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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

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

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

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

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

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