

**Chamber Train Tender Application 2019**

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**PROFESSIONAL TRAINING COURSES,**

**DESIGNED BY BUSINESS FOR BUSINESS**

**Introduction**

Greater Manchester Chamber of Commerce is a not for profit, membership organisation, Chamber of the year 2017/18 and IIP Gold accredited.

We provide a variety of cost-effective training courses through our Chamber Train service and after a recent survey conducted with all our members, we have established interest for courses in various subject areas.

We would therefore like to invite member organisations, to complete this tender application.

This is a competitive process, open to members at the time of release i.e. **Monday 18th March 2019**. Applications will be assessed against the following criteria:

* Ability to demonstrate the application is economically advantageous to both parties;
* Ability and commitment to participate in a ‘mutual marketing’ strategy;
* Ability to provide evidence of previous success in delivery;
* Ability to deliver quality training to a variety of target audiences as specified under the categories below;
* Ability to support Greater Manchester Chamber’s commitment to Social Value.

Please note tenders completed for any other courses than the below will not be considered.

We are currently looking for training providers who can deliver training in the following subject areas. Please submit separate applications for each category you are interested in tendering for:

* Bid and Tender Writing
* Business Development e.g. creating new business, networking, introductory level business planning
* Digital Marketing/Social Media including Analytics
* Microsoft Office Skills for Business
* Introductory Level Leadership and Management

**Deadline for application:** Friday 29th March 2019

**Interviews:** 4th April 2019

**Completed forms should be saved in PDF format and forwarded to** [professionalservices@gmchamber.co.uk](mailto:professionalservices@gmchamber.co.uk)

**About your organisation**

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| **Organisation Details** | | | | |
| **Business Name** | **Membership No.** | |  | |
| **Primary Contact** | **Job Title** | |  | |
| **Address** | **Phone Number** | | | |
| **Company Registration No.** | **Email address:** | | | |
| **Website:** | **Twitter:** | | | |
| **LinkedIn:** | **Instagram:** | | | |
| **How long has the company been trading for?** |  | **How long has training been offered?** | |  |
| **Number of Courses Delivered 2018/2019** |  | **Average Number of Attendees per course in 2018** | |  |

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| --- | --- |
| **1)** | **Please provide details of courses, the kind of organisations/ target audience you have engaged with and where the courses were held (500 words)** |
|  | |
| **2)** | **Please provide a summary evidencing your success in delivering the course(s) outlined above (300 words)** |
|  | |
| **3)** | **Please specify the areas you are interested in delivering training, proposed course title(s) duration and cost per delegate below – please see current** [**training supplier information**](https://www.chambertrain.co.uk/terms/) **regarding duration, payment arrangements etc. to support you with this.** |
|  | |
| **If applicable, please give details of accreditation and CPD contribution of any of the above:** | |
| **4)** | **Course Details** |
| Please attach course details i.e. a brief description and overview of objectives and outcomes as appendices to this document. | |
| **5)** | **Please provide details regarding how the course(s) you are proposing to deliver will be economically advantageous to both parties (400 words)** |
|  | |
| **6)** | **Please provide details of how you would expand the Chamber Train offer to deliver in other areas of Greater Manchester (300 words)** |
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| **7)** | **Please provide details of how you would attract and cater for different audiences**  **(300 words)** |
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| **8)** | **Please provide details of your existing marketing arrangements (200 words)** |
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| **9)** | **Please tell us how you would make a ‘mutual marketing’ agreement work (300 words)** |
|  | |
| **10)** | **Please tell us how you will support Greater Manchester Chamber’s commitment to** [**Social Value**](https://www.gmchamber.co.uk/campaigns/gm-social-value-awards/) **(400 words)** |
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| **References** | | | |
| **Business Name** |  | **Business Name** |  |
| **Contact** |  | **Contact** |  |
| **Job Title** |  | **Job Title** |  |
| **Phone** |  | **Phone** |  |
| **Email** |  | **Email** |  |

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