

## Tender Specification: ITT11 Imported Food

Contract Duration: 1<sup>st</sup> January 2025 – 31<sup>st</sup> March 2027

### Summary of FSA Tender

The FSA wishes to appoint a supplier to develop and deliver imported food training to Port Health Authorities (PHAs) and Local Authorities (LAs) within a call-off contract arrangement. The training courses are aimed at Environmental Health Officers, Port Health Officers, Trading Standards Officers and other PHA/LA staff where they have responsibility for controlling imported food.

The range of courses to be provided by the contractor is likely to include, but not limited to: A series of webinars on Legislation and Enforcement. The webinars should also include an in-depth exploration of legislation and enforcement delivered using case studies.

### CIEH tender request

CIEH is looking for an experienced trainer with established expertise in the subject matter who can use this knowledge to help shape the content.

CIEH will manage all the logistics - this tender is for development and delivery of course content only.

The CIEH has successfully bid for this training contract in previous years and will be submitting a tender. Please see below for FSA timeline:

TABLE 1. ESTIMATED PROJECT TIMETABLE	
EXPECTED DATE	INVITATION TO (ITT) TENDER
21/10/2024	Invitation to Tender (ITT) issued by the FSA Agency
21/10/2024	ITT Clarification period opens
31/10/2024	ITT Clarification period closes
18/11/2024	Closing date for submission of ITT responses
19/11 – 29/11/2024	Evaluation of ITT responses
w/c 9/12/2024	Appraisal panel meeting held to consider clarified ITT responses
w/c 9/12/2024	Tenderers notified of outcome of appraisal and preferred Tenderer (or Tenderers) identified

### Expression of interest

To meet the tight deadline, please can you submit your expression of interest to develop and deliver this training by: **3pm, Wednesday 30<sup>th</sup> October 2024.**

**Please send expressions of interest – with your CV to [events@cieh.org](mailto:events@cieh.org)**