

# TENDER SUBMISSION DOCUMENT

Waterford County Enterprise Board: Mentoring 2011

## **1. Ref:**

Specialist Mentoring/Soft Supports

## **2. Title:**

To deliver mentoring assistance to our clients in County Waterford in one or several of the following areas of expertise: financial management and planning; marketing research and/or strategy; web site optimisation; brand development and management; human resources management; process planning and optimisation; business plan preparation, intellectual property management.

## **3. Aim:**

Tendering process must be renewed yearly.

## **4. Duration:**

**5. Programme Details:**

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

**6. Outline Methodology of your perception of the work involved:**

**7. Methods, skills & expertise you will apply to undertake the work:**

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

**9. Brief Details of Qualifications, expertise and degree of participation of all personnel to be deployed on the contract:**

**10. List the 3 main outcomes, in your opinion, that participants can expect following completion of your proposed programme: Please note that if your bid is successful, this information will be used to promote the programme and also in assisting with programme evaluation.**

1.

2.

3.

**11. The tender 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 and the amount detailed for any other expenses envisaged*

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

**13. Please ensure that you have enclosed the following documents:**

- Current Tax Clearance Certificate
- Current Professional Indemnity Insurance
- Current Safety Statement (relevant section)

**Signed:**

**Date:**

**The closing date for the receipt of submissions (including submissions by email) will be 5pm on Friday 14<sup>th</sup> January 2011. Submissions should be e-mailed to [waterfordceb@cablesurf.com](mailto:waterfordceb@cablesurf.com) with 'Tenders for Soft Supports' in the subject line. It will be the responsibility of the Company / Consultant to ensure that tenders submitted by email are received by the Board by the closing date and time. Tenders received after the closing deadline will not under any circumstances be considered.**