

**United Kingdom-Moor Row: Recruitment services**

OJ S 140/2014 24/07/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sellafield

Postal address: Banna Court, Ingwell Drive, Westlakes Science Park, Cumbria

Town: Moor Row

Postal code: CA24 3HW

Country: United Kingdom

For the attention of: Caroline M Bass, Alison Kent

E-mail: [caroline.m.bass@sellafieldsites.com](mailto:caroline.m.bass@sellafieldsites.com)

Telephone: +44 1946781191

Fax: +44 1946781246

**Internet address(es):**General address of the contracting authority: <http://www.sellafieldsites.com>**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**

Other: Nuclear Decommissioning

**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**

2000345358 - Supply of Recruitment Agencies.

**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: Sellafield.

NUTS code UKD11 West Cumbria

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

The procurement involves the establishment of a framework agreement

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

Framework agreement with a single operator

##### **Duration of the framework agreement**

Duration in years: 3

##### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT:

Range: between 9 000 000 and 930 000 GBP

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

Sellafield Ltd requires external support from a number of Recruitment Agencies to support its professional recruitment process in order to establish a Preferred Suppliers List (PSL) of one Framework Agreement for each Lot (a total of 5) of skills to fill roles deemed as scarce skills.

#### **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: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Lot 1 – Engineering and Projects Design, Systems, Plant, Equipment, Asset Care, Construction, Commissioning, Maintenance Engineers / Managers plus interim roles for this category.

Lot 2 – Projects and Risk - Project Controls, Project Management, Risk plus interim roles for this category.

Lot 3 – Corporate Functions - Programme Management, Commercial, Information Security and Information Technology, Health & Safety, Finance, HR, Legal, Administration and Training, plus interim roles for this category.

Lot 4 – Senior - Senior search, headhunting plus interim roles for this category.

Lot 5 – Technical and Specialist - Environmental, Scientists (Material, Physicists etc.), Safety Case, Human Factors, Safety Assessors, Quality plus interim roles for this category.

Estimated value excluding VAT:

Range: between 900 000 and 930 000 GBP

#### **II.2.2. Information about options**

Options: no

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

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

Duration in months: 36 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Engineering & Projects

**1) Short description**

Lot 1 – Design, Systems, Plant, Equipment, Asset Care, Construction, Commissioning, Maintenance Engineers / Managers plus interim roles for this category.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

Up to 30 roles.

Estimated value excluding VAT: 247 500 GBP

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 2

Lot title: Projects & Risk

**1) Short description**

Lot 2 - Project Controls, Project Management, Risk plus interim roles for this category.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

Up to 20 roles.

Estimated value excluding VAT: 165 000 GBP

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 3

Lot title: Corporate Functions

**1) Short description**

Lot 3 - Programme Management, Commercial, Information Security and Information Technology, Health & Safety, Finance, HR, Legal, Administration and Training, plus interim roles for this category.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

Up to 25 roles

Estimated value excluding VAT: 206 250 GBP

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 4

Lot title: Senior

**1) Short description**

Lot 4 -Senior search, headhunting plus interim roles for this category.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

Up to 15 roles.

Estimated value excluding VAT: 198 750 GBP

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 5

Lot title: Technical and Specialist

**1) Short description**

Lot 5 - Environmental, Scientists (Material, Physicists etc.), Safety Case, Human Factors, Safety Assessors, Quality plus interim roles for this category.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

Up to 10 roles.

Estimated value excluding VAT: 82 500 GBP

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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**Section III: Legal, economic, financial and technical information**

**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

Parent company guarantees may be required at Sellafield Ltd's discretion.

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

Payment terms will be as stated in Sellafield's tender documents.

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

No legal form is required, but in the event of a group of contractors submitting an acceptable offer, it will be necessary to provide an undertaking that each company or firm will be jointly and severally responsible for the due performance of the contract.

**III.1.4. Contract performance conditions**

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

Description of particular conditions: Tenderers will be required to provide information as requested via Sellafield Ltd's CTM system or via the nominated Sellafield Ltd representative, details of which are set out at section I.1 of this notice. These details are a mandatory requirement for being eligible to participate in the tender.

**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: Tenderers will be required to provide information as requested via Sellafield Ltd's CTM system or via the nominated Sellafield Ltd representative, details of which are set out at section I.1 of this notice. These details are a mandatory requirement for being eligible to participate in the tender.

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

List and brief description of conditions: Tenderers will be required to provide information as requested via Sellafield Ltd's CTM system or via the nominated Sellafield Ltd representative, details of which are set out at section I.1 of this notice. These details are a mandatory requirement for being eligible to participate in the tender.

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

List and brief description of conditions:

Tenderers will be required to provide information as requested via Sellafield Ltd's CTM system or via the nominated Sellafield Ltd representative, details of which are set out at section I.1 of this notice. These details are a mandatory requirement for being eligible to participate in the tender.

### **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**

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### **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 Criteria below

1. Technical. Weighting 68
2. Quality Assurance. Weighting 8
3. Socio Economic. Weighting 4
4. Financial. Weighting 20

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: yes

Additional information about electronic auction: If and when this requirement is offered to tender, this may be done in whole or in part via electronic means, and may also be through the medium of an electronic reverse auction.

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

RFQ6755

##### **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: 4.9.2014 - 12:00

Payable documents: no

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

4.9.2014 - 12:00

##### **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**

until: 4.3.2015

##### **IV.3.8. Conditions for opening of tenders**

Date: 4.9.2014 - 12:00

Persons authorised to be present at the opening of tenders: no

#### **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**

Tenderers must register their interest, obtain further information for this contract and submit their tender response via Sellafield Ltd's CTM system which can be found at the following address <https://sharedsystems.eu-supply.com/login.asp?B=SELLAFIELD&target=&timeout=> Initial registration of your company is achieved by using the above site and then clicking on Company Registration.

For guidance on using/registering for CTM please access the training pages from Sellafield Ltd's website which can be found at the following address <http://www.sellafieldsites.com/> Use of CTM is not a qualification criteria but is Sellafield Ltd's preferred method for submissions. Further details can be obtained regarding this contract and/or CTM through the nominated Sellafield Ltd representative detailed in this notice.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Sellafield Ltd

Postal address: Banna Court, Ingwell Drive, Westlakes Science Park, Cumbria

Town: Moor Row

Postal code: CA24 3HW

Country: United Kingdom

Internet address: <http://www.sellafieldsites.com>

##### **Body responsible for mediation procedures**

Official name: London Court of International Arbitration

Postal address: 70 Fleet Street

Town: London

Postal code: EC4 1EU

Country: United Kingdom

E-mail: [lcia@lcia.org](mailto:lcia@lcia.org)

Telephone: +44 2079367007

Fax: +44 2079367008

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Deadline for lodging an appeal shall be in accordance with the provisions of regulation 32 of the Public Contracts Regulations 2006 (S.I 2006 No.5).

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

Official name: As VI.4.1

Country: United Kingdom

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

21.7.2014