

## INVITATION TO TENDER

for

### **The delivery of a programme to enable around 15 participants to achieve Registered Project Professional (RPP) status with the Association for Project Management (APM)**

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. A Specification describing the services required;
3. A Pre-Qualification Questionnaire (PQQ);
4. An Invitation to Tender (ITT);
5. Statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions;
6. The form of the proposed Contract;
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)).

#### **Background information about the APM and RPP**

Further information about the APM and the RPP programme may be found on the APM website ([www.apm.org.uk](http://www.apm.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 <sup>th</sup> December 2017
<b>Tender Deadline</b>	<b>17<sup>th</sup> December 2017</b>
Evaluation / Post Clarification	19 <sup>th</sup> December 2017
Contract Award	During week ending 12 <sup>th</sup> January 2018
Anticipated Contract Start Date	29 <sup>st</sup> January 2018

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 PQQs and ITTs must be submitted to the Nominated Contact at the address stated below by the Tender Deadline.
5. PQQs and ITTs 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 notify all bidders of its decision concerning the award of the proposed contract, and feedback will be available from the Nominated Contact upon request.
7. 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:	Lynsey Benson
Position:	Senior Account Manager-Scotland
Address:	ECITB Blue Court Church Lane Kings Langley Hertfordshire WD4 8JP
Telephone:	01382535620
E-mail:	Lynsey.Benson@Ecitb.org.uk

#### **General:**

- a) Anticipated Contract duration.

The contract duration is anticipated to be 4 months to May 2018.

- b) The form of the proposed Contract.

Upon acceptance by the ECITB of a tender 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 you have any questions relating to the process outlined in this notice, please contact the Nominated Contact above.