

## INVITATION TO TENDER

for

### **The Contract for the provision of the training and assessment of Apprentice learners recruited in 2017 in the Offshore ECITB Region.**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite tender offers for the contract mentioned above. Full details are attached in the tender pack, which comprises the following items:

1. This notice, which sets out instructions to tenderers and other information relating to the process;
2. A specification describing the services required;
3. Pre-Qualification Questionnaire (PQQ)
4. An Invitation to Tender Document (ITT)
5. Statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions;
6. The form of the proposed contract;
7. Tender Clarification Request Form.
8. Appendix A (to the specification) –Modern Apprenticeship Framework in Engineering Construction .
9. Appendix B (to the specification) – Craft and Technician Assessment Strategy

If you cannot access 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](http://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 deadline.

Event	Date
Tenderers Question Period	To Wednesday 19 <sup>th</sup> April 2017
Tender Submission Deadline	By 5.00pm on Friday 21 <sup>st</sup> April 2017
Evaluation/Post Clarification	By Friday 26 <sup>th</sup> May 2017
Contract Award	July 2017
Anticipated Contract Start Date	Monday 4 <sup>th</sup> September 2017

3. The PQQ and ITT must be returned in the following formats:

- One original hard copy PQQ and ITT (marked “ORIGINAL”) in a plain envelope. No hard copy tender will be considered if it bears any name, mark or postal franking indicating the name of the sender. It must be delivered to the nominated contact at the address shown below.

AND

- One electronic copy (on a CD or by email to the nominated contact whose details appear below)
4. 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 response will be circulated amongst all parties which have shown an interest in tendering. Questions on Tender Clarification Request Forms should be submitted to the nominated contact (below).
5. Completed PQQ’s and ITT’s must be submitted to the nominated contact at the address stated below by the tender deadline.
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.

### Nominated Contact

Details of the nominated contact for this tender are as follows:

Name:	Mr Martin Eatough
Position:	Head of Apprenticeships & Provider Management
Address:	Blue Court, Church Lane, Kings Langley, Herts, WD4 8JP
Telephone:	07795 236454
E-Mail:	<a href="mailto:Martin.eatough@ecitb.org.uk">Martin.eatough@ecitb.org.uk</a>

**General:**

a. Anticipated Contract Duration

The contract duration is anticipated to be no longer than 4years running from the contract start date in 2017 to a contract end date in 2021.

b. The Form of the proposed Contract

Upon acceptance by the ECITB of a tender it is a condition of the acceptance that the successful tenderer executes a contract in the same format as the attached Form of Contract.

If you should have any questions relating to the process outlined in this letter, please contact the Nominated Contact.

Yours faithfully

For and on behalf of the ECITB

A handwritten signature in blue ink that reads "Martin Eatough". The signature is written in a cursive style with a long, sweeping tail on the letter 'g'.

Martin Eatough

Head of Apprenticeships and Provider Management

April 2017.