

Guidelines for tender applications for Training Programmes for the period January 2016 to December 2017.

- All proposals should be submitted in hard copy (3 copies) in sealed envelopes marked clearly 'Tender Documents Enclosed' to be received no later than 4pm on **Friday 16th October**. Please include sender details and email address on the envelope so that we can acknowledge receipt of applications.
- Submissions should demonstrate that programmes are practically based and targeted specifically at the small business owners/managers. Consultants must also demonstrate experience and knowledge in dealing with this sector.
- Fee structure should include all costs including travel, course materials, assessment of suitability of participants if required for particular courses, administration, reporting requirements including evaluation of the programmes.
- All programme deliverers must provide a copy of current tax clearance certificate and professional indemnity insurance when requested.
- On delivery of a programme, full course notes must be provided to participants and a hard copy supplied to the Local Enterprise Office Cork City for their files.
- Applicants may tender for more than one of the listed programmes and should outline the content, delivery method and fee structure for each programme separately.
- Duration & Format of programmes – The Local Enterprise Office Cork City is open to proposals.
- Ideas regarding the recruitment of suitable client companies for courses are welcome.
- Tenders will be assessed on the basis of the most economically advantageous tender. Criteria for assessment are: Quality of Proposal, Proven Track Record & Experience, Delivery Approach, Innovation, Costs, Management & Administration.
- The Local Enterprise Office Cork City as part of Cork City Council undertakes to use its best endeavours to hold confidential any information provided by you in this Tender subject to the Council's obligations under Law including the Freedom of Information Act 1997. Should you wish that any of the information supplied by you in this tender should not be disclosed because of its sensitivity, you should when providing the information, identify same and specify reasons for its sensitivity. Cork City Council will consult with you about

this sensitive information before making any decision on any Freedom of Information request received. In the event that the City Council decides to release particular information relating to you, you will have the option of appealing this decision to the Information Commissioner. Please note that in the event that no information is identified by you as sensitive, with supporting reasons, then it is likely to be released in response to a request under the Freedom of Information Act.



Comhairle Cathrach Chorcaí
Cork City Council



European Union

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Development Fund