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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

Telephone

+44 03452136720

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.sga.org.uk>

Buyer's address

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

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

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

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

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.

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.

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.

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:798171)

Download the ESPD document here:
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