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Tender

## **RoS - Provision of Recruitment Assessment Centres & Associated Services**

Registers of Scotland

F02: Contract notice

Notice identifier: 2024/S 000-016558

Procurement identifier (OCID): ocds-h6vhtk-046b9b

Published 27 May 2024, 8:52am

The closing date and time has been changed to:

**1 July 2024, 2:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Registers of Scotland

Meadowbank House, 153 London Road

Edinburgh

EH8 7AU

#### **Email**

[procurementhelpdesk@ros.gov.uk](mailto:procurementhelpdesk@ros.gov.uk)

#### **Telephone**

+44 1314793610

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ros.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00366](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00366)

**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)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

RoS - Provision of Recruitment Assessment Centres & Associated Services

Reference number

CNTR0015955

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

- 79635000 - Assessment centre services for recruitment

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

Services

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

RoS is looking for a suitable supplier for the provision of Recruitment Assessment Centres and Associated Services delivered virtually or at one of our offices.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

- 79635000 - Assessment centre services for recruitment
- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Online or at our offices in either Edinburgh or Glasgow as required.

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

RoS's resourcing team manage the recruitment process for any vacancies and are responsible for coordinating the recruitment process. RoS are looking forward to work with a Supplier to develop and deliver its Recruitment Assessment Centres and Associated Services. There is no prescriptive list of 'Associated Services' but they may include, for example, designing and delivering customised assessment centres, role specific consultancy and reviewing/writing role profiles and providing assessment related training to RoS colleagues.

The successful Supplier must be able to provide all Recruitment Assessment Centres and Associated Services both virtually and on some occasions in person delivery at our offices.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £400,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

There will be the option to extend by 6 or 12 months increments up to a total of 12

months.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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 III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Relevant selection criteria is included in the SPD.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Relevant selection criteria is included in the SPD.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As outlined in the procurement documents.

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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 a single operator

#### **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**

Originally published as:

Date

27 June 2024

Local time

2:00pm

Changed to:

Date

1 July 2024

Local time

2:00pm

See the [change notice](#).

### **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: 3 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

27 June 2024

Local time

2:00pm

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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=765959](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=765959).

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:765959)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=765959](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=765959)

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

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

Scottish Government

Edinburgh

Country

United Kingdom

