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Tender

## **Associate Trainer Framework**

Edinburgh College

F02: Contract notice

Notice identifier: 2025/S 000-001235

Procurement identifier (OCID): ocds-h6vhtk-04cffd

Published 14 January 2025, 3:58pm

The closing date and time has been changed to:

**17 February 2025, 2:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Edinburgh College

Bankhead Drive, Sighthill

Edinburgh

EH11 4DE

#### **Email**

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

#### **Telephone**

+44 1315354764

## **Country**

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00210](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00210)

## **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

[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**

Associate Trainer Framework

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

- 80000000 - Education and training services

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

Services

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

The Authority is seeking Contractors for the provision Associate Trainer Services. The Authority is putting in place a Framework of suppliers over 14 Lots, as detailed in the Specification of Requirements.

Lot Details as follows

Lot No. Lot Title

1 Management & Leadership Professional Qualifications

1.01 Management & Leadership Professional Qualifications (ILM/CMI Levels 3, 4 & 5)

1.02 Management & Leadership Professional Qualifications (ILM/CMI Level 7)

2 Soft Skills (including, but not limited to: Problem Solving & Decision Making; Having Difficult Conversations; Running Effective Meetings; Assertiveness Skills; Being an Effective Leader; Managing Performance; Project Management Principles)

3 Executive Coaching

4 Equality, Diversity & Inclusion (including, but not limited to: Anti-Racism, Unconscious Bias, Cultural Awareness, Neurodiversity; Autism Awareness; Understanding Gender

Identity; Tackling Hate Incidents)

5 Entrepreneurship & Innovation Skills (including, but not limited to: Creative Thinking Skills; Design Thinking; Entrepreneurship & Business Start-Up Skills)

6 Health & Safety at Work

6.01 Health & Safety at Work (IOSH Working Safely; IOSH Managing Safely)

6.02 Health & Safety at Work (NEBOSH National General Certificate in Occupational Safety & Health NGC)

6.03 First Aid At Work & Emergency First Aid At Work

7 Electrical (PAT Testing; 18th Edition)

8 IT, Digital, Data & Technologies

8.01 IT Software Skills (including, but not limited to: MS Office Applications; Sharepoint; Power-Bi)

8.02 Digital, Data & Technologies (including, but not limited to: Cyber Security; AI; VR; Data Science)

9 Mental Health

9.01 Mental Health First Aid (SMHFA)

9.02 Mental Health Awareness (including, but not limited to: Mental Health Awareness for Managers; Mental Health Awareness for Employees)

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

Value excluding VAT: £300,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 80000000 - Education and training services
- 80500000 - Training services
- 80510000 - Specialist training services
- 80522000 - Training seminars
- 80521000 - Training programme services
- 80530000 - Vocational training services
- 80532000 - Management training services
- 80531200 - Technical training services
- 80560000 - Health and first-aid training services
- 80561000 - Health training services
- 80562000 - First-aid training services
- 80570000 - Personal development training services

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

NUTS codes

- UKM75 - Edinburgh, City of
- UKM73 - East Lothian and Midlothian

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

The Authority is seeking Contractors for the provision Associate Trainer Services. The Authority is putting in place a Framework of suppliers over 14 Lots, as detailed in the Specification of Requirements.

Lot Details set out within the documents

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions

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

Envisaged number of candidates: 140

Objective criteria for choosing the limited number of candidates:

10 successful candidates to be ranked per Lot, suppliers that meet the requirements of the SPD will be invited to Tender.

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

List and brief description of conditions

Lot 6.01 - IOSH Accreditation

Lot 6.02 - NEBOSH Accreditation

Lot 6.03 - Accreditations accepted include, but not limited to: Ofqual, SQA, FAA, NUCO, FAIB (Other suitable accredited will be considered)

Lot 9.01 - SMHFA Accreditation

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Lot 1.01 - ILM or CMI at RQF level 5.

Lot 1.02 - ILM or CMI at RQF level 7.

Lot 3 - Executive Coaching Qualification, including, but not limited to: AC Master Coach/Master Executive Coach, or EMCC Master Practitioner, or ICF Master Certified Coach, or APECS Master Executive Coach, or be on a BPS Register of Coaching Psychologists (Other suitable qualifications will be considered)

Lot 7 - C&G Electrical Equipment Maintenance & Testing (2377); C&G Requirements for Electrical Installations (2382)

Minimum level(s) of standards possibly required

Lot 1.01 - ILM or CMI at RQF level 5.

Lot 1.02 - ILM or CMI at RQF level 7.

Lot 3 - Executive Coaching Qualification, including, but not limited to: AC Master Coach/Master Executive Coach, or EMCC Master Practitioner, or ICF Master Certified Coach, or APECS Master Executive Coach, or be on a BPS Register of Coaching Psychologists (Other suitable qualifications will be considered)

Lot 7 - C&G Electrical Equipment Maintenance & Testing (2377); C&G Requirements for Electrical Installations (2382)

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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 several operators

Envisaged maximum number of participants to the framework agreement: 140

#### **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**

Originally published as:

Date

14 February 2025

Local time



12:00pm

Changed to:

Date

17 February 2025

Local time

2:00pm

See the [change notice](#).

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

4 March 2025

#### **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)

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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: January 2026 if no extensions utilised, January 2028 if all extensions utilised

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

Electronic ordering will be used

Electronic invoicing will be accepted

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

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=787781](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=787781).

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:787781)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=787781](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=787781)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom