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Tender

Communication Support Services

Forth Valley College

F02: Contract notice

Notice identifier: 2025/S 000-021942

Procurement identifier (OCID): ocids-h6vhtk-0514ff

Published 15 May 2025, 4:56pm

Section I: Contracting authority

I.1) Name and addresses

Forth Valley College

Grangemouth Road

Falkirk

FK2 9AD

Contact

Ester Vasallo

Email

procurement@forthvalley.ac.uk

Telephone

+44 1324403000

Country

United Kingdom

NUTS code

UKM76 - Falkirk

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00451

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained 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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

Communication Support Services

Reference number

ISS-2025-03

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority is seeking Contractor(s) for Communication Support Services.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk
- UKM72 - Clackmannanshire and Fife
- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

Forth Valley College campus in Falkirk, Stirling and Alloa.

II.2.4) Description of the procurement

The required services include, but are not limited to:

Communication Support Workers (CSWs) to provide accurate interpretation for students using British Sign Language (BSL) and to provide appropriate communication strategies to enable deaf students to integrate into their peer group and engage with their learning (Student Award Agency Scotland (SAAS) Definition: Sign Language Interpreter).

BSL Interpreters to provide BSL interpreting for students in and outwith the classroom.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 20

Quality criterion - Name: Relationships and Delivering Outcomes / Weighting: 15

Quality criterion - Name: Service Delivery Resources / Weighting: 13

Quality criterion - Name: Data Protection and Cyber Security Risks / Weighting: 7

Quality criterion - Name: Community and Added Value Services / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Agreement for 3 further period of 12 months subject to satisfactory performance and continued Authority requirements.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As stated in Invitation to Tender.

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 6

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

17 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

Tender must be valid until: 23 October 2025

IV.2.7) Conditions for opening of tenders

Date

17 June 2025

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: 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

As a minimum Tenderers must complete and submit the following:

SPD Response on PCS

Appendix A - Form of Tender

Appendix D - Sustain Supply Chain Code of Conduct

Appendix E - Pricing Schedule

Appendix F - SCM RP: Section 1

Appendix G - Technical Questionnaire

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=799031.

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:799031)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=799031

VI.4) Procedures for review

VI.4.1) Review body

Camelon Sheriff Court

Main St, Camelon

Falkirk

FK1 4AR

Country

United Kingdom