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Tender

Admission Support Services Africa and South Asia

University of Dundee

F02: Contract notice

Notice identifier: 2023/S 000-015906

Procurement identifier (OCID): ocds-h6vhtk-03d3d2

Published 6 June 2023, 8:54am

Section I: Contracting authority

I.1) Name and addresses

University of Dundee

Procurement, 3rd Floor, Tower Building, Nethergate

Dundee

DD1 4HN

Contact

Annemarie Hannaway

Email

ahannaway001@dundee.ac.uk

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

<http://www.dundee.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Admission Support Services Africa and South Asia

Reference number

UoD-PF151-TC-2023

II.1.2) Main CPV code

- 80300000 - Higher education services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Dundee (UoD) has seen a huge increase in demand for its Postgraduate Taught courses, particularly from applicants domiciled in South Asia and Africa. To respond to this volume UoD is now seeking support to manage applications from these geographies.

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

South Asia

Lot No

1

II.2.2) Additional CPV code(s)

- 75121000 - Administrative educational services
- 80300000 - Higher education services
- 80340000 - Special education services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

II.2.4) Description of the procurement

The University of Dundee (UoD) has seen a huge increase in demand for its Postgraduate Taught courses, particularly from applicants domiciled in South Asia and Africa. To engage this volume of demand, maintain applicant quality, ensure applicant credibility, and ensure an excellent applicant experience, UoD is now seeking support to manage applications from these geographies.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial contract duration shall be for a 3-year period with the option to extend for a

further 2 12-month duration periods.

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

Africa

Lot No

2

II.2.2) Additional CPV code(s)

- 75121000 - Administrative educational services
- 80300000 - Higher education services
- 80340000 - Special education services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

II.2.4) Description of the procurement

The University of Dundee (UoD) has seen a huge increase in demand for its Postgraduate

Taught courses, particularly from applicants domiciled in South Asia and Africa. To engage this volume of demand, maintain applicant quality, ensure applicant credibility, and ensure an excellent applicant experience, UoD is now seeking support to manage applications from these geographies.

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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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

5 July 2023

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

5 July 2023

Local time

12:00pm

Place

University of Dundee, Tower Building, Nethergate Dundee

Information about authorised persons and opening procedure

Annemarie Hannaway, Corporate Category Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

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=734414.

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:734414)

Download the ESPD document here:
https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=734414

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court

6 W Bell Street

Dundee

DD1 9AD

Country

United Kingdom