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Tender

Managing An Office Training Framework

Senedd Cymru / Welsh Parliament

F02: Contract notice

Notice identifier: 2021/S 000-008296

Procurement identifier (OCID): ocids-h6vhtk-02a7d9

Published 20 April 2021, 9:15am

Section I: Contracting authority

I.1) Name and addresses

Senedd Cymru / Welsh Parliament

Senedd Cymru / Welsh Parliament, Ty Hywel, Cardiff Bay

Cardiff

CF99 1SN

Email

Alexander.Dalton@Senedd.Wales

Telephone

+44 3002006265

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

www.senedd.wales.org/abthome/abt-procurement.htm

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0424

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://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Devolved Government

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Managing An Office Training Framework

Reference number

1199/AD

II.1.2) Main CPV code

- 80500000 - Training services

II.1.3) Type of contract

Services

II.1.4) Short description

The framework will comprise a series of Lots, which are listed below. Under each Lot, examples of some of the topic areas can be found in the Specification.

Lot 1 Leadership and management Training.

Lot 2 Employer responsibilities Training

Lot 3 Effective systems and productivity Training

Lot 4 Forward planning and team development Training

II.1.5) Estimated total value

Value excluding VAT: £130,000

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

Employer responsibilities

Lot No

2

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80510000 - Specialist training services
- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Containing but not limited to the below.

Lot 2 - Employer responsibilities training:

- fulfil legal duties as an employer;
- maintain good employment practices; and
- understand how to access relevant support from within the Senedd and externally.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

To be renewed in 2026

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

Envisaged number of candidates: 5

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

Leadership and Management Training.

Lot No

1

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services
- 80511000 - Staff training services
- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Comprising of but not limited to

Lot 1 - Leadership and management training :

- provide strategic leadership as well as day to day management;
- effectively communicate with all staff;
- plan and delegate the work of the team to meet objectives;
- understand dignity and respect in the workplace to introduce what constitutes bullying and harassment;
- the impact of inappropriate behaviour and how to deal with these behaviours;
- coaching skills to engage, motivate, develop, and support staff;
- delivering constructive feedback ;
- set performance objectives and staff appraisals;
- identify and improve poor performance in team members;
- develop resilience and emotional intelligence as a leader; and
- resilience to deal with change.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

To be renewed in 2026

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:

As Detailed in the Specification.

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

Effective systems and productivity Training

Lot No

3

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services
- 80500000 - Training services
- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Contains but not limited to -

develop key skills, tools, and techniques to prioritise effectively and manage priorities;

- work smarter by using Microsoft 365 to communicate, collaborate, and improve productivity across the team;

- set up and maintain effective systems and procedures.;

- communicate confidently and effectively with the team, colleagues and stakeholders;

- build a resilient team to motivate and drive productivity;

- utilise project management tools to plan a small project; and

- tools to manage a budget.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

To be renewed in 2026

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

Envisaged number of candidates: 5

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

Forward planning and team development Training

Lot No

4

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80510000 - Specialist training services
- 80511000 - Staff training services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Contains but not limited to -

Forward planning and team development Training

develop appropriate structures and ways of working to meet short and long term goals;

- identify strategic priorities and create efficient ways of working resulting in high

performing teams;

- become confident that structures and ways of working meet relevant standards and statutory obligations; and

- develop employees and create a resilient high-performance culture and enthusiastic team.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Tender will be reviewed in 2026

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

Envisaged number of candidates: 5

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.1.8) 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

19 May 2021

Local time

10:00am

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

24 May 2021

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Welsh

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Notice to be published in 2026

VI.3) Additional information

Suppliers will need to be registered on the Bravo Solution portal in order to obtain the Pre-Qualification Questionnaire (PQQ) and view the supporting Procurement documents. If you are not already registered you can register by going to www.etenderwales.bravosolution.co.uk. It is free to register on this portal. Once registered:-

- Click the 'Open Access PQQs' link
- Click on the relevant PQQ to access the content (pqq_33103 - Managing An Office Training Framework)
- Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page. This will move the PQQ into your 'My PQQs' page
- Click on the PQQ code. You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box
- You can now choose to 'Reply' to the PQQ and submit your response

Please note that the Procurement documents will be uploaded into the 'Supplier Attachments' area under 'Settings' for all suppliers to view.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=103907

(WA Ref:103907)

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=109934

(WA Ref:109934)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom