**INVITATION TO TENDER**

**For the Event Management of**

**National Women’s Enterprise Day (NWED) 2019**

**On behalf of:**

**Local Enterprise Office Louth**

**&**

**Local Enterprise Office Meath**

**Tender: National Women’s Enterprise Day 2019 – Event Management**

**1. Introduction**

This document is an invitation to Tender for the Event Management of National Women’s Enterprise Day (NWED) on behalf of Local Enterprise Office Louth and Local Enterprise Office Meath, hereinafter referred as LEO Louth / LEO Meath.

**2. Profile of the Local Enterprise Office**

The Local Enterprise Offices was established in April 2014 as part of a network of 31 Local Enterprise Office teams across the Local Authority network in Ireland. We provide advice, information and support to entrepreneurs, early-stage promoters, start-ups and expanding businesses. An initiative of the Action Plan for Jobs, Local Enterprise Offices (LEOs) act as “First Stop Shops” for anyone seeking information and support on starting or growing a business in Ireland. The Local Enterprise Office implements measures to assist job sustainability and creation through the development of business know-how, efficiency, expertise and business-related infrastructure in the area

**3. Contract Duration**

The contract will cover the period from 26th August 2019 to 31st of October 2019.

**4. Event Management Role:**

LEO Louth / LEO Meath are currently planning a joint event for National Women’s Enterprise Day (NWED) which will take place on 17th October 2019 (venue to be confirmed) and are seeking quotations for provision of Event Management for this event, including but not exclusively:

* Preparation of a PR and advertising plan, including both pre and post event, including but not exclusively:
* Social media co-ordination
* Photographer engagement
* Supply images with captions and press releases to local (both Louth and Meath) and national press.
* Implementation of above PR and advertising plan, including co-ordination with LEO central PR co-ordinator
* Act as media spokesperson on behalf of LEO Louth / LEO Meath
* Liaise with Event Ambassador and speakers on preparation of their profiles and speeches on the national theme ‘Making it Happen’ and AV requirements. Arrange gifts for speakers/Ambassador by agreement with LEO Louth / LEO Meath,
* Liaise with hotel on all aspects of event on the day including room layout and decoration.
* Liaise with MC for the event.
* Co-ordinate name badges and registration on day of event (LEO staff should not be relied upon for registration desk).
* Co-ordinate the design and print of NWED brochure.

**An outline format for the event is given below:**

**Theme: ‘Making it Happen’**

9.30am – 10.00am Tea/Coffee and Registration

10.00am – 10.30am Keynote Speaker

10.30am – 10.50am Ambassador

10.50am – 11.10am Short Q&A

11.10am – 11.30am Tea / Coffee

11.30am – 12.40pm Case Studies x 2 from Louth and Meath (Details TBC)

12.40pm – 13.00pm Panel Discussion

1.00pm Lunch and Close

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**5. Pricing**

1. All costs must be quoted as a fixed price in Euro *(both exclusive and inclusive of VAT)* to include the costs of all travel and other expenses and overheads to be incurred in the delivery of the contract.
2. Costs quoted must include, for comparison purposes, all envisioned costs and service charges. To ensure best practice in procurement at least 3 competitive quotations in writing shall be sought.
3. Payment for all third party costs must be agreed in advance and can only be paid on foot of appropriate invoices. Detailed invoicing arrangements will be agreed with the successful supplier at the time of the award of contract.

LEO Louth is committed to meeting its obligations under the 30 day Prompt Payment Rule.

1. Before a contract is awarded the successful Contractor(s) (and agent, where appropriate) will be required to promptly produce a valid, current Tax Clearance Certificate Number. In addition, Contractors must retain records of tax reference numbers for any subcontractors where payment exceeds €6,350 (incl. VAT).
2. No additional costs will be incurred by the Co-ordinator without the prior approval of Local Enterprise Office Louth.

**All payments under the contract will be conditional on the Contractor(s) being in possession of a valid, current tax certificate number at all times.**

**Event brochure design & printing, venue costs & refreshments will be arranged in agreement with and paid for by LEO Louth / LEO Meath.**

**6. Partnerships with other suppliers**

Any partnerships with other suppliers should be specified in the proposal and discussed with the LEO prior to the commencement of the programme. Should you wish to sub-contract any part of the assignment to another supplier, you must first seek approval and details of the personnel to be used in the delivery of the programme must be submitted to LEO Louth and LEO Meath. For all third party costs Public Sector Procurement Guidelines must be followed ie a minimum of three quotations must be sought and evidence of same provided to LEO Louth / LEO Meath.

**7. General Conditions on engagement**

* Payments for all goods and services supplied will be made on the submission of appropriate monthly invoices, in accordance with the Prompt Payment of Accounts Act 1997. LEO Louth / LEO Meath retain the right to withhold payment, where a Co-ordinator has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.
* The Co-ordinator shall be required to fully comply with the tax clearance procedures for public service contracts and provide tax clearance confirmation.
* LEO Louth / LEO Meath will provide support to the Co-ordinator at all stages in and throughout the delivery of SEP.

**8. Freedom of Information / Confidentiality**

LEO Louth / LEO Meath undertake to use its best endeavours to hold confidential any information provided by respondents, subject to its obligations under law, including the Freedom of Information Act, 2014.

Respondents who wish that any of the information supplied in their tender should not be disclosed should identify this sensitive information clearly and specify the reason for its sensitivity. LEO Louth / LEO Meath will consult such respondents before making a decision on disclosure of the information concerned on foot of any relevant Freedom of Information request, which may be received.

LEO Louth / LEO Meath also require that all information made available to the preferred tenderer in the course of this project be treated in strict confidence unless indicated otherwise in particular instances.

All information (pertaining to participants and their business) provided to you or your company for the purposes of the Programme shall remain strictly confidential.

**9. GDPR**

**In processing personal data that we provide to you, you warrant and represent that you are, and shall be for so long as you process any such data, fully compliant with the GDPR and any national implementing legislation (“Data Protection Law”) and you agree:**

* To only process the personal data on our documented instructions, unless you are required to do so by EU or Irish law. You shall inform us of that legal obligation before processing, unless that law prohibits such information on important grounds of public interest.
* Not to transfer the personal data to a recipient outside the EEA, without our prior written consent, unless the transfer is subject to the terms of a contract incorporating the standard contractual clauses in the form adopted by the European Commission; the recipient is in a country the subject of an adequacy decision by the European Commission; or the transfer is to the US to an entity that is a certified member of the EU-US Privacy Shield scheme.
* To impose a duty of confidentiality on any staff and subcontractors, where applicable, with access to the personal data.
* To implement technical and organisational security measures appropriate to the risks of processing the personal data, including pseudonymisation and encryption of personal data; the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services; the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident, and a process for regularly testing, assessing and evaluating the effectiveness of security measures.
* Not to engage another processor without our prior specific or general written authorisation. In the case of general written authorisation, you shall inform us of any intended changes concerning the addition or replacement of other processors, thereby giving us the opportunity to object to such changes
* To require any sub-processor that you engage to process the personal data on our behalf, to adhere to the same obligations that you undertake in this letter, to ensure such processing meets the requirements of the Data Protection Law, and you will remain fully liable for any breach by a sub-processor of its obligations in relation to the processing of the personal data.
* Insofar as possible, and taking into account the nature of the processing, assist us by appropriate technical and organisational measures to fulfil our obligation to respond to individuals’ request to exercise their rights to transparent information, access, rectification, erasure, restriction of processing, objection and portability under Data Protection Law.
* Taking into account the nature of the processing and the information available to you, assist us in ensuring compliance with our obligations under Data Protection Law in regard to data security; data breach notification to the supervisory authority and to individuals; carrying out Data Protection Impact Assessments and related consultations with supervisory authorities.
* At our request, delete or return all the personal data to us after the end of the provision of your services, and delete existing copies unless EU or Member State law requires storage of that personal data.
* Make available to us all information necessary to demonstrate compliance with the obligations laid down in Article 28 of GDPR, and allow for and contribute to audits, including inspections, conducted by use or another auditor mandated by us.
* Immediately inform us if, in your opinion, an instruction of ours infringes the GDPR or other EU or Irish data protection provisions.

**10. Evaluation of Tenders**

The successful applicant will be determined on the basis of the most economically advantageous tender, following an evaluation process by LEO Louth and LEO Meath on the basis of the following criteria.

**LEO Louth / LEO Meath will not be bound to accept the lowest tender.**

* Quality of the Proposal (30%)
* How Proposal meets with programme (20%)
* Relevant experience of Co-ordinator in programme delivery (30%)
* Value for money (20%)

**11. Tender Submission**

Closing date for receipt of completed tenders is **4.00pm on Tuesday 16th of July 2019**. Tenders received after the closing deadline will not under any circumstances be considered.

**Tender submissions should be returned to:**

**By Post: Riona McCoy, Local Enterprise Office Louth,**

**Town Hall, Crowe Street,**

**Dundalk, Co. Louth.**

**or**

 **By email:** **tenders@leo.louthcoco.ie**

**Any queries in respect of this invitation to tender should be addressed to** **tenders@leo.louthcoco.ie** **with the reference NWED REQUEST FOR TENDER 2019.**