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Tender

## **DAR and Transcription services**

Scottish Courts and Tribunals Service

F02: Contract notice

Notice identifier: 2026/S 000-001864

Procurement identifier (OCID): ocds-h6vhtk-0602d5

Published 9 January 2026, 1:27pm

The closing date and time has been changed to:

**27 February 2026, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

### **Email**

[procurement@scotcourts.gov.uk](mailto:procurement@scotcourts.gov.uk)

### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotcourttribunals.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00396](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/>

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

Body governed by public law

**I.5) Main activity**

General public services

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

DAR and Transcription services

Reference number

SCTS-2025-061

#### II.1.2) Main CPV code

- 50340000 - Repair and maintenance services of audio-visual and optical equipment

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Provision of Digital Audio Recordings and Transcription Services for the Scottish Courts and Tribunals Service

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

### II.2.3) Place of performance

NUTS codes

- UKM - Scotland

### II.2.4) Description of the procurement

Provision of Digital Audio Recordings and Transcription Services for the Scottish Courts and Tribunals Service. For full details, please go onto  
<https://www.publictenderscotland.publiccontractscotland.gov.uk/>

### II.2.5) Award criteria

Quality criterion - Name: Quality / 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

2 years fixed + 2x 12 month extensions

**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.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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## 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

Originally published as:

Date

13 February 2026

Local time

12:00pm

Changed to:

Date

27 February 2026

Local time

12:00pm

See the [change notice](#).

#### 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: 3 (from the date stated for receipt of tender)

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

Date

13 February 2026

Local time

12:00pm

Place

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/>

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30672.  
For more information see:

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

Community benefits are included in this requirement. For more information see:  
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please see the technical envelope more further information

(SC Ref:819910)

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

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

The Scottish Courts and Tribunals Service

Saughton House

Edinburgh

EH11 3XD

Country

United Kingdom

