

**United Kingdom-Livingston: Specialist training services**

OJ S 217/2020 06/11/2020

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: West Lothian College

Postal address: Almondvale Crescent

Town: Livingston

NUTS code: UKM Scotland

Postal code: EH54 7EP

Country: United Kingdom

E-mail: [procurement@west-lothian.ac.uk](mailto:procurement@west-lothian.ac.uk)

Telephone: +44 1506418181

**Internet address(es):**Main address: <http://www.west-lothian.ac.uk/>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00472](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00472)**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Associate Trainers — Accredited Qualifications, ICT, Soft Skills, People and Management Development Skills

Reference number: WLC-2021-003

**II.1.2.**

**Main CPV code**

80510000 Specialist training services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The authority is seeking bids from those able to provide the specified associate trainer services to the authority on a call-off basis subject to demand by the client. Individual call-offs will be agreed with individual associate trainers and confirmed in writing and by the issue of an Authority Official Order. Bidders should be aware that there is no fixed demand level and cannot guarantee any work, however, we anticipate a high demand for this service.

The authority believes there is potential demand which can be developed into workload to achieve their vision for growth and sees the authority's staff and any appointed associate trainers working in partnership to develop and service the need.

**II.1.5. Estimated total value**

Value excluding VAT: 350 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description****II.2.2. Additional CPV code(s)**

80500000 Training services, 80510000 Specialist training services, 79632000 Personnel-training services, 80530000 Vocational training services, 80531100 Industrial training services, 80533100 Computer training services, 80532000 Management training services, 80560000 Health and first-aid training services, 80561000 Health training services, 80562000 First-aid training services, 80550000 Safety training services, 80340000 Special education services, 80330000 Safety education services

**II.2.3. Place of performance**

NUTS code: UKM78 West Lothian

Main site or place of performance: West Lothian College, Almondvale Crescent, Livingston, EH54 7EP.

**II.2.4. Description of the procurement**

The authority is seeking bids from those able to provide the specified associate trainer services to the authority on a call-off basis subject to demand by the client. Individual call-offs will be agreed with individual associate trainers and confirmed in writing and by the issue of an Authority Official Order. Bidders should be aware that there is no fixed demand level and cannot guarantee any work, however, we anticipate a high demand for this service.

The authority believes there is potential demand which can be developed into workload to achieve their vision for growth and sees the authority's staff and any appointed associate trainers working in partnership to develop and service the need.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value****II.2.7.**

## **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

2 x 12-month extensions available.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 25 Objective criteria for choosing the limited number of candidates:

Selection question evaluation, all bidders must receive score of 3 out of 4.

### **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

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 25

#### **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: 03/12/2020 Local time: 12:00

#### **IV.2.3.**

**Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 15/12/2020

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

English

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

October 2022 if no extensions utilised.

October 2024 if all extensions utilised

**VI.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

**VI.3. Additional information**

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=634998](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=634998)

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at [https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. (SC Ref:634998)

Download the ESPD document here: [https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=634998](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=634998)

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Livingston Sheriff Court

Postal address: West Lothian Civic Centre, Howden South Road

Town: Livingston

Postal code: EH54 6FF

Country: United Kingdom

**VI.5. Date of dispatch of this notice**

03/11/2020