

Invitation to Tender Specification

**Tender for the provision of rebranding and initial review of several ECITB short courses**

(Ref: CML01-21)

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in these documents, which describe the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

**1. Background**

ECITB has refreshed its branding and there are a number of existing training courses that are still in the old branding. All the contents of these courses, including word, pdf and PowerPoint all require refreshing to match the new branding. At the same time the ECITB wishes the contractor to also update any out-of-date diagrams, clipart and photos and to also consider the content of each course and submit a 1 to 2 side document with recommendations for updates that could be made to the course content.

The updated course materials and recommendations will be supplied to ECITB by the successful bidder.

**2. Definitions**

In this specification the following terms shall have the following meanings:

**“short courses”** means all of the material that are part of the following courses:

* Managing risk as part of a project
* Project document managers
* Chargehand development
* Presentation skills
* Coaching skills
* NAECI industrial relations

<https://www.ecitb.org.uk/about-us/>

**3. Scope**

The scope is to cover the rebrand, refresh and review of all of the materials for each of the short courses listed below. Will accept tenders to refresh some or all of the courses:

* Managing risk as part of a project
* Project document managers
* Chargehand development
* Presentation skills
* Coaching skills
* NAECI industrial relations

**4. The Services**

The Contractor will:

4.1 Rebrand all of the material that forms each short course

4.2 Identify and update out of date clipart, graphics and photos in all of the material for each short course – taking into consideration the requirements for diversity and inclusion and aim to ensure there is no unconscious bias in the content

4.3 consider the content of the course, identify potential recommendations for updates that could be made to the course content and put the recommendations in a 1 to 2 side document or 6-8 slide PowerPoint or other similar format.

4.4 attend a kick-off meeting and a review of deliverables meeting.

The bidder must provide a costed estimate of the number of days to rebrand, refresh and review each individual short course and how they would deliver this work.

**Tenders should include a fixed price or a per-head price for the work listed under in 4.1, 4.2, 4.3 and 4.4**

**5. Additional Services**

ECITB may request Additional Services (as defined in the Form of Contract) from the Contractor.

Attend additional meetings with ECITB.

**Tenders should include day rates for the provision of additional services.  where appropriate identify different rates, e.g. rates for attending meetings,   development of additional materials, or support activities.**

**6. Expenses**

Any expenses incurred by the Contractor in the performance of the contract, such as hotel costs and air/rail travel, will only be reimbursed by ECITB if:

* they are reasonable
* they are agreed in advance with the Project Manager
* claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB’s policy to agree exceptional expenses on the following basis:

* Rail journeys - Standard Class
* Car mileage - Not to exceed 45p per mile, all inclusive
* Airfares - economy class
* Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
* Hotels - Up to 3 star.

**Agreed expenses will be reimbursed on an ‘as incurred’ basis and should not be included in any tender costings.**