

10th January 2022

INVITATION TO TENDER

for

Tender for the provision of training and assessment materials for the Industrial Drone Operations in Engineering Construction Industry

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to submit tender offers 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.

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. 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 tender deadline.

Event	Date
Tenderers' Questions Period	To Friday 28 th January 2022
Tender Deadline	By 5.00 p.m. on Friday 11th February 2022
Evaluation / Post Clarification	Completed by 25 th February 2022
Contract Award	During week commencing 28 th February 2022
Anticipated Contract Start Date	During March 2022

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 responses will be circulated amongst

all parties which have 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).

4. Completed PQQ's and ITT's must be submitted to the Nominated Contact at the address stated below by the Tender Deadline.
5. 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.
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.
8. 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:	Reg Rudd
Position:	Product Development Manager
Address:	ECITB Office Suite KD3, 1st Floor KD Tower, Cotterells, Hemel Hempstead, Hertfordshire, United Kingdom HP1 1FW.
Telephone:	07880013436
E-mail:	Reg.rudd@ecitb.org.uk

General:

- a) Anticipated Contract duration.

The contract duration is anticipated to be 6 months running from March 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, would you please contact the Nominated Contact?

Yours faithfully,
For and behalf of the ECITB

Reg Rudd
Product Development Manager