

# VCSE Skills and Information Workshops – Victims’ Services

## Guide to Typical ITT Documents

This resource complements a series of Skills and Information workshops that Pulse Regeneration has been contracted to deliver by the Ministry of Justice to providers in the VCSE sector that deliver victims’ support services.

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# Guide to Typical ITT Documents

## The ITT

The Invitation to Tender (ITT) is usually the second step in the procurement process, which is sent to a selected shortlist of suppliers from the Pre Qualification Questionnaire (PQQ) stage. The ITT will ask suppliers to make a formal and detailed proposal which meets the buyer's requirements during a specified timeframe. The ITT differs from a PQQ in that it asks for more detailed information about how the supplier will deliver the service as well as their pricing structure. The proposal will need to be an accurate representation of the supplier against which it will be legally held to account if successful.

The overall purpose of an ITT is to show the buyer that the supplier can meet their requirements and the desired outcomes whilst at the same time offering value for money. The ITT provides an opportunity for the supplier to clarify what it will deliver and how it will deliver, it as well as for how much.

## Typical ITT Documents

While ITTs vary dependent on the buyer and the specification of the service being commissioned, most have a number of typical documents that suppliers will have to read, some of which may need to be completed and returned as part of the formal submission:

1. Instructions to Tenderers
2. Service Specification or Brief
3. Evaluation of Tender
4. Standard Conditions
5. Form of Tender
6. Certificates
7. Pricing Schedule
8. Tender Return Instructions

Each of the typical sections is summarised in the following pages.

## 1. Instructions to Tenderers

This will usually include general information such as how to prepare and present the tender, and which documents are to be completed, signed and returned and by when. It will also usually detail provisions for consortium bids, contract price and payment as well as contract award.

This document may also include specific instructions, such as regarding the procedure for submission of bids, which if disregarded may invalidate the entire bid submission.

## 2. Service Specification or Brief

This will provide detailed information about the service that is required as well as the outcomes that are to be achieved including contract management, performance information and targets such as outputs and outcomes as well as any key deadlines that are to be met.

## 3. Evaluation of Tender

Provides detail on how the tender will be scored and evaluated.

Throughout the procurement process the buyer will be seeking to achieve value for money, therefore the ITT will usually consider the quality and price of the supplier, scored against a set ratio, for example 70:30 (quality:price). The balance between quality and price is dependent upon the service required.

## 4. Standard Conditions

Outlines the terms and conditions of the contract that will be used by the buyer.

## 5. Form of Tender

This is a document that is signed by the supplier to indicate that it understands the tender requirements and accepts the terms and conditions of the tender.

## 6. Certificates

Can include schedules such as non-collusion, canvassing and compliance, which are forms that need to be completed by the supplier. For example a Non-Collusion Certificate ensures that the supplier certifies that their tender is made in good faith, and that they have not fixed or adjusted the amount of the tender in accordance with any arrangement with any other person. A Certificate of Canvassing certifies that the supplier has not or will not canvass or solicit any representative of the awarding body (such as Councillor, Officer or Employee of a Council) in connection with the preparation, submission and evaluation of their tender proposal.

## 7. Pricing Schedule

Asks for the suppliers charges for delivering the service.

## 8. Tender Return Instructions

Includes information such as how the tender is to be returned to the buyer, for example, via post, email and/or electronic sourcing portal, the deadline for submission, how many copies of the tender are to be returned and in what format, for example, word or PDF as well as who the tender should be returned to, for example the dedicated Procurement Manager.