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Tender

## **SQA2235 - Courier Services**

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2022/S 000-014794

Procurement identifier (OCID): ocds-h6vhtk-034070

Published 26 May 2022, 4:33pm

### **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**

UKM73 - East Lothian and Midlothian

**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**

SQA2235 - Courier Services

Reference number

SQA2235

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

- 64120000 - Courier services

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

Services

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

Provision of Courier Services

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

Value excluding VAT: £70,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

4

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

#### **II.2.1) Title**

Script Carriage

Lot No

4

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

- 64120000 - Courier services
- 64100000 - Post and courier services
- 64121000 - Multi-modal courier services

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

NUTS codes

- UKM - Scotland
- UKM73 - East Lothian and Midlothian
- UKM82 - Glasgow City

Main site or place of performance

Dalkeith Office

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

The main examination process takes place over an 8-week period beginning around end of April/start of May. Examinations take place in schools and colleges (centres) across Scotland and Isle of Man. Completed examination scripts are collected on a daily basis. Depending on the SQA marking type, examinations scripts will be delivered to the SQA Dalkeith site or to our scanning supplier.

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

Quality criterion - Name: Demonstration of overall understanding of SQA requirements /  
Weighting: 15%

Quality criterion - Name: Evidence of security throughout the process and service delivery  
/ Weighting: 15%

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

Quality criterion - Name: Quality of contract support resources (to include Management Information and contingency arrangements) / Weighting: 5%

Quality criterion - Name: Evidence of value-added services (to include commitment to continuous improvement and environmental impact initiatives) / Weighting: 5%

Quality criterion - Name: Fair Work Practice / Weighting: 5%

Price - Weighting: 40%

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

Start date

1 December 2022

End date

30 November 2025

This contract is subject to renewal

Yes

Description of renewals

Possible 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**

Inter-site and same day deliveries

Lot No

1

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

- 64120000 - Courier services
- 64100000 - Post and courier services
- 64121000 - Multi-modal courier services

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

NUTS codes

- UKM - Scotland
- UKM73 - East Lothian and Midlothian
- UKM82 - Glasgow City

Main site or place of performance

Dalkeith Office

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

A daily requirement for a dedicated direct vehicle and driver to distribute internal mail between SQA sites

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

Quality criterion - Name: Demonstration of overall understanding of SQA requirements / Weighting: 15%

Quality criterion - Name: Demonstration of overall understanding of SQA requirements / Weighting: 15%

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

Quality criterion - Name: Quality of contract support resources (to include Management Information and contingency arrangements) / Weighting: 5%

Quality criterion - Name: Evidence of value-added services (to include commitment to continuous improvement and environmental impact initiatives) / Weighting: 5%

Quality criterion - Name: Fair Work Practice / Weighting: 5%

Price - Weighting: 40%

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

Start date

1 December 2022

End date

30 November 2025

This contract is subject to renewal

Yes

Description of renewals

Possible 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**

National 24hr and 48hr deliveries

Lot No

2

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

- 64120000 - Courier services
- 64100000 - Post and courier services

- 64121000 - Multi-modal courier services

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

NUTS codes

- UKM - Scotland
- UKM73 - East Lothian and Midlothian
- UKM82 - Glasgow City

Main site or place of performance

Dalkeith Office

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

SQA has a regular requirement for a parcel courier service mainly throughout Scotland including the Highlands and Islands. Most parcels are sent on a next day by 12pm delivery but we do require to have the option to send on an earlier timed delivery

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

Quality criterion - Name: Demonstration of overall understanding of SQA requirements / Weighting: 15%

Quality criterion - Name: Evidence of security throughout the process and service delivery / Weighting: 15%

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

Quality criterion - Name: Quality of contract support resources (to include Management Information and contingency arrangements) / Weighting: 5%

Quality criterion - Name: Evidence of value-added services (to include commitment to continuous improvement and environmental impact initiatives) / Weighting: 5%

Quality criterion - Name: Fair Work Practice / Weighting: 5%

Price - Weighting: 40%

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

Start date

1 December 2022

End date

30 November 2025

This contract is subject to renewal

Yes

Description of renewals

Possible 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**

International Deliveries

Lot No

3

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

- 64120000 - Courier services
- 64100000 - Post and courier services
- 64121000 - Multi-modal courier services

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

NUTS codes

- UKM - Scotland
- UKM73 - East Lothian and Midlothian
- UKM82 - Glasgow City

Main site or place of performance

Dalkeith and Glasgow Office

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

A delivery service is required to cover worldwide deliveries.

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

Quality criterion - Name: Demonstration of overall understanding of SQA requirements / Weighting: 15%

Quality criterion - Name: Evidence of security throughout the process and service delivery / Weighting: 15%

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

Quality criterion - Name: Quality of contract support resources (to include Management Information and contingency arrangements) / Weighting: 5%

Quality criterion - Name: Evidence of value-added services (to include commitment to continuous improvement and environmental impact initiatives) / Weighting: 5%

Quality criterion - Name: Fair Work Practice / Weighting: 5%

Price - Weighting: 40%

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

Start date

1 December 2022

End date

30 November 2025

This contract is subject to renewal

Yes

Description of renewals

Possible 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

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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 several operators

Envisaged maximum number of participants to the framework agreement: 10

#### **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

14 July 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

14 July 2022

Local time

12:00pm

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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=694531](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=694531).

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:694531)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=694531](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=694531)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH

Telephone

+44 1312252525

Country

United Kingdom