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INSPIRE BUSINESS CENTRE LTD INVITATION TO TENDER FOR THE PROVISION OF CORPORATE COMMUNICATIONS STRATEGY

Introduction

Inspire Business Centre is seeking to appoint a communications provider to help profile, promote and develop our property, business support and training services.

Quotations are invited from consultants with a proven track record in the following areas: public relations, public affairs, corporate communications and planning consultation.

Tender Brief

The contract, which is for 12 months, will be awarded on the basis of Quality (60%) and Cost (40%). Applicants are invited to respond in writing to the following brief:

- Outline examples of your experience of delivering a similar service in the last three years - 10%
- Outline the structure of the team who would work on this account and their individual experience in the relevant areas – 5%
- Define the function and percentage of time each member of the team would devote to servicing the account – 5%
- Quote costs per hour (ex VAT) of the Account Director, Account Manager and Account Executive (as applicable) – 40%
- Outline how you would go about creating a Communications Plan 2018 for Inspire Business Centre based on a notional service delivery budget of £20k – 40%.

Further Information

Responses should be no more than 5 A4 pages, Arial 12pt, emailed to enquires@inspirebusinesscentre.co.uk by 5pm on Friday 13th April 2018. The successful applicant will be appointed based solely on the written response. Any requests for clarification should be emailed to enquires@inspirebusinesscentre.co.uk.

Applicants will be notified of the result of this competition by Friday 20th April 2018. Inspire Business Centre reserves the right to vary the brief, to appoint the most suitable applicant or not to appoint any applicant at all.