

**United Kingdom-London-Gatwick: Time accounting or human resources software package**  
**OJ S 110/2016 09/06/2016**  
**Contract notice – utilities**  
**Services**

**Legal Basis:**

Directive 2014/25/EU

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**Section I: Contracting entity**

**I.1. Name and addresses**

Official name: Gatwick Airport Limited

Postal address: 5th Floor Destinations Place, Gatwick Airport

Town: London-Gatwick

NUTS code: UKJ24 West Sussex

Postal code: RH6 0NP

Country: United Kingdom

Contact person: Steven Firth

E-mail: [steven.firth@gatwickairport.com](mailto:steven.firth@gatwickairport.com)

**Internet address(es):**

Main address: [www.gatwickairport.com](http://www.gatwickairport.com)

Address of the buyer profile: <https://www.delta-esourcing.com/delta/mainMenu.html>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.delta-esourcing.com/tenders/UK-UK-Gatwick:-Time-accounting-or-human-resources-software-package./7H35T67665>

Additional information can be obtained from the abovementioned address

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

**I.6. Main activity**

Airport-related activities

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

HR System and Payroll Services.

Reference number: 13538

**II.1.2. Main CPV code**

48450000 Time accounting or human resources software package

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

HR System and Payroll Services

GAL are seeking an HR System that will provide functionality including but not limited to Employee Self Service, Manager Self Service, Reporting tools, Performance Management,

Recruitment, Learning Management, Time and Attendance, Talent and Succession, Expenses, Reward, Case Management, Organisation charts, Document Storage and Creation. The system must be customisable by GAL and be mobile compatible.

Outsource payroll services.

In addition GAL are seeking to outsource payroll services, to manage a monthly payroll for c. 2 800 employees, including all relevant HMRC reporting and year end reconciliations and provision of electronic and paper payslips.

#### **II.1.5. Estimated total value**

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

79631000 Personnel and payroll services

#### **II.2.3. Place of performance**

NUTS code: UKJ24 West Sussex

Main site or place of performance: West Sussex.

#### **II.2.4. Description of the procurement**

HR System and Payroll Services

GAL are seeking an HR System that will provide functionality including but not limited to Employee Self Service, Manager Self Service, Reporting tools, Performance Management, Recruitment, Learning Management, Time and Attendance, Talent and Succession, Expenses, Reward, Case Management, Organisation charts, Document Storage and Creation. The system must be customisable by GAL and be mobile compatible.

Outsource payroll services

In addition GAL are seeking to outsource payroll services, to manage a monthly payroll for c. 2 800 employees, including all relevant HMRC reporting and year end reconciliations and provision of electronic and paper payslips.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

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

Start: 01/04/2017

This contract is subject to renewal: yes

Description of renewals:

A period or periods not exceeding 24 months.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 4

#### **II.2.10. Information about variants**

Variants will be accepted: yes

#### **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**

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### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

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

Negotiated procedure with prior call for competition

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

#### **IV.1.4. 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

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

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

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

Date: 22/06/2016 Local time: 12:00

#### **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

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

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

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Gatwick:-Time-accounting-or-human-resources-software-package./7H35T67665>

To respond to this opportunity, please click here:

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Gatwick Airport Limited

Postal address: 5th Floor Destinations Place, Gatwick Airport

Town: London-Gatwick

Postal code: RH6 0NP

Country: United Kingdom

E-mail: [steven.firth@gatwickairport.com](mailto:steven.firth@gatwickairport.com)

Telephone: +44 1293503286

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

Official name: Gatwick Airport Limited

Postal address: 5th Floor Destinations Place, Gatwick Airport

Town: London-Gatwick

Postal code: RH6 0NP

Country: United Kingdom

Telephone: +44 1293503286

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

07/06/2016