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Tender

## **EC1024 - Assistive Technology**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-028476

Procurement identifier (OCID): ocds-h6vhtk-049875

Published 5 September 2024, 4:02pm

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Email**

[nshirran@ed.ac.uk](mailto:nshirran@ed.ac.uk)

#### **Telephone**

+44 1316502759

#### **Country**

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

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

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.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**

EC1024 - Assistive Technology

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

- 72222300 - Information technology services

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

Services

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

Invitation to Tender for The Provision of Assistive Technology for the University of Edinburgh.

#### **II.1.5) Estimated total value**

Value excluding VAT: £350,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The University is seeking to award a 3-year Contract (with optional 3 x 12-month extensions) for the provision of Assistive Technology equipment and associated training for University students with various disabilities.

Disability and Learning Support Service (DLSS) enhances the student experience and

improves the efficiency and effectiveness of academic administration by providing support to students, through facilitating the provision of Assistive Technology (AT) to the University's students with various disabilities. DLSS provides Assistive Technology support to the University's International Students. Additionally, DLSS provides a wide range of loan equipment to students, such as laptops, digital voice recorders and digital note-taking pens. In conjunction to the hardware provided, there are a number of software programmes designed to assist students in their Learning Experience including, but not limited to:

- “Mind mapping software” to assist with essay planning and revision
- “Text-to-speech software” to read text back from the computer screen
- “Speech-to-text software” to convert speech into text

The contract will include; the provision and installation of software and hardware, Assistive Technology training, the cleaning, imaging and the decommissioning of all equipment during and at the end of the loan period.

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

Quality criterion - Name: The provision of Assistive Technology Service / Weighting: 10.5

Quality criterion - Name: Equipment Configuration & Training Delivery / Weighting: 10.5

Quality criterion - Name: Training Provision / Weighting: 10.5

Quality criterion - Name: Electronic Ordering / Weighting: 7

Quality criterion - Name: Sourcing / Weighting: 7

Quality criterion - Name: Product Stock Management Portal / Weighting: 3.5

Quality criterion - Name: Service Levels and Contract Management / Weighting: 14

Quality criterion - Name: Sustainability / Weighting: 3.5

Quality criterion - Name: Community Benefits / Weighting: 3.5

Price - Weighting: 30

### **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

3 x 12 months optional extensions.

### **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 bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), The bidder must have the following: Equivalent, documented policy and procedures regarding quality management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented items relevant to the nature and scale of the work to be carried out,

which are equivalent to the standards listed above — a policy with set responsibilities, review and improvement procedures, quality management and performance process, workforce training, skills and information process, monitoring arrangements, bidder quality management arrangements, and a process for managing complaints. The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following: Equivalent, regularly reviewed documented policy and procedures regarding environmental management, authorised by the Chief Executive, or equivalent.

These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above – ensuring effectiveness of measures and reducing impacts, workforce training and skills, checking and reviewing, dealing with waste, and ensuring any suppliers the bidders engages apply appropriate environmental protection measures

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

List and brief description of selection criteria

Bidders will be required to have a “general” yearly turnover threshold value of 1.5 times the estimated value of the proposed contract , 340,000 GBP, for the last three years prior to the date of proposed contract award.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios:

-Current Ratio

-Quick Ratio

-Debtors Turnover Ratio

-Return on Assets

-Working Capital

-Debt to Equity Ratio

-Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

Minimum level(s) of standards possibly required

Bidders will be required to have a “general” yearly turnover threshold value of 1.5 times the estimated value of the proposed contract , 340,000 GBP, for the last three years prior to the date of proposed contract award.

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability: 5 million GBP

Public Liability: 5 million GBP

Product Liability: 1 million GBP

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

List and brief description of selection criteria

Please provide relevant examples of supplies and services carried out during the last three years.

(Examples from both public and/or private sector customers and clients may be provided):

Bidders will be required to provide two example projects, within the last three years, which demonstrate that they have the relevant experience to deliver the services/supplies fully detailed in this ITT. These projects should be of similar scale and complexity to this 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.2.1) Previous publication concerning this procedure**

Notice number: [2018/S 240-548075](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 October 2024

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

7 October 2024

Local time

12:00pm



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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27528. For more information see:

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

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 describe in detail the Community Benefits your organization proposes to deliver through this contract. Ensure that these benefits are meaningful, achievable, and have a positive impact on the University's communities, including local residents, students, staff, and other stakeholders. Outline how these proposed Community Benefits will be implemented, monitored, and measured throughout the contract period.

(SC Ref:777295)

### VI.4) Procedures for review

#### VI.4.1) Review body

University of Edinburgh

9-16 Chambers St

Edinburgh

EH1 1HT

Country

United Kingdom