

The University of London

Announce an Exciting Business Opportunity

Expression of Interest to Tender for a Payroll Services for University Examiners, Interns & Temporary Employees Contract

The University of London is proud to announce an opportunity for an experienced and qualified supplier to provide payroll services for the University's examiners, interns and temporary employees. We are seeking to award a 3 year contract for payroll services with an estimated aggregate value of between £65,000 and £75,000 pounds Sterling.

The successful supplier in this tender will not only be skilled and experienced in the provision of payroll services. The supplier we are seeking must work in partnership with the University of London to provide an efficient, high quality and customer service focussed service for our examiners, interns and temporary employees. The successful supplier will also have the agility and sense of urgency required when providing payroll services to a large group of staff members working on a variety of schedules.

This tender will be conducted electronically and tenderers can register on our e-tendering system Proactis for free here: <https://supplierlive.proactisp2p.com/Account/Login>. All tender documents can be found online and communications during the tender period will be managed through the Proactis e-tendering system. For audit purposes all queries must be raised online through the Proactis messaging service ONLY; queries submitted by external e mail or by phone or in person will not be taken and tenderers will be referred to the Proactis online system. Suppliers are strongly advised to read the tender documents thoroughly before deciding to bid for this contract.

This is a Single Stage Tender. Suppliers must complete the PQQ and tender documents and return both before 12:00pm on 15 April 2016. No late tenders will be considered for this procurement exercise.

The University of London is holding a Supplier Engagement Day for suppliers to find out more about the tender and contract. This event will provide more information about the contract to be awarded and suppliers can meet the University of London International Programmes and Procurement project team members. Suppliers will also have the opportunity to ask any questions they may have about the tender and contract.

**Tender for Payroll Services for Examiners, Interns & Temporary Employees
Supplier Engagement Day
5 April 2016
10:00am – 12:30pm
University of London
The Woburn Room
Malet Street
London
WC1E 7HU ([Map to Senate House](#))**

Please contact Mayowa Soyingbe at Mayowa.soyingbe@london.ac.uk to confirm your attendance. Read the PQQ and tender documents beforehand and bring a copy with you on the day as they may be used as a reference in the presentation on the day.