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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): ocids-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

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

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

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

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.

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

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.

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:765959)

Download the ESPD document here:

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

