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Tender

## **Provision of Associate Trainer Services**

West College Scotland

F02: Contract notice

Notice identifier: 2021/S 000-000175

Procurement identifier (OCID): ocids-h6vhtk-0287f5

Published 6 January 2021, 11:00am

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

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

West College Scotland

Renfrew Road

Paisley

PA3 4DR

#### **Contact**

David Benstead

#### **Email**

[procurement@wcs.ac.uk](mailto:procurement@wcs.ac.uk)

#### **Telephone**

+44 3006006060

#### **Country**

United Kingdom

**NUTS code**

UKM - SCOTLAND

**Internet address(es)**

Main address

<http://www.westcollegescotland.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00465](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465)

**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)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<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**

Provision of Associate Trainer Services

Reference number

WCS19/040

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

- 80000000 - Education and training services

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

Services

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

The College is looking to appoint a number of service providers on a framework contract to provide associate trainer services on a call-off basis subject to demand.

The College will be seeking bids from service providers delivering courses in the following areas:

Health and Safety

Accredited Management Training

Non-accredited Management Training

Trade Skills

Wellbeing

Digital Skills

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

Value excluding VAT: £1,700,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Accredited Management Training

Lot No

2

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

- 80532000 - Management training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The delivery of accredited management training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

### **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

## **II.2) Description**

### **II.2.1) Title**

Non-Accredited Management Training

Lot No

3

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

- 80532000 - Management training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The delivery of non-accredited management training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

#### **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

### **II.2.14) Additional information**

Please note this lot contains a number of sub-lots which will be awarded on a discreet basis

## **II.2) Description**

### **II.2.1) Title**

Digital Skills

Lot No

6

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

- 80500000 - Training services
- 80510000 - Specialist training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The provision of Digital Skills training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

**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

**II.2.14) Additional information**

The is lot contains a number of sub-lots which will be awarded discreetly.

**II.2) Description**



### **II.2.1) Title**

Wellbeing

Lot No

5

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

- 80500000 - Training services
- 80510000 - Specialist training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The delivery of Wellbeing training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

#### **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

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

#### **II.2.1) Title**

Trade Skills

Lot No

4

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

- 80530000 - Vocational training services
- 80510000 - Specialist training services
- 80531100 - Industrial training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The provision of Trade Skills training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 20

Price - Weighting: 80

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

#### **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

## **II.2) Description**

### **II.2.1) Title**

Health and Safety

Lot No

1

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

- 80560000 - Health and first-aid training services
- 80562000 - First-aid training services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The geographic focus for the Associate Trainer will be the West Region of Scotland (particularly Renfrewshire, Dunbartonshire and Inverclyde areas).

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

The delivery of health and safety training on behalf of the college.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

ESPD submission with weighted questions 4C1.2

**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

**II.2.14) Additional information**

Please note this lot contains a number of sub-lots which will be awarded on a discreet basis.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per procurement documentation

#### **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**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 227-560550](#)

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

Date

15 January 2021

Local time

12:00pm

**IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

22 January 2021

**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: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Please note this is a dual stage tender process with respondents scoring a 3 or 4 in response to questions 4C1.2 in the ESPD document being carried through to the second stage of the tender process where the tender documentation will be issued. The evaluation criteria for this first stage process is detailed in the ESPD document.

The College has provided maximum rates against each of the courses in every lot:

The maximum day rate for any course is 420GBP excluding VAT where applicable

The maximum half day rate for any course is 230GBP excluding VAT where applicable

Tenderers who submit price schedules with rates above these capped rates will have their submission treated as non-compliant. Please note this applies to daily rates, half-day rates and price per course.

The maximum price for each course will not exceed the duration of the relevant course in days as provided by the college multiplied by the maximum capped rate provided by the College.

The buyer has indicated that it will accept electronic tender responses for the second stage of the tender via Public Contracts Scotland-Tender. A user guide is available at:

<https://www.publiccontractsscotland.gov.uk/helpandresources/download/46e90123-56ea-4ce6-9bc5-13cba204e358>

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.

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:

Under the terms of this contract the Contractor will have the opportunity to deliver Community Benefits in support of the College's objectives. Examples of the types of Community Benefits that may be offered will be included in the tender documentation.

(SC Ref:595171)

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=639346](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=639346).

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.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

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:

Under the terms of this contract the Contractor will have the opportunity to deliver Community Benefits in support of the College's objectives. Examples of the types of Community Benefits that may be offered are;

1 Improving Employability Employability workshop or event (employability session, career information, mock interviews)

2 Improving Education Offer training sessions to students (or other nominated representatives)

3 Improving Employability Offer weekly or monthly work experience placements to students

4 Economic Impact Sponsorship of an event. Value of 250 GBP Sponsorship

5 Economic Impact Donation of materials and/or labour to support a college project

6 Economic Impact Donation of product vouchers or similar to support students

(SC Ref:639346)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=639346](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=639346)

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

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

Paisley Sheriff Court

3 St James' St

Paisley

PA3 2HL

Country

United Kingdom