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Tender

## **Courier Services - Question Paper Delivery**

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2024/S 000-018935

Procurement identifier (OCID): ocds-h6vhtk-047137

Published 19 June 2024, 3:24pm

The closing date and time has been changed to:

**31 July 2024, 12:00pm**

See the [change notice](#).

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

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

Scottish Qualifications Authority

Lowden, 24 Wester Shawfair, Dalkeith

Midlothian

EH22 1FD

#### **Email**

[procurement@sqa.org.uk](mailto:procurement@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.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)

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

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object****II.1) Scope of the procurement**

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

Courier Services - Question Paper Delivery

Reference number

SQA2481

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

- 55521200 - Meal delivery service

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

Services

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

Delivery service

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

Value excluding VAT: £520,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

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

Delivery service for SQA question papers

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

Quality criterion - Name: Demonstration of overall understanding of SQA requirements /  
Weighting: 10

Quality criterion - Name: Quality of service delivery and ability to meet required timescales

/ Weighting: 15

Quality criterion - Name: Evidence of security throughout the process and service delivery / Weighting: 15

Quality criterion - Name: Quality of contract support resources (to include Management Information and contingency arrangements) / Weighting: 10

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 Fair Work Practice / Weighting: 5

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Replacement of existing contract

### **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

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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.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

22 July 2024

Local time

12:00pm

Changed to:

Date

31 July 2024

Local time

12:00pm

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: 6 (from the date stated for receipt of tender)

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

Date

22 July 2024

Local time

12:00pm

Place

Dalkeith Midlothian

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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=769971](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=769971).

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:769971)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=769971](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=769971)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom