

UK-Prescot: personnel and payroll services

OJ S 236/2012 07/12/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: St Helens and Knowsley Teaching Hospitals NHS Trust

Postal address: Whiston Hospital, Warrington Road, Merseyside

Town: Prescot

Postal code: L35 5DR

Country: United Kingdom

For the attention of: Angela Gaskell

E-mail: angela.gaskell@sthk.nhs.uk

Telephone: +44 1516765945

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

Health

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

12-951T-AG - Provision of Payroll Services to Bridgewater Community Healthcare NHS Trust

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

Services

Service category No 27: Other services

NUTS code UK United Kingdom

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)

Bridgewater Community Healthcare NHS Trust is seeking to contract out the provision of a payroll and pension service for the payment of approximately 3 400 employees and 200 bank workers on a monthly basis. The main requirement expected of the Contractor is to ensure that employees of the Trust are paid accurately and on time using the national NHS integrated HR and payroll system ESR (Electronic Staff Record). The Contractor shall be expected to provide a flexible and responsive service, which will meet the ongoing needs of the Trust. The Trust operates exception reporting, staff are paid basic pay and any additional hours are claimed through the completion of electronic SVLs.

In addition, expenses are paid monthly, through salary to staff and to bank staff via the ESR & BACS system.

II.1.6. CPV code(s)

79631000 Personnel and payroll services, 79211110 Payroll management services

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: 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

Contract Duration: 24 months with the option to extend for 12 months.

Estimated value: 245 000 GBP per annum.

Estimated value excluding VAT: 245 000 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: 24 (from the award of the contract)

Section III: Legal, economic, financial and technical information

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

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: no

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: This procurement exercise will be conducted on the EU supply eTendering portal at: <https://nhssbs.eu-supply.com>.

Candidates wishing to be considered for this agreement must register their expression of interest and provide additional procurement specific information through this portal.

To register interest:

- 1) Go to 'Current Tender Opportunities' from the eTendering portal login page:
<https://nhssbs.eu-supply.com>
- 2) Find the tender listed and click on the title. This will take you to the letter of invitation.
- 3) If you are not a registered user of EU Supply follow the 'Online registration' link otherwise follow the 'Login' link and enter username and password.
- 4) Once logged in 'Accept' the invitation to register your interest in the opportunity. You will then be taken direct to the tender response screen.
- 5) Go to the 'Access Documents' folder on the response screen to view and download tender documentation.

Further guidance on how to access and respond to the opportunity is available in the 'Quick Guide for Suppliers' which is available for downloading from the main portal login page:

<https://nhssbs.eu-supply.com>.

(follow link: 'Quick Guide for Suppliers').

For any support in submitting your response please contact EU Supply Helpdesk at support@eu-supply.com (Tel: +44 8008402050) quoting the tender ID number.

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

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

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 number of candidates: 5

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

12-951T-AG

IV.3.2. Previous publication concerning this procedure

no

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

Payable documents: no

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

9.1.2013 - 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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

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

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VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

4.12.2012