**Enterprise Cheshire and Warrington (ECW)**

**INVITATION TO TENDER**

**FOR**

**The Delivery of Decarbonisation Training Needs Analysis in support of Regional Skills Mapping**

**29th January 2025**

ECW REF: RSM\_TNA

Return Date of ITT: 12th February 2025

# SECTION 1 – The ECW Profile

Our ambition is for Cheshire and Warrington to be the UK’s healthiest, most sustainable, inclusive and growing economy.

Working in collaboration with local government, businesses, educational institutes and other public, private and community sector organisations, we help keep Cheshire and Warrington firmly on the map.

# SECTION 2 – Scope of Procurement

Enterprise Cheshire and Warrington (ECW) is seeking a provider or consortium to deliver Training Needs Analysis and Plans (TNAPs) for employers in energy-intensive industries across Cheshire West and Chester and the surrounding area. This work forms part of the North West Regional Skills Pilot, which supports businesses transitioning to clean energy solutions such as hydrogen, carbon capture, and renewable energy. Please note that a SIC code definition of Energy Intensive Industries can be found at Annex A. This definition will be a starting point for defining the beneficiary companies. We expect to work with the successful bidder to further refine and triangulate this definition.

The North West industrial cluster, particularly around Ellesmere Port, has a high concentration of energy-intensive industries critical to the region’s economy. These businesses must adapt to meet net-zero targets, which will require significant changes to their operations and workforce skills. The appointed provider will work with up to 20 employers (including at least five with over 100 employees). The TNAP for each organisation will:

* For existing job roles, identify and quantify the job roles that should receive support/professional development/retraining to facilitate the company’s clean energy transition.
* Where the need for such support is current, identify the provider(s) that can fulfil these training requirements and broker a relationship between the employer and the relevant provider(s)
* For new job roles, identify those that might best be filled.
* Propose a realistic timeline for the upskilling/retraining of all existing staff in scope.
* Identify training needs gaps that could be met through Phase 2 of the DESNZ Regional Skills Pilot.

A key focus will be connecting employers to publicly funded training options where possible, such as Further Education (FE) courses or Sector-Based Work Academy Programmes (SWAPs). Where gaps in provision exist, the provider will propose solutions working alongside ECW, stakeholders, and other associated consultants, to identify new interventions that could be delivered through Phase 2 of the Office for Clean Energy Jobs (OCEJ) Regional Skills Pilot, subject to funding approval.

All participating employers are expected to agree to engage in the programme of work by the first week of March 2025, with early stakeholder mapping undertaken by ECW during early February ahead of appointment of this tender. Training Needs Analyses will be completed by March 2025, with finalised Training Plans by April 2025 and connections to training providers in place by May 2025. Outcomes will be shared with the North West Net Zero Hub, OCEJ, DESNZ, and regional stakeholders to support the North West’s transition to clean energy. These partners, alongside other critical organisations that will be required to be consulted to ensure the success of this project such as the ECITB, EET, and Progressive Energy have been consulted whilst developing this brief and would also need to be engaged by the successful tenderer for this project.

The successful provider must demonstrate experience in engaging employers and training providers, delivering training needs assessments at pace, and navigating publicly funded skills programmes. Familiarity with industrial decarbonisation challenges and the North West’s clean energy priorities will be advantageous.

**Project management**

Day to day project management will be provided by Michael Wolffe, Net Zero Programme Manager at ECW.

The appointed provider should make allowance for regular check-ins with the lead officer/s, and liaison via telephone and e-mail with officers and key stakeholders as necessary.

**Budget**

A budget of up to £55,000 excl. VAT is available.

Suppliers should quote against each activity in the pricing form provided, which must also show the daily rates for key members of staff / key delivery roles.

**Consortium bids are welcomed provided there is a clear division of roles and responsibilities, and confirmation of which party will be the nominated lead.**

We envision that all employer beneficiaries will have agreed to participate by the first week of March 2025, with Training Needs Analyses completed by end March 2025, and completion of Training Plans and brokerage support completed by the end of April 2025.

# SECTION 4 – Award Criteria

**4.1** **Award Criteria**

The Contract will be awarded on the basis of the following weighted award criteria:

|  |  |  |
| --- | --- | --- |
|  | **Award Criteria** | **Weighting** |
| **4.1.1** | **Conformance to Specification**  Submissions which do not, in the opinion of ECW, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation. | **PASS/FAIL** |
| **4.1.2** | **Technical Merit (Quality)** | **75%** |
| **4.1.3** | **Value for money** | **25%** |
|  | **TOTAL** | **100%** |

The **Technical Merit** criteria is made up of the following sub-criteria:

|  |  |  |
| --- | --- | --- |
| **4.1.2.1** | Approach and methodology for the commission | **25%** |
| **4.1.2.2** | Track record and experience with similar skills projects | **15%** |
| **4.1.2.3** | Capacity/capability in the delivery of TNAs in the relevant occupational areas | **20%** |
| **4.1.2.4** | Approach to project management and quality assurance, including a project plan and timescale | **15%** |

Technical scores from the Tender stage will then be added together to give a total **technical score out of** **75 %** which will then be added to the **Value for money score (out of 25 %) to give an overall score of 100%.**

* 1. **Supplier Evaluation**

The evaluation of submissions will be on the criteria listed below in **section 4.** The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

**4.2.1 Value for money (25%)**

**The value for money criteria carries a weighting of 25%** of the overall achievable score. The supplier must provide an economically sound and commercially attractive proposal offering outstanding customer service and satisfaction.

Indication of any additional outputs or outcomes as part of the project/delivery plan or other considerations regarding value for money, including highlighting any social value that will be generated in delivery of the project outputs.

Please see Appendix 2 Pricing Schedule to be completed and returned by all suppliers.

4.2.2.1 Prices submitted as part of this ITT must remain open for acceptance for a minimum of 120 days from the closing date for the receipt of offers.

4.2.2.2 Prices must be exclusive of VAT. Please see Appendix 2 for Pricing schedule that should be completed and returned as part of your tender response.

4.2.2.3 The contract price will be fixed for the duration of the contract.

4.2.2.4 Bidders must demonstrate how their proposals represent overall value for money and how they will assist ECW with cost initiatives.

**4.2.2 Technical Merit (Quality) (75%)**

Quality – **This carries a weighting of 75%** of the overall achievable score and is broken down into the following areas and respective weightings.

**WEIGHTING**

**1. COMPANY DETAILS**

**i) – iv)** **Provide company details** Information only

**2. UNDERSTANDING THE BRIEF** **Yes/No**

**3. APPROACH AND METHODOLOGY FOR THE COMMISSION** **25%**

**i)** **Outline your approach to this project including:**

* **how you will identify, engage and enrol employers for TNAPs;**
* **your approach to acquiring data from an employer and working with employer data;**
* **your approach to delivering a TNAP with a participating employer;**
* **how you will broker publicly funded training where this is needed;**
* **how you will identify gaps between existing skills provision and business need to facilitate the clean energy transition.**

**ii) Please describe your understanding of the impact of the clean energy transition on particular occupations and the type of skills support that is likely to be required as a consequence, and how you would ensure a consistent approach across the diverse skillsets required in different organisations to facilitate the clean energy transition..**

**4. TRACK RECORD AND EXPERIENCE** **(15%)**

**i)** **Describe your experience with relevant similar projects with employers in these sectors**

**5. CAPACITY/CAPABILITY** **(20%)**

**Please describe the staff that you will deploy to deliver this project – their qualifications, professional accreditations, skills and experience. Please describe how much staff time (by staff type/named member of staff) will be deployed to support the delivery of the project.**

**6. APPROACH TO PROJECT MANAGEMENT AND QUALITY ASSURANCE** **(15%)**

**i)** **Describe your approach to project management, and how you will approach quality assurance for this project.**

**ii)** **Please provide your project plan and the timetable for completion of this work.**

**7. VALUE FOR MONEY**  **(25%)**

**i). Please indicate any additional outputs or outcomes you anticipate as part of your project/delivery plan or other considerations regarding value for money, including highlighting any social value that will be generated in delivery of the project outputs. Social value additions could promote equality, diversity, and inclusion, accounting for both protected characteristics and broader concerns such as socioeconomic background, rurality, etc.**

Please see Appendix 3 Supplier Technical Questions & Answer sheet to be completed and returned by all suppliers.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements might render a tender liable to disqualification.

**NOTE: If any criteria within the specification document are classed as non-compliant ECW will not be able to take your tender through to the next stage. If, however, you state that you are non-compliant and are able to provide an alternative solution, ECW reserve the right to consider the alternative solution. No guarantee will be given that the alternative solution will be accepted.**

* 1. **Scoring Principles**

Submitted Tenders will be assessed against the above criteria and scored using the following points system principles:

|  |  |
| --- | --- |
| **Scoring criteria** | **Score** |
| Failure to respond or irrelevant information which fails to meet the requirement | 0 |
| Response is inadequate, significantly failing to meet the requirements | 1 |
| Response is unsatisfactory partially meets the requirement | 2 |
| Response is acceptable and meets the minimum requirement | 3 |
| Response is good - better than merely acceptable | 4 |
| Response is excellent, exceeds the requirement and gives added value | 5 |

Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of ECW are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Technical scores will be added together to give a total **technical score out of** **75%** which will then be added to the **Value for money score (out of 25%) to give an overall score of 100%.**

# SECTION 5 – Submission requirements and timetable

**5.1** **Closing Date & Submission**

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is (**16:00 hours**) 12th February 2025. Late submissions will not be accepted.

Submissions will only be accepted if they are returned via email to tenders@cheshireandwarrington.com Bidders should not send their completed submissions to/copy in any other email address.

Tenderers are advised that it is **compulsory** to complete and return **all** of the following documents in the format provided as per the instructions of this ITT. All questions must be answered, where a question does not apply please state “Not applicable”. Failure to complete the documents in full and/or provide all documentation will result in a non-compliant tender submission and will mean that your tender is not considered.

1. **Form of Tender Declaration (Appendix 1)**
2. **Pricing Schedule (Appendix 2)**
3. **Supplier Technical Questions & Answer Sheet (Appendix 3)**

**5.2** **Tender Queries**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email through to: tenders@cheshireandwarrington.com no later than **5th February 2025**. Only questions submitted to this email address will be answered. Queries received after this date will not be accepted and will not be responded to.

It would be most helpful if queries could be submitted in one email rather than piecemeal. If any question or request for clarification is considered to be of material significance, both the question and the response may be issued for review by all potential providers in a suitably anonymous form. All communication received from potential providers will be treated in strict confidence but are subject to this paragraph.

* 1. **Proposed Schedule of Events**

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as ECW reserves the right to extend and / or amend the timetable as necessary. Any major changes will be communicated to all potential tenderers.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Invitation to Tender (ITT) Live | Wednesday 29th January 2025 |
| Deadline for queries | Wednesday 5th February 2025 |
| ECW response to queries via email to all tenderers | Friday 7th February 2025 |
| Tender submission deadline | Wednesday 12th February 2025 |
| Evaluation of submissions | Thursday 13th February 2025 |
| Interviews | Monday 17th February 2025 |
| Bidders notified of contract award | Tuesday 18th February 2025 |
| Contract signing | Wednesday 19th February 2025 |
| Contract to start | Wednesday 19th February 2025 |

**5.4**  **Instructions to tenderers**

Bidders:

* Shall either destroy or return all documentation related to the tender process if ECW so directs
* Shall ensure that tenders are both technically and arithmetically correct. Should ECW discover any arithmetical errors in the bidder’s tender prices then these shall be pointed out to the bidder who shall immediately correct the errors or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of ECW
* Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the bidder states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected
* Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included

The contract will be entered into on the basis of the total tender package (inclusive of VAT) which will be included as part of the Contract Documents including any amounts or additions made and agreed during the tender proposal assessment period. ECW reserves the right not to contract or contract only in part with any bidder.

The information supplied within this ITT and accompanying documents reflects ECW’s current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

* ECW does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
* ECW does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any bidder;
* Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
* Neither this ITT nor any information supplied by ECW should be relied on as a promise or representation as to its future requirements;
* This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions

ECW reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

# SECTION 6 – Terms and conditions of tender submissions

Please see below for the terms and conditions of this tender. Through submitting a bid on this tender, you are committing to meet and abide by these terms and conditions:

**6.1** **Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance, but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by ECW commits ECW to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. ECW is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in ECW’s procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of ECW in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with ECW during the bidding process should only be via the contact stated within this ITT. Respondents shall not offer or give any consideration of any kind to any employee or representative of ECW as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with ECW.

* 1. **Material Misrepresentation**

ECW shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

* 1. **Collusive Bidding**

Collusive bidding is unacceptable to ECW. Any tenderer that is caught by ECW to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

**a).** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or

**b).** Communicates to any person other than ECW the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance) or,

**c).** Enters into any agreement or arrangement with any other person\* that he shall refrain from bidding or as to the amount of any bid to be submitted, or

**d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to ECW and without prejudice to any criminal liability which such conduct by a bidder may attract)

\*NB Sub-contracting is permissible where the bidder believes that this will enhance their proposal, however this must be clearly stated.

* 1. **Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

* 1. **TUPE**

The following provisions regarding TUPE are extremely important. Please ensure that you read them carefully.

ECW expects that TUPE will **not** apply to this contract.

In cases of TUPE Tenderers are advised to seek independent professional advice on the effect of TUPE. Tenderers must be prepared to accept all liabilities which may arise as a consequence of the application of TUPE, should it apply. ECW takes no liability in regards to inaccuracy of TUPE information provided in this tender.

When submitting a Tender, Tenderers are required to include all costs relating to TUPE in their submission.

* 1. **Data Protection Act Compliance**

The successful bidder must comply with the UK General Data Protection Regulations (UK GDPR) and all applicable law concerning the processing of personal data and privacy. Full contract terms can be found within the terms and conditions (see Appendix 5).

ECW’s privacy notice can be found at: https://cheshireandwarrington.com/privacy-policy/

**6.7 Social Value**

ECW’s vision to be the healthiest, most sustainable, inclusive and growing economy in the UK, closely aligns to the Government’s social value priorities.

Under the Public Services (Social Value) Act 2012 ECW must consider:

1. how what is being procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and
2. how, in conducting the process of procurement, it might act with a view to securing that improvement.

In addition, the National Procurement Policy Statement (National\_Procurement\_Policy\_Statement.pdf (publishing.service.gov.uk) sets out the following national priorities that should be considered alongside individual local priorities:

* creating new businesses, new jobs and new skills;
* tackling climate change and reducing waste, and
* improving supplier diversity, innovation and resilience.

All successful suppliers must be willing to work closely with ECW throughout the contract duration to assist them in achieving both their vision and their social value obligations.

ECW reserve the right to incorporate social value commitments made by the supplier as part of their tender submission into the resultant final contract.

# APPENDIX 1 - FORM OF TENDER – TO BE COMPLETED AND RETURNED

**Declaration by Tenderer**

**ITT Title: The Delivery of Decarbonisation Training Needs Analysis in support of Regional Skills Mapping**

1. I, *[insert name]*, certify that I am the person duly authorised to sign tenders for and on behalf of *[insert company name],* the tenderer, and having read the documents, offer to supply the goods, services or works:

* as set out in the specification and accompanying tender documents, samples and/or drawings
* under the terms and conditions indicated
* at the price (or prices) specified in the attached tender documentation

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.

3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:

* Communicate to a person other than ECW, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
* Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
* Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above

4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.

5. I understand that ECW reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as ECW may decide. ECW is not bound to accept the lowest or any tender.

6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.

7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by ECW.

|  |  |
| --- | --- |
| Authorised Signatory |  |
| Date |  |
| Name in BLOCK LETTERS |  |
| Job Title |  |
| Telephone Number |  |
| E-mail address |  |

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time. Use the checklist to ensure that you have submitted the relevant documents.

# APPENDIX 2 – PRICE SCHEDULE – TO BE COMPLETED AND RETURNED

Activities 2 and 4 (see the specification - Annex 1 - for further detail) should be priced individually below:

***Activity 2:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Broken down by role** |  |  |  |
| **Staff role/Name** | **Amount of time to be spent on project** | **day rate** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Attendance at meetings** | **Number of meetings** | **Rate** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel and subsistence** | |  |  |
| **Other costs: please specify** | |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Tendered Price (exc of VAT)** | | |  |

***Activity 3:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Broken down by role** |  |  |  |
| **Staff role/Name** | **Amount of time to be spent on project** | **day rate** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Attendance at meetings** | **Number of meetings** | **Rate** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel and subsistence** | |  |  |
| **Other costs: please specify** | |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Tendered Price (exc of VAT)** | | |  |

NB: The price schedule may be returned on an excel spreadsheet.

# APPENDIX 3 - SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET – TO BE COMPLETED AND RETURNED

**1. COMPANY DETAILS**

**Please provide company details within the table below:**

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| 1(i) | Full name of the potential supplier submitting the information |  |
| 1(ii) | Registered office address (if applicable) |  |
| 1(iii) | Registered website address (if applicable) |  |
| 1(iv) | Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| 1(v) | Date of registration in country of origin |  |
| 1(vi) | Company registration number (if applicable) |  |
| 1(vii) | Charity registration number (if applicable) |  |
| 1(viii) | Head office DUNS number (if applicable) |  |
| 1(ix) | Registered VAT number |  |

1. **UNDERSTANDING THE BRIEF YES/NO (for use by scorer only)**

**3. APPROACH AND METHODOLOGY FOR THE COMMISSION (25%)**

1. **Outline your approach to this project including**

* **how you will identify, engage and enrol employers for TNAPs;**
* **your approach to acquiring data from an employer and working with employer data;**
* **your approach to delivering a TNAP with a participating employer;**
* **how you will broker publicly funded training where this is needed;**
* **how you will identify gaps between existing skills provision and business need to facilitate the clean energy transition.**

ANSWER FEEDBACK

**ii) Please describe your understanding of the impact of the clean energy transition on particular occupations and the type of skills support that is likely to be required as a consequence, and how you would ensure a consistent approach across the diverse skillsets required in different organisations to facilitate the clean energy transition.**

ANSWER FEEDBACK

**4. TRACK RECORD AND EXPERIENCE (15%)**

1. **Describe your experience with relevant similar projects with employers in these sectors**

ANSWER FEEDBACK

**5. CAPACITY AND CAPABILITY (20%)**

**i). Please describe the staff that you will deploy to deliver this project – their qualifications, professional accreditations, skills and experience. Please describe how much staff time (by staff type/named member of staff) will be deployed to support the delivery of the project.**

ANSWER FEEDBACK

**6. APPROACH TO PROJECT MANAGEMENT AND QUALITY ASSURANCE (15%)**

**i). Describe your approach to project management, and how you will approach quality assurance for this project.**

ANSWER FEEDBACK

**ii). Please provide your project plan and the timetable for completion of this work**

ANSWER FEEDBACK

**7. VALUE FOR MONEY (25%)**

**i). Please indicate any additional outputs or outcomes you anticipate as part of your project/delivery plan or other considerations regarding value for money, including highlighting any social value that will be generated in delivery of the project outputs. Social value additions could promote equality, diversity, and inclusion, accounting for both protected characteristics and broader concerns such as socioeconomic background, rurality, etc.**

ANSWER FEEDBACK

# APPENDIX 5 – CONDITIONS OF CONTRACT

ECW contract for the Supply of Services shall form the basis of the main terms and conditions of the contract (see attached document). The successful bidder must thoroughly read, agree and comply with the Contract Terms & Conditions Agreement.

Contractors Induction Checklist provided in tender documentation will form part of the contract.

Annex 1 SIC Definition of Energy Intensive Industries

|  |  |
| --- | --- |
| **Description of activity** | **SIC** |
| Mining of hard coal | 5.1 |
| Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate | 8.11 |
| Operation of gravel and sand pits; mining of clays and kaolin | 8.12 |
| Other mining and quarrying not elsewhere classified | 8.99 |
| Processing and preserving of poultry meat | 10.12 |
| Manufacture of grain mill products | 10.61 |
| Manufacture of prepared feeds for farm animals | 10.91 |
| Manufacture of malt | 11.06 |
| Preparation and spinning of textile fibres | 13.1 |
| Weaving of textiles | 13.2 |
| Manufacture of knitted and crocheted fabrics | 13.91 |
| Manufacture of carpets and rugs | 13.93 |
| Manufacture of non-wovens and articles made from non-wovens, except apparel | 13.95 |
| Manufacture of other technical and industrial textiles | 13.96 |
| Manufacture of other textiles not elsewhere classified | 13.99 |
| Manufacture of other wearing apparel and accessories | 14.19 |
| Manufacture of knitted and crocheted hosiery | 14.31 |
| Manufacture of other knitted and crocheted apparel | 14.39 |
| Tanning and dressing of leather; dressing and dyeing of fur | 15.11 |
| Sawmilling and planing of wood | 16.1 |
| Manufacture of veneer sheets and wood-based panels | 16.21 |
| Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials | 16.29 |
| Manufacture of paper and paperboard | 17.12 |
| Manufacture of corrugated paper and paperboard and of containers of paper and paperboard | 17.21 |
| Manufacture of household and sanitary goods and of toilet requisites | 17.22 |
| Manufacture of wallpaper | 17.24 |
| Manufacture of refined petroleum products | 19.2 |
| Manufacture of industrial gases | 20.11 |
| Manufacture of other inorganic basic chemicals | 20.13 |
| Manufacture of other organic basic chemicals | 20.14 |
| Manufacture of fertilisers and nitrogen compounds | 20.15 |
| Manufacture of plastics in primary forms | 20.16 |
| Manufacture of synthetic rubber in primary forms | 20.17 |
| Manufacture of man-made fibres | 20.6 |
| Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres | 22.11 |
| Manufacture of other rubber products | 22.19 |
| Manufacture of plastic plates, sheets, tubes and profiles | 22.21 |
| Manufacture of plastic packing goods | 22.22 |
| Manufacture of other plastic products | 22.29 |
| Manufacture of flat glass | 23.11 |
| Manufacture of hollow glass | 23.13 |
| Manufacture of glass fibres | 23.14 |
| Manufacture and processing of other glass, including technical glassware | 23.19 |
| Manufacture of refractory products | 23.2 |
| Manufacture of ceramic tiles and flags | 23.31 |
| Manufacture of bricks, tiles and construction products, in baked clay | 23.32 |
| Manufacture of other technical ceramic products | 23.44 |
| Manufacture of other ceramic products | 23.49 |
| Manufacture of cement | 23.51 |
| Manufacture of lime and plaster | 23.52 |
| Manufacture of plaster products for construction purposes | 23.62 |
| Manufacture of fibre cement | 23.65 |
| Manufacture of other non-metallic mineral products not elsewhere classified | 23.99 |
| Manufacture of basic iron and steel and of ferro-alloys | 24.1 |
| Manufacture of tubes, pipes, hollow profiles and related fittings of steel | 24.2 |
| Cold drawing of bars | 24.31 |
| Cold rolling of narrow strip | 24.32 |
| Cold drawing of wire | 24.34 |
| Aluminium production | 24.42 |
| Lead, zinc and tin production | 24.43 |
| Copper production | 24.44 |
| Other non-ferrous metal production | 24.45 |
| Casting of iron | 24.51 |
| Casting of steel | 24.52 |
| Casting of light metals | 24.53 |
| Casting of other non-ferrous metals | 24.54 |
| Manufacture of light metal packaging | 25.92 |
| Manufacture of electronic components | 26.11 |
| Manufacture of batteries and accumulators | 27.2 |
| Manufacture of other electronic and electric wires and cables | 27.32 |
| Manufacture of machinery for metallurgy | 28.91 |