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Tender

Provision of First Aid Training to North, East & South Ayrshire Councils

North Ayrshire Council
East Ayrshire Council
South Ayrshire Council

F02: Contract notice

Notice identifier: 2025/S 000-059808

Procurement identifier (OCID): ocids-h6vhtk-05a25d

Published 25 September 2025, 3:44pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Contact

Andrew Kerr

Email

Andrewkerr@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

East Ayrshire Council

Corporate Procurement Team, London Road HQ

Kilmarnock

KA3 7BU

Email

procurement@east-ayrshire.gov.uk

Telephone

+44 1563576000

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.east-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00223

I.1) Name and addresses

South Ayrshire Council

County Buildings, Wellington Square

Ayr

KA7 1DR

Email

procurement@south-ayrshire.gov.uk

Telephone

+44 3001230900

Country

United Kingdom

NUTS code

UKM94 - South Ayrshire

Internet address(es)

Main address

<http://www.south-ayrshire.gov.uk/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00405

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of First Aid Training to North, East & South Ayrshire Councils

Reference number

NAC/5211

II.1.2) Main CPV code

- 80560000 - Health and first-aid training services

II.1.3) Type of contract

Services

II.1.4) Short description

North Ayrshire Council, East Ayrshire Council and South Ayrshire Council (the collaborative partners) require the provision of first aid training from a suitably experienced and certified training organisation. Attendees at the first aid training sessions may consist of any combination of staff from the collaborative partners.

II.1.5) Estimated total value

Value excluding VAT: £305,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

II.2.4) Description of the procurement

North Ayrshire Council, East Ayrshire Council and South Ayrshire Council (the collaborative partners) require the provision of first aid training from a suitably experienced and certified training organisation. Attendees at the first aid training sessions may consist of any combination of staff from the collaborative partners. The service provider shall provide the following courses:

- First Aid at Work (FAW)
- First Aid at Work Update
- Emergency First Aid at Work (EFAW)
- First Aid for Children (Paediatric First Aid)

South Ayrshire Council also have a requirement for Activity First Aid however, as this is not required by all Councils, this has been included as an optional rather than a mandatory requirement. As this is an optional service this will not be included in the commercial evaluation.

Face-to-face training courses will be delivered locally in each of the 3 Council areas. The service provider must be capable of providing a blended approach to learning and assessment, with virtual learning available for theory and face to face training for practical

and assessment elements. The service provider must be capable of delivering this via Microsoft Teams, Skype for Business or any other Council approved platform.

The conditions of contract will be NAC Terms and Conditions 2 (NAC TC2) Conditions of Contract for the Purchase of Services & NAC Exit Terms and Conditions.

The contract term will be 3 years plus an option to extend by 24 months.

The regulations that apply to this contract are The Public Contracts (Scotland) Regulations 2015,

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Contract to be renewed upon completion.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a minimum yearly "average" turnover of (61,000)GBP for the last 3 years in the business area covered by the contract.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading or a 1-year projected should be submitted.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = [5 million]GBP in respect of any one event

<http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance [5 million]GBP in respect of any one event

Professional Indemnity Insurance [1 million]GBP in the aggregate

Third-Party Motor Vehicle Insurance

A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that

the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide one experience example for multiple contracts or a single contract adding to 61,000 GBP, with 2 references provided by the 2 highest value customers or one reference provided by the 61,000 GBP contract carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services described in the Contract Notice. The services must be of a similar value, size and scope. Unsatisfactory experience will result in exclusion from the tender process. References should be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders who intend to use a supply chain to deliver the requirements detailed in the Contract Notice, must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

- a) their standard payment terms.
- b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

Bidders unable to confirm (b) must provide an improvement plan, signed by their Director, which improves payment performance.

Bidders are required to confirm the supplier's staff have the following relevant educational and professional qualifications:

One or more of the qualifications listed in appendices 1 and 2 of the First Aid Awarding Organisation Forum (FAAOF) document 'Assessment Principles for Regulated First Aid Qualifications' attached within question 1.78.1 on the PCST project.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2D.1.2 of the qualification envelope.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

29 October 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

29 October 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Further noticed to be published after expiry of this tender.

VI.3) Additional information

Lots are not being used for this tender for the reason(s) stated below:

Value of contract not suitable for lots.

Nature of the contract not suitable for lots.

Requires additional contract management resource which is not available.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 60454. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits will be required on a voluntary basis for:

- Employment
- Employability & Skills
- SMEs
- TSOs
- Education
- Community Wish List (<http://northayrshire.community/community-benefits-wishlist-application-form/>)

(SC Ref:809682)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>