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Tender

## **Executive and Senior Specialist Search and Associated Recruitment Services**

APUC LIMITED

F02: Contract notice

Notice identifier: 2022/S 000-002772

Procurement identifier (OCID): ocids-h6vhtk-03116e

Published 1 February 2022, 9:43am

The closing date and time has been changed to:

**3 March 2022, 11:00am**

See the [change notice](#).

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

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

APUC LIMITED

Unit 27, Stirling Business Centre, Wellgreen

STIRLING

FK82DZ

#### **Contact**

Anne Martin

#### **Email**

[annemartin@apuc-scot.ac.uk](mailto:annemartin@apuc-scot.ac.uk)

**Telephone**

+44 1314428958

**Country**

United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<https://apuc-scot.ac.uk/>

**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>

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>

**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**

Executive and Senior Specialist Search and Associated Recruitment Services

Reference number

PFB1037 AP

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

- 79600000 - Recruitment services

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

Services

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

The Authority is seeking Contractor(s) for the provision of Executive and Senior Specialist Search and Associated Recruitment Services to the higher education (HE) institutions and further education (FE) institutions of Scotland, the North Western Universities Purchasing Consortium and its members (NWUPC), the North Eastern Universities Purchasing Consortium and its members (NEUPC), the Higher Education Purchasing Consortium Wales and its members (HEPCW), the Southern Universities Purchasing Consortium its members (SUPC), and the London Universities Purchasing Consortium (LUPC), NHS National Procurement and its members, Scotland Excel and its members, Scottish Central Government Bodies.

Parties eligible to use the Framework Agreement are as listed on Appendix E - List of Institutions.

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the

Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers ,Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

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

Value excluding VAT: £28,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

1A - Executive Search roles >GBP100K - Scotland

Lot No

1

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

This lot is for the search and selection of highly qualified candidates for senior level and executive roles based in Scotland. The contractor is required to identify suitable candidates to fill the roles with a salary greater than GBP100K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement /  
Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

#### **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions

requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

1B Executive Search roles GBP65K - GBP100K - Scotland

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

This lot is for the search and selection of highly qualified candidates for senior level and executive roles based in Scotland. The contractor is required to identify suitable candidates to fill the roles with a salary between GBP65K and GBP100K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement /

Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

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

Duration in months

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This contract is subject to renewal

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Description of renewals

The Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

1C Senior Specialist Search roles GBP40K - GBP65K Scotland

Lot No

3

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

This lot is for the search and selection of highly qualified candidates for senior specialist level roles based in Scotland. The contractor is required to identify suitable candidates to fill the roles with a salary between GBP40K and GBP65K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

## **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: No

## **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

2A Executive Search roles >GBP100K - England/Wales

Lot No

4

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

- 79600000 - Recruitment services

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

#### NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

This lot is for the search and selection of highly qualified candidates for senior level and executive roles based in England and Wales. The contractor is required to identify suitable candidates to fill the roles with a salary greater than GBP100K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

## **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: No

## **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

2B Executive Search roles GBP65K - GBP100K - England/Wales

Lot No

5

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

- 79600000 - Recruitment services

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

#### NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

This lot is for the search and selection of highly qualified candidates for senior level and executive roles based in England and Wales. The contractor is required to identify suitable candidates to fill the roles with a salary between GBP65K and GBP100K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement /  
Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

### **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

2C Senior Specialist Search roles GBP40K - GBP65K - England/Wales

Lot No

6

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

- 79600000 - Recruitment services

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

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

This lot is for the search and selection of highly qualified candidates for senior specialist level roles based in England and Wales. The contractor is required to identify suitable candidates to fill the roles with a salary between GBP40K and GBP65K per annum.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

### **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

3A Non remunerated Chairs of Court and members of governing committees and boards - Scotland

Lot No

7

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

This lot is for the search and selection of highly qualified candidates for non-remunerated Chairs and members of governing committees and board roles based in Scotland.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

## **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

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

#### **II.2.1) Title**

3B Non remunerated Chairs of Court and members of governing committees and boards - England/Wales

Lot No

8

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

- 79600000 - Recruitment services

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

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

This lot is for the search and selection of highly qualified candidates for non-remunerated Chairs and members of governing committees and board roles based in England and Wales.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service each of these lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

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

Duration in months

30

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

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

#### **II.2.1) Title**

4 International roles for overseas locations - UK

Lot No

9

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

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

This lot is for the search and selection of highly qualified candidates for senior level and

executive roles based in overseas locations. The contractor is required to identify suitable candidates to fill the roles.

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service this lot.

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

Quality criterion - Name: Operation & Management of the Framework Agreement /  
Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

### **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

## **II.2) Description**

### **II.2.1) Title**

5 Recruitment related services - UK

Lot No

10

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

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

This lot is for recruitment related services to support the recruitment activities of the institutions. The activities that may be included would be:

- Succession planning
- Board reviews
- Salary and remuneration benchmarking
- Skills audit
- Candidate market scoping
- Panel training
- Unconscious bias training

- Access to Recruitment Technology

The Authority is seeking to appoint a minimum of 3 and a maximum of 5 Contractors to service this lots.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 8

Quality criterion - Name: Community Benefits and Value-added Services / Weighting: 5

Quality criterion - Name: Data Protection Risks / Weighting: 7

Quality criterion - Name: Service Delivery - Methodology / Weighting: 30

Quality criterion - Name: Service Delivery - Quality Assurance / Weighting: 10

Quality criterion - Name: Key Personnel / Weighting: 10

Price - Weighting: 30

### **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 Framework Agreement will commence on the 01/05/2022 for an initial period of 3 years and will expire on the 30/04/2025.

The Authority reserves the right to extend the Framework Agreement for a further 1 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.14) Additional information**

The framework may be used by organisations accessing EU funds

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

List and brief description of selection criteria

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance\* = GBP 5 Million

Public Liability Insurance = GBP 5 Million

Professional Indemnity Insurance = GBP 2 Million

Please refer to Part IV Selection Criteria: Questions within 4B.5 of the SPD

The successful tenderer will be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement

Please refer to Part IV Selection Criteria: Questions within 4B.6 of the SPD

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

##### **SUBMISSION OF MANAGEMENT INFORMATION**

Prior to the commencement of the Framework Agreement, the Contractor will provide the Authority with contact details of the Management Information contact who will be provided with a template spreadsheet/reporting schedule along with a username and password for the management information website <http://www.ucsp.ac.uk/>

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter by logging into the website and uploading the template document. If there has been no spend for the quarter then this will still require you to log in and record a nil spend return.

Following the beginning of each new academic year the Authority will provide the Contractor with a new template along with the reporting schedule.

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## **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**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 50

#### **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

1 March 2022

Local time

2:00pm

Changed to:

Date

3 March 2022

Local time

11:00am

See the [change notice](#).

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

English

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

Date

1 March 2022

Local time

3:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: November 2025

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The following should be submitted prior to award. It is for information only and will not be scored.

Form of Tender

Please confirm that you will be in a position to submit prior to award "Appendix A - Form of Tender" in the Technical Questionnaire in PCS-Tender.

Freedom of Information

Please confirm that you will be in a position to submit prior to award "Appendix B - Freedom of Information" if applicable in the Technical Questionnaire in PCS-Tender.

Sustain Supply Chain Code of Conduct

Please confirm that you will be in a position to submit prior to award "Appendix D - Sustain Supply Chain Code of Conduct" in the Technical Questionnaire in PCS-Tender.

General Data Protection Regulation

Please confirm that you will be in a position to submit prior to award "Appendix G - GDPR Contractor Assessment Form" in the Technical Questionnaire in PCS-Tender.

Please confirm that you will be in a position to submit prior to award SCM RP Section 1/Appendix J

For Information only

List of Institutions - Appendix E

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

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

Stirling Sheriff Court and Justice of the Peace Court

Sheriff Court House, Viewfield Place

Stirling

FK8 1NH

Email

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

Telephone

+44 1786462191

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.