This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/018935-2024">https://www.find-tender.service.gov.uk/Notice/018935-2024</a>

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

#### **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=AA0038 6

## 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

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

# **Section IV. Procedure**

12:00pm

Date

Changed to:

31 July 2024

Local time

12:00pm

English

See the change notice.

IV.1) Description	
IV.1.1) Type of procedure	
Open procedure	
IV.1.8) Information about the Government Procurement Agree	ment (GPA)
The procurement is covered by the Government Procurement A	Agreement: Yes
IV.2) Administrative information	
IV.2.2) Time limit for receipt of tenders or requests to participa	ate
Originally published as:	
Date	
22 July 2024	
Local time	

IV.2.4) Languages in which tenders or requests to participate may be submitted

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

## **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.

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:769971)

## Download the ESPD document here:

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**