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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

Published 2 July 2025, 12:03pm

### **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](mailto: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](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](http://www.publiccontractsscotland.gov.uk)

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

Other type

Education

## **I.5) Main activity**

Education

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## **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**

- 800000000 - 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

Artificail 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

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## **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

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## **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](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=803192).

(SC Ref:803192)