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Tender

Associate Trainers - Health and Wellbeing

Edinburgh College

F02: Contract notice

Notice identifier: 2021/S 000-007442

Procurement identifier (OCID): ocds-h6vhtk-02a483

Published 9 April 2021, 4:25pm

Section I: Contracting authority

I.1) Name and addresses

Edinburgh College

Bankhead Drive, Sighthill

Edinburgh

EH11 4DE

Email

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

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

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

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

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

Associate Trainers - Health and Wellbeing

Reference number

EC-2021-0015-00

II.1.2) Main CPV code

- 80500000 - Training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority is seeking Bids from those able to provide the specified Associate Trainer services to the Authority on a call-off basis, subject to demand by the client. Individual call-offs will be agreed with individual Associate Trainers and confirmed in writing and by the issue of an Authority Official Order. Bidders should be aware that there is no fixed demand level and we cannot guarantee any work, however, we anticipate a high demand for this service.

Bidders are required to provide details of their experience and qualifications.

II.1.5) Estimated total value

Value excluding VAT: £188,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80510000 - Specialist training services
- 80521000 - Training programme services
- 80522000 - Training seminars
- 80530000 - Vocational training services
- 80532000 - Management training services
- 80531200 - Technical training services
- 79632000 - Personnel-training services
- 80000000 - Education and training services
- 80511000 - Staff training services
- 80562000 - First-aid training services
- 80561000 - Health training services
- 80560000 - Health and first-aid training services
- 80550000 - Safety training services
- 80340000 - Special education services
- 71317200 - Health and safety services
- 71317210 - Health and safety consultancy services
- 80570000 - Personal development training services

II.2.3) Place of performance

NUTS codes

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

Main site or place of performance

4 Main Campuses throughout Edinburgh and Midlothian

II.2.4) Description of the procurement

In 2017/18 The Authority identified demand which developed into a workload through the implementation of its Business Development Strategy, which sees Authority's staff and any appointed Associate Trainers working in partnership to develop and service the need. Demand has remained high for this service and the Authority is now seeking to retender this as it seeks to expand its scope.

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

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions available

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

Envisaged number of candidates: 10

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

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: 10

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

11 May 2021

Local time

12:00pm

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

21 May 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: 24 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: April 2023 if no extensions utilised.

April 2025 if all extensions utilised

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

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=650317.

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.

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:650317)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=650317

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom