1. Introduction

1.1 The Low Carbon Across the South East (LoCASE) project is currently seeking suppliers of event management services to deliver a series of ten (10) Tender/Pitching Workshop events to accompany two (2) Meet the Buyer (MTB) events in the South East Local Enterprise Partnership (SELEP) region. There will be five (5) Tender/Pitching Workshops per one (1) MTB event.

2. Background

2.1 LoCASE is a European Regional Development Funded (ERDF) programme and has been operating across the SELEP area since 29 February 2016.

2.2 LoCASE will provide a consistent, accessible business support programme across the SELEP area that helps businesses optimise their use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance in terms of resilience, profitability and competitiveness, at the same time contributing to the protection and preservation of the environment.

2.3 LoCASE aims to support businesses to make smart procurement choices that are low carbon and that improve their energy efficiency, also to stimulate the low carbon economy, encouraging innovation and growth in businesses that offer low carbon environmental goods and services (LCEGS).

3. The LoCASE MTB Tender/Pitching Workshops

3.1 We are seeking proposals from suppliers to manage and deliver the LoCASE MTB Tender/Pitching Workshop events to be held in East Sussex, Essex, Kent and Thurrock. These twenty (20) events, five (5) events in each area, to accompany one (1) MTB in each area, will take place over the course of the LoCASE project duration:

3.1.1 Thurrock – May to November 2017

3.1.2 Essex – February to August 2018

3.2 The events should seek to involve small and medium sized enterprises (SMEs) from each locality that are attending the LoCASE MTB events.

3.3 The half day events should help to prepare SMEs to participate effectively in the MTB event and subsequently enable them to find and win new contracts with large businesses and public sector organisations.

3.4 The LoCASE MTB Tender/Pitching workshops could include the following topics:

- Effective Networking;
- Pitching and Winning New Business;
3.5 The target market (attendees) for the LoCASE MTB Tender/Pitching Workshops are SMEs in the SELEP region. To be eligible to access the event and other LoCASE products, businesses will need to be:

- Based within one of the following local authority areas: Essex, Kent, East Sussex, Southend and Thurrock.
- A small or medium sized enterprise (1-250 employees, less than €50million annual turnover, less than €43million annual balance sheet)
- Not part of a larger firm (must be less than 25% owned by an external stakeholder)

3.6 The events must be contemporary and accessible, and not preclude any groups from being able to access the information. The events themselves must demonstrate the commitment from the LoCASE programme and to the business community in the SELEP region and reflect the high standards that businesses expect.

4. Proposal Specification

4.1 From prospective providers, the Low Carbon Across the South East project is requesting a full proposal for delivery and a comprehensive quote (with budget breakdown) to deliver the events. Submissions for this opportunity should be no more than 4 sides of A4.

4.2 The proposal should include:

- Format & Management of the events
- Timescales
- Managing engagement & registrations
- Details of how the performance of the events will be evaluated.

4.3 The quote should include:

- A comprehensive cost for the total delivery of the event (exclusive of VAT)
- A breakdown of the major cost items involved in the delivery
- The deadline to submit proposals to us for this opportunity is: 12:00pm, Wednesday 22 March 2017.

4.4 Final proposals and requests for further information should be sent to: business@thurrock.gov.uk.

5. Selection Criteria

5.1 The successful bid will be assessed on:

- Price – 50%
- Understanding of context and knowledge of the area – 30%
- Quality of event delivery (as communicated within your proposal) – 20%

5.2 The successful candidate will be contacted within two weeks of the proposal deadline.