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Tender

## **Relocation Services - UoE**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2022/S 000-001447

Procurement identifier (OCID): ocds-h6vhtk-030c40

Published 18 January 2022, 11:55am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

Courtney Reid

#### **Email**

[courtney.reid@ed.ac.uk](mailto:courtney.reid@ed.ac.uk)

#### **Telephone**

+44 1316502508

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Relocation Services - UoE

Reference number

EC0965

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

- 98392000 - Relocation services

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

Services

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

Relocation Services for University of Edinburgh - UK & International

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

Value excluding VAT: £418,000

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

This contract is divided into lots: No

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

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

- 98392000 - Relocation services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Recruitment and selection is a devolved activity at the University of Edinburgh. The responsibility of Recruitment and Selection sits in the Colleges, Schools and Professional Service Group Departments within the University. Relocation Support is currently delivered by the Resourcing Team and an existing procured supplier. It is the intention that purchasing of relocation services will be initiated by the recruiting area and the relocation services delivered by the procured supplier.

It is our vision that the University of Edinburgh can continue to welcome and bring together people from a wide range of backgrounds and experience, both close to home and across the globe by being both financially and practically supportive to the individual and their families when relocating, and to enable them to experience a smooth and easy transition to working and living in Edinburgh.

This vision is achieved by offering a dedicated relocation support service, which will offer both pre and post arrival support to relocating staff including expenses management support. Given the scale of our recruitment, within the UK, in Europe and Worldwide, there is a requirement for global presence.

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

Quality criterion - Name: Quality Weighting / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

3 yr contract + 1 x 12 month extension optional

#### **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

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## **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

Not applicable to this procurement exercise

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

Minimum level(s) of standards possibly required

As per the SPD, suppliers should be able provide or (confirm they will be able to obtain, before the commencement of the framework) certificates of relevant insurances below:

Public Liability insurance of Minimum GBP 5m

Employers Liability insurance of Minimum GBP 10m

Professional Indemnity insurance of Minimum GBP 2m

As per the SPD, Suppliers must include 2 years of most recent accounts which will be subject to checks in order to assess the current Financial and Economic standing, Supplier stability and viability.

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

Minimum level(s) of standards possibly required

Suppliers must present evidence of where they have provided services as in this requirement , both with respect to Assignees point of origin being the UK and overseas (primarily; USA/Canada, Asia, India and EEA, to an organisation similar in size and volumes as the University of Edinburgh

### **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**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

21 February 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

21 February 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20476.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:679822)

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

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

Edinburgh Sheriff Court, 27 Chambers St, Edinburgh EH1 1LB

Edinburgh

Country

United Kingdom