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Tender

Student Admissions Processing Service

University of Aberdeen

F02: Contract notice

Notice identifier: 2023/S 000-019890

Procurement identifier (OCID): ocds-h6vhtk-03e0f4

Published 12 July 2023, 10:00am

Section I: Contracting authority

I.1) Name and addresses

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

Email

e-sourcing@abdn.ac.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.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

Student Admissions Processing Service

Reference number

AU22/110

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Aberdeen require a supplier to provide a student application processing service.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services
- 79996000 - Business organisation services
- 98110000 - Services furnished by business, professional and specialist organisations

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

The service can be carried out remotely in line with all applicable GDPR regulations.

II.2.4) Description of the procurement

The University of Aberdeen require a supplier to deliver a Student Admissions Service, managing all aspects of student applications.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

3 x 12 month optional extensions

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

11 August 2023

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

IV.2.7) Conditions for opening of tenders

Date

11 August 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Mid-2026

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

All tenderers are required to:

- Complete the SPD document within PCS-T as part of this tender.
- Complete and return a sub-contractor SPD for any intended sub-contractors to be used in the delivery of services, to be returned as part of the tender.

The successful tenderer will be required to:

- Provide audited financial accounts including profit & loss statements or equivalent in the SPD for the last 2 financial years.

Alternatively, if you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

It is a requirement of this tender that bidders hold, or will commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employers Liability Insurance 5M GBP
- Professional Liability Insurance 1M GBP
- Public Liability Insurance 5M GBP

- Tenderers must complete and return the following appendices as part of the tender submission:

A – Commercial Schedule

B – Technical Schedule

C – Supplier Data and Cyber Questionnaire

D – Form of Tender

- Tenderers must complete and return the following appendices if successful prior to contract award:

E – Terms and Conditions

F – Supply Chain Code of Conduct

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24508. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:735934)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court & Justice of the Peace

Aberdeen

Country

United Kingdom