

United Kingdom-London-Gatwick: Personnel and payroll services

OJ S 111/2016 10/06/2016

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

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

E-mail: steven.firth@gatwickairport.com

Telephone: +44 1293501471

Internet address(es):Main address: www.gatwickairport.com**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:-Personnel-and-payroll-services./63AK722VRH>

Additional information can be obtained from the abovementioned address

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

I.4. Type of the contracting authority

Other type: airport

I.5. Main activity

Other activity: airport

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

13538 — HR System and Payroll Services.

Reference number: 13538

II.1.2. Main CPV code

79631000 Personnel and payroll services

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.2.3. 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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

A period or periods not exceeding 24 months in total at the sole discretion of GAL.

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.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

All requirements will be listed in the pre-qualification document which can be downloaded from eDelta.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure Accelerated procedure Justification:
Project Time-scales.

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: no

IV.2. Administrative information

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

Date: 23/06/2016 Local time: 12:00

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

Date: 04/07/2016

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

Duration in months: 6 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

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

<https://www.delta-esourcing.com/tenders/UK-UK-Gatwick:-Personnel-and-payroll-services./63AK722VRH>

To respond to this opportunity, please click here: <https://www.delta-esourcing.com/respond/63AK722VRH>

GO Reference: GO-201668-PRO-8327571.

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

Telephone: +44 1293501471

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 1293501471

VI.5. Date of dispatch of this notice

08/06/2016