



College of
Policing

College of Policing
Central House
Beckwith Knowle
Otley Road
Harrogate
HG3 1UF

college.police.uk

T 01423 876999
contactus@college.pnn.police.uk

To the Law & Criminology Editor

Date
3 May 2016

Ref
ITQ/S0174

Dear Sir, Madam,

**INVITATION TO QUOTE
for exclusive rights to publish College Endorsed Manuals for the
National Police Promotions Framework Step Two Legal
Examinations (Sergeant and Inspector) and the National
Investigators' Examination**

You are invited to submit a quote to the College of Policing or its representatives, hereinafter referred to as the College.

Enclosed are the Invitation the Quote and Draft Contract as well as instructions for bidding.

Please read the instructions on the bidding procedures carefully as failure to comply with them may invalidate your Bid. Your Bid must be submitted by First Class Post to the College of Policing, F.A.O. Helen Slimmon, the Selection & Assessment Unit, Central House, Beckwith Knowle, Otley Road, Harrogate, HG3 1UF, no later than Tuesday 31 May 2016 at 12:00.

You must include a cover letter, and mark each page of your bid with the ITQ reference nr **ITQ/S0174/[your company name]**.

Bids received after this date and time may not be considered.

ITQ/S0174



The timescales for the bidding activity are as follows:

Timescale	Date
Invitation to Quote Issued	Tuesday 3 May 2016
Deadline for clarification questions	Tuesday 17 May 2016 at 16:00
Submission of Quotations deadline	Tuesday 31 May 2016 at 12:00
Evaluation	Monday 1 June 2016 onwards
Contract award notification	Monday 20 June 2016 or as soon as possible after that date
Contract start date	Thursday 1 September 2016

If you have any questions about the tendering procedure or the information provided, please contact Ms Sue Clay at sue.clay@college.pnn.police.uk in the first instance, who will direct queries to the person responsible.

I look forward to your response.

Yours faithfully,

CORA BURKE
COMMERCIAL OFFICER,
BUSINESS DEVELOPMENT

0800 496 3322
cora.burke@college.pnn.police.uk
sales@college.pnn.police.uk



Schedule A: General Instructions

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. All enquiries, questions or requests for clarification by Tenderers should be submitted the following email address:

sales@college.pnn.police.uk

The subject line should include the ITQ reference **ITQ/S0174/[your company name]**.

All other enquires and questions should be addressed to Ms Sue Clay, Business Co-ordinator CAA, whose email address is:

sue.clay@college.pnn.police.uk

The subject line of all communications should include the ITQ reference ITQ/S0174/[your company name].

Please note that references to the College throughout these documents means the College of Policing Ltd.

This Invitation to Quote (ITQ) sets out the information which is required by the College in order to establish and assess in detail, the organisation approach, delivery approach and technical approach of the bidders and their proposed solutions.

Bidders should note that direct or indirect canvassing of any Board member, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any Board member, public sector employee or agent concerning this ITQ may result in the disqualification of the Bidder from consideration for this requirement.

No information contained in this ITQ, or in any communication made between the College and any Bidder in connection with this ITQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this ITQ. The College reserves the right to change without notice the basis of, or the procedures for, this bidding process or to terminate the process at any time. Under no circumstances shall the College incur any liability in respect of this ITQ or any supporting documentation.



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Bidders will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this ITQ. For the avoidance of doubt, the College shall have no liability whatsoever to potential Providers for the costs of any amendments, changes, discussions or communications.

In assessing the answers to the following questions, the College will be seeking evidence of the Bidder's suitability in relation to the requirement in terms of technical and professional ability and commercial offering. Evaluation criteria will be a combination of both commercial and non-commercial factors.