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Tender

## **UKSPF/E23/Structured Workshop Programme**

Bassetlaw District Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-013761

Procurement identifier (OCID): ocds-h6vhtk-04ff17

Published 8 April 2025, 4:09pm

### **Scope**

#### **Description**

To deliver workshops and offer relevant tools, templates and guidance covering social media, business planning, AI and procurement across the Bassetlaw district:

Social Media - this workshop is aimed at pre-start businesses and upwards. Content will cover platforms that are their main target audiences i.e. Facebook, Instagram and LinkedIn. Also, would like to include the importance of video i.e. reels etc. Workshops will have a maximum of 15 attendees with it being marketed to pre-start, start-up and established businesses. The length of each workshop will be over a 6 hour period.

The objective is to provide an overview of the benefits of using social media, most appropriate ones to use and how to use to market their business effectively.

Business Planning - aimed at pre-start and start-up businesses. The workshop aims to cover all the basics in order for them to get their business up and running. It will cover legal status, market research, cash flow, etc. This will also cover everything needed in order to apply for the Council's Enterprise Grant Scheme.

AI - providing an overview to businesses of how it can be implemented and the benefits it can bring for their business. Exploring the capabilities and how it can assist with productivity.

Procurement - exploring how businesses can engage with public sector bodies and larger organisations in order to apply for tenders. To produce a toolkit that businesses can take away from the workshop that will provide the information and templates needed and in turn they can be confident in applying for opportunities.

### **Total value (estimated)**

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 15 May 2025 to 31 March 2026
- Possible extension to 31 March 2027
- 1 year, 10 months, 17 days

Description of possible extension:

Potential extension of up to 12 months subject to confirmation of further UK Shared Prosperity Funding.

### **Main procurement category**

Services

### **CPV classifications**

- 79400000 - Business and management consultancy and related services

- 79900000 - Miscellaneous business and business-related services
- 80511000 - Staff training services
- 80520000 - Training facilities
- 80531000 - Industrial and technical training services
- 80532000 - Management training services
- 80533000 - Computer-user familiarisation and training services
- 80570000 - Personal development training services

### **Contract locations**

- UKF15 - North Nottinghamshire
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## **Lot 1. Business Planning**

### **Description**

Business Planning - aimed at pre-start and those in the stages of starting up

### **Lot value (estimated)**

- £6,000 excluding VAT
- £7,200 including VAT

## **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Social Media Training**

### **Description**

Social Media Training - covering the most popular platforms and their use of connecting businesses to their customers

### **Lot value (estimated)**

- £6,000 excluding VAT
- £7,200 including VAT

## **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. AI**

### **Description**

AI - How to use AI more effectively for their business

### **Lot value (estimated)**

- £9,000 excluding VAT
- £10,800 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Procurement**

### **Description**

Procurement - supplying businesses with the tools and expertise to ensure they're procurement ready

### **Lot value (estimated)**

- £9,000 excluding VAT
- £10,800 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Participation**

## **This procurement is reserved for**

UK suppliers

## **Conditions of participation**

**Lot 1. Business Planning**

**Lot 2. Social Media Training**

**Lot 3. AI**

**Lot 4. Procurement**

Supplier must have availability to deliver in person.

## **Particular suitability**

**Lot 1. Business Planning**

**Lot 2. Social Media Training**

**Lot 3. AI**

**Lot 4. Procurement**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

23 April 2025, 11:59pm

### **Tender submission deadline**

25 April 2025, 11:59pm

## **Submission address and any special instructions**

<https://www.bassetlaw.gov.uk/business-advice/ukspf-bidding-and-procurement-opportunities/>

Your bid must be submitted to the Council in electronic format. Any quotations or clarification questions are to be submitted via email to the generic Economic Development email address: [economic.development@bassetlaw.gov.uk](mailto:economic.development@bassetlaw.gov.uk)

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Price - 20%

Quality - 80%

Quality will be evaluated based on the following:

Method Statement - 40%

Content - Project Plan - 20%

2 x Case Studies from the past 3 years - 20%

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## **Procedure**

## Procedure type

Below threshold - open competition

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## Contracting authority

### Bassetlaw District Council

- Public Procurement Organisation Number: PQLL-4962-VGPG

Queen's Buildings, Potter Street,

Worksop

S802AH

United Kingdom

Contact name: Fiona Humpage

Email: [economic.development@bassetlaw.gov.uk](mailto:economic.development@bassetlaw.gov.uk)

Website:

<https://www.bassetlaw.gov.uk/business-advice/ukspf-bidding-and-procurement-opportunities/>

Region: UKF15 - North Nottinghamshire

Organisation type: Public authority - sub-central government