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Tender

Conversion Support Services for Student Recruitment (GCU)

Glasgow Caledonian University

F02: Contract notice

Notice identifier: 2022/S 000-021948

Procurement identifier (OCID): ocids-h6vhtk-035a77

Published 10 August 2022, 9:30am

Section I: Contracting authority

I.1) Name and addresses

Glasgow Caledonian University

70 Cowcaddens Road

Glasgow

G4 0BA

Email

procurement@gcu.ac.uk

Telephone

+44 1413313578

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00195

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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

Conversion Support Services for Student Recruitment (GCU)

Reference number

GC - MKT - 2022 - LI - 02

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

Glasgow Caledonian University requires a conversion partner who is equipped to provide a bespoke, data driven, measurable series of conversion solutions through expertise in the HE sector, knowledge of the international and domestic student landscape and a proven track record or delivering successful conversion partnerships.

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

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow Caledonian University

II.2.4) Description of the procurement

The University requires a conversion partner who is equipped to provide a bespoke, data driven, measurable series of conversion solutions through expertise in the HE sector, knowledge of the international and domestic student landscape and a proven track record or delivering successful conversion partnerships.

The University is using an e-Tendering System for this procurement exercise. The system is called Public Contracts Scotland-Tender (PCS-T) website. The ITT is only available in electronic form which can be accessed via your web browser. No hard copies will be accepted.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery - Methodology / Weighting: 35

Quality criterion - Name: Service Delivery - Presentation / Weighting: 10

Quality criterion - Name: Service Delivery - Continuous Improvement and Innovation / Weighting: 15

Quality criterion - Name: Service Delivery - Key Personnel / Weighting: 10

Quality criterion - Name: Sustainability - University Values / Weighting: 3

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 25

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

The Contract will last for a period of 2 years with the commencement date to be agreed post contract award.

The University reserves the right to extend the Contract a further two 12-month periods

subject to satisfactory performance and continued University 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.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Please refer to question within 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 Million GBP
- Professional Liability Insurance = 1 Million GBP
- Public Liability Insurance = 5 Million GBP

Please refer to question within 4B.6 of the SPD and Economic and financial standing section of the Contract Notice

The successful Contractor will be required to provide 2 years audited accounts, or equivalent if awarded the Contract.

Information provided for Part III and IV will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice.

Fail = does not meet requirements as stated in Contract Notice.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

9 September 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

9 September 2022

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: Next iteration will be tendered when this contract is due to expire.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The successful bidder must confirm that they comply with the requirements of the Modern Slavery Act 2015.

Please refer to Part III Section D Selection Criteria: Questions within 3D.2 of the SPD

FORM OF TENDER

Please complete “Appendix A – Form of Tender” in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored however failure to submit a signed copy will result in elimination from the procurement exercise.

SUB-CONTRACTORS

Please complete “Appendix C – List of Sub-Contractors” if applicable in the Technical Questionnaire in PCS- Tender.

This information should only be submitted if applicable prior to award. It is for information only and will not be scored.

FREEDOM OF INFORMATION

Please complete "Appendix D – Freedom of Information" if applicable in the Technical Questionnaire in PCS-Tender.

This information should only be submitted if applicable prior to award. It is for information only and will not be scored.

SUSTAIN SUPPLY CHAIN CODE OF CONDUCT

Please complete "Appendix E – APUC Ltd Sustain Supply Chain Code of Conduct" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored.

ANTI-BRIBERY POLICY

Please complete "Appendix F – Anti-Bribery Policy" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored however failure to submit a signed copy will result in elimination from the procurement exercise.

GDPR - CONTRACTOR ASSURANCE ASSESSMENT QUESTIONNAIRE

Please complete "Appendix H - Contractor Assurance Assessment Questionnaire" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21910. For more information see:

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

(SC Ref:687464)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21910. For more information see:

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

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

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

Community benefits are included in this requirement. For more information see:
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Contractor will work with the University to deliver Community Benefits or social value where they are identifiable throughout the term of the Contract. Examples of Community Benefits or social value are providing training opportunities to staff and students via placements or internships, apprenticeships or any sponsoring and investment in the local community related to the Contract activity.

(SC Ref:702982)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

procurement@gcu.ac.uk

Telephone

+44 1414298888

Country

United Kingdom