

United Kingdom-Nottingham: Payroll management services

OJ S 191/2019 03/10/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Spencer Academies Trust

Postal address: Arthur Mee Road, Stapleford

Town: Nottingham

NUTS code: UK United Kingdom

Postal code: NG9 7EW

Country: United Kingdom

E-mail: stephenmitchell@satrust.com

Telephone: +44 8455651870

Internet address(es):Main address: <http://www.satrust.com>Address of the buyer profile: https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42269**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

I.3. CommunicationThe procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.mytenders.co.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.mytenders.co.uk>**I.4. Type of the contracting authority**

Body governed by public law

I.5. Main activity

Education

Section II: Object

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

Payroll Processing

Reference number: 2019Payroll

II.1.2. Main CPV code

79211110 Payroll management services

II.1.3. Type of contract

Services

II.1.4. Short description

Provision of payroll services to Spencer Academies Trust, incorporating payroll processing, payments, HMRC and pension scheme management.

II.1.5. Estimated total value

Value excluding VAT: 550 000,00 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

II.2.4. Description of the procurement

Payroll, pension, and associated administration.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Service / Weighting: 40

Price - Weighting: 60

II.2.6. Estimated value

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:

Option to renew for a period of 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

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:

Membership of Institute of Payroll Professionals or other similar body.

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.1. Information about a particular profession

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Firm should be registered with relevant regulators.

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

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: 31/10/2019 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

Tender must be valid until: 29/11/2019

IV.2.7. Conditions for opening of tenders

Date: 04/11/2019 Local time: 08:30

Place:

Nottingham.

Information about authorised persons and opening procedure: Chief Operating Officer, and Head of Finance, through MyTenders.

Section VI: Complementary information

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

Further information can be sought by arranging a meeting with Stephen Mitchell, Chief Operating Officer by contacting Elle Turner on elleturner@satrust.com or by telephone on 01159170100.

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=217429

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
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:217429)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Spencer Academies Trust
Postal address: Arthur Mee Road, Stapleford
Town: Nottingham
Postal code: NG9 7EW
Country: United Kingdom
Telephone: +44 8455651870
Internet address: <http://www.satrust.com>

VI.5. Date of dispatch of this notice

30/09/2019