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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](mailto: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](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](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**

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

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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: 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](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](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](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