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**United Kingdom-Coventry: Education and training services  
2016/S 091-163643**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

Skills Funding Agency  
Cheylesmore House, Quinton Road  
Contact point(s): Procurement Team  
CV1 2WT Coventry  
UNITED KINGDOM  
Telephone: +44 8450194170  
E-mail: [procurementhelp@sfa.bis.gov.uk](mailto:procurementhelp@sfa.bis.gov.uk)  
Fax: +44 2476823675

**Internet address(es):**

General address of the contracting authority: <https://www.gov.uk/.../department-for-business-innovation-skills>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

Body governed by public law

**I.3) Main activity**

Education

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

To procure the services of organisations to deliver activity to support employee and employers on behalf of The Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA) for delivery in the The Marches Local Enterprise Partnership (LEP) area.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 24: Education and vocational education services

NUTS code

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

The SFA is looking to procure an organisation to deliver education and training that best support the needs of local employers and employees in this LEP area.

The strands in 2.1 are:

- Skills Support for the Workforce;
- Apprenticeship Services;
- Skills Support for Redundancy.

II.1.6) **Common procurement vocabulary (CPV)**

80000000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

II.2.2) **Information about options**

Options: yes

Description of these options: As indicated within the Contract for Services included within this Invitation to Tender, the Contract may be extended for up to a maximum of 12 months.

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

Completion 31.3.2018

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

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

All successful bidders will have to have had their Financial Health checked by the SFA following its procedures shown on its website.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

At the time of contract award all organisations seeking to be considered for a contract must be a legal entity.

III.1.4) **Other particular conditions**

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Once you have been invited into the Tender you will receive an email alert advising you to sign on to the SFA e-tendering portal with your normal Username and Password. You access the My ITTs' page. (This is a secure area reserved for your

projects only) — You can now access any attachments by clicking 'Buyer Attachments' in the ITT Details' box  
3. Responding to the tender — Click 'My Response' under ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the ITT — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk but please note neither of these will be able to offer any advice on the service being procured, this is only available by using the online message board.

III.2.2) **Economic and financial ability**

III.2.3) **Technical capacity**

Minimum level(s) of standards possibly required:

Candidates must appear on the Register of Training Organisations published in either September 2015 or February or April 2016 and indicated that they were interested in delivering to the LEP area covered ..

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

III.3.2) **Staff responsible for the execution of the service**

**Section IV: Procedure**

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Restricted

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

IV.3.2) **Previous publication(s) concerning the same contract**

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

IV.3.4) **Time limit for receipt of tenders or requests to participate**

16.6.2016 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

IV.3.8) **Conditions for opening of tenders**

**Section VI: Complementary information**

VI.1) **Information about recurrence**

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: yes  
Reference to project(s) and/or programme(s): ESIF 2014 to 2020 Programme.

VI.3) **Additional information**

The Contracting Authority intends to use an eTendering system in this procurement exercise.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: You should note that there is no separate right of appeal against the award decisions made. However if you consider that the SFA has not followed the published process or the decision made is unreasonable, you are able to make a complaint under the SFA's complaints procedure which can be accessed at:

[www.gov.uk/government/organisations/skills-funding-agency/about/complaints-procedure](http://www.gov.uk/government/organisations/skills-funding-agency/about/complaints-procedure)

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

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

10.5.2016