1. Introduction

1.1 The Low Carbon Across the South East (LoCASE) project is currently seeking suppliers of venues and catering for a series of 10 Tender/Pitching workshops in the South East Local Enterprise Partnership (SELEP) region.

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. Provision of venue and catering for LoCASE workshops

3.1 We are seeking proposals from providers of venues and catering services to accommodate ten (10) workshop events in Thurrock and Essex. These events, five (5) 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 Venues should be able to provide space to accommodate up to 20 delegates in a boardroom style setting and should have the capacity to provide refreshments and/or breakfast/lunch service.

3.3 Venues will be required to provide space to accommodate a half day workshop, in either a morning, afternoon or evening session, and must have the adequate parking capacity to accommodate up to 25 vehicles on site.

4. Proposal Specification

4.1 From prospective providers, the Low Carbon Across the South East project is requesting a full proposal for provision of venue and catering services.
4.2 The proposal should include:
- Details of venue, including capacity and layout of rooms
- Details of catering services, including menus and costs per person

4.3 The quote should include:
- A comprehensive cost for room hire (exclusive of VAT)
- A breakdown of cost options for catering services (exclusive of VAT)
- 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 – 70%
- Suitability of venue for the provision of LoCASE workshops – 30%

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