

30 June 2010

ConstructionSkills
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IV2 3JJ

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Dear Training Provider,

Re: GCTG Tender 2010/2011

On behalf of the Grampian Construction Training Group, we invite you to submit a tender for training course provision for the period 2010/2011.

Attached is a list of course criteria which must be met for every course and an index of courses previously offered through the training group network.

Please feel free to quote for any of the courses on the list or any other short duration courses you provide. Courses may be monitored.

Quotes should provide a daily rate for the trainer not a per person cost and should include course materials, administration and equipment required, where venue and/or catering are provided by you please quote separately. For Site Safety Plus courses; publications and registrations should be charged additional at cost.

Please provide us with a fixed cost which should include all expenses including travel/accommodation for delivering courses in Grampian, Moray & Argyll areas.

Should you have any queries or require further information, please contact me at the above address.

All quotes must be received by Friday, 23rd July 2010 and we will inform you if you have been successful by Monday, 30th August 2010.

Yours sincerely

Viktoriya Law
Group Administrator

Enc.