



8th April 2022

INVITATION TO TENDER

for

review of the bank of assessment questions for Project Controls RQF level 3 vocational qualification online knowledge tests (PH04-22)

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).

Tender Process Instructions

1. The 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 22nd April 2022
PQQ Deadline	By 5pm on Friday 6th May 2022
Tenderers' Questions Period for ITT	To 5pm on Friday 6 th May 2022
Tender Deadline	By 5pm on Friday 20th May 2022
ECITB tender evaluation/Post Clarification completed and notification of bid results to successful and unsuccessful bidders	Friday 3 rd June 2022
Contract Award	Anticipated during week ending 10 th June 2022
Contract Start Date	Anticipated during week ending 17 th June 2022

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:	Product Development Manager
Address:	ECITB Office Suite KD3, 1st Floor KD Tower, Cotterells, Hemel Hempstead, Hertfordshire, United Kingdom HP1 1FW.
Telephone:	07880 013 444
E-mail:	paul.hammonds@ecitb.org.uk

General:

- a) Anticipated Contract duration.
The contract duration is anticipated to be 2-3 months running from June 2022 to September 2022.
- 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
Product Development Manager