

The Consulate General of Spain in Edinburgh is starting a bid process to procure administrative services.

Characteristics of the procurement

Location:	Consulate General of Spain (63 North Castle Street, Edinburgh EH2 3LJ)
Service duration:	5 months, expected from 1st May to 30 September 2024. (Not working days would be Saturdays, Sundays and: 1st, 6 and 27 May and 5 th August)
Hours per day:	7 (8:30am to 4pm)
Number of employees:	1
Duties:	check and process visa applications, respond to enquiries by phone or email, deal with correspondence and any other administrative task related to the Visa Department including data entry

Maximum budget of the tender:	£ 10,000 (VAT excluded)
Award criteria:	Price
Solvency requirements:	Technical and professional solvency
Deadline for the receipt of bids:	29 April 2024
Place and format of bids:	PDF document emailed to fernando.rolan@maec.es
Language of the bids:	English