

**United Kingdom-London: Recruitment services**

**OJ S 203/2014 22/10/2014**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Shepherds Bush Housing Group

Postal address: Mulliner House, Flanders Road, Chiswick

Town: London

Postal code: W4 1NN

Country: United Kingdom

For the attention of: Mary Canavan

E-mail: [recruitment.tender@sbhg.co.uk](mailto:recruitment.tender@sbhg.co.uk)

Telephone: +44 2089964255

Fax: +44 2089964242

**Internet address(es):**

General address of the contracting authority: <http://www.sbhg.co.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**

Body governed by public law

**I.3. Main activity**

Housing and community amenities

**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**

Procurement of Recruitment Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Main site or place of performance: West London

NUTS code UKI11 Inner London - West

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

The notice involves a public contract

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

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

We would like to establish a term contract with service providers/Agencies to undertake the recruitment of temporary staff for General Admin, Specialist Housing/Technical roles and Direct labour/operatives.

#### **II.1.6. CPV code(s)**

79600000 Recruitment services, 79621000 Supply services of office personnel, 79623000 Supply services of commercial or industrial workers

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **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**

The contract is divided into 3 lots — General Admin, Specialist Housing/Technical and Direct Labour/Operatives. All the 3 lots are for the initial period of 3 years with a provision to extend for further 2 years. Lot 1 — the total anticipated spend over the contract period could be around 925 000 GBP (excluding VAT). Lot 2 — the total anticipated spend over the contract period could be around 750 000 GBP (excluding VAT) and for lot 3 — the total anticipated spend could be around 2.5 million GBP (excluding VAT).

Estimated value excluding VAT:

Range: between 3 400 000 and 4 000 000 GBP

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

Options: no

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

This contract is subject to renewal: yes  
Number of possible renewals: 2

### **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: General Administration

#### **1) Short description**

We are looking for the service providers/agencies that can supply temporary staff for the roles of General Administration to include Receptionist, Administrator, Customer Services Advisor, Front line staff, Finance Assistant, HR Assistant/Advisor and other similar roles.

#### **2) CPV code(s)**

79600000 Recruitment services, 79621000 Supply services of office personnel, 79623000 Supply services of commercial or industrial workers

**3) Quantity or scope**

The anticipated value of the contract over the contract period could be around 850 000 GBP (excl VAT).

Estimated value excluding VAT:

Range: between 750 000 and 925 000 GBP

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

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

**5) Additional information about lots**

Lot No: 2

Lot title: Specialist Housing/Technical

**1) Short description**

We are looking for the service providers/agencies that can supply temporary staff for Specialist Housing/Technical roles to include Neighbourhood/Housing officer, allocation/Letting officer, Income/Rent officer, ASB officer, Maintenance/Building Surveyor, Leasehold officer, IS officer, Managers and other similar roles.

**2) CPV code(s)**

79600000 Recruitment services, 79621000 Supply services of office personnel, 79623000 Supply services of commercial or industrial workers

**3) Quantity or scope**

The anticipated value of the contract over the contract period could be around 675 000 GBP (excl VAT).

Estimated value excluding VAT:

Range: between 575 000 and 750 000 GBP

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

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

**5) Additional information about lots**

Lot No: 3

Lot title: Direct Labour/Operatives

**1) Short description**

We are looking for the service providers/agencies that can supply temporary staff for Direct Labour/Operative to include plumber, carpenter, decorator, electrician, gas engineer, void operative, multi-trade, supervisors and other similar roles.

**2) CPV code(s)**

79600000 Recruitment services, 79621000 Supply services of office personnel, 79623000 Supply services of commercial or industrial workers

**3) Quantity or scope**

The anticipated value of the contract over the contract period could be around 2 250 000 GBP (excl VAT).

Estimated value excluding VAT:

Range: between 2 000 000 and 2 500 000 GBP

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

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

## **5) Additional information about lots**

For Lot 3 we are looking to appoint two service providers/agencies in order to meet our requirements.

### **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**

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

Details will be provided in the Invitation to Tender.

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

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

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

Description of particular conditions: Details will be provided in the Invitation to Tender. The Terms and Conditions of the contract will be set out in the tender document.

#### **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: Further information will be requested in the form of a Pre Qualification Questionnaire.

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

List and brief description of conditions: Further information will be requested in the form of a Pre Qualification Questionnaire.

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

List and brief description of conditions:

Further information will be requested in the form of a Pre Qualification Questionnaire.

##### **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**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 8: and Maximum number 10

Objective criteria for choosing the limited number of candidates: Pre Qualification Questionnaire followed by tender documents for those short-listed. The Association intends to invite sufficient number of candidates to tender for each lot to ensure genuine competition. The Association would like to make sure that we short-list at least eight service providers to tender for each Lot on the basis of ranking service providers at PQQ stage, at which the criteria referred to in part four of the Public Contract Regulation 2006 as amended will be assessed and marked.

#### **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**

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

17.11.2014 - 17:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

5.12.2014

##### **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**

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

#### **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: SBHA will incorporate a minimum 10 calendar days standstill period following electronic notification to unsuccessful candidates of the award of the contract.

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

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

17.10.2014