

## **INVITATION TO TENDER**

**For:**

### **The Contract for the provision of Computer Based Testing Services.**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite tender offers for the contract 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. Consultant Agreement (form of proposed contract) – Services;
3. Pre-Qualification Questionnaire (PQQ);
4. ITT specification/s describing the services required;
5. Evaluation Methodology and Criteria;
6. Tender Clarification Request Form;
7. Contract Summary;
8. An Invitation to Tender Document (ITT).
9. Approved Provider and Contractor Finance and Legal Information Questionnaire

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 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 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. The PQQ and the ITT must be completed and returned together by the deadlines specified in the Tender timescale set out in the table below. The ECITB will not consider incomplete PQQ's and ITT's, or if these documents are received after the deadline.

<b>Event</b>	<b>Date</b>
Tender Period Opens	From Friday 9 <sup>th</sup> October 2020
Tenderers Question Period	To Thursday 22 <sup>nd</sup> October 2020
Tender Submission Deadline	By 17:00Hrs on Friday 23 <sup>rd</sup> October 2020
Evaluation/Post Clarification	By Friday 30 <sup>th</sup> October 2020
Contract Award	2 <sup>nd</sup> November 2020
Anticipated Contract Start Date	Monday 9 <sup>th</sup> November 2020

3. The PQQ and ITT must be returned in the following formats:
  - One electronic copy (by email to the nominated contact whose details appear below)

4. 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 will 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).
5. Completed PQQ's and ITT's must be submitted to the nominated contact at the address stated below by the tender deadline.
6. PQQ's and ITT's will be appraised in accordance with the provisions of the enclosed statement of Methodology and Criteria to be adopted in evaluating tenderers submissions.
7. 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 Projects and Programs
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>

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 Projects and Programs

October 2020.