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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](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.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Education

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**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



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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.2.1) Previous publication concerning this procedure**

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

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## **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)

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## **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)

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## **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)

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## **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)

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## **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