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Tender

## **250334 - Contract for a Development Programme to Support Foundation Trainee Pharmacists to Prepare for the Common Registration Assessment**

Queen's University Belfast

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

Notice identifier: 2025/S 000-082155

Procurement identifier (OCID): ocids-h6vhtk-05f429

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### **Scope**

### **Reference**

250334

### **Description**

This procurement will appoint an Economic Operator to deliver remote webinars, resources, and mock exams to support trainees preparing for the Common Registration Assessment. It aims to improve trainee readiness, provide performance monitoring and feedback to NICPLD, and ensure equitable access to quality learning. The primary beneficiaries are trainees, with wider benefits for NICPLD, employers, and patient care, and potential for future use in other clinical education programmes.

## **Total value (estimated)**

- £353,675 excluding VAT
- £425,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 May 2026 to 30 April 2027
- Possible extension to 30 April 2033
- 7 years

Description of possible extension:

1 years, with options to extend by up to a further 72 months (6 x 12 months)

## **Main procurement category**

Services

## **CPV classifications**

- 80500000 - Training services
- 85149000 - Pharmacy services

## **Contract locations**

- UKN06 - Belfast

## **Submission**

### **Enquiry deadline**

12 January 2026, 4:00pm

### **Tender submission deadline**

19 January 2026, 4:00pm

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

<https://www.in-tendhost.co.uk/queensuniversitybelfast/aspx/Login>

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

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

16 February 2026

### **Recurring procurement**

Publication date of next tender notice (estimated): 2 May 2032

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## Award criteria

Name	Description	Type
Simple description	Technical (50%) - Methodology Price in the Delivery of Similar Programmes (12.5%) - Key Staff Technical Capability (12.5%) - Provision of Exam Style Questions (12.5%) - Ability to be Flexible and Adapt to Change (7.5%) - Sustainable Procurement (5%) Price (50%)	

## Weighting description

Technical (50%)

- Methodology in the Delivery of Similar Programmes (12.5%)
- Key Staff Technical Capability (12.5%)
- Provision of Exam Style Questions (12.5%)
- Ability to be Flexible and Adapt to Change (7.5%)
- Sustainable Procurement (5%)

Price (50%)

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## Other information

### Payment terms

30 days on receipt of a valid and undisputed invoice.

## **Description of risks to contract performance**

The risks identified are considered "known risks" under the Procurement Act 2023. While they cannot be fully eliminated at this stage, the contracting authority will monitor these risks throughout the contract lifecycle. Mitigation measures will include regular performance reviews, contingency planning, and compliance checks to minimize impact on service delivery and value for money.

### **1.1 Financial Risks**

1.1.1 Pricing changes (increases or decreases) introducing financial uncertainty if not clearly defined in the contract.

1.1.2 Supplier insolvency or bankruptcy, leading to service disruption, loss of materials, and potential financial loss.

1.1.3 Unclear ownership or reuse rights over learning materials could result in additional costs to repurchase or redevelop resources.

1.1.4 Budget variation risks if funding or participant numbers change during the contract, affecting payment or service volume.

1.1.5 Whilst estimated quantities may be stated for the purposes of this procurement, these reflect the current funding position and may be subject to change throughout the contract period. It is not possible at this time to accurately predict the future budget position. Queen's may seek to modify the contract in response to funding increase or decrease over the contract period and this will have a corresponding effect on the volume required under this contract.

### **1.2 Technical Risks:**

1.2.1 Content accuracy risks, where the webinar or materials contain incorrect or misleading information impacting educational integrity.

1.2.2 Poor technical delivery or system failures during webinars that disrupt the session.

1.2.3 Loss of access to learning platforms or trainee data at contract end due to lack of technical continuity or data migration planning.

1.2.4 Integration challenges with internal systems or learning platforms (e.g., LMS compatibility, user access).

1.2.5 Development risks, if future updates or changes to delivery technology are required during the contract period.

1.2.6 Queen's may seek to modify the contract in future to respond to emerging sustainability requirements, whether derived from Queen's Net Zero 2040 commitment, or from public policy changes. In addition, the contract may require modification to adapt to strategic commitments made in any forthcoming strategy for Queen's (expected for the period beyond 2030). This may require additional or reduced requirements, or modifications to the method for delivery of the requirements to meet the strategic objectives.

1.2.7 It is known that there may be potential for development of the delivered requirements or their application which may result in the need for additional consumables or development, which cannot be adequately quantified or estimated at this time, pending future technical developments. Where these developments arise, there will be a resultant impact on performance of the contract in terms of timescales, material availability, service delivery etc. Queen's may seek to modify the contract in future to respond to any such emerging technological developments, which have a direct impact on the service being provided under this contract.

### 1.3 Regulatory Risks

1.3.1 Data protection breaches under GDPR, especially concerning trainee data and recorded webinar content.

1.3.2 Compliance with professional standards in pharmacy education and accreditation requirements.

1.3.3 Intellectual property (IP) rights risks, including unclear ownership or improper use of copyrighted materials.

1.3.4 Contractual compliance issues where content, delivery, or assessments fail to meet required regulatory or institutional policies.

### 1.4 Schedule Risks

1.4.1 Schedule delays in delivering webinars, learning materials, or assessments affecting trainee readiness.

1.4.2 Late delivery of mock exams or content impacting academic timelines.

1.4.3 Non-performance, where the supplier fails to meet agreed milestones or timelines for webinars and assessments.

1.4.4 Transition risk - no clear exit plan causing disruption mid-training cycle if the supplier changes or withdraws.

## 1.5 Logistical Risks

1.5.1 Access or delivery issues if learning materials or platforms are hosted externally and become unavailable.

1.5.2 Dependence on third-party tools or platforms, leading to disruption if those services fail or licenses expire.

1.5.3 Transfer of materials or data between supplier and organisation not managed securely or efficiently, causing delays or data loss.

## 1.6 Personnel Risks

1.6.1 Poor delivery quality or substandard performance due to insufficiently trained or inexperienced supplier personnel.

1.6.2 Inconsistent content delivery if key presenters or trainers leave or are replaced mid-contract.

1.6.3 Lack of subject matter expertise impacting the educational value and reputation of the training.

1.6.4 Insufficient communication or coordination between supplier staff and the university team, leading to misalignment or errors.

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

## Procedure type

Open procedure

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## Documents

### Associated tender documents

<https://www.in-tendhost.co.uk/queensuniversitybelfast/aspx/Login>

The following documents can be accessed on the above web address free of charge:

1. 250334 - ITT Instructions to Tenderers
  2. 250334 - ITT Specification
  3. 250334 - ITT Tender Response Pack
  4. 250334 - Appendix 1 - Tender Response (Price)
  5. 250334 - Financial Appraisal Model
  6. 250334 - T&Cs Services
  7. 250334 - Supply Chain Code of Conduct
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## Contracting authority

Queen's University Belfast

- Charity Commission for Northern Ireland: 101788

University Rd

Belfast

BT7 1NN

United Kingdom

Email: [procurement@qub.ac.uk](mailto:procurement@qub.ac.uk)

Region: UKN06 - Belfast

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Northern Ireland