



Invitation to Tender Letter

Contract Reference: SP02-23

ECITB Websites hosting, maintenance, and refresh.

Sam Patient

Head Of IT

M +44 (0) 7485399067

E email sam.patient@ecitb.org.uk

Engineering Construction Industry Training Board

Office F15, Kings House Business Centre

Home Park Estate, Station Road

Kings Langley, Hertfordshire, WD4 8LZ

Tender Letter

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 Invitation to Tender (ITT) Specification describing the services required.
3. A Pre-Qualification Questionnaire (PQQ).
4. An Invitation to Tender (ITT) Schedule on which to submit your response.
5. Statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions.
6. 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.

The Engineering Construction Industry Training Board (ECITB) is the employer-led skills, standards and qualifications body for the development of the engineering construction workforce of Great Britain. An arms-length body of the UK Government, the ECITB reports to the Department for Education.

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.

Event	Date
Tenderers' Questions Period	8 th December
Tender Deadline	22nd December
Evaluation / Post Clarification	10 th January
Interviews	Week commencing 15 th January
Contract Award	25 th January
Anticipated Contract Start Date	Immediate

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. 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.
6. The ECITB will conduct supplier interviews.
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: Sam Patent
Position: Head of IT
Address: Office F15, Kings House Business Centre, Station Road, Kings Langley, Hertfordshire, WD4 8LZ
E-mail: sam.patient@ecitb.org.uk

General.

- a) Anticipated Contract duration.

The contract duration is anticipated to be 36 months running from Jan 2024 to Jan 2027.

- b) 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.

Best Wishes,

Sam Patient
Head Of IT
M +44 (0) 7485399067
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