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Contract

## **Managing An Office Training Framework**

Senedd Cymru / Welsh Parliament

F03: Contract award notice

Notice identifier: 2022/S 000-012156

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

Published 10 May 2022, 3:07pm

### **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](mailto: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](http://www.senedd.wales.org/abthome/abt-procurement.htm)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0424](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.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Devolved Government

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

This contract is divided into lots: Yes

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £130,000

### **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.2.11) 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**

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.2.11) 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.2.11) 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

### **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.2.11) 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 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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-008296](#)

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## **Section V. Award of contract**

### **Lot No**

3

### **Title**

Effective systems and productivity Training

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

3 December 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: Yes

**V.2.3) Name and address of the contractor**

Civil Service College Ltd

25 Queen Annes Gate

London

SW1H9BU

Telephone

+44 7980332036

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

NILC

50 Commercial Road,

Newport

NP202PE

Telephone

+44 1633256482

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £32,500

Total value of the contract/lot: £32,500

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## **Section V. Award of contract**

### **Lot No**

2

### **Title**

Employer responsibilities

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

3 December 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Leaderful Action Ltd

Galahad House, Langstone Business Park,, Priory Drive

Langstone

NP182HJ

Telephone

+44 7779024053

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £32,500

Total value of the contract/lot: £32,500

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**Section V. Award of contract**

**Lot No**

1

## **Title**

Leadership and Management Training.

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

3 December 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 5

Number of tenders received from SMEs: 5

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Civil Service College Ltd

25 Queen Annes Gate

London

SW1H9BU

Telephone

+44 7980332036

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Eliesha Training

21b Sophia House, 28 Cathedral Road

Cardiff

CF119LJ

Telephone

+44 1912822800

Fax

+44 1912267460

Country

United Kingdom

NUTS code

- UKL22 - Cardiff and Vale of Glamorgan

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £32,500

Total value of the contract/lot: £32,500

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## **Section V. Award of contract**

### **Lot No**

4

### **Title**

Forward planning and team development Training

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

3 December 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 5

Number of tenders received from SMEs: 5

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Civil Service College Ltd

25 Queen Annes Gate

London

SW1H9BU

Telephone

+44 7980332036

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Cardiff & Vale College

City Centre Campus, Dumballs Road, Cardiff Bay

Cardiff

CF105BF

Telephone

+44 2920250350

Country

United Kingdom

NUTS code

- UKL22 - Cardiff and Vale of Glamorgan

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £32,500

Total value of the contract/lot: £32,500



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## Section VI. Complementary information

### 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](http://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](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=103907)

(WA Ref:103907)

(WA Ref:121182)

### 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