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Tender

## Rent Smart Wales Training Provider

Cardiff Council

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

Notice identifier: 2025/S 000-067202

Procurement identifier (OCID): ocds-h6vhtk-059b21 ([view related notices](#))

Published 21 October 2025, 4:04pm

### Scope

### Reference

ERFX1008683

### Description

We are seeking to appoint a competent training provider with specialist knowledge and practical understanding of relevant issues, including landlord and tenant legislation, property management and administration.

The training provider must deliver classroom-based training to landlords and agents across the whole of Wales that meets the requirements for a licence ('complete' licensing training). There must also be the opportunity for the training to be delivered in a virtual classroom environment and in rare circumstances in a home setting for people with additional needs.

The trainer must:

- Be available to deliver the training during weekdays, weekends and evenings depending on demand.

- Take all required paperwork to a classroom venue so that each delegate has a copy of the presentation, a test and a feedback form.
- Be able to provide classroom and home-based training across the whole of Wales.
- Deliver the course content agreed with Rent Smart Wales
- Provide handouts, made available in both English and Welsh depending on the delegates' requirements. Handouts must be presented to landlords and agents to further aid home learning. An electronic version can be provided if requested.
- Provide additional information to delegates such as where to download relevant additional information.
- Provide each classroom delegate with a multiple-choice test paper (unless the course is a CPD course that does not need an assessment) and ensure it is completed in fair conditions, whilst also providing the necessary support to people with accessibility requirements.
- Be available for delegate arrival 30 minutes prior to classroom based courses commencing.

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

- £739,200 excluding VAT
- £887,040 including VAT

Above the relevant threshold

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

- 2 January 2026 to 1 January 2031
- Possible extension to 1 January 2034
- 8 years

Description of possible extension:

3x 12 month extensions

## **Main procurement category**

Services

## **CPV classifications**

- 80300000 - Higher education services
- 80400000 - Adult and other education services
- 80500000 - Training services
- 70000000 - Real estate services

## **Contract locations**

- UKL - Wales

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## **Participation**

### **Legal and financial capacity conditions of participation**

Legal and financial capacity conditions of participation -

Please see Questions embedded on Proactis Portal and supporting document 'Section H, Part 1 PSQ Guidance'

## **Technical ability conditions of participation**

Technical ability conditions of participation -

Please see Questions embedded on Proactis Portal and supporting document 'Section H, Part 1 PSQ Guidance'

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

13 November 2025, 12:00pm

### **Tender submission deadline**

21 November 2025, 12:00pm

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

Tenders must be submitted through Proactis - <https://supplierlive.proactisp2p.com/>

Reference Number: ERFX1008683

The Contracting Authority reserves the right to appoint the second highest Tenderer in the event of one of the awarded suppliers initially being appointed being excluded or withdrawing from the process.

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

- Welsh
- English

**Award decision date (estimated)**

16 December 2025

**Recurring procurement**

Publication date of next tender notice (estimated): 1 October 2033

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Price	Price	60.00%
Quality	Quality	30.00%
Community Well Being Benefits	Quality	10.00%

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**Other information**

## Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Contracting authority

### Cardiff Council

- Public Procurement Organisation Number: PVHP-5769-YHRQ

County Hall

Cardiff

CF10 4UW

United Kingdom

Contact name: Laura Pine

Email: [ProfessionalServices@cardiff.gov.uk](mailto:ProfessionalServices@cardiff.gov.uk)

Website: <http://www.cardiff.gov.uk>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales