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**Birmingham Metropolitan College**

**Request for Quotation**

**Digital Skills Development Support**

Issue Date 25th April 2025

Closing Date 16th May 2025

Contract Award 28th May 2025

Contract Start Date 1st September 2025

**Contract Duration**  **12 months with the ability to review on an annual basis for a further 4 years.**

**Value of Contract**  **Year 1**  **30K**

**Year 2**  **32 K**

**Year 3**  **34K**

**Year 4**  **36 K**

**Year 5 38 K**

**Total Max 170 K (**All amounts Inclusive of VAT and Disbursements)

**Contact** **Stephen.belling@bmet.ac.uk**

**Submission Please submit quotations to Stephen Belling via email to** **Stephen.belling@bmet.ac.uk** **including**

1. **Completed Quotation Form**
2. **Completed PQQ and Due Diligence Check List**

**Subject Heading in Email should read:**

 **“Digital Skills Development Support Services”**

**Background Information**

Birmingham Metropolitan College (“BMet”) is a large further education college situated over 3 main sites and 1 satellite location across Birmingham. The college serves approximately 10000 learners across the West Midlands helping them to achieve their learning objectives and secure employment.

BMet offers arrange of Level 2, Level 3 and T level programmes requiring the development of digital skills.

To enhance opportunities available to learners and fill gaps in its expert provision BMet is looking to appoint an organisation able to:

* Support the development of relationships with key stakeholders requiring and engaging with digital skills.
* Support the work of the colleges Employer Boards.
* Work with the colleges leadership team to support the development and implementation of its Digital and innovation Strategy.
* Support the college with the development of curriculum to ensure the development of digital skills and awareness of associated career pathways.

* Support the work of the college and its membership of the Institute of Technology
* Create opportunities for students to prepare for and enter into Digital innovation Competitions involving:
	+ time to develop ideas and solutions to real time problems and challenges;
	+ develop related skills for business development, innovation, design, resilience, entrepreneurship and as required by the Skills Builder Universal Framework;
	+ work in teams;
	+ present to employers; and
	+ win prizes.

Interested parties are therefore required to complete: -

1. A Quotation Form and
2. PQQ Due Diligence Form.

BMet reserves the right not to award a contract.

If it an interview is deemed necessary after a review of tender submissions, interviews will be held on Wednesday 21st May 2025

**Scoring**

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| **Criteria** | **Reference Document** | **%Weighting**  |
| PQQ and Due Diligence Check  | PQQ and Due Diligence Form | Pass/ Fail  |
| Content and Quality of Service offered.  | Quotation Form | 40 % |
| Experience & Reputation | 20% |
| Sustainability & Social Value | 10% |
| Price | 30% |

**Link Documents**

1. The Quotation Form
2. The PQQ and Due Diligence Form