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Tender

Framework Agreement for provision of Associate Trainers to West College Scotland

West College Scotland

F02: Contract notice

Notice identifier: 2025/S 000-011050

Procurement identifier (OCID): ocids-h6vhtk-04d723

Published 25 March 2025, 10:25am

Section I: Contracting authority

I.1) Name and addresses

West College Scotland

Renfrew Road

Paisley

PA3 4DR

Contact

Claire Earnshaw

Email

claire.earnshaw@wcs.ac.uk

Telephone

+44 3006006060

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Framework Agreement for provision of Associate Trainers to West College Scotland

Reference number

WCS 20/151

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 training courses in the following areas:

- Health & Safety & First Aid training
- Non-Accredited training
- Accredited Management training
- Accredited Water Hygiene Training
- Accredited Electrical Training
- Wellbeing training
- Digital Skills training
- Data Science, AI and Machine Learning training
- Green Skills training
- Advanced Manufacturing training

- Software & Cyber Security training
- Life Sciences training

The training is to be delivered at the College's campuses at;

West College Scotland has campuses at;

- Paisley Campus; Renfrew Road Paisley
- Clydebank Campus; Queens Quay, Glasgow
- Greenock Campus; Finnart Street, Greenock
- Waterfront Campus; Customhouse Way, Greenock

Training Courses may also be required to be delivered online via Microsoft Teams, in person, or by a blended approach.

Bespoke training courses may also be required where the Associate Trainer will spend time developing appropriate content for delivery, approved by the faculty.

II.1.5) Estimated total value

Value excluding VAT: £400,000

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

1. Health & Safety and First Aid training

Lot No

1

II.2.2) Additional CPV code(s)

- 80550000 - Safety training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Health & Safety and First Aid training including but not limited to;

- First Aid Training
- IOSH Health & Safety Training
- NEBOSH Health and Safety Training

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the Tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

2. Non-Accredited training

Lot No

2

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Non-Accredited training including but not limited to;

- Managing Process
- Managing Development
- People Performance
- Innovating Business Models
- Digital Transformation in SMEs
- Adopting Emerging Technologies
- Lean and Agile Methodologies
- Entrepreneurial Leadership in Construction and Engineering

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the Tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

3a. Accredited Management training

Lot No

3

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Accredited Management training. Example topics include;

- Project management
- Management & Leadership
- First Line Management

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the Tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

3b. Accredited Water Hygiene training

Lot No

4

II.2.2) Additional CPV code(s)

- 80531000 - Industrial and technical training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Accredited Water Hygiene training. Example topics include;

- Water Treatment Technologies
- Sustainable Water Resource Management

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

3c. Accredited Electrical training

Lot No

5

II.2.2) Additional CPV code(s)

- 80531000 - Industrial and technical training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Accredited Electrical training. Example topics include;

- Safe Isolation Installation
- IET's 18th Edition and 19th Edition Wiring Regulations

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

4. Wellbeing Training

Lot No

6

II.2.2) Additional CPV code(s)

- 80561000 - Health training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Wellbeing training. Example topics include Mental Health, Manager Development & British Sign Language.

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

18 July 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

5. Digital Skills Training

Lot No

7

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Digital Skills training. Example topics include

- Digital Communications
- Digital Technologies
- Digital Fundamentals
- Digital Business
- Digital Marketing
- Digital Agility

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

6. Data Science, AI and Machine Learning training

Lot No

8

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Data Science, AI and Machine Learning training. Example topics include;

- Data Science,
- Data Science Applications,
- Introduction to AI/Machine Learning
- Ethics in Data, AI/Machine Learning
- Deep Learning Models
- Python Programming
- Data Visualisation
- Statistics

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

7. Green Skills training

Lot No

9

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Green Skills training. Example topics include;

- Renewable Energy Systems
- Offshore & Onshore Wind
- Microgeneration
- Solar
- Construction including Retrofit
- Sustainable Transportation (EV)
- Sustainability and Green Innovation
- Sustainability, Carbon Literacy, Carbon Accounting

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

8. Advanced Manufacturing training

Lot No

10

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Advanced Manufacturing training. Example topics include;

- Sensors, Robotics & Automation
- Space & Satellite
- Sustainability in Manufacturing
- Additive Manufacturing, Materials & Digital Twins

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

9. Software & Cyber Security training

Lot No

11

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Software & Cyber Security training. Example topics include;

- Cyber Security
- Microsoft Certification

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

10. Life Sciences training

Lot No

12

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

The geographic focus for the delivery of the Associate Trainer service will be the West College Scotland campuses at Paisley, Clydebank and Greenock.

II.2.4) Description of the procurement

This Lot is for delivery of Life Sciences training. Example topics include;

- Biotechnology
- Medical Physics
- Bio-Science

Please refer to II.1.4 of the Contract Notice and the Statement of Requirements (within ITT Stage 1) for further detail.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the tender documents / Weighting: 60

Price - Weighting: 40

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

Start date

18 August 2025

End date

17 August 2027

This contract is subject to renewal

Yes

Description of renewals

There are a further two, 12-month options to extend, these will be subject to satisfactory performance and funding.

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:

Suppliers that meet the requirements of the SPD (Stage 1) will be invited to Tender (Stage 2). Following evaluation of Stage 2, 3 successful candidates to be awarded onto each Lot/Sub-Lot as detailed in the ITT document.

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

List and brief description of conditions

The following organisational Accreditations are accepted but not limited to;

Lot 1 - Health & Safety and First Aid Training

- SMHFA Accreditation
- MHFA Accreditation
- IOSH Accreditation
- NEBOSH Accreditation

Lot 3b - Accredited Water Hygiene Training

- BPEC Accreditation

Lot 3c - Accredited Electrical Training

- BPEC Accreditation
- City & Guilds

Other suitable equivalent organisational Accreditations will be considered.

Associate Trainers will be required to have all Accreditations required by the Awarding Bodies to deliver these training courses and must hold these for the duration of the contract.

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract. The types and levels of insurance indicated below:

- Professional Indemnity - 500,000 GBP each and every claim
- Employers' (Compulsory) Liability – 5,000,000 GBP each and every claim
- Public Liability – 1,000,000 GBP each and every claim
- Motor Vehicle - 3rd Party

A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

PART 4C: SERVICES

Bidders must provide 2 examples of services carried out that demonstrate they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice. 2 examples must be provided for each Lot/Sub-lot Companies are submitting bids for. Further detail is in the ITT document.

The following minimum levels of standards of Qualifications (including but not limited to) are required to be held by Associate Trainer members of staff delivering this contract for the relevant Lots/Sub-Lots and must be held for the duration of the contract.

Other suitable, equivalent Qualifications will be considered however these must be equivalent.

Lot 1 - Health & Safety and First Aid Training

- Level 2 Award in Mental Health First Aid Awareness
- Counselling SCQF level 5
- IOSH Fire Safety Awareness
- IOSH Fire Safety Awareness & Fire Warden
- IOSH Managing Safely

- IOSH Working Safely
- IOSH Managing Health and Wellbeing
- NEBOSH National General Certificate in Occupational Health & Safety

Lot 3a - Accredited Management Training

- CMI SCQF Level 6 in First Line Management
- CMI SCQF LEVEL 6 Certificate in First Line Management
- CMI SCQF Level 8 in Management & Leadership
- CMI SCQF LEVEL 8 Certificate in Management and Leadership
- Prince2 Foundation & Practitioner
- Prince2 Agile Foundation & Practitioner
- Prince2 Foundation
- Prince2 Agile Foundation
- Prince2 Practitioner
- Prince2 Agile Practitioner
- APM Project Management Qualification (PMQ)
- APM Project Professional (PPQ)
- APM Introductory Certificate (PFQ)
- PMP® Certification
- Certified Associate in Project Management (CAPM)
- MSP® Foundation & Practitioner
- MSP® Foundation
- Lean Six Sigma Yellow Belt

- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt

Lot 3b - Accredited Water Hygiene Training

- BPEC Legionella Risk Assessment and Water Disinfection
- BPEC Water Byelaws

Lot 3c - Accredited Electrical Training

- BPEC Safe Isolation (For non-electricians)
- BPEC Safe Isolation (For qualified electricians)
- City & Guilds 18th Edition 2382-18
- City & Guilds 19th Edition 2382

Lot 4 - Wellbeing Training

- Introduction to British Sign Language (BSL)
- British Sign Language Level 1
- British Sign Language Level 2

Lot 5 - Digital Skills Training

(covering Digital Communications, Digital Technologies, Digital Fundamentals, Digital Business, Digital Marketing, Digital Agility)

SCQF level 9 or greater in a relevant subject to this Lot

Lot 6 - Data Science, AI and Machine Learning training

(covering Data Science, Data Science applications, Introduction to AI/Machine Learning, Ethics in Data, AI/Machine Learning, Deep Learning Models, Python Programming, Data Visualisation, Statistics)

SCQF level 9 or greater in a relevant subject to this Lot

Lot 7 - Green Skills Training

(covering Renewable Energy Systems, Offshore & Onshore Wind, Microgeneration, Solar, Sustainable Transportation (EV))

SCQF level 9 or greater in a relevant subject to this Lot

- Level 2 Award in Retrofit (7618-02)
- Level 2 Certificate in Retrofit (7618-12)
- Level 3 Certificate for Retrofit Advisors (7618-03)
- Level 4 Award for Domestic Retrofit Assessors (7618-04)
- Level 5 Retrofit Coordinator (In Development)

Lot 8 - Advanced Manufacturing Training

(covering Sensors, Robotics & Automation, Space & Satellite, Sustainability in Manufacturing, Additive Manufacturing, Materials & Digital Twins)

SCQF level 9 or greater in a relevant subject to this Lot

Lot 9 - Software & Cyber Training

covering Cyber Security

SCQF level 9 or greater in a relevant subject to this Lot

- Microsoft Azure Fundamentals AZ-900 Certification
- Microsoft Azure Administrator AZ-104 Course
- Developing Solutions for Microsoft Azure AZ-204 Certification

Lot 10 - Life Sciences Training

(covering Biotechnology, Medical Physics, Bio-Science)

SCQF level 9 or greater in a relevant subject to this Lot

Minimum level(s) of standards possibly required

The minimum level(s) of standards are detailed above.

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: 36

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.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-003015](#)

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

Date

9 April 2025

Local time

4:00pm

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

29 April 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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Feb 2027 if no extensions utilised, Feb 2029 if all extensions are utilised.

VI.2) Information about electronic workflows

Electronic ordering will be used

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 passing Stage 1 (Qualification and Selection) being carried through to the Stage 2 of the tender process where the tender documentation will be issued. The evaluation criteria for this first stage process is detailed in the ITT (Stage 1) document.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28725. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Bidders will be asked to provide details of voluntary benefits they can provide based on what they can provide for a contract spend of 20,000 GBP per annum.

(SC Ref:793872)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

