



# Local Enterprise Office

## Application for inclusion to deliver Training Programmes

Prog Code	
Date Received	
Time Received	
App Ref No	

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

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### 2. Trainer/Company Contact Details:

<b>Name</b>	
<b>Company / t/a</b>	
<b>Postal Address</b>	
<b>Eircode</b>	
<b>Email address</b>	
<b>Phone Number</b>	
<b>Website if available</b>	
<b>Tax Access Number</b>	
<b>Contact person and contact information for this tender submission (if different from above)</b>	

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

<b>Aims of Programme:</b>	
<b>Outcomes of Programme:</b>	



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<b>Method of Delivery</b>	Online <input type="checkbox"/> Classroom <input type="checkbox"/>
<b>Duration of Programme</b>	
<b>Content of Programme</b>	
<b>Methodology of Programme</b>	
<b>Key Performance Indicators</b>	
<b>Maximum no of participants</b>	
<b>Methods of evaluation</b>	
<b>Training Facilities Required e.g. Projector, Screen, Seating Arrangements</b>	
<b>Certification if applicable</b>	



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<b>Other:</b>	

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


### 5. 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.*

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



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<b>Name</b>	
Qualification	
Awarding Body	
Expertise	
Degree of participation in delivery of proposed training	
<b>Name</b>	
Qualification	
Awarding Body	
Expertise	
Degree of participation in delivery of proposed training	
<b>Name</b>	
Qualification	
Awarding Body	
Expertise	
Degree of participation in delivery of proposed training	

## 7. 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. **Fee Structure must include consultant fee, course materials, mentoring if applicable, final evaluation report, etc.**

<b>Total cost for delivery of this Training Programme</b>	<b>€</b>	
Cost for tutor	Full Day	€
	Half Day(3 hours)	€
Cost of Mentor (if applicable)	Full Day	€
	Half Day(3 hours)	€
Expenses envisaged – outline of what expenses you envisage are required	€	
Course Materials		
VAT Registered – Yes /No		



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**8. 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.*

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### **9. Availability**

All County Tipperary <input type="checkbox"/>	North Tipperary only <input type="checkbox"/>	South Tipperary only <input type="checkbox"/>
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### **10. Proposal Checklist - proposal submitted must 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.



## Local Enterprise Office

- 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.
- Trainers selected and appointed to the delivery panel require the prior approval in writing of the Local Enterprise Office to substitute trainers. Subcontracting is not permitted under any circumstances.
- Tax Clearance Certificate or Tax Access Number
- Professional Indemnity Insurance
- Health and Safety Statement
- All questions on application form completed

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Enquiries** If you have any queries or require additional information, please do not hesitate to contact Madeline Ryan (052 616 6200) [madeline.ryan@leo.tipperarycoco.ie](mailto:madeline.ryan@leo.tipperarycoco.ie)

**Submission of Tender** The closing date for submission of all applications is

**12 noon Friday 1<sup>st</sup> December 2023**

Applications can be submitted **by email only** to: [leotender@tipperarycoco.ie](mailto:leotender@tipperarycoco.ie)

Please ensure that your name or company name together with the course reference is in the subject line of the email.

**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.