

## INVITATION TO TENDER

for

### **The Contract for the delivery of the skills and knowledge required within the 2018 ECITB Introduction to Engineering Construction Programme (ITEC).**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite tender offers for the regional contracts mentioned above. Full details are attached in the tender pack, which comprises the following items:

1. This notice, which sets out instructions to tenderers and other information relating to the process.
2. A specification describing the services required.
3. An Invitation to Tender Document (ITT).
4. Evaluation Methodology and Criteria to be adopted.
5. Tender Clarification Request Form.
6. A contract summary.
7. The form of the proposed contract.

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

#### **Background information on 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 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 ITT's, or any documents received after the deadline.

Event	Date
Tenderers Question Period	To Wednesday 18 <sup>th</sup> April 2018
Tender Submission Deadline	By 5.00pm on Friday 20 <sup>th</sup> April 2018
Evaluation/Post Clarification	By Friday 4 <sup>th</sup> May 2018
Contract Award	May 2018
Anticipated Contract Start Date	Monday 3 <sup>rd</sup> September 2018

2. The ITT must be returned in the following formats:
  - One electronic copy (on a CD or by email to the nominated contact whose details appear below)
3. Tenderers may submit questions concerning the proposed contract and the tender process during the Tenderers Questions Period 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 response may be circulated amongst all parties which have shown an interest in tendering. Questions on Tender Clarification Request Forms should be submitted to the nominated contact (below).

4. Completed ITT's must be submitted to the nominated contact at the e-mail address stated below by the tender deadline.
5. ITT's will be appraised in accordance with the provisions of the enclosed statement of Evaluation Methodology and Criteria to be adopted in evaluating tenderers submissions.
6. 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.

### **Nominated Contact**

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

Name:	Mr Martin Eatough
Position:	Head of Apprenticeships & Provider Management
Address:	Blue Court, Church Lane, Kings Langley, Herts, WD4 8JP
Telephone:	07795 236454
E-Mail:	<a href="mailto:Martin.eatough@ecitb.org.uk">Martin.eatough@ecitb.org.uk</a>

### **General:**

- a. Anticipated Contract Duration

The contract duration is anticipated to be no longer than 1 year running from the contract start date in 2018 to a contract end date in 2019.

- b. The Form of the proposed Contract

Upon acceptance by the ECITB of a tender it is a condition of the acceptance that the ECITB and the successful tenderer execute a contract in the same format as the attached Form of Contract.

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

Yours faithfully

For and on behalf of the ECITB



Martin Eatough

Head of Apprenticeships & Provider Management