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Tender

SQA2235 - Courier Services

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2022/S 000-014832

Procurement identifier (OCID): ocds-h6vhtk-034096

Published 27 May 2022, 8:38am

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.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

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: £700,000

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

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

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=694941.

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:694941)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=694941

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