

**United Kingdom-Colchester: Supply services of personnel including temporary staff**

OJ S 228/2016 25/11/2016

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Colchester Institute

Postal address: Sheepen Road, Essex

Town: Colchester

NUTS code: UK United Kingdom

Postal code: CO3 3LL

Country: United Kingdom

E-mail: [luke.wood@tenetservices.com](mailto:luke.wood@tenetservices.com)

Telephone: +44 1376511411

**Internet address(es):**Main address: <http://www.colchester.ac.uk/>**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

<https://suppliers.multiquote.com>Tenders or requests to participate must be submitted electronically via: <https://suppliers.multiquote.com><https://suppliers.multiquote.com>

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

Additional information can be obtained from another address:

Official name: Colchester Institute

Postal address: Sheepen Road, Essex

Town: Colchester

NUTS code: UK United Kingdom

Postal code: CO3 3LL

Country: United Kingdom

E-mail: [luke.wood@tenetservices.com](mailto:luke.wood@tenetservices.com)

Telephone: +44 1376511411

**Internet address(es):**Main address: <http://www.colchester.ac.uk/>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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

### **II.1.1. Title**

Colchester Institute Framework for the Supply of Teaching and Lecturing Staff, Teaching Support Staff and Business Support Staff.

Reference number: CA3571

### **II.1.2. Main CPV code**

79620000 Supply services of personnel including temporary staff

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

Services

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

The Invitation to Tender provides information for consideration with respect to the provision of a multi-supplier 2 tier framework for specialist temporary staff.

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

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

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 3

Maximum number of lots that may be awarded to one tenderer: 3

## **II.2. Description**

### **II.2.1. Title**

Lot 1 — Teaching and Lecturing Staff

Lot No: 1

### **II.2.2. Additional CPV code(s)**

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel, 79612000 Placement services of office-support personnel

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

NUTS code: UKH3 Essex

NUTS code: UKH1 East Anglia

Main site or place of performance: Sheepen Road, Colchester, Essex, CO3 3LL.

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

All teaching and lecturing roles for all college faculties.

Further information provided in the tender documents and pricing schedule.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Procedures for Supply of Staff / Weighting: 25.00 %

Quality criterion - Name: Employment Processes and Procedures / Weighting: 25.00 %

Quality criterion - Name: Contract Management / Weighting: 10.00 %

Price - Weighting: 40.00 %

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: no

### **II.2.10.**

## **Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

47 month(s) from the commencement date.

### **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**

#### **II.2. Description**

##### **II.2.1. Title**

Lot 2 — Teaching Support Staff

Lot No: 2

##### **II.2.2. Additional CPV code(s)**

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel, 79612000 Placement services of office-support personnel

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

NUTS code: UKH3 Essex

NUTS code: UKH1 East Anglia

Main site or place of performance: Sheepen Road, Colchester, Essex, CO3 3LL.

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

Such as specialist student support staff for LLD and disabled students.

Further information provided in the tender documents and pricing schedule.

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Procedures for Supply of Staff / Weighting: 25.00 %

Quality criterion - Name: Employment Processes and Procedures / Weighting: 25.00 %

Quality criterion - Name: Contract Management / Weighting: 10.00 %

Price - Weighting: 40.00 %

##### **II.2.6. Estimated value**

##### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

47 month(s) from the commencement date.

### **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**

#### **II.2. Description**

##### **II.2.1. Title**

Lot 3 — Business Support Staff  
Lot No: 3

##### **II.2.2. Additional CPV code(s)**

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel, 79612000 Placement services of office-support personnel

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

NUTS code: UKH3 Essex  
NUTS code: UKH1 East Anglia  
Main site or place of performance: Sheepen Road, Colchester, Essex, CO3 3LL.

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

All general office admin and support roles (HR, Finance, Customer Services, IT etc).  
Further information provided in the tender documents and pricing schedule.

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Procedures for Supply of Staff / Weighting: 25.00 %  
Quality criterion - Name: Employment Processes and Procedures / Weighting: 25.00 %  
Quality criterion - Name: Contract Management / Weighting: 10.00 %  
Price - Weighting: 40.00 %

##### **II.2.6. Estimated value**

##### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24  
This contract is subject to renewal: no

##### **II.2.10. Information about variants**

Variants will be accepted: no

##### **II.2.11. Information about options**

Options: yes  
Description of options:  
47 month(s) from the commencement date.

##### **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.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:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, non payment relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process details of turnover, profit and capital and reserves for previous 2 years. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required:

Minimum Insurance Levels: 5 000 000 GBP PL & EL, 2 000 000 GBP Professional Indemnity.  
Liquidity Ratio must be 1:1 or better.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required:

Evidence for your technical capability in this market, relevant to this procurement by the timing and value of the services provided, must be provided for 3 contracts. 3 contracts shown = Pass, less than 3 contracts shown = fail.

All mandatory questions detailed.

## **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**

The procurement involves the establishment of a framework agreement  
Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 24

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

Date: 03/01/2017 Local time: 10:00

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

Date: 22/08/2016 Local time: 12:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

Section II.3) — dates refer to the initial contract period and do not include the options of any extensions.

Section IV.3.5) — any dates shown are an estimate.

In the first instance, candidates should register with [www.multiquote.com](http://www.multiquote.com) and express an interest in the contract, full details of the contract will be available.

The Contracting Authority shall not be under any obligation to accept any tender. The Contracting Authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.

The Contracting Authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Colchester Institute

Postal address: Sheepen Road

Town: Colchester

Postal code: CO3 3LL

Country: United Kingdom

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

Official name: Colchester Institute

Postal address: Sheepen Road

Town: Colchester

Postal code: CO3 3LL

Country: United Kingdom

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).

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

Official name: Colchester Institute

Postal address: Sheepen Road

Town: Colchester

Postal code: CO3 3LL

Country: United Kingdom

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

24/11/2016