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Tender

## **PAN3303 - Apprenticeships Managed Service**

Leicester City Council

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

Notice identifier: 2025/S 000-050390

Procurement identifier (OCID): ocds-h6vhtk-058bcf

Published 21 August 2025, 9:33am

### **Scope**

### **Reference**

PAN3303

### **Description**

Leicester City Council (the Authority) invites tenders for the provision of Apprenticeship Managed Service.

Since April 2017, the Authority has been offering, and funding, apprenticeships through the Apprenticeship Levy (now Growth & Skills Levy). The appointed Supplier shall deliver a service to include support effective learning and development so that the Authority's workforce continues to grow and develop skills and knowledge to meet the changing needs and challenges of the organisation and manage levy funds efficiently including digital account support including learners, transfers and schools.

The proposed contract will be for two years with no options to extend. Further information about the opportunity can be found in the tender documentation. Submissions must be received by 12:00 noon on 22 September 2025 at the very latest via the EastMidsTenders portal: <https://procontract.due-north.com/Advert?advertId=4be20197-d07d->

[f011-813a-005056b64545.](#)

Late submissions and those received by any other means will not be accepted. Any queries/questions regarding this opportunity must be received via the ProContract portal only.

To assist potential Suppliers, the link, <https://supplierhelp.due-north.com/> provides helpful user guides on using the ProContract portal.

Furthermore, Suppliers will be required to register on the Central Digital Platform (a Find a Tender service). To assist prospective Suppliers, Cabinet Office have published video guides with accompanying PDF user manuals which will help Suppliers understand and navigate the platform, including how to register, upload organisational information and search and bid for opportunities. Please click on the following link:

<https://www.gov.uk/government/collections/information-and-guidance-for-suppliers>.

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

- £82,000 excluding VAT
- £98,400 including VAT

Below the relevant threshold

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

- 1 November 2025 to 31 October 2027
- 2 years

### **Main procurement category**

Services

### **CPV classifications**

- 80500000 - Training services
- 80000000 - Education and training services

## **Contract locations**

- UKF21 - Leicester

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

2 September 2025, 12:00pm

### **Tender submission deadline**

22 September 2025, 12:00pm

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

<https://procontract.due-north.com/Advert?advertId=4be20197-d07d-f011-813a-005056b64545>

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Quality	Quality	60.00%
Price	Price	40.00%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

### **Special regime**

Light touch

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## **Contracting authority**

### **Leicester City Council**

- Public Procurement Organisation Number: PXRT-5737-VBQD

City Hall, 115 Charles Street

Leicester

LE1 1FZ

United Kingdom

Contact name: Amina Laher

Telephone: 0116 454 4032

Email: [amina.laher@leicester.gov.uk](mailto:amina.laher@leicester.gov.uk)

Website: <https://www.leicester.gov.uk>

Region: UKF21 - Leicester

Organisation type: Public authority - sub-central government