

# INVITATION TO TENDER GUIDELINES E-BUSINESS ADVISER

Thank you for your interest in the above vacancy.

1. Please find attached:
   * Service Specification and
   * Service Provider Specification
2. Please read the attached documents carefully.
3. The deadline for this tender is **Thursday 30th May at 10am.** No tenders will be considered if they are received after this deadline. This invitation to tender does not constitute an offer.
4. Service Providers must be available for delivery from **7th June 2024 – 31st March 2025** (Breaks in service provision i.e., holidays, to be approved by CEO and in line with project requirements.)
5. When responding please ensure you provide all the following:
   * A statement of your expertise against the criteria listed in the Service Provider Specification for the provision you are tendering for;
   * A quote for the Service Provision on an hourly rate basis (inclusive and exclusive of VAT);
   * A copy of your CV;
   * A copy of official documentary evidence of your registration as a Sole Trader or Partnership with HMRC or your Organisation with Companies House;
   * Confirmation of your availability for the period of the service delivery;
   * Copy of your current Public Liability and Professional Indemnity Insurance Policies. (Please note that omission of any of the above will render your application invalid)
6. Methods of Assessment used by the Panel will be:
7. Responses to the Service Provider Specification, supporting documents
8. Quote

Scoring to responses will be as follows:

Weak – (1 point) The response does not demonstrate that the provider achieves the criterion;

Satisfied – (2 points) The response is sufficient to demonstrate that the provider achieves the criterion;

Strong – (3 points) The response demonstrates that the provider achieves the criterion and would add value.

Weighting

Responses – based on capability and experience – 70% Quote – 30%

1. Your completed tender response and attachments should be emailed to: [recruitment@enterpriseenfield.org](mailto:recruitment@enterpriseenfield.org)
2. Any information received is treated confidentially.
3. Next Stages
4. On receipt of your Service Provider Specification and attachments, the responses will be scored, and together with your quote a final score will be reached.
5. The Panel will make a decision on the Service Providers that will be awarded the contract. If required interviews will be arranged for those shortlisted.
6. The successful Service Providers will be appointed and those unsuccessful will be notified by email.
7. Contract will be issued\*
8. A briefing session will be arranged – to be attended prior to delivery.

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| **Actions** | **Timeline** |
| Deadline for tenders | 10am Thursday 30th May |
| Scoring (and any interview) | 30th May – 6th June |
| Notification of successful / unsuccessful | 7th June |
| Briefing | w/c 10th June |

Any queries regarding the invitation to tender please contact Philippa Brent [pbrent@enterpriseenfield.org](mailto:pbrent@enterpriseenfield.org)

\* The offer of a contract does not guarantee work.

