

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:	Expected from 15 <sup>th</sup> March to 31 <sup>st</sup> August 2025. (Not working days would be Saturdays, Sundays and: 16 <sup>th</sup> , 17 <sup>th</sup> & 21 <sup>st</sup> April, 1 <sup>st</sup> & 26 <sup>th</sup> May, 25 July and 4 <sup>th</sup> August)
Hours per day:	7:30 hours (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

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Maximum budget of the tender:	£ 12,500 (VAT excluded)
Award criteria:	Price
Solvency requirements:	Technical and professional solvency
Deadline for the receipt of bids:	12 March 2025
Place and format of bids:	PDF document emailed to <a href="mailto:fernando.rolan@maec.es">fernando.rolan@maec.es</a>
Language of the bids:	English