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Tender

## **MEPH Services**

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2025/S 000-019360

Procurement identifier (OCID): ocds-h6vhtk-050dc6

Published 7 May 2025, 1:04pm

### **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**

MEPH Services

Reference number

SQA2503

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

- 71313000 - Environmental engineering consultancy services

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

Services

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

Mechanical, Electrical and Public Health (MEPH) Services

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

Value excluding VAT: £300,000

### **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

Main site or place of performance

Scotland - Glasgow & Midlothian sites

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

The service required is the planned preventative maintenance, reactive maintenance and minor works modifications of the mechanical, electrical and public health (MEPH) engineering services installations at three SQA occupied buildings.

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

Quality criterion - Name: Demonstrate methodology you would use to deliver the service to SQA / Weighting: 20

Quality criterion - Name: Demonstrate resources available to support specific SQA locations / Weighting: 20

Quality criterion - Name: Demonstrate DR (Disaster Recovery) resources available to support SQA locations / Weighting: 10

Quality criterion - Name: Demonstrate MI information to be provided with an example monthly reported / Weighting: 5

Quality criterion - Name: Fair work Practices / Weighting: 5

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

12 months

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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**

Date

9 June 2025

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

9 June 2025

Local time

12:00pm

Place

SQA Dalkeith

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: May 2029

### **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**

Site visits to Shawfair, Dalkeith will be undertaken on Tuesday 13 May and Wednesday 14 May 2025.

Visits will be undertaken in 90 minute slots and Suppliers will be invited individually, therefore a time will be allocated following a request for a site visit.

Please request and co-ordinate access with Mr Simon Parsons (Facilities Manager) via e-mail: [simon.parsons@sqa.org.uk](mailto:simon.parsons@sqa.org.uk).

A site visit to The Optima Building, Glasgow will available on Thursday 15 May 2025. This will be a single visit with all tendering suppliers, commencing at 10am. Please confirm attendance in advance with Mr Simon Parsons (Facilities Manager) via e-mail: [simon.parsons@sqa.org.uk](mailto:simon.parsons@sqa.org.uk).

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=798171](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=798171).

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:798171)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=798171](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=798171)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom