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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](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.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](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 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

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## **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

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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: 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)

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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: 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](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](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](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