

**United Kingdom-Leeds: Recruitment services**

OJ S 162/2013 22/08/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Valuation Office Agency (VOA)

Postal address: 42 Eastgate

Town: Leeds

Postal code: Ls27LE

Country: United Kingdom

For the attention of: Gerard McReavy

E-mail: [gapprocurement@voa.gsi.gov.uk](mailto:gapprocurement@voa.gsi.gov.uk)

Telephone: +44 3000501937

**Internet address(es):**General address of the contracting authority: <http://voa.gov.uk>Electronic submission of tenders and requests to participate: <https://sourcing.hmrc.gov.uk>**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

VOA84/2013/Qualified Surveyor Recruitment for the VOA.

**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: UK.

NUTS code UK United Kingdom

**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 several operators

Maximum number Envisaged maximum number of participants to the framework agreement  
: 90

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

Duration in months: 48

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

Permanent recruitment of qualified Surveyors. UK wide. Advertising of roles. Sourcing of Candidates. Sifting and presenting of CVs. Arranging of Interviews.

To enter a tender Suppliers need to email [e.procurement@hmrc.gsi.gov.uk](mailto:e.procurement@hmrc.gsi.gov.uk) with the following:

Company Name

User Name

User Email Address

Telephone Number

#### **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**

VOA has an ongoing requirement to fill a number of specialist surveying posts over the next 4 years. The majority are permanent, but there may also be a small number of short term Fixed Term contracts up to 24 months in length. The service would be to manage the whole direct sourcing process, from advertising to actively contacting suitable candidates and searching CV databases to providing candidates for the VOA to interview. Or any of the individual steps within.

The link below provides a list of potential 'clients' who may wish to use the contract.

<http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm?indexChar=A>

Estimated value excluding VAT:

Range: between 300 000 and 5 000 000 GBP

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

Options: yes

Description of options: After the initial 4 year term the Framework may be extended by 12 months.

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

This contract is subject to renewal: no

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

Duration in months: 48 (from the award of the contract)

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

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

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

Performance bonds, bank guarantees or parent company guarantees may be required.

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

VOA operates an Enterprise Resource Planning (electronic trading/ordering) system and has a Purchase Order Mandatory Policy. Successful tenderers will be required to provide information so that they can be adopted onto the system. Payment will be made by BACS within 30 days of receipt of a valid invoice.

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

Joint and several liability.

#### **III.1.4. Contract performance conditions**

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

Description of particular conditions: Security requirements may require the vetting of some staff engaged in the operation of the contract.

### **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: Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated that they have the necessary personal standing and are eligible and suitable to be awarded a public contract. Tenderers will therefore be required to provide a statement within an online "selection questionnaire" as to whether any of the circumstances (relating to mandatory and discretionary grounds for exclusion) described in Regulation 23 of the Public Contracts Regulations 2006 apply. Revenue compliance will be considered and checks will be undertaken throughout the tendering exercise, using, as applicable, information from HMRC's own records. UK applicants will be required to provide their tax reference numbers: i.e. Value Added Tax registration number, PAYE collection reference and Corporation Tax or Self-Assessment reference, as applicable. Overseas or non-UK Tenderers will be required to submit a certificate of tax compliance obtained from the country in which they are resident for tax purposes. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate. Information may also be required in respect of sub-contractors who will prospectively be performing core or major elements of the requirement.

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

List and brief description of conditions: Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online "selection questionnaire" that they have the necessary economic or financial capacity to perform the contract.

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

List and brief description of conditions:

Tenders will normally not be fully considered or evaluated unless Tenderers have first demonstrated via an online "selection questionnaire" that they have the necessary technical capacity to perform the contract.

#### **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 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**

VOA84/2013

##### **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: 3.10.2013 - 17:00  
Payable documents: no

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

7.10.2013 - 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**  
Duration in months: 6 (from the date stated for receipt of tender)

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

Date: 7.10.2013 - 12:00

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

Information about authorised persons and opening procedure: VOA will be using an e-sourcing (e-tendering) tool/application for this procurement. This prevents any information provided by the applicant or tenderer from being viewed by the Authority until the e-sourcing event is closed. The e-sourcing (e-tendering) application will display the closing date and time for this particular tendering exercise within the event. The close time will be the earliest point at which VOA nominated or a tender defined evaluation team member will be able to open and view the tender responses. Therefore, the opening time for tenders will coincide with the close date and time for the event and all tenders will become visible to the HMRC nominated or event defined tender evaluation team in any place that provides access to the e-sourcing tool/application at that time.

email:

[e.procurement@hmrc.gsi.gov.uk](mailto:e.procurement@hmrc.gsi.gov.uk) with the following:

Company Name

User Name

User Email Address

Telephone Number

## **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**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: VOA will incorporate a minimum 10 calendar day standstill period at the time the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be requested from the address at I.1.

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

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

20.8.2013