This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/019890-2023">https://www.find-tender.service.gov.uk/Notice/019890-2023</a>

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=AA0010

# 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: <a href="http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343">http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343</a>
(SC Ref:735934)
VI.4) Procedures for review
VI.4.1) Review body
Aberdeen Sheriff Court & Justice of the Peace
Aberdeen
Country
United Kingdom