**INVITATION TO TENDER FORM**

If the information provided is the same for each discipline insert the word “All” in the space below and complete one ITT document. If the information differs for each discipline please complete a separate ITT document for each of the required disciplines

Discipline: ………………………………………………………..

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 “Statement of Methodology and Criteria to be adopted in evaluating tenderers’ submissions.”

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

**SECTION ONE: Price Information**

Please insert the single price to be charged under the proposed contract in the **Price Matrix** overleaf. The table refers to the cohort start years to which the Tender Document relates, namely 2020.

1. All prices inserted in the **Price Matrix** must be inclusive of VAT.
2. For the purposes of the tendering exercise the tenderer is required to submit prices to be charged for all training and assessment services under the proposed contract on the following basis:
   1. Provision of Services where public **funding is available**.
   2. Provision of Services where public **funding is unavailable**.

1. In this tendering exercise the tenderer is required to submit prices (inclusive of all costs incurred by the tenderer) for all training and assessment services which are delivered at the Apprentices’ employers’ ‘Work-Based Location’ (WBL), which will generally be within the region described in the Specification. It has been assumed that the WBL’s are located within a 50 mile radius of the tenderer’s training centre. It is possible that the WBL’s of some Apprentices will be located more than 50 miles away from the tenderer’s location. In such cases the ECITB shall reimburse the road mileage costs of the tenderer’s assessors in respect of return journeys in excess of 100miles at the rate of 45 pence per mile. In the event that overnight accommodation is required in order to undertake assessment services, the ECITB will reimburse the reasonable costs of accommodation provided that such arrangements are agreed beforehand with the ECITB
2. When public funding is available it should be assumed that the funding available from the relevant funding agency is the maximum accessible for a learner in the age and prior attainment category described.
3. 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 category of learner.
4. Please also complete the accommodation price spreadsheet with the associated costs and any additional information related to accommodation.

**Price Matrix – Training costs (total Apprentice numbers irrespective of individual pathways within Framework)**

*Please insert a ‘per learner’ price for* ***all Apprentices training*** *as detailed in each of the boxes in the tables below. The matrix is divided into four tables relating to the price per learner/per age group where public funding is available and where there is no public funding available.*

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| **Cohort Start Year – 2020**  ***Funding Available (16-19 Yrs)*** | | **Number of Apprentices** | | | | | | | | | | | | |
| **Costs** | **Type** | 1 - 5 | 6 - 10 | 11- 15 | 16 - 20 | 21 - 25 | 26 - 30 | 31 - 35 | 36 - 40 | 40 - 45 | 46 - 50 | 55 - 60 | 61 - 65 | Price per  learner > 65 |
| **Workshop Trainer** | Fixed Per learner  CCcccCCohortCohgort |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Class Room Tutor** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Classroom Hire** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Admin Costs** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Consumables** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training facility** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Work-Based Assessment Costs** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Cohort Start Year – 2020**  ***Funding Available (20 -24 Yrs)*** | | **Number of Apprentices** | | | | | | | | | | | | |
| **Costs** | **Type** | 1 - 5 | 6 - 10 | 11- 15 | 16 - 20 | 21 - 25 | 26 - 30 | 31 - 35 | 36 - 40 | 40 - 45 | 46 - 50 | 55 - 60 | 61 - 65 | Price per  learner > 65 |
| **Workshop Trainer** | Fixed Per learner  CCcccCCohortCohgort |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Class Room Tutor** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Classroom Hire** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Admin Costs** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Consumables** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training facility** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Work-Based Assessment Costs** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cohort Start Year – 2020**  ***Funding Available (25 + Yrs)*** | | **Number of Apprentices** | | | | | | | | | | | | |
| **Costs** | **Type** | 1 - 5 | 6 - 10 | 11- 15 | 16 - 20 | 21 - 25 | 26 - 30 | 31 - 35 | 36 - 40 | 40 - 45 | 46 - 50 | 55 - 60 | 61 - 65 | Price per  learner > 65 |
| **Workshop Trainer** | Fixed Per learner  CCcccCCohortCohgort |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Class Room Tutor** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Classroom Hire** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Admin Costs** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Consumables** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training facility** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Work-Based Assessment Costs** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Cohort Start Year – 2020**  ***No Funding Available*** | | **Number of Apprentices** | | | | | | | | | | | | |
| **Costs** | **Type** | 1 - 5 | 6 - 10 | 11- 15 | 16 - 20 | 21 - 25 | 26 - 30 | 31 - 35 | 36 - 40 | 40 - 45 | 46 - 50 | 55 - 60 | 61 - 65 | Price per  learner > 65 |
| **Workshop Trainer** | Fixed Per learner  CCcccCCohortCohgort |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Class Room Tutor** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Classroom Hire** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Admin Costs** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Consumables** | Fixed Per learner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training facility** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Work-Based Assessment Costs** | Fixed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Please list below the cost per head for Apprentice accommodation covering the option of 5 night and 7 night requirements. Any additional information must be detailed in the text box below the table (i.e. inclusion of meals, laundry, transport, etc.)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cohort Start Year – 2020**  ***Accommodation Costs*** | | **Number of Apprentices (cost per head/ per night)** | | | | | |
| **Costs** | **Type of Accommodation and Address (if known)**  **(Hotel, Guest House, Landlady, etc.)** | 1 - 5 | 6 - 10 | 11- 15 | 16 - 20 | 21 - 25 | 26 - 30 |
| **5 night accommodation** |  |  |  |  |  |  |  |
| **7 night accommodation** |  |  |  |  |  |  |  |

**Additional Information relating to Apprentice accommodation;**

**SECTION TWO: Non Price Information**

**Note; A site-visit may be carried out by the evaluation panel to confirm/clarify the evidence submitted within this section.**

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| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| 1. Provide details of the location(s) to be used for delivery of both the workshop and classroom elements of the programme and a **detailed description of the facilities and equipment** you shall use in the delivery. You must also explain your optimum ratio of Instructor/Lecturer to Learner and, if applicable, how you intend to manage the delivery of training to learner group sizes that fall below this optimum, e.g. do you intend mixing groups and how? | 6 | 30 marks |
| 1. Detail your methodology for delivery of the services as per the specification provided by ECITB. Specifically, **you must** submit a detailed training programme that will meet the specification and describe the mode of delivery that will address the workshop and classroom elements of the programme. Accurate information in relation to the number of training weeks and how many training hours per week are to be devoted to each of the apprenticeship components detailed in the specification **must be included**. For the work-based assessment part of the apprenticeship, describe how you propose to carry out the assessment;  * Frequency of assessment visits. * Notional duration of assessment visits. * Location of assessment visits (i.e. learner’s workplace or college). * Involvement of employer in assessment visits. * Are the Assessors a separate team to the delivery team? * If the assessors are also instructors how will their time be allocated and managed effectively. * Use of e-portfolio. | 6 | 30 marks |
| 1. Detail how you intend to implement learner support and wellbeing of learners, particularly those who are living away from home in accommodation;  * Location of accommodation in relation to the delivery venue (accommodation address/s if known). * Travel arrangements to and from accommodation. * How is accommodation covered in the induction programme? * Number of accommodation venues to be used. * Existing relationship with accommodation venues and have they been used before. * Nominated College contact person for accommodation issues. * Weekend support for learners using 7 day accommodation. * Meal/Dining arrangements in the accommodation. * Access to additional support services if required (i.e. medical, dental, laundry). * What learner safeguarding controls are in place? | 6 | 30 marks |
| 1. Please outline any experience, competences, technical strengths and evidence of successfully delivering similar contracts, which would indicate your ability to meet our contract requirements/specification. | 4 | 20 marks |
| 1. How do you propose to monitor all aspects of performance? | 2 | 10 marks |
| 1. How will you achieve consistently high quality and continuous improvement? | 2 | 10 marks |
| 1. Detail the skills, experience and qualifications of the staff you will deploy to deliver this contract if successful. | 2 | 10 marks |
| 1. Detail any sub-contractors/partners you intend to use in the delivery of this contract and their roles. Please detail how you will ensure strong working relationships and seamless contract delivery. | 2 | 10 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:**