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Tender

Provision of an Ethics System

UHI Executive Office

F02: Contract notice

Notice identifier: 2025/S 000-053367

Procurement identifier (OCID): ocds-h6vhtk-0592bf

Published 3 September 2025, 8:54am

Section I: Contracting authority

I.1) Name and addresses

UHI Executive Office

UHI House, Old Perth Road

Inverness

IV2 3JH

Email

ayoung@apuc-scot.ac.uk

Telephone

+44 1463279000

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of an Ethics System

Reference number

CS-UHI-18917

II.1.2) Main CPV code

- 72268000 - Software supply services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of the Highlands and Islands (UHI) has a requirement for the Provision of an Ethics System. It should be noted that this contract is being tendered by the University of the Highlands and Islands, on behalf of all UHI Academic Partners.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems
- 72261000 - Software support services
- 72262000 - Software development services
- 72263000 - Software implementation services
- 72266000 - Software consultancy services
- 72267000 - Software maintenance and repair services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The University of the Highlands and Islands (UHI) has a requirement for the Provision of an Ethics System. It should be noted that this contract is being tendered by the University of the Highlands and Islands, on behalf of all UHI Academic Partners.

Additional detail regarding this requirement is contained within the Invitation to Tender document and associated Appendices.

II.2.5) Award criteria

Quality criterion - Name: Proposed Solution - Workflow / Weighting: 7.5%

Quality criterion - Name: Proposed Solution - Applications / Weighting: 7.5%

Quality criterion - Name: Proposed Solution - Reporting / Weighting: 7.5%

Quality criterion - Name: Proposed Solution – Additional Requirements / Weighting: 7.5%

Quality criterion - Name: Implementation Plan / Weighting: 5%

Quality criterion - Name: Phase-Out Plan and Exit Strategy / Weighting: 5%

Quality criterion - Name: Key Personnel / Weighting: 10%

Quality criterion - Name: Support Services / Weighting: 10%

Quality criterion - Name: Added Value Services / Weighting: 5%

Quality criterion - Name: Roadmap Innovation and Customer Leverage / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Cost criterion - Name: Standard Costing / Weighting: 20%

Cost criterion - Name: Scalability Costing / Weighting: 5%

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The initial contract duration shall be five (5) years, from the date of Commencement of Contract. The University reserves the right to extend the contract for two (2) x twelve (12) month periods, subject to satisfactory performance and continued University 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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Insurance

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Product Liability Insurance = 5 000 000 GBP
- Public Liability Insurance = 5 000 000 GBP

- Professional Indemnity Insurance = 2 000 000 GBP

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.

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

As per specification of requirements, the SPD and all tender documentation.

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

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

13 October 2025

Local time

9:00am

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

13 October 2025

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Please note that the timing for a future contract notice with regard to this requirement cannot be determined at this point in time. The earliest for which a contract notice would be published would be that of August 2029.

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

Summary of Documentation to be submitted as part of Tender Submission

- Appendix A – Form of Tender
- Appendix B – Freedom of Information
- Appendix D – Supply Chain Code of Conduct
- Appendix E – Commercial Questionnaire
- Appendix F – Technical Questionnaire
- Appendix G – UK GDPR Data Processor Assurance Assessment
- Appendix I – Conflict of Interest
- Appendix J – Compliance Risk Assessment
- Appendix K – Declaration of Non-Involvement in Serious Organised Crime
- Appendix L – Declaration of Non-Involvement in Human Trafficking

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.

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=807731.

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.

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:807731)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=807731

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff and Justice of the Peace Court

Inverness

IV1 1AH

Country

United Kingdom