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Tender

## **University Financial Transactions (FT) Programme**

Scottish Funding Council

F02: Contract notice

Notice identifier: 2023/S 000-010762

Procurement identifier (OCID): ocds-h6vhtk-03beb3

Published 14 April 2023, 11:22am

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

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

Scottish Funding Council

Apex 2, 97 Haymarket Terrace

Edinburgh

EH12 5HD

#### **Email**

[finance@sfc.ac.uk](mailto:finance@sfc.ac.uk)

#### **Telephone**

+44 1313136500

#### **Fax**

+44 1313136501

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<https://www.sfc.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00381](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00381)

**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

[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)

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

[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**

University Financial Transactions (FT) Programme

Reference number

SFC 01 04-23

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

- 72224000 - Project management consultancy services

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

Services

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

To support the Scottish Funding Council's University Financial Transactions Programme for the financial year (FY) 2023-2026.

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

Value excluding VAT: £180,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

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

SFC require support to manage and deliver the programme.

The programme and support require a supplier who will provide a service that includes the following Activities,

Invite Applications,

Evaluate Proposals,

Project Monitoring and Reporting.

The supplier must be able to demonstrate and be capable of providing these services in a similar context and key skills will include,

Inviting universities to submit suitable proposals,

Developing and improving the application process,

Manage the milestones in the application process and provide information to demonstrate performance,

Providing guidance and support to applicants,

Managing and administering the invitation process,

Receiving, recording and monitoring applications,

Assessment using objective criteria to evaluate and assess applications consistently,

Technical and commercial / financial knowledge and skills to assess and evaluate applications, monitor projects and reporting,

Prioritising applications based on agreed criteria,

Provide advice and support to SFC on the performance of individual and projects overall in terms of performance, repayments and Net Zero contributions.

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

Quality criterion - Name: Quality / Weighting: 70

Price - 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

Option to extend for an additional one plus one years.

### **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.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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open 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

15 May 2023

Local time

5:00pm

#### **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

15 May 2023

Local time

5:00pm

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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: Three years from Contract Award (subject to continuing funding) and plus one, plus one year options to extend.

#### **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=728778](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=728778).

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.

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:  
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

Please provide details of your Community Benefits proposal as part of your Technical Response in the appropriate section.

These should be proportionate and relate to the Higher Education sector.

(SC Ref:728778)

Download the ESPD document here:  
[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=728778](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=728778)

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

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

Edinburgh Sheriff and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom