



**REQUEST**

**FOR**

**QUOTATION**

**FOR AGGREGATE SPEND UPTO €25,000 (Excl. VAT)**

**Subject of Quotation Delivery of Training Programs 2020+2021**

**Provision of Services for the Delivery of Training and Business Development Programs 2020 + 2021**

**Key Dates**

**Issue Date**

**18/11/2019**

**Closing Date for Queries**

4pm on 25/11/2019

**Closing Date for Quotations**

4pm on 03/12/2019

**Contact for Queries**

**Eilín Connolly [eilin.connolly@leo.monaghancoco.ie](mailto:eilin.connolly@leo.monaghancoco.ie)**

**Format for submission of quotations – use the Quotation Response Document provided**

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## 1. ABOUT THE CONTRACTING AUTHORITY

## 1.1 The Contracting Authority

Local Enterprise Office Monaghan, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

## 1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority is to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

## 2. SCOPE OF REQUIREMENT

### 2.1 Specification of Requirements

The Local Enterprise Office Monaghan would like to invite quotations from suitably qualified consultants to deliver training programs during the 2020 & 2021 period. The background and requirements are set out below.

#### 2.1.1 Background

The Local Enterprise Office Monaghan has the primary objective of promoting economic and entrepreneurial activity in the county and to develop local indigenous enterprise potential in the micro-business sector through the creation of an enterprise culture, the provision of advice, management training, mentoring and a range of financial supports.

#### 2.1.2 LEO Monaghan Tender for delivery of training and workshops for 2020 and 2021.

Local Enterprise Office within Monaghan County Council is currently in the process of preparing its training & support programme for the next 2 years from 2020-2021. A panel of trainers will be set up to deliver the courses and workshops. Subject to demand from participants, budgets and satisfactory performance, training and service contracts will be rolled over during the period.

Qualified trainers are invited to quote to avail of these opportunities to form a panel for delivery of the proposed courses.

Applicants should demonstrate their understanding of the SME sector and should show that their training proposals are practically based and aimed specifically at this sector. They should also demonstrate their ability to deal with small business start-ups, developing businesses, business owners, managers etc.

The following schedule is only an indication of the courses, their duration and content being considered for the next 2 years. Proposals for other formats and other appropriate

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workshops/seminars are welcomed. Note, additional quote notifications may be advertised on <https://www.etenders.gov.ie/> during the year(s).

Please refer to guidelines at the end of this document for important submission information.

### **TN01 Course: Start Your Own Business**

**Duration:** 1 evening per week for 6 weeks

**No of participants:** 15 (max)

**Description:** The objective of the SYOB programme is to assist participants in assessing the viability of business ideas and in understanding the essential elements required to start up and run their own business.

### **TN02 Course: Introduction to Pricing & Costing**

**Duration:** 2 evening plus 1 onsite visit.

**No of Participants:** 15 (max)

**Description:** Participants should be given an overview of the elements, strategies & formulas for costing & pricing their products & services.

### **TN03 Course: Facebook START.**

**Duration:** Half day plus 1 onsite visit

**No of Participants:** 15 (max)

**Description:** This workshop is aimed at business owners/managers who may/may not have taken their business online via Facebook and are interested in exploring the potential of Facebook as a marketing tool for your business.

### **TN04 Course: Facebook Marketing Advanced.**

**Duration:** 2 half days plus 1 onsite visit

**No of Participants:** 15 (max)

**Description:** Suggested content: This programme will give an overview of the advanced techniques when using Facebook. Topics may include: types of adverts, adverts manager, custom targeting, location, demographics, interests, behaviours, connections, promoted posts, lookalikes and measuring performance.

**TN05 Course: LinkedIn Master class.**

**Duration:** Half day.

**No of Participants: 15 max**

**Description:** This session encourages participants to identify opportunities that are available to them using the LinkedIn platform.

**TN06 Course: Video Marketing using a Smartphone.**

**Duration:** half day plus 2 onsite visits

**No of Participants: 15 max**

**Description:** This practical course covers planning your video content, taking and editing your own video content using your existing smartphone and integrating the use of the video into your marketing strategy to raise brand and boost online presence.

**TN07 Social Media and Online Images Training**

**Duration: Full Day**

**No of Participants: 15 max**

**Description:** Getting images right for social media channels is crucial for businesses. A one day programme is required to explore a range of considerations and practical steps to take to work towards perfecting business imagery. This course will include creating professional level photography with your smart phone or a small digital camera.

**TN08 Course: Search Engine Optimisation.**

**Duration:** 1 day / 2 half days plus 2 onsite visits.

**No of Participants: 15 max**

**Description:** This workshop/clinic will give owner/managers an introduction to search engines, on- page optimisation, link building, creating Google AdWord campaign and analytics.

**TN09 Instagram for Business**

**Duration: Full Day Course**

**No of Participants: 15 max**

**Description:** Basics of getting your business profile set up on Instagram. Examining the popular editing features available which can create stunning pictures for your business profile.

### **TN10 Data Protection and your Website**

**Duration:** Half Day Course

**No of Participants:** 15 (max)

**Description:** The content will cover issues that are relevant and essential for business websites for business to work towards GDPR compliance. Content will cover the developing and updating privacy policy, ensuring contact forms have active opt in elements, contain privacy terms and conditions, ecommerce elements, tracking software, and practical recommendations.

### **TN11 Course: Product Photography**

**Duration:** 1 day/ 2\*half days

**No of Participants:** 15 max

**Description:** This programme will provide an opportunity for participants to take professional like images for presenting your product as part of your marketing strategy.

### **TN12 Course: Marketing Planning**

**Duration:** 2 half days plus 2 onsite visits

**No of Participants:** 15 max

**Description:** This programme should incorporate the hands-on element of the Marketing Planning process and a review of all the associated elements. The output will be a Marketing Plan to be implemented on completion of the programme.

### **TN13 Course: Introduction to VAT**

**Duration:** 2 evenings

**No of Participants:** 15 max

**Description:** A quick guide to VAT for small business owners Topics to include: • VAT registration thresholds, Deductible Vat expenses, Cashflow benefits/Cash receipts basis of VAT, Revenue returns, Record keeping

### **TN14 Course: Taxation for the Sole Trader**

**Duration:** 1 day or 2\*evenings

**No of Participants:** 15 max

**Description:** An introduction to tax planning for the sole trader. Topics to include: Reporting requirements, The Self- Assessment system, Preliminary Tax, Completion of an income tax

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return, navigating ROS, personal allowances and rate bands, tax and PRSI liability, calculating vat and preparing returns, important dates.

### **TN15 Course: Financial Management of your Business**

**Duration:** 4\*evenings or 4\*1/2 days plus 2 onsite visits

**No of Participants: 15 max**

**Description:** Participants to gain a greater understanding of basic accounting and understanding your business finances. Topics may include: understanding the accounting elements, how to reduce costs, how to increase profits, manage cashflow, debtors, payment terms, accessing finance.

### **TN16 Course: Succession Planning**

**Duration:** 4/6 half days plus 2/3 onsite visits.

**No of Participants: 15 max**

**Description:** This programme will support and help to build sustainable futures for Co. Monaghan family owned businesses. Topics are not isolated to the following: Succession Planning, Business Strategy Development, Leadership Development, Estate Planning, Financial Management and Taxation, Conflict Resolution

### **TN17 Protecting Your Idea or Invention**

**Duration:** half/Full Day Course

**No of Participants: 15 max**

**Description:** This workshop is for anyone who has a new idea or invention that they would like to protect prior to commercialising it. It deals with all forms of Intellectual Property Rights, including Patents, Trade Marks, Designs & Copyright. The workshop will also deal with the application process involved in obtaining the IP protection.

### **TN18 How to build a Brand**

**Duration:** half day

**No of Participants: 15 max**

**Description:** Participants through his guided workshop will complete tasks brainstorm ideas, get clarity and get specific advice on what their brand stands for and who their customer is. Topics may include: Identifying target audience, Mission Statement, Qualities and benefits of your Brand, Core values and beliefs of your brand, Brand logo and Tag line, Brand message and Brand personality

### **TN19 : Course/Programme Recommendations**

LEO Monaghan welcomes proposals from potential suppliers under lot 19. Please ensure the format covers the required information as set out in the award criteria.

**Please note that speaker /venue hire/refreshments for all events will be borne by LEO Monaghan and should not be included in costs.**

#### **2.1.4 Timeframe**

Quotations are to run courses/ programmes with Co. Monaghan businesses in 2020. LEO Monaghan reserves the option to extend the quotation for an additional 12 months.

#### **2.1.5 Required detail of Quotation**

- Quality and approach of Training course;
- Relevant SME training experience of the consultant;
- Detailed costing for the course/program.

## **2.2 Delivery Locations**

Courses/Programs will be hosted in a different town/location throughout Co. Monaghan for their duration.

## **2.3 Pricing**

Quote must be ex VAT and will be fixed. The Local Enterprise Office Monaghan will not be liable for any costs incurred by the supplier in preparation and submission of the quotation.

## **2.4 Review of Performance**

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance and quality of service and turnaround time will be the main criteria for measuring performance.

### **2.4.1 Account Management**

Firms submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

### **2.4.2 Invoicing**

Invoices shall be submitted by the successful firm on prior agreement with LEO executive. All official invoices must quote The Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier.



## 2.5 Award to Runner Up

If for any reason, it is not possible to award the contract to the successful firm emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful firm has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring firm based on the terms advertised, at any time during the quotation validity period of 6 months.

## 3. EVALUATION CRITERIA

### 3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant firms. To this end, you are required to confirm the following by completing the self-declaration contained in the separate **Quotation Response Document (QRD)**.

- (a) General company information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the firm/party is appropriately insured.
- (d) Confirmation via declaration that the firm is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

### 3.2 Award Criteria

#### Evaluation of quotation

The successful applicant will be determined on the most economically advantageous quote, following an evaluation process by Monaghan Local Enterprise Office, based on the following criteria (weights in brackets):

- Quality and Approach of proposal (40 marks)
- Relevant Expertise and skills of consultant (40 marks)
- Costing (20 marks)

## 4. FORMAT OF RESPONSE

Service Providers are required to complete the separate Quotation Response Document and reference the course(s) which contains:

- (i) General Company Information
- (ii) Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
- (iii) The Quotation Form and where relevant response to the Qualitative Award Criteria.

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- (iv) If suppliers are applying for more than 1 course/program, you will need **separate** responses to the Qualitative Award Criteria and Price.

Please ensure you read the Instructions to Firms Quoting as detailed in Section 5.

## 5. INSTRUCTIONS FOR FIRMS QUOTING

### (a) Closing Date

The closing date for receipt of quotations is Tue 3<sup>rd</sup> Dec 2019 at 4pm. Quotations that are received late will not be considered in this competition.

### (b) Submission of Quotations

**1 hardcopy** of the quotation (s) should be submitted to Eilín Connolly, LEO Monaghan. Mtek 1, Armagh rd, Monaghan marked **LEO Monaghan Training Delivery 2020+2021**

### (c) Queries

All queries regarding this quotation should be submitted to the following email address: [eilin.connolly@leo.monaghancoco.ie](mailto:eilin.connolly@leo.monaghancoco.ie) clearly marked Query for Quotation. Queries should be received no later than 4pm on 25/11/2019.

### (d) Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful firm. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

### (e) Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Firms are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

### (f) Conflict of Interest

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the firm and The Contracting Authority or employees of The Contracting Authority or their relatives must be fully

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disclosed in the quotation submission or should be communicated to The Contracting Authority immediately upon such information becoming known to the firm, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a firm or invalidate an award of contract, depending on when the conflict of interest comes to light.

### **(g) Freedom of Information Acts**

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

### **(h) Data Protection Firms are required to comply with all directions of the Contracting Authority with regard to:**

- (i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);
- (ii) local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities
- (iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
  - Data Protection Acts, 1988 and 2003, 2018 and
  - All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

### **(i) Tax Clearance Certificate**

It will be a condition of award of this contract and any subsequent contract that the successful firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie).

**(j) Withholding Tax**

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

**(k) Interference and Inducement to Purchase**

Any effort by the firm to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

**(l) Notification of Evaluations**

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

**(m) Award to Runner-up**

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, The Contracting Authority considers that the successful party has not met its obligations, The Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

**(n) Replacement Personnel**

Notification must be sent in writing (by post or electronic means) as soon as possible to The Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of The Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

**(o) Copyright**

The Contracting Authority will have copyright ownership of any material developed for use by The Contracting Authority under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful firm).

**(p) Responsibility of Successful Party**

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.