



THE UNIVERSITY *of* EDINBURGH

INVITATION TO QUOTE (ITQ):

Workshop Delivery for Low Carbon Businesses: Sales & Marketing
Ref: ECCI/CKIC/ACC1/WORKSHOP2

KEY MILESTONES/DEADLINES:

24 th May 2019	Issue of ITQ
15:00, 6 th June 2019	<u>Deadline for submission of quotes</u>
3 day period thereafter	Evaluation and assessment
10 th June 2019	Award notification*
27 th June 2019	Delivery

***Please note the above dates are given as guidelines only and are subject to change**



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24th May 2019

Dear Supplier,

INVITATION TO QUOTE FOR *Workshop Delivery for Low Carbon Businesses: Sales & Marketing*

You are invited by the University of Edinburgh's Edinburgh Centre for Carbon Innovation (ECCI) to quote for the provision of *Workshop Delivery for Low Carbon Businesses: Sales & Marketing* as detailed below. Your quotation must be received by **the time and date specified on the front page of this document**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The location where services will be performed is Edinburgh Centre for Carbon Innovation, High School Yards, Infirmary Street, Edinburgh EH1 1LZ.

If you cannot supply the exact equipment The University needs, you may suggest alternatives that meet the specification, whilst complying with any minimum standards and the primary outputs expected from equipment of this nature. Please clearly show the benefits of any such alternatives.

By providing us with a quotation you agree to be bound by the University of Edinburgh's [Terms and Conditions](#) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be addressed to Jamie Brogan at Jamie.brogan@ed.ac.uk.

Yours faithfully

Jamie Brogan



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Appendix 1: Specification

Quantity: 1

Description/Brief:

ECCI is one of the University of Edinburgh's impact and innovation centres, with a successful track record in supporting low carbon businesses and providing expertise to aid the development of new low carbon products and services.

ECCI has partnered with Climate-KIC, the largest climate entrepreneurship network in Europe to provide support to low carbon start-ups. ECCI will run the Accelerator (Stage 1) programme from June 2019 to August 2019 - the programme provides a hands-on support model with training and skills workshops, mentoring with experts, funding, industry advice and contacts in the low carbon sector.

ECCI require consultants with experience of working with developing and commercial stage businesses, entrepreneurs and climate change stakeholders to support and widen ECCI's current low carbon innovation work. This tender is specifically for providing:

A two hour '*interactive*' workshop on how to sell your low carbon product / service to the correct customer / audience and market effectively on a low budget; on 27th June 2019 from 13.00 - 15.00.

ECCI are seeking a comprehensive support package from consultants that is appropriate and useful for each of the developing and commercial stage businesses.

Information provided by ECCI:

ECCI will provide an overview of the Accelerator (Stage 1) programme and information on each low carbon business in advance. Please note you **MUST** be available on Thursday 27th June 2019 from 13.00 - 15.00 to be considered for this tender.

Core deliverables required:

Number	Indicator
1	Two hour interactive presentation on Sales & Marketing for low carbon businesses on Thursday 27 th June, 13.00 – 15.00

Fees and costs:

We have accounted for up to two hours preparation time and two hours to deliver the workshop, total of four hours, budget is £500 (including expenses, including VAT). The University of Edinburgh would welcome quotations for less than this maximum amount.



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To apply:

1. Illustrate the knowledge, experience and capability of the tendering organisation and/or individuals in relation to the achievement of the outcomes sought and illustrated above.
2. Be no more than 2-3 pages outlining your approach to the work (how you will deliver the interactive workshop for low carbon start-ups, topics covered, activities, any handouts and take away information provided) and considering the key award criteria noted below.

Award criteria:

The following criteria will be utilised to assess all quotations received:

- Value for money (20%)
- Methodology and approach (30%)
- Demonstration of ability to support low carbon start-ups (30%)
- Outcomes proposed (20%)

All information created for the workshop (e.g., PPT slides, hand-outs) must be provided to ECCI for our records.