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Planning

Commercial Associate Trainers

UHI Perth

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-036735

Procurement identifier (OCID): ocids-h6vhtk-055771

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Section I: Contracting authority

I.1) Name and addresses

UHI Perth

Crieff Road

Perth

PH1 2NX

Contact

Dee Matthew

Email

deirdre.matthew.perth@uhi.ac.uk

Telephone

+44 1738877000

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<http://www.perth.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00464

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Education

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Commercial Associate Trainers

Reference number

CS-PC-21748

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The requirement is for the provision of both online and face to face training courses for various topics under separate lots as stated in the description.

II.1.5) Estimated total value

Value excluding VAT: £166,000

II.1.6) Information about lots

This contract is divided into lots: Yes

II.2) Description

II.2.1) Title

Leadership & Management

Lot No

1

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery

People Management

Customer Service

Handling Difficult Conversations

Managing Conflict

Assertiveness Training

Effective Communication

Managing a Hybrid Team

Developing Effective Teams

Time Management

Leading and Motivating Teams

Effective Delegation

Developing a Resilient team

Performance Management

Coaching Skills

Creating a Positive Working Culture

Leadership Skills

Managing Change

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added

II.2) Description

II.2.1) Title

Marketing & Media

Lot No

2

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery

Social Media Skills

Digital Marketing

Social Media Marketing

Social Media Content

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

Digital

Lot No

3

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery.

II.2.4) Description of the procurement

This lot shall include the following course delivery

Microsoft Office Packages - Introduction

Microsoft Office Packages - Intermediate

Microsoft Office Packages - Advanced

Power BI - Introduction

Power BI - Intermediate

Power BI - Advanced

Microsoft Teams

Artificial Intelligence (AI)

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

Project Management

Lot No

4

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery:

Introduction to project Management Principles.

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

Finance & Accounting

Lot No

5

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery

Accounting Software Training (Xero)

Finance for Non finance Managers

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

Hospitality

Lot No

6

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery.

II.2.4) Description of the procurement

This lot shall include the following course delivery:

REHIS Elementary Food Hygiene

Worldhost Customer Service

BIIAB Personal License Certificate (SCQF Level 6)

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

Health & Wellbeing

Lot No

7

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery:

Emergency First Aid at Work

Mental health Awareness

Outdoor First Aid

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.2) Description

II.2.1) Title

STEM (Science, Technology, Engineering & Mathematics)

Lot No

8

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery:

3D Printing

Robotic Arm

Laser Cutting

II.2.14) Additional information

Other related subject matter that may arise throughout the duration of the framework agreement.

II.2) Description

II.2.1) Title

Business

Lot No

9

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

This framework agreement is for a mix of online and face to face training delivery

II.2.4) Description of the procurement

This lot shall include the following course delivery:

Small Business Package

Driver CPC

Forklift Truck Training

Working at Height

Tractor Driving

Security Industry Authority (SIA)

English for Speakers of Other Languages (ESOL)

II.2.14) Additional information

As the framework agreement embeds, course subject matter may develop or other innovative courses may be added.

II.3) Estimated date of publication of contract notice

11 August 2025

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section VI. Complementary information

VI.3) Additional information

This Prior Information Notice is a request for information to determine suppliers in the market, types of courses available and interest in a framework agreement for associate trainers covering a range of subjects under different lots that UHI Perth may be required to deliver either online or face to face over the period of the framework agreement.

The total value is unknown however estimated.

The final value will be determined by UHI Perth's need over the period of the framework agreement.

The information provided in this PIN Notice is indicative and is for information-gathering purposes only and does not constitute a call for competition.

The College has set out indicative lots however reserves the right to change information for the formal contract notice at the point of advertisement. The structure of the framework agreement will be informed by the findings from our market research.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=803192.

(SC Ref:803192)