

United Kingdom-Maidenhead: Time accounting or human resources software package**OJ S 163/2018 25/08/2018****Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Commonwealth War Graves Commission

Postal address: 2 Marlow Road

Town: Maidenhead

NUTS code: UKJ11 Berkshire

Postal code: SL6 7DX

Country: United Kingdom

E-mail: procurement@cwgc.org

Telephone: +44 1628634221

Internet address(es):Main address: <https://www.cwgc.org>**I.3. Communication**

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

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

Body governed by public law

I.5. Main activity

Other activity: Preservation, Commemoration and Education

Section II: Object

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

Provision of a Human Resources Information System

Reference number: HRIS

II.1.2. Main CPV code

48450000 Time accounting or human resources software package

II.1.3. Type of contract

Services

II.1.4. Short description

The CWGC is seeking to source and implement a global, integrated, HR information system.

The solution will provide us with the capability to effectively manage resources, costs, and

provide consistent management information on staff located around the world. The System will fulfil current, and address emerging, requirements as well as giving managers and employees the ability to access people data quickly and easily.

II.1.5. Estimated total value

Value excluding VAT: 200 000,00 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: BE25 Prov. West-Vlaanderen

NUTS code: UKJ11 Berkshire

NUTS code: FRE1 Nord-Pas de Calais

Main site or place of performance: Mainly Maidenhead, but system will be used in Commission offices across the world, in particular France, Belgium and Cyprus (See Section II.2.4 below).

II.2.4. Description of the procurement

The Commonwealth war graves commission (CWGC) is responsible for the commemoration of almost 1 700 000 members of the Commonwealth forces who gave their lives in the 2 world wars. CWGC cares for cemeteries and memorials at 23 000 locations, in 154 countries. The Commission is headquartered in Maidenhead (United Kingdom) and employs approx. 1250 people across 5 main global areas:

- Africa and Asia Pacific Area (AAPA),
- Mediterranean Area (MA),
- Western Europe Area (WEA),
- UK and Northern Area (UKNA), and
- Canada.

CWGC is looking to replace it's current solution and processes with a unified global HRIS solution whilst continuing to use local payroll providers to ensure compliance with country specific legislation. As a minimum, potential tenderers will be required to meet the Global HRIS high level requirements as follows:

- Operate in multiple languages,
- Manage multiple currency,
- Interface with a range of local payroll providers,
- Manager and employee self service,
- Core HR Administration,
- Sickness / Absence management,
- Learning and development,
- Performance management and appraisals,
- Recruitment and applicant tracking,
- Reporting / management information and analytics.

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: 200 000,00 GBP

II.2.7.

Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

This contract will be for an initial 5 year period with the option to extend for 2 further 1 year (12 month) periods.

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

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:

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

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: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 036-078537](#)

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

Date: 24/09/2018 Local time: 12:00

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

Tender must be valid until: 01/02/2019

IV.2.7. Conditions for opening of tenders

Date: 24/09/2018 Local time: 12:01

Place:

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Commonwealth War Graves Commission

Town: Maidenhead

Country: United Kingdom

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

VI.5. Date of dispatch of this notice

24/08/2018