

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:560335-2020:TEXT:EN:HTML>

**Albania-Tirana: Supply services of personnel including temporary staff
2020/S 227-560335**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: British Council

Postal address: c/o British Embassy, Rr. Skenderbej, No 12

Town: Tirana

NUTS code: AL0 SHQIPËRIA

Postal code: 1001 PO Box 86

Country: Albania

Contact person: Brian D'Mello

E-mail: brian.dmello@britishcouncil.org

Internet address(es):

Main address: www.britishcouncil.org

Address of the buyer profile: <https://in-tendhost.co.uk/britishcouncil>

I.3) Communication

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

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://in-tendhost.co.uk/britishcouncil>

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: Registered charity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

UK_2020_ALB_Outourcing HR Management of Temp Staff

Reference number: BC/01335

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:

British Council is looking for a managed service provider (MSP) to provide temporary agency staff to British Council legal entities in Albania and Kosovo. The temporary employees' number will be at an average of 40-50. The MSP will be required to manage and regularly declare all legal work relations for the people employed by the MSP, who will be conducting work at the premises of and on behalf of British Council Albania and Kosovo offices.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

79620000 Supply services of personnel including temporary staff

II.2.3) **Place of performance**

NUTS code: 00 Not specified

Main site or place of performance:

Albania.

II.2.4) **Description of the procurement:**

The supplier is expected to provide the temporary staff outsourcing service and occasional recruitment support. The supplier will be expected to manage and to declare regularly and legally work relations for temporary staff employed by the service provider but their work will be served at the British Council Albania office and on behalf of British Council business.

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**

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:

The contract awarded will be for a duration of three (3) years. with an option for an extension for up to an additional twelve (12) months.

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:

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: no
- IV.2) **Administrative information**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**
Date: 23/12/2020
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**
Duration in months: 2 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**
Date: 23/12/2020
Local time: 12:30
Place:

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.3) **Additional information:**
Suppliers who wish to express an interest and take part in the tender process will be required to register on our eTendering portal InTend hosted at <https://in-tendhost.co.uk/britishcouncil> Once registered, bidders must log-in to the website where they can view the project and access the bidders pack and submit their return. Bidders will also be required to demonstrate their capability and 'means of proof' will be required. These conditions are outlined in the ITT.
- VI.4) **Procedures for review**
- VI.4.1) **Review body**
Official name: British Council
Town: London
Postal code: SW1A 2BN
Country: United Kingdom
- VI.4.3) **Review procedure**
Precise information on deadline(s) for review procedures:
- VI.5) **Date of dispatch of this notice:**
17/11/2020