

**United Kingdom-London: Job search services**  
**OJ S 201/2016 18/10/2016**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: University of Greenwich

Postal address: Procurement and Business Services, Southwood Lodge, Avery Hill Campus,  
Avery Hill Road, Eltham

Town: London

NUTS code: UKI22 Outer London - South

Postal code: SE9 2UG

Country: United Kingdom

Contact person: Vincent M John

E-mail: [tenders@gre.ac.uk](mailto:tenders@gre.ac.uk)

Telephone: +44 2083318294

**Internet address(es):**

Main address: <http://www.gre.ac.uk/>

Address of the buyer profile: <http://www2.gre.ac.uk/about/corporate/procurement/trading-with-us>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://in-tendhost.co.uk/universityofgreenwich>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://intendhost.co.uk/universityofgreenwich/>

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

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

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**Section II: Object**

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

**II.1.1. Title**

Graduate Job Brokerage Service.

Reference number: GRE-79611000-VMJ

**II.1.2. Main CPV code**

79611000 Job search services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

- i. Employer engagement and vacancy management — engagement with employers and identification of vacancies in sectors and industries appropriate to our students and the degree programmes on which they study;
- ii. Student engagement — active promotion of the services available at the University's sites through events, promotional materials, seminars and workshops etc.
- iii. Employability skills — coaching and mentoring students in the desired attributes and behaviours requires to be successful at interview.
- iv. Job preparation and vacancy matching — selling the benefits of a graduate recruitment programme, or a specific student(s), to employers or internal university staff to achieve a placement or permanent position.
- v. Tracking and monitoring — data provision.

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

Value excluding VAT: 600 000,00 GBP

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

This contract is divided into lots: no

## **II.2. Description**

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

NUTS code: UKI22 Outer London - South

Main site or place of performance: Outer London — South.

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

1. Employer engagement and vacancy management.
  - 1.1 Engagement with employers
  - 1.2 Identification of vacancies in sectors and industries appropriate to our students and the degree programmes on which they study.
2. Student engagement
  - 2.1 Active promotion of the services available at the University's sites through events, promotional materials, seminars and workshops etc.
3. Employability skills
  - 3.1 Coaching and mentoring students in the desired attributes and behaviours required to be successful at interview.
4. Job preparation and vacancy matching
  - 4.1 Selling the benefits of a graduate recruitment programme, or a specific student(s), to employers or internal university staff to achieve a placement or permanent position.
5. Tracking and monitoring of service performance and provision of reports.

### **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**

Value excluding VAT: 600 000,00 GBP

### **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:

Possible extension by a further 2 years, subject to satisfactory performance.

**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.2. Conditions related to the contract**

**III.2.2. Contract performance conditions**

Stated in the procurement document.

**III.2.3. 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

**Section IV: Procedure**

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**IV.1. Description**

**IV.1.1. Type of procedure**

Open procedure

**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: 28/11/2016 Local time: 17:00

**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

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 30/11/2016 Local time: 10:30

Place:

Avery Hill, London, SE9.

Information about authorised persons and opening procedure: Director of Procurement and Business Services and Director of Finance or their authorised representatives.

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: no

### VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### 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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=222801159>

GO Reference: GO-20161014-PRO-8947313.

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: University of Greenwich

Postal address: Old Royal College, Park Row, Greenwich

Town: London

Postal code: SE10 9LS

Country: United Kingdom

E-mail: [tenders@gre.ac.uk](mailto:tenders@gre.ac.uk)

Telephone: +44 2083318870

Internet address: [www.gre.ac.uk](http://www.gre.ac.uk)

#### VI.4.2. Body responsible for mediation procedures

Official name: University of Greenwich

Postal address: Old Royal College, Park Row, Greenwich

Town: London

Postal code: SE10 9LS

Country: United Kingdom

E-mail: [contracts@gre.ac.uk](mailto:contracts@gre.ac.uk)

Telephone: +44 2083318870

Internet address: [www.gre.ac.uk](http://www.gre.ac.uk)

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

Official name: University of Greenwich

Postal address: Procurement and Business Services, Southwood Lodge, Avery Hill Road

Town: London

Postal code: SE9 2UG

Country: United Kingdom

E-mail: [tenders@gre.ac.uk](mailto:tenders@gre.ac.uk)

Telephone: +44 2083318899

Internet address: <http://www2.gre.ac.uk/about/corporate/procurement>

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

14/10/2016