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Contract

SQA2235 - Courier Services

Scottish Qualifications Authority

F03: Contract award notice

Notice identifier: 2022/S 000-014809

Procurement identifier (OCID): ocds-h6vhtk-03407f

Published 26 May 2022, 4:58pm

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

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

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.1.6) Information about lots

This contract is divided into lots: Yes

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.2.11) 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.2.11) 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.2.11) 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

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.2.11) 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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 022-190546](#)

Section V. Award of contract

Contract No

SQA2235

Lot No

4

Title

Script Carriage

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

Section V. Award of contract

Contract No

SQA2235

Lot No

1

Title

Inter-site and same day deliveries

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

Section V. Award of contract

Contract No

SQA2235

Lot No

2

Title

National 24hr and 48hr deliveries

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

Section V. Award of contract

Contract No

SQA2235

Lot No

3

Title

International Deliveries

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

Section VI. Complementary information

VI.3) Additional information

(SC Ref:694943)

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