

United Kingdom-Aberdeen: Education and training services

OJ S 237/2020 04/12/2020

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: North East Scotland College

Postal address: Aberdeen City Campus, Gallowgate

Town: Aberdeen

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Postal code: AB25 1BN

Country: United Kingdom

Contact person: Duncan Abernethy

E-mail: [dabernethy@nescol.ac.uk](mailto:dabernethy@nescol.ac.uk)

Telephone: +44 3003305550

**Internet address(es):**

Main address: [www.nescol.ac.uk](http://www.nescol.ac.uk)

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00442](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00442)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://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: <https://www.publiccontractsscotland.gov.uk>

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

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**Section II: Object**

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

**II.1.1. Title**

Associate Trainer Framework

Reference number: NESCOL/AT2020

**II.1.2.**

**Main CPV code**

80000000 Education and training services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The College currently provides a wide range of training, across Scotland, but predominantly in the North East of Scotland.

We are seeking to develop an associate trainer service provision to meet increased demand with expertise across a range of specialist subject areas.

The target audiences will usually be made up of external company employees or representatives of other external organisations. The exact make-up of each course to be provided will be notified to successful contractors.

We are therefore seeking tenders from those able to provide the specified associate trainer services 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 a purchase order. Tenderers are required to provide details of their skills, capabilities and proposals for meeting the Statement of requirements (Section 2) as well as details of their experience and qualifications.

**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: yes

Tenders may be submitted for maximum number of lots: 14

**II.2. Description****II.2.1. Title**

Digital Skills

Lot No: 1

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire.

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

Non-accredited training on commonly used and industry standard software packages as set out in the accompanying tender documentation.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service delivery / Weighting: 40

Quality criterion - Name: Key personnel / Weighting: 10

Quality criterion - Name: Operation and management of the contract / Weighting: 10

Price - Weighting: 40

**II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12-month periods, subject to satisfactory performance and continued College requirements.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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**

**II.2. Description**

**II.2.1. Title**

Cyber Security

Lot No: 2

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training in Information technology security as set out in the attached tender documentation

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

**II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

**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**

**II.2. Description**

**II.2.1. Title**

Microsoft Dynamics  
Lot No: 3

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire  
Main site or place of performance: Aberdeenshire

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

Non-accredited training at various levels in the knowledge and capability in using MS Dynamics as set out in the attached tender documentation

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

**II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

#### **II.2. Description**

##### **II.2.1. Title**

Introduction to Project Management  
Lot No: 4

##### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

##### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire  
Main site or place of performance: Aberdeenshire

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

Non-accredited course providing essential tools and techniques for scoping, planning and successfully delivering projects as set out in the attached tender documentation

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

##### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements

##### **II.2.10. Information about variants**

Variants will be accepted: no

##### **II.2.11. Information about options**

Options: no

##### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

## **II.2. Description**

### **II.2.1. Title**

Microsoft Project  
Lot No: 5

### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire  
Main site or place of performance: Aberdeenshire

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

Non-accredited training at various levels for users of MS Project as set out in the attached tender documentation.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

## **II.2. Description**

### **II.2.1. Title**

Mental Health  
Lot No: 6

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Accredited and non-accredited training in;

— Introduction to Mental Health

— Mental Health Tools for Managers

— Mental Health First Aid

As set out in the attached tender documentation

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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****II.2. Description****II.2.1. Title**

Wellbeing

Lot No: 7

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training in;

— Mindfulness for Wellbeing

— Stress Management

As set out in the attached tender documentation

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

**II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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**

**II.2. Description**

**II.2.1. Title**

Coaching & Mentoring Skills

Lot No: 8

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

80000000 Education and training services

**II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training in:

- Coaching
- Mentoring Skills
- Train the Trainer

As set out in the attached tender documentation

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation and Management of the Contract / Weighting: 10

Price - Weighting: 40

#### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

##### **II.2. Description**

##### **II.2.1. Title**

Management Skills

Lot No: 9

##### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

##### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training in;

- Supervisory management

- Managing meetings
  - Presentation skills
  - Change management
  - Leading & Motivating teams
  - Difficult Conversations
  - Appraisal handling
  - Leadership development for non-managers
- Accredited training in;
- ILM or CMI qualifications
  - Lean Six Sigma
- As set out in the attached tender documentation

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

#### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

##### **II.2. Description**

##### **II.2.1. Title**

Health & Safety and The Environment

Lot No: 10

##### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

##### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

IOSH qualifications

NEBOSH qualifications

As set out in the attached tender documentation

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

#### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

##### **II.2. Description**

##### **II.2.1. Title**

Data Protection

Lot No: 11

##### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

##### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training for managers on Data Protection as set out in the attached tender documentation

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

#### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

##### **II.2. Description**

##### **II.2.1. Title**

Communication Skills

Lot No: 12

##### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

##### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non accredited training on;

— Public Speaking

— Media Handling

— Conflict Management

— Negotiation Skills

As set out in the attached tender documentation

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

#### **II.2. Description**

#### **II.2.1. Title**

Employee Skills

Lot No: 13

#### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

#### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non accredited training in;

— Note taking during meetings

— Time Management

— Skills for the interviewee/r

— Report Writing

As set out in the attached tender documentation

#### **II.2.5.**

## **Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10

Price - Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

#### **II.2. Description**

#### **II.2.1. Title**

Finance

Lot No: 14

#### **II.2.2. Additional CPV code(s)**

80000000 Education and training services

#### **II.2.3. Place of performance**

NUTS code: UKM50 Aberdeen City and Aberdeenshire

Main site or place of performance: Aberdeenshire

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

Non-accredited training in:

— Finance for non-finance managers

— Budget management

As set out in the attached tender documentation

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Operation & Management of the Contract / Weighting: 10  
Price - Weighting: 40

**II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Three further 12 month periods, subject to satisfactory performance and continued College requirements.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

List and brief description of conditions:

The relevant section will be included in the ESPD within the tender documentation.

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

List and brief description of selection criteria:

The relevant section will be included in the ESPD within the tender documentation.

Minimum level(s) of standards possibly required:

The relevant section will be included in the ESPD within the tender documentation.

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

List and brief description of selection criteria:

The relevant section will be included in the ESPD within the tender documentation.

Minimum level(s) of standards possibly required:

The relevant section will be included in the ESPD within the tender documentation.

**III.2. Conditions related to the contract**

**III.2.2. Contract performance conditions**

The relevant section will be included in the tender documentation.

**III.2.3.**

## **Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

### **Section IV: Procedure**

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

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

Open 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: 30

##### **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: 08/01/2021 Local time: 12:00

##### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **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)

##### **IV.2.7. Conditions for opening of tenders**

Date: 08/01/2021 Local time: 14:00

Place:

Aberdeen.

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3. Additional information**

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractscotland.gov.uk/Search/Search\\_Switch.aspx?ID=637393](https://www.publiccontractscotland.gov.uk/Search/Search_Switch.aspx?ID=637393)

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:637393)

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Aberdeen Civil Justice Centre and Commercial Courts

Postal address: Castle Street

Town: Aberdeen

Postal code: AB10 1WP

Country: United Kingdom

E-mail: [aberdeen@scotcourts.gov.uk](mailto:aberdeen@scotcourts.gov.uk)

Telephone: +44 1224657200

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

30/11/2020