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Tender

## Project Management Consultant for GL refresh Project

ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-015976

Procurement identifier (OCID): ocds-h6vhtk-050503 ([view related notices](#))

Published 17 April 2025, 3:07pm

### Scope

### Reference

P2503-1

### Description

The ECITB wishes to appoint a provider to fulfil its requirement for the services of a Project Management Consultant for the ECITB's general ledger (GL) refresh project this summer. The initial contract term will be for 12 months, with an optional extension of 12 months.

We envisage the initial programme to only last for 6-8 weeks due to its low complexity, commencing implementation ideally in June 2025. The deadline for go live with our new GL software, including full implementation and testing phases is August/September 2025.

Full details can be found within the Specification.

\*\*If you are interested in bidding on this opportunity, please register your interest via email at [procurement@ecitb.org.uk](mailto:procurement@ecitb.org.uk) after download of the documents from Find a Tender Service (FTS).\*\*

## About the ECITB

The Engineering Construction Industry Training Board (ECITB) is the employer-led skills, standards and qualifications body for the development of the engineering construction workforce of Great Britain. An arms-length body of the UK Government, the ECITB reports to the Department for Education. Our vision is a trailblazing Engineering Construction Industry where critical infrastructure, energy security and net zero ambitions are achieved.

The ECITB works with employers and training providers to attract, develop and qualify the engineering construction workforce in a wide range of craft, technical and professional disciplines. We invest about £28 million each year to support skills development within the industry.

## **Total value (estimated)**

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 2 June 2025 to 1 June 2026
- Possible extension to 1 June 2027
- 2 years

Description of possible extension:

The contract of one year with extensions provides the ECITB with the option for additional support under the agreed terms during the first 1-2 years of the software's use.

At the ECITB's discretion, we may request additional, related services during both the initial term and any optional extension, such as:

1. Implementation of additional bolt-on modules
2. Development of system reporting requirements
3. Additional system and reporting needs in line with business changes, efficiencies and improvement or wider regulation or directives

For the optional extension, rates should be pre-agreed with the ECITB including the scope of services.

## **Options**

The right to additional purchases while the contract is valid.

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## **Main procurement category**

Services

## **CPV classifications**

- 66170000 - Financial consultancy, financial transaction processing and clearing-house

services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

## **Submission**

### **Enquiry deadline**

5 May 2025, 5:00pm

### **Tender submission deadline**

12 May 2025, 5:00pm

### **Submission address and any special instructions**

[www.ecitb.org.uk](http://www.ecitb.org.uk)

Tenders should be submitted via the following email address please:

[procurement@ecitb.org.uk](mailto:procurement@ecitb.org.uk)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

The aim of the ITT process is to identify the Most Advantageous Tender that attracts the highest, weighted score.

This will include criteria in the following categories:

Information Only

Mandatory pass/fail criteria

Scored Criteria

For the Scored Criteria, evaluation weightings will be applied as follows:

75% Quality / Technical

25% Pricing

Full details of the award and evaluation criteria are within the ITT.

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[P2503-1 PA23 ITT GL Consultant PM V1.1.docx](#)

Invitation to Tender (ITT) - For your review and response

[20241212 ECITB Service Provision Agreement P2503-1 PM Consultant v1.1.docx](#)

Contract: Service Provision Agreement

[Appendix A - Schedule of Prices P2503-1 V1.1.xlsx](#)

Appendix A: Schedule of Prices - For completion please

[ECITB Specification - P2503-1 GL Refresh Project Manager V1.1.docx](#)

ECITB Specification P2503-1

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## Contracting authority

### **ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD**

- Charity Commission (England and Wales): 264506
- Public Procurement Organisation Number: PPPJ-1399-NBBQ

Office F15, Kings House Business Center, Home Park Business Estate, Station Road

Kings Langley

WD4 8LZ

United Kingdom

Email: [procurement@ecitb.org.uk](mailto:procurement@ecitb.org.uk)

Website: <https://www.ecitb.org.uk/>

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government