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Tender

## **Training Provision Framework**

Dumfries and Galloway Council

F02: Contract notice

Notice identifier: 2021/S 000-017043

Procurement identifier (OCID): ocds-h6vhtk-02ca01

Published 20 July 2021, 12:04pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Dumfries and Galloway Council

Procurement Team, Carruthers House

Dumfries

DG1 2HP

#### **Contact**

Kathryn Murphy

#### **Email**

[kathryn.murphy@scotland-excel.org.uk](mailto:kathryn.murphy@scotland-excel.org.uk)

#### **Telephone**

+44 1416184320

#### **Country**

United Kingdom

**NUTS code**

UKM92 - Dumfries & Galloway

**Internet address(es)**

Main address

<http://www.dumgal.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00219](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00219)

**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://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Training Provision Framework

Reference number

DGT/1198/19

#### **II.1.2) Main CPV code**

- 80511000 - Staff training services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This Invitation to Tender is seeking offers from suitable organisations to undertake Training on behalf of Dumfries and Galloway Council.

The scope includes services from the following disciplines which form the lots:

##### **1. Lot 1 – Corporate Training:**

- Sub-lot 1 - Personal Skills
- Sub-lot 2 - Management Skills
- Sub-lot 3 - Project Skills

##### **2. Lot 2 - Information Technology Skills**

- No sub lotting on this lot

##### **3. Lot 3 - First Aid Training:**

- Sub-lot 1 - First Aid Training
- Sub-lot 2 - Mental Health First Aid

4. Lot 4 – Technical Training:

- Sub-lot 1 - Roads
- Sub-lot 2 - Grounds
- Sub-lot 3 - Waste
- Sub-lot 4 - Transport
- Sub-lot 5 - Facilities Services (Catering/Cleaning/Building Services/Stores)
- Sub-lot 6 - Harbours and Engineering
- Sub-lot 7 - Multi Service
- Sub-lot 8 - Misc

5. Lot 5 - Health & Safety:

- Sub-lot 1 - Health & Safety Management
- Sub-lot 2 - Personal Safety – Violence
- Sub-lot 3 - Ergonomics
- Sub-lot 4 - COSHH & Infection Control
- Sub-lot 5 - Fire Safety
- Sub-lot 6 - H&S Technical – Portable Electrical Equipment
- Sub-lot 7 - H&S Technical – Building/Construction/Infrastructure & Facilities Management
- Sub-lot 8 - Building/Construction/Infrastructure/Facilities - General H&S Management
- Sub-lot 9 - Professional H&S Technical Training

**II.1.5) Estimated total value**

Value excluding VAT: £1,200,000

**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**

Corporate Training

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 80511000 - Staff training services

### **II.2.3) Place of performance**

NUTS codes

- UKM92 - Dumfries & Galloway

### **II.2.4) Description of the procurement**

Corporate Training to be conducted on behalf of Dumfries and Galloway Council.

- Sub-lot 1 - Personal Skills
- Sub-lot 2 - Management Skills
- Sub-lot 3 - Project Skills

### **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

This contract is subject to renewal

Yes

Description of renewals

Dumfries and Galloway Council have the option to extend for a further 12-month period.

#### **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**

First Aid Training

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 80511000 - Staff training services

#### **II.2.3) Place of performance**

NUTS codes

- UKM92 - Dumfries & Galloway

#### **II.2.4) Description of the procurement**

First Aid Training on behalf of Dumfries and Galloway Council.

- Sub-lot 1 - First Aid Training

- Sub-lot 2 - Mental Health First Aid

### **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

36

This contract is subject to renewal

Yes

Description of renewals

Dumfries and Galloway Council have the option to extend for a further 12-month period.

### **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**

Information Technology Skills

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 80511000 - Staff training services

### **II.2.3) Place of performance**

NUTS codes

- UKM92 - Dumfries & Galloway

### **II.2.4) Description of the procurement**

Information Technology Skills training on behalf of Dumfries and Galloway Council.

### **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

36

This contract is subject to renewal

Yes

Description of renewals

Dumfries and Galloway Council have the option to extend for a further 12-month period.

### **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**

Technical Training

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 80511000 - Staff training services

### **II.2.3) Place of performance**

NUTS codes

- UKM92 - Dumfries & Galloway

### **II.2.4) Description of the procurement**

Technical Training on behalf of Dumfries and Galloway Council.

- Sub-lot 1 – Roads
- Sub-lot 2 – Grounds
- Sub-lot 3 – Waste
- Sub-lot 4 – Transport
- Sub-lot 5 - Facilities Services (Catering/Cleaning/Building Services/Stores)
- Sub-lot 6 - Harbours and Engineering
- Sub-lot 7 - Multi Service
- Sub-lot 8 - Misc

### **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

36

This contract is subject to renewal

Yes

Description of renewals

Dumfries and Galloway Council have the option to extend for a further 12-month period.

### **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**

Health & Safety

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 80511000 - Staff training services

### **II.2.3) Place of performance**

NUTS codes

- UKM92 - Dumfries & Galloway

#### **II.2.4) Description of the procurement**

Health & Safety training on behalf of Dumfries and Galloway Council.

- Sub-lot 1 - Health & Safety Management
- Sub-lot 2 - Personal Safety – Violence
- Sub-lot 3 – Ergonomics
- Sub-lot 4 - COSHH & Infection Control
- Sub-lot 5 - Fire Safety
- Sub-lot 6 - H&S Technical – Portable Electrical Equipment
- Sub-lot 7 - H&S Technical – Building/Construction/Infrastructure & Facilities Management
- Sub-lot 8 - Building/Construction/Infrastructure/Facilities - General H&S Management
- Sub-lot 9 - Professional H&S Technical Training

#### **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

36

This contract is subject to renewal

Yes

Description of renewals

Dumfries and Galloway Council have the option to extend for a further 12-month period.

#### **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**

List and brief description of selection criteria

SPD 4B.1.1: The Tenderer must provide two years turnover from the following periods-trading years of 2018 and 2019, 2019 and 2020 or 2020 and 2021. A Minimum turnover of 50,000 GBP annually is required. We will accept any two years within the periods listed above

SPD 4B.5: It is a requirement of this framework that Tenderers hold, or can commit to obtain prior to the start date of the framework, the

types and levels of insurance indicated below:

Professional Risk Indemnity Insurance: 1 million GBP for each and every claim.

Employers Liability – in accord with Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (as amended) to a minimum indemnity limit of 1 million GBP for each and every claim.

##### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

SPD 4C.1.2: For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years. This is to be provided for each lot bid for.

SPD 4C.6: The following educational and professional qualifications are held by the

service provider or the contractor itself:

All educational and professional qualifications and accreditations required by law and regulations must be in place and presented to Dumfries and Galloway Council prior to any training taking place. If you are unable to produce or deliver these upon request, you will be unable to deliver training under this framework. Please provide information on the relevant qualifications and accreditations held.

Qualifications and accreditations required from each lot, sub-lot and course title are listed within the specification documents which state the minimum level(s) of standards required:

- Lot 1 Specification
- Lot 2 Specification
- Lot 3 Specification
- Lot 4 Specification
- Lot 5 Specification

Please note that you will not be permitted to deliver a course without providing the relevant evidence that you hold the qualifications/certifications listed for each lot, sub-lot and course title bid for.

SPD 4C.9: For Lots 4 and 5, tenderers will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed.

SPD 4C.10 Please provide details of the proportion (i.e percentage) of the contract that you intend to subcontract:

Minimum level(s) of standards possibly required

SPD 4D.1: Health & Safety Procedures:

Tenderers must have a regularly reviewed and documented policy for health and safety management. The policy must be relevant to the nature and scale of the work and set out responsibilities for health and safety management at all levels within the organisation.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

The Contract will be managed following Dumfries and Galloway Council Contract and Supplier Management Policy.

A set of Key Performance Indicators (KPIs) will be used to manage the Package Orders and monitor performance. These will be detailed at the quote or award stage; agreed at the pre- contract start meeting or at any time during the Contract Period and will be based on the standard Scottish Government National KPI IDs at the time.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open 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

#### **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: [2020/S 197-478572](#)

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

Date

20 August 2021

Local time

12:00pm

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

English

**IV.2.7) Conditions for opening of tenders**

Date

20 August 2021

Local time

12:00pm

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**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**

This Contract Notice is on behalf of Dumfries and Galloway Council. Scotland Excel is acting on behalf of Dumfries and Galloway Council in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18858. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Please see ITT document for further details.

(SC Ref:659370)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Dumfries Sheriff Court

Buccleuch Street

Dumfries

DG1 2AN

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland)

Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.