



**07 June 2024**

## **INVITATION TO TENDER**

**for**

### **Provision of engineering construction industry-related e-learning content (PH05-24)**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to submit a tender offer for the contract mentioned above. Full details are attached in this tender pack, which comprises the following items:

1. This letter, which sets out instructions to tenderers and other information relating to the process
2. An ITT Specification describing the services required.
3. A Pre-Qualification Questionnaire (PQQ)
4. An Invitation to Tender (ITT) on which to submit your response
5. Statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions
6. Tender Clarification Request form
7. Approved Provider and Contractor Finance and Legal Information Questionnaire.

If you have not received any of the above documents, or believe them to be incomplete, please contact the nominated person (below) as a matter of urgency.

### **Background information about the ECITB**

Further information about the ECITB may be found on its website ([www.ecitb.org.uk](http://www.ecitb.org.uk)).

## Tender Process Instructions

1. The Pre-Qualification Questionnaire (PQQ) is part of the overall tendering process. It must be clearly understood that a completed PQQ must be submitted, and that the PQQ will be assessed first and before the ITT is considered. An ITT will only be considered if a completed PQQ has been assessed as being satisfactory.
2. Upon receipt of a completed PQQ, ECITB will issue to the tenderer the sample questions to evaluate as part of the ITT.
3. The PQQ and the ITT must be completed and returned by the deadlines specified in the Tender timescale set out in the table below. The ECITB will not consider incomplete PQQs and ITTs, or PQQs and ITTs which are received after the tender deadline.

Event	Date
Tenderers' Questions Period for PQQ	To 5pm on Friday 14th June 2024
<b>PQQ Deadline</b>	<b>By 5pm on Friday 21st June 2024</b>
Tenderers' Questions Period for ITT	To 5pm on Friday 28th June 2024
<b>Tender Deadline</b>	<b>By 5pm on Friday 5<sup>th</sup> July 2024</b>
ECITB tender evaluation/Post Clarification completed and notification of bid results to successful and unsuccessful bidders	Thursday 11th July 2024
Contract Award	w/e Friday 12th July 2024
<b>Contract Start Date</b>	<b>Anticipated during week commencing 22<sup>nd</sup> July 2024</b>

4. Tenderers may submit questions concerning the proposed contract and the tender process during the Tenderers' Questions Periods described above. Such questions must be submitted using the Tender Clarification Request form. It should be noted that copies of such questions and the ECITB's responses will be circulated amongst all parties which have been invited to tender (unless they have indicated they do not propose to submit a tender bid). Questions on Tender Clarification Request forms should be submitted to the Nominated Contact (below).

5. Completed PQQs must be submitted to the Nominated Contact at the email address (as preference), or postal address stated below, by the PQQ Deadline.
6. Completed ITTs must be submitted to the Nominated Contact at the email address (as preference), or postal address stated below, by the Tender Deadline.
7. If the tenderer is not already an Approved Supplier to the ECITB then the additional form included with this ITT - *Approved Provider and Contractor Finance and Legal Information Questionnaire* - should also be submitted, along with the required attachments. Processing this for the successful tenderer may take several weeks before the contract can be awarded, which would delay the actual contract start date.
8. PQQs and ITTs will be appraised in accordance with the provisions of the enclosed statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions.
9. The ECITB will notify all bidders of its decision concerning the award of the proposed contract, and feedback will be available from the Nominated contact upon request.
10. If you do not propose to participate, the ECITB would be grateful for your early notification and any feedback as to such decision. This will assist in the tender management process as well as planning/operating future tender exercises.

### **Nominated contact**

Details of the nominated contact for this tender are as follows:

Name	Paul Hammonds
Position	E-learning Designer
Address	ECITB Kings House Business Centre Home Park Station Road Kings Langley Herts WD4 8LZ
Telephone	07880 013 444
E-mail	<a href="mailto:paul.hammonds@ecitb.org.uk">paul.hammonds@ecitb.org.uk</a>



**General:**

- a) Anticipated Contract duration:  
The contract duration is anticipated to be approximately 36 months, running from start July 2024 to end June 2027.
  
- b) The form of the proposed Contract:  
Upon acceptance by the ECITB of a tender, then we will enter into a contract for delivery with the successful tenderer.

If you should have any questions relating to the process outlined in this letter, please contact the Nominated Contact.

Yours faithfully,  
For and behalf of the ECITB

**Paul Hammonds**  
E-learning Designer