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Tender

SQA2359 - Question Paper Printing and Collation

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2022/S 000-011228

Procurement identifier (OCID): ocds-h6vhtk-033279

Published 29 April 2022, 4:13pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Qualifications Authority

Lowden, 24 Wester Shawfair, Dalkeith

Midlothian

EH22 1FD

Contact

Elizabeth Cunningham

Email

elizabeth.cunningham@sqa.org.uk

Telephone

+44 03452136720

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

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

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

Regional or local authority

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SQA2359 - Question Paper Printing and Collation

Reference number

SQA2359

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

Printing of Question papers and collation of papers

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

3

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

- UKM - Scotland

Main site or place of performance

Dalkeith Office

II.2.4) Description of the procurement

Printing of Maps

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 20

Quality criterion - Name: Demonstrated understanding of requirements (outlined proposed end to end process) / Weighting: 15

Quality criterion - Name: Quality of service and evidence of ability to meet required timescales / Weighting: 15

Quality criterion - Name: Account Management including Management Information and evidence of Continuous Improvement / Weighting: 5

Quality criterion - Name: Evidence of contingency planning and environmental considerations relevant to the supplier and their ability to meet SQA requirements / Weighting: 5

Quality criterion - Name: Fair Work Practice / Weighting: 0

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £400,000

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

Start date

1 September 2022

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

1 year extension

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

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

- UKM - Scotland

Main site or place of performance

Dalkeith Office

II.2.4) Description of the procurement

printing of Question papers

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 20

Quality criterion - Name: Demonstrated understanding of requirements (outlined proposed end to end process) / Weighting: 15

Quality criterion - Name: Quality of service and evidence of ability to meet required timescales / Weighting: 15

Quality criterion - Name: Account Management including Management Information and evidence of Continuous Improvement / Weighting: 5

Quality criterion - Name: Evidence of contingency planning and environmental considerations relevant to the supplier and their ability to meet SQA requirement / Weighting: 5

Quality criterion - Name: Fair Work Practice / Weighting: 0

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £400,000

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

Start date

1 September 2022

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

1 year extension

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

II.2) Description

II.2.1) Title

Collation of examination materials for onward dispatch

Lot No

3

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Dalkeith Office

II.2.4) Description of the procurement

Collation of question papers and maps

II.2.5) Award criteria

Quality criterion - Name: Evidence of security throughout the process / Weighting: 20

Quality criterion - Name: Demonstrated understanding of requirements (outlined proposed end to end process) / Weighting: 15

Quality criterion - Name: Quality of service and evidence of ability to meet required timescales / Weighting: 15

Quality criterion - Name: Account Management including Management Information and evidence of Continuous Improvement / Weighting: 5

Quality criterion - Name: Evidence of contingency planning and environmental considerations relevant to the supplier and their ability to meet SQA requirements / Weighting: 5

Quality criterion - Name: Fair Work Practice / Weighting: 0

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £400,000

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

Start date

1 September 2022

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

1 year extension

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 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

30 May 2022

Local time

12:00pm

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

IV.2.7) Conditions for opening of tenders

Date

30 May 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 years

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=691765.

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:691765)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=691765

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom