



5<sup>th</sup> November 2020

## INVITATION TO TENDER

for

### **The Contract for the provision of three courses in behavioural project management (“The Active Cup” 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, along with Annex A for details;
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 form of the proposed Contract to be used if development is required;
7. Tender Clarification Request form.

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](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 tender deadline.

Event	Date
Tenderers’ Questions Period	To Friday 20 <sup>th</sup> November 2020
<b>Tender Deadline</b>	<b>By 5.00 p.m. on Friday 27<sup>th</sup> November 2020</b>
Evaluation / Post Clarification	Completed by 4 <sup>th</sup> December 2020
Contract Award	During week commencing 7 <sup>th</sup> December 2020
Anticipated Contract Start Date	During week commencing 7 <sup>th</sup> December 2020

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 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:	Steve Franklin
Position:	Head of Products
Address:	Blue Court, Church Lane, Kings Langley, Herts WD4 8JP
Telephone:	07976 752295
E-mail:	<a href="mailto:steve.franklin@ecitb.org.uk">steve.franklin@ecitb.org.uk</a>

**General:**

- a) Anticipated Contract duration.

The contract duration is anticipated to be 12 months running from December 2020 to December 2021, with the initial development phase lasting up to 3 months.



b) The form of the proposed Contract.

Upon acceptance by the ECITB of a tender *which includes development* it is a condition of the acceptance that the successful tenderer executes a contract in the same form as the enclosed Form of Contract.

If there is little or no development work required 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

Steve Franklin  
Head of Products