

SB07

Skills Broker – Chemicals & Bioscience Cluster (CIRCE Ltd)

Instructions and Information on Tendering Procedures

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact the person named in the invitation to tender letter if you have any doubts as to what is required or you have difficulty in providing the information requested.

Tenderers are required to supply:

1. Completed Tender Pro Forma for each Training Programme they are submitting a proposal.
2. A copy of the last years audited accounts*.
3. A copy of your Professional Indemnity Insurance held*.
4. The names, titles addresses and details of **two** similar contracts we may approach for references.
5. Copies of externally Accredited Standards Certificates (e.g. ISO900X)
6. A copy of your Health and Safety Policy*.
7. A copy of your Equality and Diversity Policy*.

Deadline

Completed tenders, in the format outlined, must be received at CIRCE by noon on the Closing day of each call for tenders. Late tenders will not be considered.

Incomplete Tenders

Tenders may be rejected if the information requested in the Specification document is not supplied at the time of tendering.

Size of Tenders

Please restrict your completed Pro Formas to 10 pages per Programme, excluding the Tender Form.

Acceptance of Tenders

CIRCE is not bound in any way and does not have to accept the lowest priced of any tender and reserves the right to accept a portion of any tender unless the bidder expressly stipulates otherwise in their tender.

Inducements

Offering any inducements of any kind in relation to obtaining this contract will disqualify your tender from being considered.

Costs and Expenses

You will not be entitled to claim any costs or expenses you may incur in preparing your tender whether or not your tender is successful.

Debrief

Following the award of a contract, debriefing will be available to unsuccessful Tenderers on request.

* Where these documents do not exist, please provide statements of how you intend to meet such requirements.