

1st September 2023

INVITATION TO TENDER

for

Tender for the provision of project management support for the delivery of the Connected Competence programme for the 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. The ECITB Service Agreement
7. Tender Clarification Request form.
8. The Approved Provider and Contractor Finance and Legal Information Questionnaire

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.

Output	Date
Tender begins	1 Sep 23
Question period ends	11 Sep 23
Tender deadline	15 Sep 23
Evaluation deadline	22 Sep 23

Anticipated contract award	25 Sep 23
Anticipated contract start	1 Oct 23
Target completion date	31 Jan 2024

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 been 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:	Lynsey Benson
Position:	Senior PM Connected Competence
Address:	ECITB Office F15, Kings House Business Centre Home Park Estate, Station Road Kings Langley, Hertfordshire, WD4 8LZ
Telephone:	07966060998
E-mail:	Lynsey.Benson@ecitb.org.uk

General:



9. Anticipated Contract duration.

The contract duration is anticipated to be 40 days running from Sep 2023 to January 2024.

10. 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

Lynsey Benson
Senior PM Connected Competence