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Tender

Executive Recruitment Services for University of Aberdeen

University of Aberdeen

F02: Contract notice

Notice identifier: 2023/S 000-003079

Procurement identifier (OCID): ocds-h6vhtk-03a1e1

Published 1 February 2023, 11:28am

Section I: Contracting authority

I.1) Name and addresses

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

Email

e-sourcing@abdn.ac.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Executive Recruitment Services for University of Aberdeen

Reference number

AU2203

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

The University are looking to set up a framework of a maximum of three (3) ranked suppliers to provide executive recruitment services.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen centre and Foresterhill University campuses.

II.2.4) Description of the procurement

The University are looking to set up a framework of a maximum of three (3) ranked suppliers to provide executive recruitment services.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Cost criterion - Name: Commercial / 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

Potential for 2 further individual 12-month extension periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Where required the University may call-off this framework for any other appropriate and relevant services that fall under recruitment.

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.1.2) 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

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.1.3) 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: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The framework is intended to operate for an initial 3-year term with 2 further individual 12-month extension option periods.

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2017/S 100-198975](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

3 March 2023

Local time

12:00pm

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

3 March 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: A further exercise will be undertaken approximately within the 6 month period prior to expiration of the framework.

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

All tenderers are required to:

- Complete the SPD document within PCS-T as part of this tender.
- Complete and return a sub-contractor SPD for any intended sub-contracts to be used in the delivery of services, to be returned as part of the tender.

It is a requirement of this framework agreement that bidders hold, or will commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employers Liability Insurance 5M GBP
- Professional Liability Insurance 2M GBP
- Public Liability Insurance 5M GBP

Successful bidders are required to provide audited financial accounts including profit & loss statements or equivalent in the SPD for the last 2 financial years.

Alternatively, if you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

In summary Tenderers must complete and return the following appendices as part of the tender submission before the submission deadline:

A – Commercial Schedule

B – Technical Schedule

C – Supplier Data and Cyber Questionnaire

D – Form of Tender

Tenderers must only complete and return the following appendices and information if successful:

Financial information as stated above and within the SPD.

E – Terms and Conditions

F – Supply Chain Code of Conduct

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22812. For more information see:

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

(SC Ref:713424)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court & Justice of the Peace

Aberdeen

Country

United Kingdom