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Contract

Printing & Dispatch of Question Papers

Scottish Qualifications Authority

F03: Contract award notice

Notice identifier: 2024/S 000-010014

Procurement identifier (OCID): ocids-h6vhtk-044d82

Published 27 March 2024, 11:42am

Section I: Contracting authority

I.1) Name and addresses

Scottish Qualifications Authority

Lowden, 24 Wester Shawfair, Dalkeith

Midlothian

EH22 1FD

Email

procurement@sqa.org.uk

Telephone

+44 03452136720

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.sqa.org.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00386

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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

Printing & Dispatch of Question Papers

Reference number

SQA2104

II.1.2) Main CPV code

- 79823000 - Printing and delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

This contract is required by SQA for the secure printing of question paper materials and maps plus the collation of examination materials and onward dispatch to examination centres. This service is time critical and crucial to the successful fulfilment of the examination diet process

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,222,500

II.2) Description

II.2.1) Title

Printing of question papers

Lot No

1

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

SQA reserve the right to award the Lots to multiple suppliers. Suppliers may bid for one or more Lots. Suppliers can choose if they wish to bid for Lot 3b in addition to the requirement specified in Lot 3a. Suppliers must clearly state in their ESPD submission what Lots they are interested in bidding for.

Suppliers must provide a separate response from any subcontractors they wish to use, upon whose capability and/or capacity the supplier relies upon in order to meet any aspect of the selection criteria. In this case, these entities must complete the relevant parts of an ESPD (Scotland) to self-declare whether there are grounds for their exclusion and provide details of how they meet the required selection criteria.

This work is of a highly confidential nature and it is fundamental for all stages of this work, including any material held electronically and all printed copies, to be kept secure and confidential at all times. Suppliers must be able to demonstrate a high level of end to end security.

Please note that quantities and requirements may alter during the contract term due to changes in the SQA examination diet process. SQA will work with the successful supplier/s to ensure requirements are updated and agreed on a regular basis.

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 25

Quality criterion - Name: Quality of service and evidence of ability to meet required timescales / Weighting: 20

Quality criterion - Name: Account Management including Management Information / Weighting: 5

Quality criterion - Name: Evidence of Continuous Improvement and environmental sustainability / Weighting: 5

Quality criterion - Name: Evidence of contingency planning relevant to SQA requirements
/ Weighting: 5

Price - Weighting: 40

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

II.2) Description

II.2.1) Title

Printing of maps

Lot No

2

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

SQA reserve the right to award the Lots to multiple suppliers. Suppliers may bid for one or more Lots. Suppliers can choose if they wish to bid for Lot 3b in addition to the requirement specified in Lot 3a. Suppliers must clearly state in their ESPD submission what Lots they are interested in bidding for.

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Please note that quantities and requirements may alter during the contract term due to changes in the SQA examination diet process. SQA will work with the successful supplier/s to ensure requirements are updated and agreed on a regular basis.

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 25

Quality criterion - Name: Quality of service and evidence of ability to meet required timescales / Weighting: 20

Quality criterion - Name: Account Management including Management Information / Weighting: 5

Quality criterion - Name: Evidence of Continuous Improvement and environmental sustainability / Weighting: 5

Quality criterion - Name: Evidence of contingency planning relevant to SQA requirements / Weighting: 5

Price - Weighting: 40

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

II.2) Description

II.2.1) Title

Collation of examination materials for onward dispatch

Lot No

3

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 3a will include collating the materials into either a fixed or variable number to match centre requirements. Lot 3b will then include the delivery of said materials to examination centres throughout mainland and remote locations of Scotland, and occasionally to locations out with Scotland. This work must be securely carried out within a short and specific timeframe

SQA reserve the right to award the Lots to multiple suppliers. Suppliers may bid for one or more Lots. Suppliers can choose if they wish to bid for Lot 3b in addition to the requirement specified in Lot 3a. Suppliers must clearly state in their ESPD submission what Lots they are interested in bidding for.

Suppliers must provide a separate response from any subcontractors they wish to use, upon whose capability and/or capacity the supplier relies upon in order to meet any aspect of the selection criteria. In this case, these entities must complete the relevant parts of an ESPD (Scotland) to self-declare whether there are grounds for their exclusion and provide details of how they meet the required selection criteria.

This work is of a highly confidential nature and it is fundamental for all stages of this work, including any material held electronically and all printed copies, to be kept secure and confidential at all times. Suppliers must be able to demonstrate a high level of end to end security.

Please note that quantities and requirements may alter during the contract term due to changes in the SQA examination diet process. SQA will work with the successful supplier/s to ensure requirements are updated and agreed on a regular basis.

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 25

Quality criterion - Name: Quality of service and evidence of ability to meet required

timescales / Weighting: 20

Quality criterion - Name: Account Management including Management Information /
Weighting: 5

Quality criterion - Name: Evidence of Continuous Improvement and environmental
sustainability / Weighting: 5

Quality criterion - Name: Evidence of contingency planning relevant to SQA requirements
/ Weighting: 5

Price - Weighting: 40

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 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.2.1) Previous publication concerning this procedure

Notice number: [2018/S 014-028677](#)

Section V. Award of contract

Lot No

1

Title

Printing of question papers

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

24 September 2018

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Page Bros (Norwich) Ltd

Mile Cross Lane

Norwich

NR6 6SA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £240,000

Total value of the contract/lot: £281,331

Section V. Award of contract

Lot No

2

Title

Printing of maps

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

24 September 2018

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Page Bros (Norwich) Ltd

Mile Cross Lane

Norwich

NR6 6SA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £6,000

Total value of the contract/lot: £5,037.09

Section V. Award of contract

Lot No

3

Title

Collation of examination materials for onward dispatch

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

24 September 2018

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Page Bros (Norwich) Ltd

Mile Cross Lane

Norwich

NR6 6SA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £53,000

Total value of the contract/lot: £53,931

Section VI. Complementary information

VI.3) Additional information

(SC Ref:762249)

VI.4) Procedures for review

VI.4.1) Review body

SQA

Midlothian

EH22 1FD

Email

procurement@sqa.org.uk

Country

United Kingdom

Internet address

<http://www.sqa.org.uk>

