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Tender

Microsoft 365 Training

Equality and Human Rights Commission

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

Notice identifier: 2025/S 000-074385

Procurement identifier (OCID): ocds-h6vhtk-05e273 ([view related notices](#))

Published 17 November 2025, 1:01pm

Scope

Reference

EHRC 2526-24

Description

The Equality and Human Rights Commission is seeking to engage a suitably qualified and experienced supplier for the provision of professional training services for end-users on Microsoft 365 applications. The training will support digital transformation, improve collaboration and ensure compliance with internal governance and data handling policies.

Total value (estimated)

- £16,666.67 excluding VAT
- £20,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2026
- Possible extension to 31 December 2027
- 2 years

Description of possible extension:

Initial 12 month term with the option to extend by a further 12 months

Main procurement category

Services

CPV classifications

- 72000000 - IT services: consulting, software development, Internet and support
- 80000000 - Education and training services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England

- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales
- UKM - Scotland

Participation

Particular suitability

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

Submission

Enquiry deadline

26 November 2025, 5:00pm

Tender submission deadline

8 December 2025, 1:00pm

Submission address and any special instructions

<https://procontract.due-north.com/Opportunities/Index?resetFilter=True&applyFilter=True&p=c71c7101-720a-e711-80dd-005056b64545&v=1>

Tenders may be submitted electronically

Yes

Award criteria

price to quality weighting 40:60

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Equality and Human Rights Commission

- Public Procurement Organisation Number: PGVT-4498-NMMJ

3rd Floor Arndale House, Arndale Centre

Manchester

M4 3AQ

United Kingdom

Email: procurementhelpdesk@equalityhumanrights.com

Region: UKD33 - Manchester

Organisation type: Public authority - central government