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Tender

## **RoS Assessment Centres and Related Services**

Registers of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-007407

Procurement identifier (OCID): ocds-h6vhtk-02a460

Published 9 April 2021, 2:34pm

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

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

Registers of Scotland

Meadowbank House, 153 London Road

Edinburgh

EH8 7AU

#### **Contact**

Kyle Wands

#### **Email**

[kyle.wands@ros.gov.uk](mailto:kyle.wands@ros.gov.uk)

#### **Telephone**

+44 1312003965

## **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00366](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00366)

## **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.publiccontractsscotland.gov.uk/Default.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

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

Regional or local Agency/Office

## **I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

RoS Assessment Centres and Related Services

Reference number

CNTR0012346

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

- 79635000 - Assessment centre services for recruitment

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

Services

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

Assessment centres and related services for the recruitment of staff.

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

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

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

- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Meadowbank House, 153 London Road, Edinburgh, EH8 7AU

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

Seeking a single supplier to undertake assessment centres and related services for the recruitment of staff using both quality and commercial criteria set out within the tender documentation.

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

Quality criterion - Name: Quality / Weighting: 70%

Price - Weighting: 30%

### **II.2.6) Estimated value**

Value excluding VAT: £600,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 x 12 month extension option available.

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

Variants will be accepted: Yes

### **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

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

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

Service Levels and Key Performance Indicators have been provided as part of the tender documentation and will be discussed on a monthly basis as part of the contract management process.

#### **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

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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 a single operator

#### **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

18 May 2021

Local time

12:00pm

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

English

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

Date

18 May 2021

Local time

12:00pm

Place

Meadowbank House, 153 London Road, Edinburgh, EH8 7AU

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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=650313](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=650313).

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.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

All forms of community benefits provided by the successful supplier will be acceptable as part of the framework agreement.

(SC Ref:650313)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=650313](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=650313)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom