

**INVITATION TO TENDER FORM**

**ECITB 2021 Scholarship Programme (Scotland)**

Tenderers are requested to complete Sections 1, 2 and 3 of this Invitation to Tender Form.

The ECITB will evaluate and score the information provided by the tenderer for Sections One and Two of this document in accordance with the methodology described in the “Evaluation Methodology and Criteria” document

**Provider ………………………………………………………………….**

**Provider Contact Details ……………………………………………….**

**Programme (Discipline/s and Location) Note: You can select individual or multiple disciplines for a given location.**

**………………………………………**

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| Section 1 | 10 | 50 marks |

**SECTION ONE: Price Information**

Please insert below the single price per learner to be charged under the proposed contract for the delivery of the Practical Skills Training, CCNSG Safety Passport and ECITB Foundation and Work Based Knowledge and Practical Test components of the ECITB Scholarship Programme.

1. All prices inserted in the **Price Matrix** must be inclusive of VAT.
2. For the avoidance of doubt, the prices inserted in **Price Matrix** below will represent the maximum amounts which will be contractually payable by the ECITB (including VAT) in respect of each group of learners.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Learners** | **Cost Per Learner - Skills Training (detailing the hourly rate for workshop/practical activity)** | **Per Learner CCNSG Cost** | **Total Group Cost**  (for ECITB use only) |
| **Up to 12** |  |  |  |
| **13 to 24** |  |  |  |

**SECTION TWO: Non Price Information**

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| 1. Please provide evidence of your organisations ability to deliver the skills training detailed in **table 1** of the tender specification document and provide evidence of the facilities where this element of the programme will be delivered along with the relevant evidence of staff competencies.   Please also detail how you intend to deliver the CCNSG Safety Passport. | 10 | 50 marks |
| 1. Please provide evidence of your organisations ability to deliver the **Competency** and **Knowledge Qualifications** detailed in **table 1** of the tender specification document along with the selection of optional units you intend to deliver.   Please also confirm that the identified Knowledge Qualifications can be delivered within the programme duration and **that your organisation is able to access public funding** to deliver the identified Knowledge Qualifications. | 6 | 30 marks |
| 1. Please provide details of previous experience in delivering ECITB qualifications. | 4 | 20 marks |
| 1. Please provide details of what additional components may be required and how you intend to deliver them. | 3 | 15 marks |
| 1. Please detail how your organisation will recruit suitable applicants for the ECITB Scholarship programme and   **Note;** If requested by the ECITB, the provider will arrange and facilitate ECITB employer representation and involvement  in the learner recruitment process to enable employers to meet and, if required, assess the programme applicants in order to identify their suitability for employment either as a direct hire or for progression onto a Modern Apprenticeship post programme. | 4 | 20 marks |
| 1. Please give a detailed explanation of what recruitment activities you will undertake to ensure you reach out to a **diverse** range of candidates. | 6 | 30 marks |
| 1. Please outline any experience that your organisation has of delivering similar programmes and how you intend to contribute to the successful progression of ECITB Scholarship learners into employment or a Modern Apprenticeship, including how you would manage and deliver the employer workshop element of the program. | 4 | 20 marks |
| 1. Please explain how you would promote the program to engineering construction companies and how you would manage and deliver the work experience element of the program. | 3 | 15 marks |

## SECTION THREE: Undertakings

When you have completed Sections 1 and 2, please confirm that:

* You have fully answered all appropriate questions YES/NO
* You have read and signed the section below YES/NO

This section is to be completed and signed by a senior person on behalf of the organisation making this application.

My organisation in completing this Invitation to Tender, has considered the specification issued by ECITB and I/We certify that my/our organisation is interested in performing the services set out in the documentation.

I/We certify that the information supplied is accurate to the best of my/our knowledge.

I/We understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body.

I/We also understand that any such action will empower ECITB to cancel any contract currently in force and will result in the rejection of this application.

**SIGNATURE:** ………………………………………

*(who is duly authorised on behalf of the Company)*

**NAME:**  ………………………………………

*(please print name in block capitals)*

**DESIGNATION:** ………………………………………

**TEL. NUMBER:** ………………………………………

*(incl.STD code)*

**DATE:** …………………………………….