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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](mailto: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](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](http://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](http://www.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**

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

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## **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

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## **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)

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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: 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](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](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](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