

**East of England Energy Group**  
Beacon Innovation Centre  
Beacon Park, Gorleston  
Gt Yarmouth  
Norfolk  
NR31 7RA

## Invitation to Tender *(MINOR CORRECTION TO NUMBERING ON PAGE 12)*

for;

## Support services to the Catalyst for the Energy Sector Programme

November 2011



The Catalyst for the Energy Sector Programme is part funded by  
The European Regional Development Fund



### 3. INVITATION TO TENDER

#### 3.1 INSTRUCTIONS TO TENDERERS

- Tenders are invited for either or both of the workscope.

**Workscope 1: Programme Management, Coordination & Reporting functions.**

As described in Section: ~~1.2~~ 2.1

**Workscope 2: Delivery of the Supply Chain Development actions.**

As described in Section: ~~1.3~~ 2.2

##### 3.1.1 Submission requirements

- Tenderers are required to submit one signed original completed and unbound hardcopy tender, three hard copies, and an electronic version on CD.
- The tender must include a correctly completed Form of Tender (Appendix 1).
- Tenderers must explain how they have addressed the following;
  - Understanding of the remit
  - Methodological approach
  - Work programme and reporting requirements.
- Please also enclose copies of certificates of:
  - Professional Indemnity insurance – with minimum cover of £5M.
  - Employers Liability Insurance – with minimum cover of £10M.
  - Third Party Liability Insurance – with minimum cover of £10M.
- Tenders must be delivered in a sealed, un-attributable envelope **by no later than 10.00 on Monday 12<sup>th</sup> December 2011.**
- A label must be attached at the top to read:

ITT Ref: <b>2011-EEEGR-CATALYST FOR THE ENERGY SECTOR</b>
Not to be opened before <b>12.00 on 12<sup>th</sup> December 2011</b>

- Tenders must be addressed to;

<b>Mr J. Best</b> <b>Chief Executive, EEEGR</b> <b>Beacon Innovation Centre, Beacon Park, Gorleston</b> <b>Norfolk, NR31 7RA,</b>
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