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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=AA00107

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 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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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 <https://www.esescommunities.org/> 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