

1. Instructions to Tenderers (ITT)

Application Timetable

The Commonwealth Entrepreneurship Fellowship issued its tender on Tuesday 6th August. It will remain open until **Monday 16th September at 10:00 (BST)**. Please note, this has changed from the initial deadline. Applications submitted after this deadline will not be considered.

Action	Date
Tender opens	6 th August
Tender Clarifications Deadline	20 th Aug 10 AM (BST)
Clarifications Responses Deadline	27 th August
Tender Submission Deadline	16th September at 10AM (BST)

Tenderers can submit clarification questions to the CSC until the Tender Clarifications Deadline. The CSC will endeavour to publish rolling responses to any questions submitted. Responses will be available for all tenderers to read on the online portal alongside the tender pack. Clarifications should be submitted to susie.burpee@cscuk.org.uk

Submitting an Application

All applications should be submitted to the CSC via this online form:

[Entrepreneurship TLP Bidding Form -2024](#)

A representative of all organisations wishing to apply will need to register to use our online system and receive a passkey from the CSC to access the application system. To complete the full registration, please send a request to susie.burpee@cscuk.org.uk

Required Documentation

At the point of application you will be required to submit the contact details of yourself and your organisation(s) and the following documentation:

1. A delivery plan (up to 6 A4 sides) designed to meet the aims of the fellowship outlined in the specification, including:
 1. Details of proposed activities, intended learning outcomes for each activity and accessibility requirements.
 2. Details of the proposed location of the in-person portion of the programme and a participant recruitment strategy.
 3. Timeline of delivery
2. A cover letter (up to 2 A4 sides) that includes:

1. Details of your organisation's expertise in delivering entrepreneurial training
2. Details of your organisation's experience delivering in a virtual/remote setting and in an international context
3. Details of your organisation's motivation for participating in this programme
3. Curriculum Vitae(s) (CV) (up to 2 A4 pages per CV) of programme leads
4. A budget that aligns to the stated delivery plan and team profile provided in Pound Sterling (GBP)
5. Contact details of two referees

Please note:

- Documents should be submitted in Arial font in a minimum size of 11

Evaluation Criteria:

1. Alignment of delivery plan to the programme objectives
2. Expertise and experience of the proposed Delivery Partner
3. Accessibility and inclusiveness of the programme activities/plan
4. Value for money