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Tender

## **Examination Packaging**

Scottish Qualifications Authority

F02: Contract notice

Notice identifier: 2024/S 000-037223

Procurement identifier (OCID): ocds-h6vhtk-04b762

Published 18 November 2024, 2:54pm

The closing date and time has been changed to:

**10 January 2025, 5:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Scottish Qualifications Authority

Lowden, 24 Wester Shawfair, Dalkeith

Midlothian

EH22 1FD

#### **Email**

[procurement@sqa.org.uk](mailto:procurement@sqa.org.uk)

#### **Telephone**

+44 03452136720

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

<http://www.sqa.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00386](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00386)

**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

[www.publiccontractsscotland.gov.uk](http://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](http://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**

Examination Packaging

Reference number

SQA2478

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

- 18933000 - Mail or parcel bags

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

Supplies

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

Packaging for SQA question papers and scripts.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

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

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

- 18933000 - Mail or parcel bags

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

NUTS codes

- UK - United Kingdom

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

Packaging for secure delivery

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

Quality criterion - Name: Evidence of quality of products to include samples submitted and quality control processes / Weighting: 25

Quality criterion - Name: Details of manufacturing processes, stock holding and delivery timescales - to include relevant supply chain management / Weighting: 20

Quality criterion - Name: Evidence of Account Management and MI reporting capability / Weighting: 5

Quality criterion - Name: Evidence of Corporate & Social Responsibility – to include continuous improvement and sustainability initiatives / Weighting: 10

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

12 months

#### **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 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**

Originally published as:

Date

8 January 2025

Local time

12:00pm

Changed to:

Date

10 January 2025

Local time

5:00pm

See the [change notice](#).

#### **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

8 January 2025

Local time

12:00pm

Place

SQA Dalkeith

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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: November 2028

### **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=783585](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=783585).

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.

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

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

(SC Ref:783585)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=783585](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=783585)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom