



**Request for Information for**

**IT Training**

**For**

***Learning Waves Skillnet***

**Learning Waves Skillnet  
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Co. Louth  
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email ; [teresahanratty@learningwaves.ie](mailto:teresahanratty@learningwaves.ie)**

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## **1. Information on *Learning Waves Skillnet***

Learning Waves Skillnet is the training organisation for the Independent Commercial Radio sector in Ireland. The network is currently made up of 31 Independent Commercial Radio Stations, together with partner organisations such as the BAI, IRS, BMS, IBI and AIRPI. The network has come together to provide member organisations with high quality tailored training in a cost effective manner. The aim of the network is to provide life long learning opportunities for all those working within the Independent Commercial Radio Sector in Ireland. The network was formed in 2004 and represents 100% of the sector. Further information can be found on [www.learningwaves.ie](http://www.learningwaves.ie)

***The Learning Waves Skillnet is funded by member companies and the Training Networks Programme, an initiative of Skillnets Ltd. funded from the National Training Fund through the Department of Education and Skills.***

## **2. Description of services required**

Expressions of interest are invited for the design and delivery of training in the areas of Social Media.

### **Specifically the training will look at :**

The effective application and use of IT, specifically, MS Office packages in a business environment and in particular radio. In particular the training will be very practical in nature focusing on the use of such packages on a daily basis.

### **Who will the training be aimed at :**

The training will be aimed at all levels of staff and all staff within the sector which will include News, Sport, Presenters, Researchers, Producers, Sales, Marketing and General Management and Administrative staff.

## **3. Instructions for Responding to this tender**

### **3.1 Closing Date**

Proposals(one Soft copy) must be emailed to [teresahanratty@learningwaves.ie](mailto:teresahanratty@learningwaves.ie) by 17.00 on Friday 10<sup>th</sup> February 2012.

Tenders should include the following:

- An outline of the approach to be employed including duration of course, numbers on course
- A draft outline of the training programme( can be attached as a separate document)
- Detailed biographies of proposed trainers with particular reference to experience of working with the radio industry or knowledge of the radio industry.
- A detailed breakdown of costings for public and closed courses
- References from previous clients
- Valid Tax Clearance Certificate
- Details of Certification offered for the training require

### 3.2 Format of Response from Supplier

You should submit your response by email to [teresahanratty@learningwaves.ie](mailto:teresahanratty@learningwaves.ie) . Your response should be no longer than 8 pages, trainer profiles should be attached as appendices in a separate document.

### 3.3 Further Information and Clarification

Further information and clarification of all commercial matters/details should be directed to the above.

### 3.4 Validity of Proposal

Responses should be valid for a period of twenty-four months from the closing date, and thereafter until withdrawn by formal notice in writing by the supplier. If you desire that your response should be valid for a specific period only, you should indicate, in your response, the period for which it is valid.

## **4. General Information on Supplier's Company**

Please supply a corporate overview of your organisation and relevant expertise. Please supply a copy of a valid Tax Clearance Certificate.

## **5. Pricing and Charging Structure**

All prices quoted should be in Euro (VAT exclusive and include delivery to agreed location). Daily training rates should be quoted for each programme and expenses, where charged, should be specified.

## **6. Terms and Conditions**

*Learning Waves* requires all suppliers to contract on the basis of *Learning Waves* preferred terms and conditions. An example of those terms and conditions can be forwarded on request. Selected suppliers will be required to sign the Terms and Conditions prior to commencing work. The contract will be awarded initially for 2012 and will follow in to 2013 should funding be awarded to Learning Waves Skillnet.

## **7. Evaluation Criteria:**

*Learning Waves* intends to select a supplier on a range of criteria. Factors that will be taken into account are listed below but are NOT necessarily in order of importance:

1. Value for money and price relative to budget available
2. Quality and how the offering meets the Learning Waves Skillnet requirements
3. An imaginative and flexible approach to the solution that can add value to the training requirements outlined herein
4. Financial standing of the supplier
5. Availability of resources and skilled personnel with the necessary qualifications/experience to perform the required services
6. The Supplier's ability to undertake all of the scope themselves, without resorting to subcontract.

7. Ability to demonstrate a track record of a successful implementation of similar programmes in terms of content and scope
8. Capability of demonstrating an excellent grasp of the Learning Waves Skillnet training and development needs

***Learning Waves does not bind itself to accept the lowest or highest or any quotation.***

#### **8. Supplier Contact details:**

*Learning Waves* may wish to have further details or clarifications on any aspect of your submission.

Please give details of all relevant contacts, their positions, addresses, telephone numbers & e-mail addresses. Please also ensure that you identify the name and title of the manager in your organisation who has overall responsibility for your submission. That person should sign the response on behalf of the Supplier, to indicate their commitment to their proposal.

#### **9. Weighting Criteria**

The following weighting criteria will be applied to all tenders received :

Cost	300
Qualifications	350
Method Statement	350
Content and Quality of Programmes	450
References	300