

United Kingdom-Swindon: Recruitment services
OJ S 81/2017 26/04/2017
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: UK Shared Business Services Limited
Postal address: Polaris House, North Star Avenue
Town: Swindon
NUTS code: UK United Kingdom
Postal code: SN2 1FF
Country: United Kingdom
Contact person: Alistair Staunton-Lambert
E-mail: professionalservices@uksbs.co.uk
Telephone: +44 1793867812

Internet address(es):

Main address: <http://www.uksbs.co.uk>

I.2. Information about joint procurement

The contract is awarded by a central purchasing body

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.contractsfinder.service.gov.uk>

Tenders or requests to participate must be submitted electronically via: <https://gpsesourcing.cabinetoffice.gov.uk/emptoris>

Additional information can be obtained from another address:

Official name: UK Shared Business Services Ltd
Town: Swindon
NUTS code: UK United Kingdom
Country: United Kingdom
E-mail: ExpressionOfInterest@crowncommercial.gov.uk

Internet address(es):

Main address: <https://gpsesourcing.cabinetoffice.gov.uk/emptoris>

Tenders or requests to participate must be submitted to the following address:

Official name: UK Shared Business Services Ltd
Town: Swindon
Country: United Kingdom
E-mail: ExpressionOfInterest@crowncommercial.gov.uk
NUTS code: UK United Kingdom

Internet address(es):

Main address: <https://gpsesourcing.cabinetoffice.gov.uk/emptoris>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Other activity: public procurement

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

UK SBS PS17019 Recruitment Agency for Fixed Term and Permanent ICT roles across UK SBS and Research Councils.

Reference number: PS17019

II.1.2. Main CPV code

79600000 Recruitment services

II.1.3. Type of contract

Services

II.1.4. Short description

The overall objective is to have a contract with a recruitment agency to assist in providing candidates for difficult fixed term or permanent ISS roles where direct sourcing has not been successful.

'Information, Systems and Services' or 'ISS' is the name of our in-house information and communications technology (ICT) team.

This requirement relates to UK Shared Business Services and the UK's 7 Research Councils. A contract with a recruitment agency will enable us to build strong a relationship with our recruitment partner and maximise cost efficiency by having preferred rates with this agency and monitor service/quality through a formal contract.

The services covered by this procurement exercise have not been sub-divided into lots. The key deliverable of this contract is to provide recruitment services for all ICT roles required by UK SBS and the Research Councils. This could only be completed by a contractor who has been involved in the entire process.

II.1.5. Estimated total value

Value excluding VAT: 300 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: UK United Kingdom

Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

The overall objective is to have a contract with a recruitment agency to assist in providing candidates for difficult fixed term or permanent ISS roles where direct sourcing has not been successful.

'Information, Systems and Services' or 'ISS' is the name of our in-house information and communications technology (ICT) team.

This requirement relates to UK Shared Business Services and the UK's 7 Research Councils.

A contract with a recruitment agency will enable us to build strong a relationship with our recruitment partner and maximise cost efficiency by having preferred rates with this agency and monitor service/quality through a formal contract.

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts). This procurement will be managed electronically via the Crown Commercial Service's e-Sourcing Suite. To participate in this procurement, participants shall first be registered on the e-Sourcing Suite. If Bidders have not yet registered on the eSourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk/emptoris> by following the link 'Supplier eSourcing Registration'. Please note that, to register, Bidders must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Note: registration may take some time please ensure that you allow a sufficient amount of time to register.

Full instructions for registration and use of the system can be found at <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing ExpressionOfInterest@crowncommercial.gov.uk

Your email must clearly state: the name and reference for the procurement you wish to register for;

Your organisations full name as a registered supplier;

The name and contact details for the registered individual sending the email.

Crown Commercial Service (CCS) will process the email and then enable the Bidder to access the procurement online via the e-Sourcing Suite.

The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event.

Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information applicable to this opportunity. For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service (CCS) Helpdesk (Not UK SBS Ltd): Freephone: 0345 010 3503

email: enablement@crowncommercial.gov.uk

Training support to respond to a requirement is available to bidders at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

Responses must be received by the date in IV.2.2. Responses received outside or concurrently using the eSourcing process will not be accepted or considered further for this opportunity.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 80 %

Price - Weighting: 20 %

II.2.6. Estimated value

Value excluding VAT: 300 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The Contract duration shall be for a period of 1 year with optional extensions of a further 1 + 1 year period from commencement of the Contract (potential total contract duration of 3 years).

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2017/S 036-066011](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 01/06/2017 Local time: 14:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 30/08/2017

IV.2.7. Conditions for opening of tenders

Date: 01/06/2017 Local time: 14:00

Place:

Electronically, via web-based portal.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

VI.3. Additional information

The Contracting Authority expressly reserves the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it may see fit to the content and structure of the procurement; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. If the Contracting Authority decides to enter into a Contract with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded.

Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of Bidders.

UK Shared Business Services Ltd wishes to establish an agreement for use by the following UK public sector bodies (and any future successors to these organisations):

Core Customers: Associated Bodies.

The Contract will be open for use by:

UK Shared Business Services (UK SBS),

Arts and Humanities Research Council (AHRC),

Engineering and Physical Sciences Research Council (EPSRC),

Economic and Social Research Council (ESRC),

Biotechnology and Biological Sciences Research Council (BBSRC),

Natural Environment Research Council (NERC),

Medical Research Council (MRC),

Science and Technology Facilities Council (STFC).

UK Shared Business Services Ltd are able to accept unstructured electronic invoicing.

VI.4. Procedures for review

VI.4.1. Review body

Official name: UK Shared Business Services Ltd

Postal address: North Star House, North Star Avenue

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

E-mail: policy@uksbs.co.uk

Internet address: www.uksbs.co.uk

VI.4.4. Service from which information about the review procedure may be obtained

Official name: UK Shared Business Services Ltd

Postal address: North Star House, North Star Avenue

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

E-mail: policy@uksbs.co.uk

Internet address: www.uksbs.co.uk

VI.5.

Date of dispatch of this notice

24/04/2017