

PROTECT – COMMERCIAL

ENERGUS

INVITATION TO TENDER

For

Provision of *Event Support for Enerigus Graduate Knowledge and Skills Development Programme Delivery*

For Enerigus People and Skills

ENERGUS, Blackwood Road,

Lillyhall Industrial Estate, Workington

Cumbria, CA14 4JW

Website: www.enerigus.co.uk

Reception: 01900 605665

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1. Tendering Instruction

1.1. The Client

The 'Client' as referred to throughout this document will be Energus Ltd.

The Supervising Manager shall be the Client's Programme Lead, or other Supervising Officer appointed from time to time by the Head of People and Skills and notified in writing to the tenderer to act as Supervising Officer.

1.2. Documents to be Returned

All documents in this invitation to tender are to be duly completed and returned in the manner requested and by the date and time indicated.

Completed Tenders should not exceed 10 sides of A4 including any Appendices (excluding reference template).

1.3. References

Three references are to be provided in support of the tender. It is the Tenderers responsibility to ensure referees are prepared to act swiftly in this capacity and ensure fullest co-operation. Where referees do not provide a response, a nil score will be recorded. A template for the submission of references is at Appendix A to this document.

1.4. Formation of Contract

In submitting the documents referred to in this Invitation to Tender, you are making a formal offer to supply the services specified in Section 8 - The Specification of Requirement.

1.5. Financial Information Required

Tenderers are required to provide full details of pricing as per Section 10. Prices quoted are to remain open for acceptance for 90 days from the tender return date.

Prices quoted should exclude VAT.

1.6. Qualification of the Contract

Please provide written details of any areas where you will not be able to comply with any conditions or requirements set out in this Invitation to Tender. Qualifications should only be made where non-compliance with any conditions or requirements indicated will occur.

If your tender is qualified the Client reserves the right to reject it in full.

1.7. Contract Period

The contract award is for the Event Management of the Knowledge and Skills Development Programme for the 2024 cohort of Energus Graduates. The contract will commence July 2024 and complete September 2026, subject to the satisfactory performance of the successful Tenderer.

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1.8. Contents of the Invitation to Tender

The tender is to be made strictly in accordance with the requirements of this Invitation to Tender which shall be deemed to include any appendices that are issued from time to time.

1.9. Return of Tender

An electronic copy of the completed Tender Proposal is to be returned to:

Becky Morgan
Early Careers Co-ordinator
Energus
beckymorgan@energus.co.uk

By no later than **12 noon on Friday 7th June 2024**.

It is the responsibility of the Tenderer to ensure that their tender proposal is submitted no later than the appointed time. The signature on the documents must be original and not a photocopy.

1.10. Acceptance of Tenders

The successful Tenderer is not permitted to assign any part of the contract without written permission from the Client.

1.11. Enquiries Concerning the Tender

Any query in connection with this tender shall be submitted via email to:

beckymorgan@energus.co.uk

The responses on behalf of the Client, as well as the nature of the query, will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account is any Tenderer to contact or communicate with any other person involved in work concerning this Invitation to Tender. Questions raised after noon on 4th June 2024 will not be answered.

Submitted questions and answers will be available on the Energus website;

<https://energus.co.uk/about/project-tenders/>

1.12. Modification by the Client

Any advice of a modification to the Invitation to Tender shall be issued at least seven days before the tender return date and shall be issued as an addendum to, and shall be deemed to constitute part of, the Invitation to Tender.

In the event that the Tenderer has already submitted a tender, then the Tenderer shall be entitled to submit a fresh tender, in which case the Tenderer's previous tender shall be suspended.

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2. Timetable of Events

Issue of Tender documentation **w/c 20 May 2024**

Questions submitted by noon **4th June 2024**

Tender submission by noon **7th June 2024**

Preferred tenderer announced **w/c 17th June 2024**

Contract awarded by **12th July 2024**

Contract Commencement Date **July 2024**

Contract Completion Date **September 2026**

3. Cancellation and Cost of Tender

Information supplied to the Tenderer by the Client is supplied only for general guidance in the preparation of the proposals. The Client will not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation or delivery of the tender. Contractors must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their proposal.

The Client reserves the right to cancel the tender process at any time. The Client will not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation of the tender.

4. Pricing of the Tender

All prices within the tender must be honoured for a period of 2 years from the commencement date. Any variations the Tenderer may wish to make shall only be implemented upon written approval from the Client. Please provide costings per delivery as specified in section 8 - Specification of Requirement.

Energus accepts no responsibility for loss of applications.

Energus expressly reserves the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by Tenderers. Energus also reserves the right to accept all or any part of a tender.

The Tenderer must not inform anyone else of their tendered price.

The Tenderer must not try to obtain any information about any other party's tender or proposed tender before the contract is awarded.

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The Tenderer must not arrange with any other party the submission of a tender, except in the circumstances where consortia, sub-contracting and/or joint ventures are applicable.

Energus reserves the right, at its discretion, to request clarification in writing, or further relevant information, from any Tenderer post submission of the tender response by such Tenderer.

5. The Evaluation Process

Tender responses will be assessed to ensure that:

- All information requested has been provided by the Tenderer.
- The quoted services meet the specification of requirements.
- The following award criteria apply and will be weighted:

Criteria	Weightings (%)
Price and cost effectiveness	35%
Understanding of the client's business and business needs	40%
Quality Assurance and added value	15%
Approach to ED&I	5%
References	5%

Evaluation of the tenders received will be carried out by the Client.

In evaluating the tender, the Client will seek the most economically advantageous offer, having regard to the above factors.

6. The Client's Discretion

The Client does not undertake to accept the lowest priced tender. The acknowledgment of receipt of any submitted tender shall not constitute any actual or implied agreement between the Client and the Tenderer. The Client reserves the right to accept any part, or all, of any tender at its sole discretion.

The Client shall appoint an organisation with the capacity and organisational ability to provide a value for money service for the Client.

7. Background Information

Energus is a facilitator of high-quality people and skills programmes for the nuclear sector, related sectors, and local communities.

Leading the delivery of several graduate development, Apprenticeship, and Degree Apprenticeship programmes, Energus collaborates closely with partner employers to develop people.

Collaborating closely with partners across key sectors, we help employers develop the talent of the future through understanding skills shortages and developing innovative programmes of training

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and development that meet the needs of employers and enable employers to navigate a complex skills system and grow the skills they need.

In short, our role is to develop, design and implement a range of innovative, high-quality people and skills programmes in response to emerging and current employer needs, and to demonstrate the impact of our innovation.

This sets Energus apart from other training organisations as we can use our unique position to create flexibilities not available elsewhere, generating business for other parts of the skills ecosystem whilst also simplifying access to skills support for employers and young people.

Our people and skills offer falls into two broad categories, graduate development, and Apprenticeship programmes, each having slightly different content but with the same overarching aims and ambitions:

- To develop the workforce of the future for the nuclear and related sectors
- To develop talent to address some of the greatest challenges facing society e.g., net zero, energy security
- To contribute to our communities

To do this, the Energus Graduates programme has a defined content that is carefully designed and developed with partner organisations.

As an enabler and facilitator Energus supports and communicates with several audiences. These include the following:

- Strategic partners – Nuclear Decommissioning Authority (NDA), Department for Energy, Security and Net Zero (DESNZ), Nuclear Skills Strategy Group (NSSG), National Skills Academy Nuclear (NSAN), Energus Board
- Community Stakeholders – Local Government, Elected Representatives, Schools, Colleges, Local Enterprise Partnership etc
- Employers – sponsor organisations, secondment hosts, potential clients
- Delivery Partners
- Graduates –Nuclear Graduates, NDA Group Graduates

8. Specification of Requirement

This specification sets out the nature of the services to be provided. The specifications are not exhaustive and are to be taken as indicative of the general standards to be achieved.

It is expected that the Tenderer will co-operate with the Client during the contract to provide advice and to develop and improve the service provided to meet changing needs and demands.

We are seeking to contract with an experienced event management company to support Energus in the delivery of an effective programme of training and development, including:

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- Full event management of the Knowledge and Skills delivery for the Nuclear Graduates and NDA group Graduates programmes

Venue sourcing, booking and management

Source venues, including negotiation of prices. Working directly with the venue regarding logistics of the event.

Over the two year graduate programme, we will require event management and support for a total of eight deliveries of the Knowledge and Skills modules. Please providing costing per delivery. Commencing in January 2025, each delivery will be for a duration of 2 days, accommodating up to 180 graduates, training provider representatives (approximately 20 delegates) and members of the Energus People and Skills Team (approx. 3). The remaining deliveries will be scheduled at regular intervals to September 2026. The contract will begin in July 2024 to allow time to source and confirm venue locations at the earliest opportunity for the full programme delivery.

Locations should be in accessible areas with delegates attending from around the UK. Each location will require multiple training rooms incorporating large spaces for speaker activity and smaller seminar space.

Currently, at the end of day one there is a full group networking dinner which tenderers should consider in their response. Additional delegates (approximately 20) will join for this aspect of programme delivery.

On-site event management

Experienced event management team members on site for each event to ensure a professional facilitation of the event.

Delegate management

Manage delegate attendance at each event.

Issue joining instructions to delegates.

Manage rooming lists and dietary requirements.

Training provider support

Liaise with designated training provider/ speakers to understand and facilitate their requirements.

9. Added Value

Specific Examples - Tenderers are invited to provide specific practical examples of similar/comparable work undertaken outlining the challenge, approach, and results.

Personnel, Experience and Seniority - Tenderers should identify the personnel they would provide to deliver the proposal and describe their roles and experience. This should include their qualifications, knowledge & skills.

Timescale – Proposed timeline for delivery is included in section 8 – please note that there may be some change required to this at times, due notification would be given to the delivery partner to ensure effective rescheduling.

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Added Value -

This specification sets out the nature of the services to be provided. The specifications are not exhaustive and are to be taken as indicative of the general standards to be achieved. The client welcomes any inclusion of any additional aspects which would add value to the delivery with justification for these. Tenderers should include any key areas that differentiate you from other organisations detailing any competencies that add unique value.

It is expected that the Tenderer will co-operate with the Client during the contract to provide advice and to develop and improve the service provided to meet changing needs and demands.

10. Price and Financial Information

Tenderers are required to provide a detailed breakdown of pricing for all items included in the specification for the contract period.

The volumes indicated in the specification are approximate. Actual volumes may vary from this, based on external requirements. The successful Tenderer would be given a minimum of 1 months' notice of any variation to volume across the contract delivery period.

Tenderers must state whether the award of this contract to your organisation would potentially give rise to any conflict of interest.

11. Appendices

You will find the appendices attached to email with this document.

- Appendix A – Reference Template

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Appendix A – Reference Form

Name of Tenderer

REFERENCES			
Tenderers are required to provide 3 referees in order to validate their delivery experience in areas similar to those requested at Energus.			
Company 1:		Contact Name:	
Address:		Tel:	
		Fax:	
		E-Mail:	
Details of work undertaken:			
Contract value		Contract period	
Company 2:		Contact Name:	
Address:		Tel:	
		Fax:	
		E-Mail:	
Details of work undertaken:			
Contract value		Contract period	
Company 3:		Contact Name:	
Address:		Tel:	
		Fax:	
		E-Mail:	
Details of work undertaken:			
Contract value		Contract period	

