This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/076059-2025">https://www.find-tender.service.gov.uk/Notice/076059-2025</a>

Tender

# **International Student Recruitment - In Country**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2025/S 000-076059

Procurement identifier (OCID): ocds-h6vhtk-05e65c

Published 21 November 2025, 1:57pm

# **Section I: Contracting authority**

# I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### Contact

Ross Sharp

#### **Email**

rsharp4@ed.ac.uk

## **Telephone**

+44 1316502759

## Country

**United Kingdom** 

#### **NUTS** code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

http://www.ed.ac.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search\_AuthProfile.aspx?ID=AA0010

## 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

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

# **Section II: Object**

# II.1) Scope of the procurement

## II.1.1) Title

International Student Recruitment - In Country

Reference number

EC1080

### II.1.2) Main CPV code

• 79600000 - Recruitment services

### II.1.3) Type of contract

Services

#### II.1.4) Short description

The University is seeking a Contractor(s) for the provision of In-Country Presence by establishing staff based in key recruitment regions — South Asia and South East Asia.

#### II.1.5) Estimated total value

Value excluding VAT: £825,000

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

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

- 79600000 Recruitment services
- 79000000 Business services: law, marketing, consulting, recruitment, printing and security

#### II.2.3) Place of performance

**NUTS** codes

• UKM75 - Edinburgh, City of

## II.2.4) Description of the procurement

The University of Edinburgh wishes to conduct an open tender to appoint a third-party provider capable of hosting staff working on our behalf overseas.

The University intends to enhance its international student recruitment activity by establishing an in-country presence within key recruitment markets in South Asia and South East Asia. As part of this initiative, the University will deploy individuals working on our behalf to operate within these regions and requires external support to facilitate their effective establishment and ongoing operations.

This contract is being funded by the University's Strategic Fund and at present, is only available for the initial 18-month term of the contract. However, it is the intention of The International and Postgraduate Recruitment Team (IRPT) to apply for a subsequent round. If successful, it is at this point the extension period will be enacted.

The budget for the initial 18-month contract term is 375,000 GBP (excluding VAT). Subject to additional funding being secured for a further two years, a further 450,000 GBP (excluding VAT) may be made available, provided the University secures such funding and enacts the extension period. This additional funding is not guaranteed at this stage. If all extensions are enacted, the total contract value would be 825,000 GBP.

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

**Duration** in months

18

This contract is subject to renewal

Yes

Description of renewals

A further 1 x 2-year is extension is available at end of initial term.

#### 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

Selection criteria as stated in the procurement documents

## III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

## 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

22 December 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

Tender must be valid until: 22 April 2026

## IV.2.7) Conditions for opening of tenders

Date

22 December 2025

Local time

12:00pm

# **Section VI. Complementary information**

## VI.1) Information about recurrence

This is a recurrent procurement: No

## VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30637. For more information see:

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

Community benefits are included in this requirement. For more information see: <a href="https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/">https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/</a>

A summary of the expected community benefits has been provided as follows:

The University of Edinburgh is seeking a partnership with a supplier who is committed to delivering community benefits for this contract in the Edinburgh city region. Please provide a methodology detailing your community benefits proposal, how you will resource, deliver, evidence and report your proposed benefits.

See <a href="https://www.esescommunities.org/">https://www.esescommunities.org/</a> for more information on potential community benefit opportunities in the Edinburgh city region.

The exact nature, delivery and/or monitoring arrangements of proposed community benefits may be clarified or co-created post tender, however, the bidder response will be enforced as part of the contract at the discretion of the University.

(SC Ref:816372)

# VI.4) Procedures for review

### VI.4.1) Review body

**Edinburgh Sherrif Court** 

27 Chambers Street

Edinburgh

EH11LB

Telephone

+44 01312252525

Country

United Kingdom