet address(es):

Address of the buyer profile: <https://etendersni.gov.uk/epps>

Electronic access to information: <https://etendersni.gov.uk/epps>

Electronic submission of tenders and requests to participate: <https://etendersni.gov.uk/epps>

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

General public services

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

II.1. Description

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

DEL — Delivery of a Recruitment Selection Package.

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

Services

Service category No 27: Other services

NUTS code UKN0 Northern Ireland

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)

DEL — Delivery of a Recruitment Selection Package.

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: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 350 000 and 500 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Duration in months: 24 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

N/A.

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

As per Tender Documents.

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

As per Tender Documents.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As per Tender Documents.

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: As per regulation 57 of the Public Contract Regulations 2015.

III.2.2. Economic and financial ability

List and brief description of conditions: As per Tender Documents.

Minimum level(s) of standards possibly required: As per Tender Documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

As per Tender Documents.

Minimum level(s) of standards possibly required:

As per 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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

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

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

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

288372

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

18.5.2016 - 15:00

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

English.

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

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 18.5.2016

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Only CPD Procurement Staff with access to the project on eTendersNI.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

VI.3. Additional information

The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Certificate of Unsatisfactory Performance and the contract may be terminated. The issue of a Certificate of Unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of 12 months from the date of issue of the certificate.

The Authority expressly reserves the rights:

(I) not to award any contract as a result of the procurement process commenced by publication of this notice,

(II) to make whatever changes it may see fit to the content and structure of the tendering Competition,

(III) to award (a) contract(s) in respect of any part(s) of the [services] covered by this notice, and

(IV) to award contract(s) in stages.

And in no circumstances will the Authority be liable for any costs incurred by candidates.

The contract is being let by Central Procurement Directorate on behalf of Department for

Employment and Learning (DEL) only and will be used by DEL only.
Electronic invoicing and payment will be used.

VI.4. Procedures for review

VI.4.1. Review body

Official name: See Section VI.4.2)

Body responsible for mediation procedures

Official name: See Section VI.4.2)

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: CPD will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

The Public Contracts Regulations 2015 (SI 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

Any such action must generally be brought within 3 months. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into. Where a contract has not been entered into the court may order the setting aside of the award decision or order the Authority to amend any document and may award damages. If the contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

VI.5. Date of dispatch of this notice

13.4.2016