

**Tipperary Local Enterprise Office has prepared an indicative schedule of business training courses for delivery in 2017-2018. Qualified trainers are now invited to tender for the delivery of these training programmes, specifically aimed at start-up businesses and the small business sector in County Tipperary.**

### **Training Programmes 2017-2018 Tender Guidelines & Checklist**

- Submissions should demonstrate that the core modules of the programme are practically based and targeted specifically at the small business sector. Proposers must also demonstrate expertise, skills and knowledge in dealing with this sector.
- Evaluation forms and attendance record sheets must be submitted on completion of programme(s).
- Proposers may tender for more than one of the listed programmes/workshops. Each proposal should outline content, fee structure and delivery.
- Tipperary Local Enterprise Office reserves the right to postpone or cancel courses if there is insufficient demand or funding.
- Tipperary Local Enterprise Office may repeat any of the courses more than once in a calendar year subject to demand.
- Tipperary Local Enterprise Office reserves the right to end a contract if in its professional opinion the quality of work produced by the trainer is of an unacceptable standard, the trainer fails to meet agreed deadlines or in the event of misconduct.
- All trainers who conduct training for Tipperary Local Enterprise must submit a current Tax Clearance Certificate, copy professional indemnity insurance and copy of Health and Safety statement.
- Trainers selected and appointed to the delivery panel require the prior approval in writing of the Local Enterprise Office to substitute trainers. Sub Contracting is not permitted under any circumstances.

## **CHECKLIST**

### **The proposal submitted should include the following information:-**

- A profile of your company/ training entity.
  
- An outline of the programme to be delivered. This should specify:-
  - The content of each module to be delivered.
  - Who is delivering each element of the programme (a short C.V. for each person should be included if not already included in the company profile).
  - The materials to be used in the delivery & promotion of the programme.
  - The overall cost of the programme with an appropriate breakdown.
  - Details of how the programme is to be certified and/or evaluated if applicable.
  - Details of reporting procedures.
  - References for work recently carried out, particularly in the small business environment.
  - Experience of having delivered the course/workshop for other organisations.
  - Tax Clearance Certificate.
  - Professional Indemnify Insurance Certificate.
  - Health and Safety Certification.

**Application for inclusion to deliver Training Programmes**

**1. Programme Title:** (Please complete this form for each course tendered)

**2. Trainer/Company Contact Details:**

Name: _____	Company/ T/a _____
Postal Address: _____	
Email address: _____	Tel No: _____
Website address: _____	

**3. Programme Details: (Aims, outcomes, duration, content, methodology, KPIs, no. of participants, evaluation etc)**

*(Additional material may be attached to this document not exceeding 4 A4 pages)*

**4. Methods, skills and expertise you will apply to undertake the work involved:**

**5. Details of any certification to be awarded (if applicable):**

**6. Details of promotional material you can provide for use by LEO:**

*e.g. Short promotional video, blogs, newsletters, tips etc that can be used by LEO on all web platforms to promote training programs and your business.*

**7. Brief Details of Qualifications, expertise and degree of participation of all personnel who will deliver training.** A CV for each Trainer is essential.

**8. The quotation sum:**

*Denoted in Euro, for the complete cost of undertaking the soft support(s), including a fully itemised breakdown of the fee charged for each individual, workshops and any other expenses envisaged.*

**9. A listing of similar programmes / contracts on which you or your company has worked:**  
*Please note that the Local Enterprise Office reserves the right to contact the purchaser(s) of your services for details and/or testimonials.*

**10. Please submit or ensure that the following documents are on file with the Local Enterprise Office Tipperary:**

Current Tax Clearance Certificate

Current Professional Indemnity Insurance

Current Health and Safety Certificate

Signed:

Date:

If you have any queries or require additional information please do not hesitate to contact Ms. Ita Horan (052 6129466). The closing date for submission of all applications is **5.00p.m. on Tuesday 1st November 2016**. Applications can be submitted to Local Enterprise Office, Ballingarrane House, Cahir Road, Clonmel, Co. Tipperary by e-mailing [quotations@leo.tipperarycoco.ie](mailto:quotations@leo.tipperarycoco.ie).

**Please Note:**

- (1) Quotations received after the closing deadline will not under any circumstances be considered.
- (2) Only fully completed applications that have all the necessary supporting documentation enclosed will be considered.