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Tender

## **West Africa Recruitment Services**

University of Dundee

F02: Contract notice

Notice identifier: 2023/S 000-020283

Procurement identifier (OCID): ocds-h6vhtk-03e1fa

Published 14 July 2023, 12:39pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of Dundee

Procurement, 3rd Floor, Tower Building, Nethergate

Dundee

DD1 4HN

#### **Contact**

Annemarie Hannaway

#### **Email**

[ahannaway001@dundee.ac.uk](mailto:ahannaway001@dundee.ac.uk)

#### **Telephone**

+44 1382386810

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

<http://www.dundee.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00105](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105)

**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

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

West Africa Recruitment Services

Reference number

UoD-PF152-TC-2023

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

- 80300000 - Higher education services

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

Services

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

The objective is to provide the University of Dundee with dedicated In-Country Representatives based in Nigeria to support the achievement of our West African student recruitment objectives with a specific focus on Nigeria and Ghana.

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

Value excluding VAT: £4,700,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 80300000 - Higher education services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79600000 - Recruitment services
- 75121000 - Administrative educational services

- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

The objective is to provide the University of Dundee with dedicated In-Country Representatives based in Nigeria to support the achievement of our West African student recruitment objectives with a specific focus on Nigeria and Ghana.

West Africa is a strategically important student recruitment market for the University of Dundee, and we are welcoming more students from the region than ever before. To be able to manage this demand, meet our student recruitment targets, and grow and maintain applicant quality, we are seeking an experienced supplier who will provide and maintain In-Country Representatives based in Lagos, Nigeria.

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

Quality criterion - Name: Technical / Weighting: 75

Price - Weighting: 25

### **II.2.6) Estimated value**

Value excluding VAT: £4,700,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial contract duration shall be for a 2-year period with the option to extend for a further 2 x 12-month duration periods subject to successful delivery of the initial period as determined by the University of Dundee West Africa Recruitment Services Project Lead.

**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

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**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

**III.2) Conditions related to the contract**

**III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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

14 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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

14 August 2023

Local time

12:00pm

Place

University of Dundee

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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: Upon conclusion of this contract award, circa July 2027

### **VI.2) Information about electronic workflows**

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=736916](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=736916).

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

Due to the nature and location of the work carried out under this contract, no defined community benefits will be included at this stage. However, there may be an opportunity for community benefits that support

Community Led Services to be delivered and this will be discussed and agreed between the awarded supplier and the University during the lifetime of the contract.

(SC Ref:736916)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=736916](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=736916)

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

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

Dundee Sheriff Court

6 W Bell Street

Dundee

DD1 9AD

Country

United Kingdom