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Tender

## **Non-Medical Personal Help Services for the University of Aberdeen**

University of Aberdeen

F02: Contract notice

Notice identifier: 2025/S 000-038677

Procurement identifier (OCID): ocds-h6vhtk-055c37

Published 9 July 2025, 3:23pm

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

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

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

#### **Email**

[e-sourcing@abdn.ac.uk](mailto:e-sourcing@abdn.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

#### **Internet address(es)**

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00102](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102)

### **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**

Non-Medical Personal Help Services for the University of Aberdeen

Reference number

AU24/56

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

- 98000000 - Other community, social and personal services

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

Services

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

Provision of non-medical personal help services for students of the University of Aberdeen

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

Value excluding VAT: £560,000

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

This contract is divided into lots: No

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

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

- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

University of Aberdeen campuses, Aberdeen

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

The provision of non-medical personal help services for students of the University of Aberdeen

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

Quality criterion - Name: Quality / Weighting: 75

Price - Weighting: 25

#### **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 individual 12 month optional extension periods will be included

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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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: No

### **IV.2) Administrative information**

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

Date

11 August 2025

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: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

11 August 2025

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: The nature of the service will be ongoing dependent on the needs of the future students of the University of Aberdeen, a re-tender will be advertised in line with this and the current expiration date of the contract being tendered.

### **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**

Tenders are invited in line with the invitation to tender documents associated to the opportunity as uploaded in PCS-Tender.

Minimum level(s) of standards required:

Insurance - Please refer to Question 4B.5 of the SPD and Economic and Financial Standing section of the Contract Notice. Tenderers must confirm that they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 Million GBP

Public Liability Insurance = 5 Million GBP

Professional Liability Insurance = 2 Million GBP

Information provided will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice

Fail = does not meet requirements as stated in Contract Notice

Accounts - The following evidence will be requested with tender submissions in order to

conduct analysis of organisation's financial standing;

- Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

Information provided will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice

Fail = does not meet requirements as stated in Contract Notice.

Please refer to 4B.6 of the SPD.

Appendices List:

Appendix A Commercial Schedule

Appendix B Technical Schedule

Appendix C UoA SCDA Questionnaire

Appendix D Form of Tender

Appendix E UoA Terms and Conditions

Appendix F Supply Chain Code of Conduct

Appendix G UoA Vendor Questions

AU24/56 NMPHS Invitation to Tender Document

Prompt Payment: Tenderers must confirm that payment of subcontractors at all stages of the supply chain will be made within a maximum of 30 days and that this will be managed.

Acceptance of Standard Terms and Conditions: Tenderers must confirm that they will accept the Standard Terms and Conditions as set out in Appendix C Template on Agreement Terms and Conditions. Tenderers wishing to propose an amendment to the Terms and Conditions may do so by attaching the amendment to the appropriate section in PCS-T. The University will review and consider only minor amendments that do not substantially change the intention of the terms and conditions and note they do not have



to accept any amendments proposed. This information should be submitted in the Technical envelope. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The buyer is using PCS-Tender to conduct this ITT exercise.

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: Sub-Contracting is not a significant part of the overall anticipated contract spend.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29621. For more information see:

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

(SC Ref:803954)

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

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

Aberdeen Sheriff Court & Justice of the Peace

Aberdeen

Country

United Kingdom