

United Kingdom-London: Administrative services of agencies

OJ S 182/2019 20/09/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Richmond Fellowship

Postal address: 80 Holloway Road

Town: London

NUTS code: UKI London

Postal code: N7 8JG

Country: United Kingdom

E-mail: [Company.Secretary@RichmondFellowship.org.uk](mailto:Company.Secretary@RichmondFellowship.org.uk)

Telephone: +44 2076973300

Fax: +44 2076973301

**Internet address(es):**

Main address: [www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)

Address of the buyer profile: [https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA7761](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA7761)

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.mytenders.co.uk](http://www.mytenders.co.uk)

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

Other type: Housing Association/Charity

**I.5. Main activity**

Health

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**Section II: Object**

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

**II.1.1. Title**

Agency Managed Service Tender

**II.1.2. Main CPV code**

75120000 Administrative services of agencies

**II.1.3.**

## **Type of contract**

Services

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

Agency managed service for the provision of temporary agency workers.

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

Value excluding VAT: 1 400 000,00 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: UK United Kingdom

Main site or place of performance: 80 Holloway Road.

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

Richmond Fellowship (on behalf of recovery focus group) is pleased to invite you to submit a formal tender for the opportunity to manage the Richmond Fellowship Master/Neutral Vendor process for the provision of recruitment services for temporary workers.

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

Criteria below

Quality criterion - Name: Cost / Weighting: 35 %

Quality criterion - Name: Quality / Weighting: 35 %

Price - Weighting: 35 %

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

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

Start: 18/09/2019 End: 17/10/2019

This contract is subject to renewal: yes

Description of renewals:

Contract will be for 3 years with the possibility of extending for a further 2 years.

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

Variants will be accepted: no

### **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.1. Conditions for participation**

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

Selection criteria as stated in the procurement documents

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

### **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: yes

### **IV.2. Administrative information**

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

Date: 18/10/2019 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: 31/01/2020

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

Date: 18/10/2019 Local time: 12:00

## **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**

Note: To register your interest in this notice and obtain any additional information please visit the myTenders website at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=217402](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=217402)

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx)  
Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.  
(MT Ref:217402)

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

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

Official name: Richmond Fellowship

Postal address: 80 Holloway Road

Town: London

Postal code: N7 8JG

Country: United Kingdom

Telephone: +44 2076973300

Fax: +44 2076973301

Internet address: [www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)

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

18/09/2019