

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030764-2023>

Tender

## **Framework for the call-off provision of Associate Trainers – Domestic and International**

City of Glasgow College

F02: Contract notice

Notice identifier: 2023/S 000-030764

Procurement identifier (OCID): ocids-h6vhtk-040d0b

Published 18 October 2023, 1:16pm

The closing date and time has been changed to:

**8 December 2023, 12:00pm**

See the [change notice](#).

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

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

City of Glasgow College

190 Cathedral Street

Glasgow

G4 0RF

#### **Email**

[deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk)

#### **Telephone**

+44 1413755316

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00453](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453)

**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**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Framework for the call-off provision of Associate Trainers – Domestic and International

Reference number

CS/CoGC/23/14

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

- 80000000 - Education and training services

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

Services

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

City of Glasgow College is seeking to appoint Associate Trainers to deliver a range of courses domestically and internationally covering the following subjects:

Accredited Training

SQA Training

Interpersonal Skills

Management & Leadership Skills

First Aid, Manual Handling & Care

Technical Skills

SVQ Delivery / Assessment / Internal Verification

Health and Safety

Further Training Options

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
9

## **II.2) Description**

### **II.2.1) Title**

Accredited Training

Lot No

1

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

### **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

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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**

SQA Training

Lot No

2

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 of the ITT Document

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

Associate Trainers are required to deliver, and on occasion develop training.

## **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience & Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

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Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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**

Interpersonal Skills

Lot No

3

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

- 800000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Profession Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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**

Management & Leadership Skills

Lot No

4

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

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Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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, Manual Handling and Care

Lot No

5

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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 Skills

Lot No

6

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

- 800000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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**

SVQ Delivery / Assessment / Internal Verification

Lot No

7

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualification / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

#### **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 and Safety

Lot No

8

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

- 80000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

#### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes



## Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

### **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**

Further Training Options

Lot No

9

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

- 800000000 - Education and training services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Please see section 2.1.7 for the ITT Document.

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

Associate Trainers are required to deliver, and on occasion develop training materials.

### **II.2.5) Award criteria**

Quality criterion - Name: Previous Experience / Weighting: 20

Quality criterion - Name: Delivery of Training / Weighting: 15

Quality criterion - Name: Experience and Professional Qualifications / Weighting: 15

Quality criterion - Name: Client Management / Weighting: 10

Quality criterion - Name: Contingency Planning / Weighting: 5

Price - Weighting: 35

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

Duration in months

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This contract is subject to renewal

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Description of renewals

3rd generation of this framework will be due to be retendered in 2028 subject to requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The college may at times a the need to utilise Associate trainers of centre accreditation if/where relevant. Associated costs will be negotiated on a case by case basis.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to**

## **enrolment on professional or trade registers**

List and brief description of conditions

Bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Please see document entitled 'Minimum Bidder Requirements (Selection Criteria)' in Part 4c Qualification, section 1.72.1 of the qualifications envelope in PCS-T for the extensive list of professional or trade registers requirements.

Lot 1 - Accredited Training, Chartered Institute of Housing (CIH) - CIH desirable

Lot 1 - Accredited Training, Chartered Institute of Marketing (CIM) - CIM desirable

Lot 1 - Accredited Training, Chartered Institute of Procurement and Supply (CIPS) - MCIPS desirable

Lot 1 - Accredited Training, Chartered Institute of Professional Development (CIPD) - MCIPD required

Lot 1 - Accredited Training, Institute of Occupational Safety and Health (IOSH) - MIOSH desired

Lot 1 - Accredited Training, Institute of Workplace and Facilities Management (IWFM) - IWFM desired

Lot 1 - Accredited Training, National Examination Board in Occupational Safety and Health (NEBOSH) - MIOSH desired

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Please refer to Part 4 B Economic and Financial Standing of the SPD

The College will use the following ratios to evaluate a bidder's financial status.

Bidders must confirm within their response to the relevant question within the 'Qualification envelope' that as a minimum, 2 out of the 3 ratios can be met and what the value of each ratio is.

Where 2 out of the 3 ratios cannot be met, the College may take the undernoted into consideration when assessing financial viability and the risk to the College, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This list is not

exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes 'marginal'?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cash-flow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by 'one off costs' and / or 'one off accounting treatments'?

Do the bidder's auditors (where applicable) consider it to be a 'going concern'?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The College will obtain an Equifax Report or similar financial verification systems to validate the information provided.

Please refer to Part 4 B

Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Minimum level(s) of standards possibly required

The 3 financial ratios to be evaluated are:

Profitability - this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity - this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to 'one' then it is a pass for this ratio;

Gearing - this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

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

List and brief description of selection criteria

#### **PART 4C: SERVICES**

Bidders will be required to provide examples of works carried out that demonstrate that they have the relevant experience to deliver the work as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice. Please see attached document entitled 'Minimum Bidder Requirements (Selection Criteria)' for a list of the requirements per lot.

#### **PART 4C: QUALIFICATIONS**

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

Please see attached document entitled 'Minimum Bidder Requirements (Selection Criteria)' for the list of requirements.

Minimum level(s) of standards possibly required

Please see document entitled 'Minimum Bidder Requirements (Selection Criteria)' in Part 4c Qualification, section 1.72.1 of the qualifications envelope in PCS-T for the extensive list of qualification and experience requirements.

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

#### **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 a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Continuity of service and resource capacity. Framework agreement for 3+1+1.

#### **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**

Originally published as:

Date

24 November 2023

Local time

12:00pm

Changed to:

Date

8 December 2023

Local time

12:00pm

See the [change notice](#).

**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)

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

Date

24 November 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 years

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25244.  
For more information see:

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

(SC Ref:747121)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>