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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](mailto: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](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](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**

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

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### **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

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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

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

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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: 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](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](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](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