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| **Invitation to Tender (ITT) – Employability Skills and Training Services Contract****ITT Reference No SPL-ITT-004** |
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| **Company Information** |
| **Company Name** |   |
| **Company/Charity Number** |   |
| **Registered Address** |   |
|   |
| **Post Code** |   |
| **Are you a current supplier or have you supplied services to Seetec Pluss previously?** | [ ]  Yes [ ]  No | **Are you a Sole Trader?** | [ ]  Yes [ ]  No |
| **Website** |   |
| **VAT Number** |   |
| **Name of Contact** |   |
| **Job Title of Contact** |   |
| **Contact Number/Email** |  |
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| **Contents** |
| This ITT is divided into the following sections(1) Introduction(2) Purpose of the Tender(3) Requirements(4) Questionnaires(5) Evaluation Criteria(6) Checklist(7) Form of Tender (8) Terms and Conditions (9) Financial Rate Card Submission  |
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| **Contract Areas** |
| The opportunity is for the delivery of the below referenced services nationwide.  |

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| **(1) Introduction** |
| Seetec Pluss delivers Employment Programmes across England. We provide tailored support to help Participants get back into work. Due to the nature of our delivery we are seeking a training partner(s) to meet the high demand for employability and vocational training. The provision will support Participants progression into sustainable employment with a key priority to develop transferrable skills and gain sector specific training to support. Our programmes aim to improve Participants opportunity to get back into sustainable employment within the time they are on programme. It is therefore crucial learning is accessible and timely. |
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| **(2) Purpose** |
| Seetec Pluss require a provider who can deliver face to face and remote training services either on a cohort (up to 12) or individual basis that Employment Advisors can select and refer participant from a range of employment contracts once a need has been identified. The successful provider will be included into our database of providers providing bespoke training and support to participants.The courses required include, but are not limited to: * Pre-Work Employability Courses – returning to work.
* Employer Routeways – for example Construction, Warehousing/Logistics, Retail, Office, Care, Security
* Participants Engagement Programme
* Digital Inclusion

In addition, vocational Training– including but not limited to:* Level 1 Food Hygiene and Safety Certificate
* Level 2 Food Hygiene and Safety Certificate Care
* Customer Service and Care (introduction level)
* Dementia Awareness
* Managing Mental Health and Wellbeing at Work
* Safeguarding - An Introduction
* Safeguarding of Vulnerable Adults (SOVA)
* Business Administration (introduction level)
* Basic Microsoft Word and Excel
* Essential IT Skills
* CITB Health Safety Environment Test

Please note, we are looking for a provider who is flexible, can develop further training courses as needs require, and can provide spot purchasing training as identified as needed through our employability contracts.  |
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| **(3) Requirements** |
| The services under the contract awarded will include a range of training courses as detailed under section 2 above to assist participants future employability chances. Due to this varied nature of services required as needs arise, there is also the scope to add services to those listed above.  |

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| **(4) Questionnaire** |  |  |
| **4.1 Operational Experience –** **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** |
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| **4.2 Operational Experience –** **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies? (Maximum of 1500 words, Inc Diagrams)**  |
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| **4.3 Financial Standing -** **How is your Organisation currently funded and how long have you been trading? i.e. is it through a single income stream or multiple income streams and over 12 months? please detail. (Maximum of 1500 words)** |
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| **(5) Evaluation Criteria** |
| * See attached Scoring Matrix in tender pack.
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| **(6) Checklist** |
|  [ ] Word count on Q4.1 – Q4.3[ ] Due Diligence Form[ ] Signed Form of Tender (8)[ ] Acceptance of Terms and Conditions (7)[ ] Financial Rate Card Submission (9)[ ] Return before Deadline (to mark.harrison@seetecpluss.co.uk) |
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|  **(7) Terms & Conditions** |
| **See Tender Pack for attached terms and conditions.**By accepting and submitting your response to this tender, you are confirming automatic acceptance of the shared terms and conditions contained within this Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties. |

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| **(8) Form of Tender** |
| 1. Upon submission and acceptance of this invitation to tender by Seetec Pluss, in accepting and submitting your response to the tender, you are confirming automatic acceptance of the previously shared terms and conditions contained within the Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties.
2. Direct award status will be awarded to the provider.
3. Having considered the invitation to tender and all accompanying documents, we confirm that we are fully satisfied as to our experience and ability to deliver the services in all respects in accordance with the requirements of this invitation to tender.
4. We hereby tender and undertake to provide and complete all the services required upon acceptance of this.
5. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
6. We agree that this tender shall remain open to be accepted by Seetec Pluss for three months from the date below.
7. We understand that Seetec Pluss is not bound to accept any tender it may receive in part or full.
8. We understand there are no guarantees or a commitment to volume or revenue.

………………………………………………………………………….................................. ...............................................Signature (duly authorised on behalf of the tenderer) Date…………………………………………………………………………………………………………. Print name………………………………………………………………………………………………………….On behalf of (organisation name) |
| **(9) Financial Rate Card Submission**  |
| **See Tender Pack for attached Financial Rate Card Submission spreadsheet.** For each service proposed, please populate a rate card in the Financial Rate Card Submission spreadsheet. These rate cards will form a part of your T&Cs, the price and outcomes submitted will remain consistent for the length of the contract. Seetec Pluss reserves the right to select any of the services listed. There is no guarantee that all financial rate cards submitted will be accepted – the selected services and financial rate cards will then form part of your T&Cs.Each Party shall have the right to request revised price and outcomes on an annual basis through an annual review. This review will be in the form of a Tele kit, Face to Face or similar medium, in the event no annual review is carried out, the prices and outcomes of the rate card shall remain as is. (Any agreed revision of services and prices, must be agreed between the parties by form of variation in the contract signed by both Parties).  |