



INVITATION TO TENDER

for

The Contract for the provision of ECITB Research Services

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.

Tender Process Instructions.

1. The PQQ 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	Will end on 15th January 2018
Tender Deadline	By midnight on 21st January 2018
Evaluation / Post Clarification	Completed by 2nd February 2018
Contract Award	During week commencing 5th February 2018
Anticipated Contract Start Date	During week commencing 19th February 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. 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 notify all bidders of its decision concerning the award of the proposed contract, and feedback will be available from the Nominated contact upon request.

Nominated contact

Details of the nominated contact for this tender are as follows:

Name:	Reuben Overmark
Position:	Policy Analyst, ECITB
Address:	Blue Court Church Lane Kings Langley Hertfordshire WD4 8JP
Telephone:	079774 63304
E-mail:	Reuben.Overmark@ecitb.org.uk

General:

- a) Anticipated Contract duration.

The contract duration is anticipated to be approximately **8 months** running from **February to September** (precise start and end dates tbc).

- 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 should have any questions relating to the process outlined in this letter, please contact the Nominated Contact.

Yours faithfully,
For and behalf of the ECITB

Reuben Overmark
Policy Analyst, ECITB
Engineering Construction Industry Training Board