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Tender

Management of Endowment Portfolio

University of Dundee

F02: Contract notice

Notice identifier: 2023/S 000-004586

Procurement identifier (OCID): ocds-h6vhtk-03a5b8

Published 15 February 2023, 8:50am

Section I: Contracting authority

I.1) Name and addresses

University of Dundee

Finance Office, Tower Building, Nethergate

Dundee

DD1 4HN

Contact

Annemarie Hannaway

Email

ahannaway001@dundee.ac.uk

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

<http://www.dundee.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.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

Management of Endowment Portfolio

Reference number

UoD-PF018-TC-2022

II.1.2) Main CPV code

- 66140000 - Portfolio management services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Dundee (UoD) would like to engage a suitably qualified provider to manage their Endowment Portfolio Funds.

II.1.5) Estimated total value

Value excluding VAT: £650,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

II.2.4) Description of the procurement

Following a decision to fully divest from fossil fuel and to move our investment portfolio into an ESG focused strategy, The University of Dundee (UoD) would like to engage a suitably

qualified provider to manage their Endowment Portfolio Funds in line with the key objectives outlined in the PQQ documentation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

This will be a 6-year term contract, the initial duration will be 4 years and there will be two further consecutive 12 months extension options.

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 6

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

Relevant selection criteria will be included in the SPD Scotland module and further weighted selection criteria which will be scored is detailed in the PQQ document.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

16 March 2023

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

31 March 2023

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: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 months prior to the expiry of the existing contract, estimated at January 2029 assuming all extensions are taken up.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Clarification questions relating to this PQQ must be submitted anonymously via the Public Contracts Scotland (PCS) Q&A message board associated with this ITT.

Please note that the responses to any clarifications raised during the tendering period will be circulated to all interested parties. All interested parties shall receive an email notification of any questions(s) and relevant answers(s). To maintain confidentiality of the source of any questions, bidders are advised not to include any personal company information within the body of any question submitted on the Public Contracts Scotland Web Portal.

Bidders are required to provide all of the information requested within their PQQ submission and failure to provide this information may result in a bidder's submission being given no further consideration.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=722660.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:722660)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=722660

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court

Sheriff Court House, 6 West Bell Street

Dundee

DD1 9AD

Country

United Kingdom