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Tender

## **Glasgow School of Art - Claims Preparation and Management Services**

Glasgow School of Art

F02: Contract notice

Notice identifier: 2022/S 000-029543

Procurement identifier (OCID): ocids-h6vhtk-037742

Published 20 October 2022, 10:12am

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

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

Glasgow School of Art

167 Renfrew Street

Glasgow

G3 6RQ

#### **Email**

[k.hardisty@gsa.ac.uk](mailto:k.hardisty@gsa.ac.uk)

#### **Telephone**

+44 1413534500

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00197](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00197)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.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.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**

Glasgow School of Art - Claims Preparation and Management Services

Reference number

GSA - 25175

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

- 71210000 - Advisory architectural services

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

Services

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

Claims Preparation and Management Services

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

This contract is divided into lots: No

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

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

- 66510000 - Insurance services

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

NUTS codes

- UKM82 - Glasgow City

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

Claims Preparation and Management Services

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

Quality criterion - Name: Technical / Weighting: 80%

Price - Weighting: 40%

**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

3 x 1 year

**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

GSA Terms and Conditions will apply.

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

List and brief description of selection criteria

Detailed at Schedule 3

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Glasgow School of Art Terms and Conditions will apply.

#### **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

25 November 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

25 November 2022

Local time

12:00pm

Place

Glasgow School of Art

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

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=710810](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=710810).

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](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:710810)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=710810](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=710810)

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

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

Glasgow Sherriff Office

1 Carlton Place

Glasgow

G5 9TW

Country

United Kingdom