

**INVITATION TO TENDER FORM**

**ECITB 2025 Scholarship Programme**

**Scotland Aberdeen (3 Year)**

Tenderers are requested to complete Sections 1, 2 and 3 of this Invitation to Tender Form after completion of the Pre-Qualification Questionnaire (PQQ).

**Tender return Date: By 5.00pm on Thursday, 30 January 2025**

**Tender Submission Guidelines:**

This tender consists of 2 lots. Bidders can submit offers for individual, or both lots as detailed within the relevant specifications.

For each lot you bid on, you must submit a separate Invitation to Tender (ITT). If you are bidding on multiple lots, you may copy the general information from your first ITT submission into the others. Any changes or lot-specific details should be highlighted in red.

The ECITB panel will evaluate and score the information provided by the tenderer within this ITT individually per Lot for Sections One (1) and Two (2) of this document, in accordance with the methodology described in the “Evaluation Methodology and Criteria” document.

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| --- | --- |
| **Bidders, please fill in this table** | |
| **Provider** |  |
| **Provider Contact Details** |  |
| **Lot tendered for (please mark)**  As detailed within Specification documents 2 (a -b).  **Each lot requires a separate tender submission** | **[ ]** Lot 1 - ECITB SCHOLARSHIP 2025 2a – Energy Technician (Multi Disciplined) - Electrical – Instrumentation & Control Technician **[ ]** Lot 2 - ECITB SCHOLARSHIP 2025 2b – Energy Technician (Multi Disciplined) Electrical - Mechanical Technician |
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**ITT Evaluation Criteria**

Following completion of the pre-qualification questionnaire, bidders will also be assessed on the following aspects within this Invitation to Tender (ITT) noting the weighting split of price 40% and quality 60%:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section No.** | **Question No.** | **Evaluation Category** | **Question** | **Weight (%)** |
|  |  |  |  |  |
| **Section 1: Price** | 1 | Scored | Price Information | **40%** |
|  |  |  | **Section Total:** | **40%** |
|  |  |  |  |  |
| **Section 2: Quality** | 1 | Scored | Your Centre | 8% |
|  | 2 | Scored | Training the Scholars | 12% |
|  | 3 | Scored | Assessment of Qualifications | 7% |
|  | 4 | FIO | Knowledge Qualification (If applicable) | - |
|  | 5 | FIO | Public funding in the Scholarship | - |
|  | 6 | Scored | Additionality | 7% |
|  | 7 | Scored | Employer engagement | 5% |
|  | 8 | Scored | Inclusivity in recruitment | 7% |
|  | 9 | Scored | Programme evaluation | 9% |
|  | 10 | Scored | Progression to a level 3 or equivalent apprenticeship | 5% |
|  |  |  | **Section Total** | **60%** |
|  |  |  | **Overall Total** | **100%** |

**SECTION ONE (1): Price Information (40%)**

**Q1.** Please insert below the Total Group Cost and cost breakdown to be charged under the proposed contract for the delivery of the ECITB Scholarship Programme, as specified in document 2 of this tender for 8 learners.

1. All prices inserted in the **Price Matrix** must be inclusive of VAT as applicable and be in Sterling (GBP) £.
2. For the avoidance of doubt, the pricing inserted in the **Price Matrix** below will represent the maximum amounts which will be contractually payable by the ECITB (including as applicable VAT) in respect of each group of learners (8 learners).
3. **The ECITB will evaluate the Total Group Cost, (including VAT as applicable – please mark if included). Other costing details are for transparency purposes.**

Price Matrix – please complete all boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of Learners** | | **Cost Per Learner - Skills Training and Assessment**  **(Detailing the hourly rate for workshop/practical activity)** | **Per Learner PEP Cost**  **(Includes CNSSG)** | **Please identify additional PPE required and state cost to ECITB. Note:**  ECITB will provide two sets of industry standard overalls per learner. | **Total Group Cost (including VAT if applicable – please note) £GBP for 8 Learners** |
| **8** |  |  |  |  |

**SECTION TWO (2): Quality / Non-Price Information (60%)**

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| --- | --- | --- |
| Each question will only be evaluated (as applicable) on the information provided in response to that question and therefore all pertinent information should be in the response area shown. Please note the word counts stated and do not exceed these. | | |
| **Scoring and Weighting System** | **Weighting Factor** |  |
| 1. **Your Centre** | **8%** |  |
| Please tell us about your centre and why we should award you this contract.  In your response, please list the Awarding Organisations you are currently approved by and give a brief overview of the type of qualifications you deliver.  If you are currently approved by the ECITB Awarding Organisation, please list which qualifications and pathways, you are approved to deliver.  Please supply the relevant evidence of staff competencies, this should include CVs detailing experience (**including recent industrial experience**), qualifications and CPD for those staff members who will be working on this contract. Each CV should be no more than 2 sides of A4.  Note: Please ensure this covers all elements of the specification, including the ECITB Pre-Employment Programme (PEP).  Maximum word count: 800 Words | | |
| **Response (Q1):** | | |
| 1. **Training the Scholars** | **12%** |  |
| Provide evidence of your organisations ability to deliver the training required to deliver the specification detailed in **table 1** of the tender specification document.  Your response should include evidence of the facilities where the training elements of the programme will be delivered, who will be the programme lead including job title, responsibilities and experience.  Please confirm you have the resource and trainers, and detail how you intend to deliver the ECITB Pre-Employment Programme (PEP).  Please explain any plans to merge with other learners including the programme the other learners are undertaking as well as the discipline(s) they are undertaking.  State the proposed cohort sizes for practical skills and knowledge sessions.  Please make it clear if this proposal will result in cost savings to the ECITB.  Please provide an example of a simple timetable for the proposed specification to include the proposed minimum duration, days, and hours per work.  Maximum word count: 800 words. | | |
| **Response (Q2):** | | |
| 1. **Assessment of Qualifications** | **7%** |  |
| Please include the following within your response:  Please explain how you will manage the assessment and track the progress of the specification’s qualifications. Please include examples of methods that may include but are not limited to:   * E-portfolios, * Annotated photographic images, * Video, * Staff allocated to assessing the qualifications in the programme.   **If applicable (for information only) -** In relation to the ECITB qualification, please identify who will perform the following roles:   * + Internal quality assurance of the qualification(s),   + Assessment of the qualification(s),   + Centre point of contact for the programme.   Please also include:   * Latest awarding organisation (AO) EQA report(s), * Disclosure of any current or recently expired sanctions.   Maximum word count: 800 Words | | |
| **Response (Q3):** | | |
| 1. **Knowledge Qualification** (If applicable) | **For information only** | |
| Confirm that the identified Knowledge Qualifications can be delivered within the programme duration.  Please mark accordingly: [ ] Yes [ ] No  Maximum word count: 800 Words | | |
| List the units, you propose to deliver below: | | |
| **Response (Q4):** | | |
| 1. **Public funding in the Scholarship** (If applicable) | **For Information Only** | |
| If applicable, please detail where public funding will be accessed to fund elements of the programme. Please include in your response where the public funding is used and sourced from, and the estimate amount of public funding drawn down per learner.  Please indicate whether you can draw down funding to either fully or partially meet the Scholarship bursary costs.  If so, please specify the amount.  Note: - ECITB will pay a learner allowance of £60/week payable whilst learners are actively studying (excludes holidays).  Maximum word count: 800 Words | | |
| **Response (Q5):** | | |
| 1. **Additionality** | **7%** |  |
| The ECITB are keen to see innovation introduced into their new entrants’ programmes, this question is an opportunity for centres to differentiate themselves from other centres.  Please provide details of what additional components outside the core specification detailed in table 1 of the specification document will be included. These could include knowledge, skills, pastoral, community, or personal development initiatives.  Maximum word count: 800 Words | | |
| **Response (Q6):** | | |
| 1. **Employer engagement** | **5%** |  |
| Please explain how you will work with ECITB to engage with their in-scope employers [Register-of-Leviable-Establishments-January-2023.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ecitb.org.uk%2Fwp-content%2Fuploads%2F2023%2F01%2FRegister-of-Leviable-Establishments-January-2023.xlsx&wdOrigin=BROWSELINK) to ensure the employers are involved in the programme.  Please provide examples of where you are actively engaged with the Engineering Construction Industry - [About the ECITB - ECITB](https://www.ecitb.org.uk/about-the-ecitb/)  Maximum word count: 300 Words | | |
| **Response (Q7):** | | |
| 1. **Inclusivity in recruitment** | **7%** |  |
| In this context, we are particularly interested in action to increase reach to those with protected characteristics underrepresented in engineering (particularly females, ethnic minorities, disabled people) as well as those from other underrepresented groups such as neurodivergent individuals, disadvantaged or NEET individuals, ex-offenders, etc.  Please explain what pipelines you intend to use for recruitment of the Scholars, highlighting specific outreach work with third party organisations who may connect you to groups currently underrepresented in engineering. Please provide examples of where you have achieved successful outcomes through the third party relationships identified here.  Please explain the methods you use to ensure that your recruitment and selection activities are inclusive and accessible to a diverse range of candidates.  Maximum word count: 800 Words | | |
| **Response (Q8):** | | |
| 1. **Programme evaluation** | **9%** |  |
| How will you demonstrate successful contract delivery to the ECITB at the end of the programme. This could include how you will set up, monitor and report back to ECITB:   * Attendance KPIs, including how you would drive and maintain good levels of attendance, * Retention of Scholars, * Work experience, * Progression data, * Awards and recognition of ECITB Scholars.   Note:   * ECITB would expect the attendance of the scholars to be at least 80% excepting genuine cases of authorised absence due to illness and scheduled work placement. * Progression success:   + Gold standard = apprenticeship or direct site hire with an employer on the ECITB register of leviable establishments. [Register-of-Leviable-Establishments-January-2023.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ecitb.org.uk%2Fwp-content%2Fuploads%2F2023%2F01%2FRegister-of-Leviable-Establishments-January-2023.xlsx&wdOrigin=BROWSELINK)   + Silver standard = apprenticeship or direct site hire with an engineering construction industry client.   + Bronze standard = apprenticeship or direct site hire with an employer in an allied sector or industry.   + Acceptable = progression into FE/HE in an engineering related subject.   Maximum word count: 800 words | | |
| **Response (Q9):** | | |
| 1. **Progression to a level 3 or equivalent apprenticeship** | **5%** |  |
| Quantifying and demonstrating Accredited Prior Learning (APL)/Recognised Prior Learning (RPL) derived from Scholarship programme for progression onto an apprenticeship.   * Using the Scholarship specification as a benchmark, please explain how you will determine how much RPL a candidate will gain from the Scholarship against a comparable level 3 apprenticeship. * Please provide an example for the ECITB which shows how much Apprenticeship levy would be drawn and the anticipated duration of the apprenticeship. Clearly state which Apprenticeship has been used, and if applicable (England only) state the STO reference number.   Note: English providers please use this link for further information - [Apprenticeships: initial assessment to recognise prior learning - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning)  Maximum word count: 300 words | | |
| **Response (Q10):** | | |

## SECTION THREE (3): Undertakings

When you have completed Sections 1 and 2, please confirm that:

You have fully answered all appropriate questions

[ ] YES [ ] NO

* Where required, you have provided examples/evidence

[ ] YES [ ] NO

* You have read and signed the section below [ ] YES [ ] NO
* You have read and agreed to the ECITB Scholarship Deed

[ ] YES [ ] NO

This section is to be completed and signed by a senior person who has the required authority on behalf of the organisation making this application.

My organisation in completing this Invitation to Tender, has considered the Lot Specification issued by ECITB and I/We certify that my/our organisation is interested in performing the services set out in the documentation.

I/We certify that the information supplied is accurate to the best of my/our knowledge.

I/We understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body.

I/We also understand that any such action will empower ECITB to cancel any contract currently in force and will result in the rejection of this application.

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| SIGNATURE (Person who is duly authorised on behalf of the organisation) |  |
| NAME: |  |
| JOB TITLE: |  |
| EMAIL: |  |
| TEL. NUMBER: |  |
| DATE: |  |