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Tender

Student Enquiry Management & Follow-up Service

University of Stirling

F02: Contract notice

Notice identifier: 2023/S 000-026983

Procurement identifier (OCID): ocds-h6vhtk-03fc22

Published 12 September 2023, 4:04pm

Section I: Contracting authority

I.1) Name and addresses

University of Stirling

Procurement Services, Finance Office, Room 3Z3, Cottrell Building

Stirling

FK9 4LA

Contact

Fiona Macnaughton

Email

f.m.macnaughton1@stir.ac.uk

Telephone

+44 1786473171

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<http://www.stir.ac.uk/finance-office/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00112

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

Student Enquiry Management & Follow-up Service

II.1.2) Main CPV code

- 98110000 - Services furnished by business, professional and specialist organisations

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Stirling is seeking a supplier for the provision of student enquiry, offer, and conversion services to optimise the enrolment of students in unregulated markets and to meet the University's recruitment targets.

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
- 79900000 - Miscellaneous business and business-related services
- 98110000 - Services furnished by business, professional and specialist organisations
- 98111000 - Services furnished by business organisations
- 98112000 - Services furnished by professional organisations

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

II.2.4) Description of the procurement

The University of Stirling is seeking a supplier for the provision of student enquiry, offer, and conversion services to optimise the enrolment of students in unregulated markets and to meet the University's recruitment targets.

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

40

This contract is subject to renewal

Yes

Description of renewals

An option to extend by an additional 24 months, and then by a further 12 months, and then again by another 12 months i.e. potentially seven years and four months in total.

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

List and brief description of selection criteria

Please refer to the SPD attached to this notice for selection criteria.

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

13 October 2023

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

13 October 2023

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 years

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

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=744075.

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:744075)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=744075

VI.4) Procedures for review

VI.4.1) Review body

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom