



## Frequently Asked Questions (FAQs)

### 1. What is an Invitation to Tender (ITT)?

An invitation to tender, also known as an ITT, is a formal document put together by a buyer inviting suppliers (or in this case, authors) to bid for the contract of works they are looking to fulfill.

### 2. Why is there a pre-qualifying questionnaire (PQQ)?

A pre-qualifying questionnaire helps to narrow down potential suppliers and is a common method used in tendering to shortlist.

### 3. Why are there different dates to submit the PQQ and tender application?

The Coalition will invite those who are successfully shortlisted through the PQQ to submit their tender documents. However, we strongly recommend reading the ITT so you are aware of what the requirements are should you be successfully shortlisted.

### 4. What happens after I submit my PQQ?

The Coalition will invite tenderers (candidates) to interview which will include a presentation on how they are able to fulfil tender requirements. Unsuccessful candidates will also be notified.

### 5. If I have questions about the tender process, who do I contact?

The Coalition welcomes questions to help you complete your application. For shortlisted candidates, where a new piece of information is provided, we will send this out to all shortlisted tenderers to help ensure information is being consistently shared. Questions can go to [Coalition@Place2Be.org.uk](mailto:Coalition@Place2Be.org.uk).

### 6. I'd like to partner with another business or party in order to carry out the works being tendered for, is this possible?

Individuals or businesses may partner with other individuals or organisations, however, they must identify if more than one organisation will be involved in the provision of the services. Where this is the case, a "Lead Tenderer" must be identified. The Lead Tenderer will be Place2Be's point of contact during the procurement. Further information is outlined in items 9.3 – 9.10 of the ITT.