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Tender

## **Card Acquiring Services - University of Edinburgh**

University of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-028067

Procurement identifier (OCID): ocids-h6vhtk-02f510

Published 9 November 2021, 2:34pm

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

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

University of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

Antonia Hynd

#### **Email**

[antonia.hynd@ed.ac.uk](mailto:antonia.hynd@ed.ac.uk)

#### **Telephone**

+44 1316502508

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**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

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**Section II: Object**

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

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

Card Acquiring Services - University of Edinburgh

Reference number

EC0955

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

- 66110000 - Banking services

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

Services

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

Card Acquiring Services/Merchant Acquiring Services required to facilitate all card based payments to the University including but not limited to tuition fees and student accommodation rent

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

This contract is divided into lots: No

## **II.2) Description**

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

- 66110000 - Banking services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

This tender is for the provision of Card Acquiring Services for processing, authorisation and settlement of the University's debit and credit transactions via all payment channels including customer present (Chip and PIN/contactless payments), customer not present (Mail Order / Telephone Order) and online (e-commerce).

The University is seeking to develop efficient and cost-effective card acquiring service arrangements which will be capable of meeting and navigating future market and technological changes, and which will meet, and often exceed, user expectations. It is looking for a relationship with an organisation which it can be confident will fulfil all the University's current and future requirements.

It is important that any potential acquiring partner can add value through an effective dedicated corporate support team backed up by a proactive and responsive education sector specialist Relationship Manager.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There is option to extend for an additional 2 + 1 + 1 year periods (an additional 18 months refund service if/when needed is expected at the end of any contract duration as a minimum requirement).

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

List and brief description of conditions

The tenderer must be regulated by the Financial Conduct Authority and be authorised to provide card acquiring services in the United Kingdom by the FCA. Evidence must be provided.

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Bidders must be of sound economic standing to be able to fulfil contractual requirements if appointed. Bidders must submit their 2 most recent sets of audited accounts including (i) balance sheets and (ii) profit and loss information.

Bidders must also hold (or commit to obtain before commencement of the Framework Agreement) the following levels of insurance:

Employers liability – GBP 5 million or statutory minimum in country of domicile

Public liability - GBP 2 million

Professional Indemnity - GBP 5 million

#### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

The bidder must provide 2 Case Studies of contracts which demonstrates their technical ability and experience in delivering similar services as described in the Specification of Requirements which has been successfully undertaken (within the last 3 years) and displays strong similarities to the service requirements of this tender. Including:

- Who the client was/is
- full details of the scope of the services provided
- the methodology used to deliver the required services;

- the dates and duration of the services and contract;
- if subcontractors were used (e.g., for terminals) explain how you undertook contract management for the subcontracted service
- any (relevant) obstacles experienced during delivery of the services and how they were overcome; and how high levels of service were achieved.
- full contact details of the client Project Manager.

Please note that the University reserves the right to gain confirmation from the stated Client that the services and achievements were indeed provided as described for the stated Client.

Maximum Page Limit is 3 sides of A4 per case study

## **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 January 2022

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 January 2022

Local time

12:00pm

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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: in between 3 and 7 years time

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19473.  
For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

N/A

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:

Please see details in tender document

(SC Ref:672138)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom