

**INVITATION TO TENDER FORM**

**ECITB Introduction to Engineering Construction Programme 2019 (ITEC)**

Tenderers are requested to complete Sections 1, 2 and 3 of this Invitation to Tender Form.

The ECITB will evaluate and score the information provided by the tenderer for Sections One and Two of this document in accordance with the methodology described in the “Evaluation Methodology and Criteria” document

**ECITB Region …………………………………………………………..**

**Provider ………………………………………………………………….**

**Provider Contact Details ……………………………………………….**

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| Section 1 | 5 | 25 marks |

**SECTION ONE: Price Information**

Please insert below the single price/per group of learners to be charged under the proposed contract for the delivery of the practical skills and CCNSG components of the ECITB Introduction to Engineering Construction Programme.

1. All prices inserted in the **Price Matrix** must be inclusive of VAT.
2. For the avoidance of doubt, the prices inserted in **Price Matrix** below will represent the maximum amounts which will be contractually payable by the ECITB (including VAT) in respect of each group of learners.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Learners** | **Practical Skills Training (£’s)** | **CCNSG (£’s)** | **Total Group Cost (£’s)** |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |
| **13 to 18** |  |  |  |
| **18 to 24** |  |  |  |

**SECTION TWO: Non Price Information**

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| 1. Please provide details of which of the practical skills pathways detailed in **table 1** of the tender specification document you are able to deliver and provide evidence of the practical/workshop facilities where this element of the programme will be delivered.   Please detail how you intend to deliver the CCNSG Safety Passport. | 7 | 35 marks |
| 1. Please provide details of which of the Knowledge Qualifications detailed in **table 1** of the tender specification document you intend to deliver. Please also confirm that the identified Knowledge Qualification can be delivered within the programme duration and that your organisation is able to access public funding to deliver the identified Knowledge Qualification. | 4 | 15 marks |
| 1. Please outline any experience that your organisation has of delivering similar programmes and how you intend to successfully progress ITEC learners into a recognised Apprenticeship. | 4 | 20 marks |
| 1. Please detail how your organisation will recruit suitable applicants for the ECITB Introduction to Engineering Construction Programme. | 1 | 5 marks |

## SECTION THREE: Undertakings

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

* You have fully answered all appropriate questions YES/NO
* You have read and signed the section below YES/NO

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

My organisation in completing this Invitation to Tender, has considered the 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.

**SIGNATURE:** ………………………………………

*(who is duly authorised on behalf of the Company)*

**NAME:**  ………………………………………

*(please print name in block capitals)*

**DESIGNATION:** ………………………………………

**TEL. NUMBER:** ………………………………………

*(incl.STD code)*

**DATE:** …………………………………….