



Textile **Futures**

Yorkshire's Textile Innovation Programme

Ref: TIP/TEN/[Ref No]

[Date]

[Name]

[Organisation]

[Address]

Dear [Name],

Please find enclosed an invitation to tender. This tendering procedure will be operated in an open and competitive manner in order to encourage high-quality proposals and the most effective delivery of the Programme.

In preparation for the tender, the Programme Team will:

- Identify the budget;
- Publish the invitation and/or prepare a tender list;
- Prepare Invitation to Tender pro-forma and Standard Terms and Conditions;
- Propose scoring criteria for approval by the Programme Steering Group;
- Publish, promote and circulate Invitations to Tender and Standard Terms and Conditions to potential providers.

In evaluating the tender, the Programme Team along with other relevant expertise will:

- Open and process tenders within five working days of the deadline date;
- Return late tenders unopened;
- Evaluate the eligibility of the tenders;
- Assess the providers' capability;
- Score eligible tenders in accordance with agreed scoring criteria
- Notify the Steering Group of eligible tenders and preferred provider over a value of £20,000;

Following evaluation, the Programme Team will:

- Inform the preferred providers and conduct post-tender negotiations where necessary;
- Notify unsuccessful providers;
- Supply the chosen providers with letters of intent;
- Contract with providers.

Applicants whose proposals are unsuccessful have five working days from notification to apply for clarification/advice of the criteria used to make the selection.

Enclosed are conditions for this invitation to tender and a questionnaire for application to the Textile Centre of Excellence's Approved Supplier List.

Yours sincerely,

[Name]

[Job Title]

Enc.



Project Part-Financed
by the European Union
European Regional
Development Fund



Textile Centre of Excellence | Textile House | Red Doles Lane | Huddersfield | HD2 1YF

Tel: (01484) 346500 | Fax: (01484) 346501 | Email: hdt@textile-training.com | Web: www.textile-training.com

Invitation to Tender



Yorkshire's Textile Innovation Programme

Brief:

The Textile Centre of Excellence has an opportunity to tender for the following work:

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-
-
-
-

Tender Information:

- Applications must be printed on client's headed paper and signed by an appropriate person.
- **Applications should be submitted by post or by courier to arrive no later than [date]. Under no circumstances will applications received after the deadline be accepted.**
- The requirements of the funding state that applications should arrive in a sealed envelope without reference to client identity to offer equality for the judging panel. Please send your applications marked **CONFIDENTIAL** to:

Jamie Keenan, Textile Centre of Excellence
Textile House, Red Doles Lane, Huddersfield, HD2 1YF

- If you require any further information, please contact Jamie Keenan at the above address.

Email: jamiekeen@textile-training.com
Tel: 01484 346500
Fax: 01484 346501



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Conditions for Invitation to Tender

Note: This list is not exhaustive. Further guidance can be found at <http://www.yorkshire-forward.com/sites/default/files/documents/ERDF Procurement Guidance.pdf>

Yorkshire's Textile Innovation Programme

1. Submission of a tender implies acceptance of the terms and conditions laid down in the documents making up this invitation to tender.
2. Submission of a tender entails the waiver by respondents of their own conditions of sale or service. Submission of a tender shall bind the respondent during performance of the contract, should it be awarded to him.
3. Before submitting a tender, respondents must take all the steps required to gain a proper understanding of the scale and nature of the subject of the invitation to tender and of any potential difficulties. By the fact of submitting a tender, respondents shall acknowledge that they know the risks and problems linked to the performance of the contract.
4. The period of validity of tenders, during which respondents are required to maintain all the conditions in their tenders, is 120 days from the closing date for the submission of tenders.
5. Huddersfield Textile Training Ltd or its associated company Huddersfield and District Textile Training Co. Ltd does not bind itself to accept the lowest or any tender, and reserves the right to accept or reject a tender either in whole or in part, or to annul the tender and not award any contract. The company will not be responsible for any costs incurred by the respondent.
6. Tender evaluation will be carried out by the authorised Project Manager in consultation and approved by the Managing Director or a member of the Senior Management Team in his absence, within 15 working days of the deadline date.
7. Where European Union Funding or Yorkshire Forward Regional Development Agency is being accessed for the procurement or part procurement of good or services – all tenders will be subject to the rules for procurement as defined by the European Union and Yorkshire Forward RDA. Thresholds for which are detailed below.

Contract Value	Contract Type	Procurement Process	Details
£1 - £2,500	Services, Supplies, Works	Value for Money test	Vfm consideration when placing an order/ sourcing an item or service.
£2,501 - £20,000	Services, Supplies, Works	Minimum of 3 written quotes (evaluation to determine Vfm)	Closed Invitation to Quote
£20,001 - £139,893	Services, Supplies	Competitive Tender	The norm is to advertise all contracts above £20k in the public domain however this is a mandatory requirement above £50k. By exception to the norm a closed Invitation to Tender can be issued to no less than 5 companies for contracts valued £20k - £50k.
£20,001 - £3,497,313	Works	Competitive Tender	
> £139,893/ £3,497,313	Services, Supplies, Works	EU Procurement (OJEU Open, Restricted, Competitive Dialogue or Negotiated)	Openly advertised in the official Journal of the European Union via SiMAP. An assessment should be undertaken as to which of the procedures is most appropriate.
£1 - £250,000	Services, Supplies, Works	Single Tender	Only by exception

N.B. all thresholds exclude VAT but include expenses.

