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Tender

## **LJMU 2517 - IT Training and development of LJMU Staff**

Liverpool John Moores University

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

Notice identifier: 2025/S 000-051964

Procurement identifier (OCID): ocds-h6vhtk-058406 ([view related notices](#))

Published 28 August 2025, 1:32pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

submission date error amended to the 2nd September

### **Scope**

### **Description**

Below Threshold

Liverpool John Moores University (LJMU) invites qualified providers to submit proposals for delivering a comprehensive IT development training programme, focused primarily on Microsoft Office products. The successful provider will deliver tailored training solutions designed specifically for LJMU staff across various roles, enabling effective use of Microsoft Office software to enhance workplace efficiency, productivity, and collaboration.

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

- £45,000 including VAT

Below the relevant threshold

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

- 1 October 2025 to 30 September 2028
- Possible extension to 30 September 2029
- 4 years

Description of possible extension:

performance and budget

### **Main procurement category**

Services

### **CPV classifications**

- 80000000 - Education and training services

## **Contract locations**

- UKD72 - Liverpool

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## **Submission**

### **Tender submission deadline**

2 September 2025, 12:00pm

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

via In-tend <https://in-tendhost.co.uk/ljmu.aspx/Home>

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

As per ITT document available via In-tend

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## **Procedure**

## **Procedure type**

Below threshold - open competition

## **Special regime**

Light touch

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## **Documents**

### **Associated tender documents**

<https://in-tendhost.co.uk/ljmu.aspx/Home>

e-tendering portal

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## **Contracting authority**

### **Liverpool John Moores University**

- UK Register of Learning Providers (UKPRN number): 10003957

Student Life Building, 10 Copperas Hill

Liverpool

L3 5AH

United Kingdom

Email: [PurchaseOrderQueries@ljmu.ac.uk](mailto:PurchaseOrderQueries@ljmu.ac.uk)

Website: <http://www.ljmu.ac.uk/>

Region: UKD72 - Liverpool

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)