

INVITATION TO TENDER TEMPLATE

PURPOSE OF THIS TEMPLATE

- This document sets out the type of information that should be included in an Invitation to Tender (ITT).
- It is important that the ITT is clear, correct, complete, and consistent, which will also aid supplier navigation, completion, and submission.
- Ensure the ITT is approved in line with your organisation's internal governance before being issued to the marketplace.

GUIDANCE FOR COMPLETING THIS TEMPLATE

- **STEP 1** – Tailor the fields shown in [yellow inverted brackets] so that they reflect the requirements of your procurement, amending / deleting any fields as required.
- **STEP 2** – Include additional headings, sub-headings, and content to ensure the ITT includes all relevant information to provide suppliers with a comprehensive understanding of your requirements so that they can prepare their tender accordingly.
- **STEP 3** – Arrange for the ITT to be reviewed by people with the appropriate knowledge and understanding to ensure that it is clear, correct, complete, and consistent.
- **STEP 4** – Amend the ITT in line with the outcome of the review, and repeat the review process until the ITT is fully fit for purpose.

[Insert Company Logo]

[Insert Company Name and Address]

INVITATION TO TENDER

[Insert Name of Contract]

[Insert Reference Number (if applicable)]

ITT Issue Date: [Insert Date]

Tender Submission Date: [Insert Date and Time]

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SECTION 1 – OVERVIEW

1.1 Summary Details

Contract Name	[Insert name of contract].
Contract Period	[Insert contract duration].
Contact Point	[Insert primary point of contact].
Submission Date	[Insert date and time for tender submissions].

1.2 Definitions

“Contract”	The contract to be entered into between the Customer and the Supplier for [insert name of contract].
“Customer”	[Insert company name].
“eSourcing Portal”	The electronic tool being used to manage the tender process which is available at [insert weblink].
“Goods”	The goods to be provided by the Supplier under the Contract.
“Pricing Schedule”	The pricing document that need to be responded to by Tenderers.
“Quality Questions”	The qualitative questions that need to be responded to by Tenderers.
“Services”	The services to be provided by the Supplier under the Contract.
“Specification”	The document which describes the [Goods], [Services], or [Works] required by the Customer.
“Supplier(s)”	The Tenderer(s) selected to enter into the Contract with the Customer.
“Tender(s)”	The proposal(s) submitted by the Tenderer(s) in response to this ITT.
“Tenderer(s)”	The company / companies who submit a proposal in response to this ITT.
“Terms and Conditions of Contract”	The rights and legal obligations placed on the Customer and Supplier within the Contract.
“Works”	The works to be provided by the Supplier under the Contract.

SECTION 2 – INTRODUCTION

2.1 Background

This Invitation to Tender (ITT) is being issued by [insert company name] to procure [insert name of contract] for [insert contract duration].

[Insert brief information about your company and your requirement so that tenderers can understand the background to the procurement].

2.2 Objective

This ITT sets out the requirements of this procurement, and provides information on how the tender process will be managed. It also explains the clarification process, and confirms the process that will be used to evaluate Tenders.

SECTION 3 – INSTRUCTIONS

3.1 Tender Preparation

Tenders must be written in the English language in Ariel font, size 11pt, single spacing, and Tenderers must comply with any word count or page restrictions as identified in the Quality Questions or eSourcing Portal.

Failure to provide all of the information required may result in your Tender not being considered by the Customer due to it being a non-compliant Tender. Additional information should only be provided where requested within this ITT or the Quality Questions.

3.2 Tender Submission

You must submit your tender using the eSourcing Portal [if an eSourcing Portal is not being used, insert details of how tenders are to be submitted, such as email, a document store, or a website]. No information will be accepted if received by the Customer by any other means.

Only one Tender is permitted per Tenderer. If a Tenderer submits more than one Tender, only the one with the latest time and date received before the Tender Submission Date will be evaluated, with all earlier Tenders being disregarded. Any Tender submitted by a Tenderer after the Tender Submission Date will also be disregarded.

SECTION 4 – TIMESCALES

4.1 Procurement Timetable

The table below sets out the proposed timetable for this procurement. This timetable is intended as a guide and, whilst the Customer does not intend to deviate from this timetable, it reserves the right to do so.

Issue ITT	[Insert date]
Clarification Deadline	[Insert date and time]
Clarification Response Publication	[Insert date and time]
Tender Submission Date	[Insert date and time]
Award Notification Date	[Insert date]
Contract Award Date	[Insert date]
Contract Commencement	[Insert date]

4.2 Tender Validity Period

Your Tender must remain valid for a period of [insert number of days] from the Tender Submission Date.

SECTION 5 – CLARIFICATIONS

5.1 Clarification Process

All requests for clarification or further information in respect of this ITT shall be submitted via the eSourcing Portal by the Clarification Deadline as set out in the Timescales section of this ITT. The Customer is under no obligation to respond to clarification requests received after the Clarification Deadline.

Any clarification request should clearly reference the appropriate paragraph in the ITT and / or supporting document, and where possible should be aggregated rather than sent individually.

The Customer will publish details of all clarification requests and their responses to all Tenderers on an anonymous basis, unless you expressly require a clarification request to be kept confidential at the time the request is made. If the Customer considers the contents of the request not to be confidential, it will inform you and you will have opportunity to withdraw the clarification request.

5.2 Post Tender Clarification

The Customer may at any time request further information from Tenderers to verify or clarify any aspects of their Tender or other information they may have provided. Should you not provide supplementary information or clarifications to the Customer by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from the tender process.

SECTION 6 – EVALUATION

6.1 Award Criteria

Tenders will be evaluated in line with the following high-level award criteria:

Quality	[Insert percentage weighting].
Price	[Insert percentage weighting].

The following weightings will be applied to the qualitative elements of Tenders:

Q1 - [Insert title]	[Insert percentage weighting].
Q2 - [Insert title]	[Insert percentage weighting].
Q3 - [Insert title]	[Insert percentage weighting].
Q4 - [Insert title]	[Insert percentage weighting].
Q5 - [Insert title]	[Insert percentage weighting].
Q6 - [Insert title]	[Insert percentage weighting].

6.2 Quality Evaluation

Responses to Quality Questions will be independently assessed by an evaluation panel using the following marking scheme:

Score	Description
4	Excellent – Overall the response demonstrates that the Tenderer meets all areas of the requirement and provides all of the evidence requested in the level of detail requested. An excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the Tenderer can meet the requirement.
3	Good – Overall the response demonstrates that the Tenderer meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. A good response that meets all aspects of the requirement with only a trivial level of ambiguity due to the Tenderer’s failure to provide all information in the level of detail requested.

Score	Description
2	Adequate – Overall the response demonstrates that the Tenderer meets all areas of the requirement, but not all of the areas of evidence requested have been provided. An adequate response, but with some limited ambiguity as to whether the Tenderer can meet the requirement due to the Tenderer’s failure to provide all of the evidence requested.
1	Poor – The response does not demonstrate that the Tenderer meets the requirement in one or more areas. A poor response with significant ambiguity as to whether the Tenderer can meet the requirement due to the failure of the Tenderer to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the ITT and / or no response has been provided.

6.3 Moderation Process

Following completion of the quality evaluation, a moderation meeting will take place for evaluators to justify the scores allocated to each Quality Question response. An independent consensus marker will facilitate these discussions to enable the evaluation panel to agree a consensus score for each Quality Question response.

Following the moderating meeting, the relevant weighting will be applied to each score attributed to a Quality Question response. These weighted scores will then be combined to determine the quality score for each supplier.

6.4 Price Evaluation

The total price submitted within Pricing Schedules will be ranked in decreasing order with each Tenderer receiving a price score using the following formula:

$$\frac{\text{Lowest Tendered Price}}{\text{Your Tendered Price}} \times [\text{Insert price weighting}] = \text{Price Score}$$

6.5 Contract Award

The high-level award criteria quality weighting will be applied to the quality score to determine the total quality score. The high-level award criteria price weighting will be applied to the price score to determine the total price score.

The total quality score and total price score will then be combined to determine the overall score, with the Contract being awarded to the Tenderer with the highest overall score [if the contract is being awarded to more than one tenderer, insert the number of top-ranking tenderers who will be awarded the contract].

SECTION 7 – APPENDICES

The following appendices accompany this ITT, some of which require completion and return:

Appendix A	Specification	For information
Appendix B	Quality Questions	For completion and return
Appendix C	Pricing Schedule	For completion and return
Appendix D	Terms and Conditions of Contract	For information
Appendix E	[Insert any additional relevant documents]	[Insert inclusion details]

APPENDIX A

SPECIFICATION

This Specification describes the [Goods], [Services], or [Works] that must be provided to the Customer through this Contract.

[Insert full details about your requirement so that tenderers know what needs to be provided, along with any required performance measures such as key performance indicators or service levels.

If you would like to know more about how to prepare a specification, please access our 'Developing the Specification' online training course which is available at:

<https://shop.melearning.co.uk/product-category/procurement>].

APPENDIX B

QUALITY QUESTIONS

Tenderers must provide a response to the following questions in line with the requirements of the Specification, submitting additional information where requested to evidence the response:

Number	Title	Word Count	Weighting
1	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

Number	Title	Word Count	Weighting
2	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

Number	Title	Word Count	Weighting
3	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

Number	Title	Word Count	Weighting
4	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

Number	Title	Word Count	Weighting
5	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

Number	Title	Word Count	Weighting
6	[Insert question title]	[Insert word count]	[]%
Question			
[Insert question wording]			
Guidance			
[Insert response guidance]			
Response			

APPENDIX C

PRICING SCHEDULE

This Pricing Schedule must be completed in full to confirm the price payable for you to deliver the [Goods], [Services], or [Works] to the Customer as described in the Specification.

[Insert a table or separate spreadsheet for completion and return].

APPENDIX D

TERMS AND CONDITIONS OF CONTRACT

These Terms and Conditions set out the rights and legal obligations placed on the Customer and Supplier in the delivery of the Contract for the [Goods], [Services], or [Works] described in the Specification.

[Insert all terms and conditions that will apply to the contract].

APPENDIX E

ADDITIONAL RELEVANT DOCUMENTS

[Insert details of any additional relevant documents pertinent to the goods, services or works required that have been included in the ITT to provide tenderers with a comprehensive understanding of your requirements].