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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

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

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

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

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

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

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court

6 W Bell Street

Dundee

DD1 9AD

Country

United Kingdom