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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

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

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

Award criteria

As per ITT document available via In-tend

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

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

e-tendering portal

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

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

Region: UKD72 - Liverpool

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