

**QUOTATION RESPONSE DOCUMENT**

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| --- | --- |
| Subject matter of Quotation | |
| Provision of Services for Festival Support Services 2025 | |
| Name of Organisation submitting Quotation |  |
| Contact Name |  |
| Closing date for Submission | **12 noon Friday 13th December 2024** |
| Quotations are to be returned to | |
| Submitted in hard copy ONLY by hand, post or courier to the following address marked as follows:  “ PRIVATE & CONFIDENTIAL TENDER DOCUMENTS”  Quotation for “Festival Support Services 2025”  Tender ID Number TCC002073T  Tender Office, Customer Service Desk  Tipperary County Council  Civic Offices, Nenagh  Co. Tipperary E45 A099 | |

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**General Contact Information**

|  |  |  |
| --- | --- | --- |
| **Organisation Name:** |  | |
| **Contact Person:** |  | |
| **Position:** |  | |
| **Phone:** |  | |
| **Address:** |  | |
| **Email:** |  | |
| **Website:** |  | |
| **Date of Establishment, if applicable** | **VAT Registration No:** | **Legal Structure – partnership, limited company, etc.** |
|  |  |  |

**Tax Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tax Clearance** | | | | **Please confirm YES/NO** | |
| **Option 1**  I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue’s online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm: | | | | Yes |  |
| No |  |
| Tenderer Name: | |  | | | |
| Tenderer PPSN/ Tax Reference Number | |  | | | |
| Access Number | |  | | | |
| **Option 2**  I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents) | | | | | |
| **Registration Number** |  | **Certificate Number** |  | | |
| **Option 3**  I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request | | | | Yes |  |
| No |  |

**Insurance Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Insurances** | | | | | | | | | |
| I confirm that we have the following insurances in place | | | | | | | | | |
| Insurance Type | Levels Required | | Levels in Place | | Confirmation to upgrade to level if successful | | | | |
| Employers Liability | €13,000,000 | |  | | **Yes** | |  | **No** |  |
| Public Liability | €6,500,000 | |  | | **Yes** | |  | **No** |  |
| Product Liability | N/A | |  | | **Yes** | |  | **No** |  |
| Professional Indemnity | €250,000 | |  | | **Yes** | |  | **No** |  |
| Motor Insurance | Indemnification of Tipperary County Council | |  | | **Yes** | |  | **No** |  |
| I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly. | | | | | **Yes** | |  | **No** |  |
| I confirm that I will provide the following promptly (within 3-5 days) on request at any time prior to the award decision being made:  Evidence of insurances in place  **or**  Letter from Insurance Broker confirming that the required levels could be put in place if successful  **Note:** insurance policies where relevant must have jurisdiction in Ireland. | | | | | **Yes** | |  | **No** |  |
| Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to the award of the contract. | | | | | | | | | |
| **Signature** | |  | | **Date** | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration** | | | | | |
| **Declaration of Bona Fides** | | | | | |
| Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences? | | | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| participation in a criminal organisation | | | |  |  |
| corruption | | | |  |  |
| fraud | | | |  |  |
| the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; | | | |  |  |
| the subject of a conviction for money laundering or terrorist financing; | | | |  |  |
| the subject of a conviction of child labour and other forms of trafficking in human beings; | | | |  |  |
| is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; | | | |  |  |
| **Declaration re Statutory Obligations** | | | | | |
| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation: | | | | | |
| Employment Equality Acts 1998-2011 | | | |  |  |
| Equal Status Acts 2000-2011 | | | |  |  |
| National Minimum Wage Act 2000 as amended | | | |  |  |
| Organisation of Working Time Act 1997 as amended | | | |  |  |
| Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 | | | |  |  |
| Disability Act 2005 | | | |  |  |
| **Declaration re Data Protection** | | | | | |
| We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.” | | | |  |  |
| **Confirmation re Sub-Contractors** | | | | | |
| We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. | | | |  |  |
| **Name** |  | **Signature** |  | | |

**Quotation Form – Response to Cost Criterion**

**Budget:**

Tenderers are advised that the Arts Office has a total budget allocation of €18,000-21,000 for the proposed 50 week contract period (January – December 2025 approx). This amount is **inclusive** of all expenses and VAT. Tenderers are advised to take this into account in preparing their tender response.

Tenderers' Pricing Submissions must be completed and submitted in accordance with the instructions set out in this Part.

* *Please submit a fixed price proposal (****inclusive*** *of all expenses and VAT showing VAT separately) for the requirements specified.*
* *Please confirm that all proposals include the full cost of service delivery (including any costs for sub-contracting of services if this is applicable), service delivery and all other relevant costs.*
* *Cost per week –please indicate proposed number of contact hours (not including travel time).*
* *Please quote any travel and other expenses on a per week basis*
* *All pricing must be quoted in Euro €.*

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** |  | | |
| **From:** |  | | |
| I/We have examined the Request for Quotation and hereby offer to provide the requirements for the following fees:  Note to Economic Operators:   1. Please ensure that you complete the form in full (fill in all boxes); 2. Any alteration/amendment of the form will result in your bid being rejected.   All queries relating to pricing or issues with this format should be brought to the attention of the tender team strictly in accordance with Section 5.3. | | | |
|  | | EURO | Comment (if applicable) | |
| **Fee Proposal** – Per Week | | € |  | |
| Proposed number of contact hours per week (not including travel time) | |  |  | |
| Travel and other expenses –  Per Week | | € |  | |
| Other Costs – Per Week | | € |  | |
| VAT – please indicate rate | | € |  | |
| **WEEKLY TOTAL** | | **€** |  | |
|  | |  |  | |
| **TOTAL PRICE (based on proposed 50 week contract period).** | | **€** |  | |

I/We confirm that I/we

1. That our confirmation in the Declaration is true and accurate at the date of submission of this quotation.
2. We will notify the Contracting Authority should any of the circumstances confirmed in the Declaration change.
3. Will provide the services at the rates quoted, which are fully inclusive of all costs, charges and expenses.
4. Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.
5. Will keep this offer for the contract open for acceptance by you for a period of 6 months from the date of deadline for submission of quotations,
6. Undertake to treat the details of this Request for Quotation, our response and any subsequent agreements as private and confidential,
7. Agree that you are not bound to accept the most economically advantageous or any quotation you may receive,
8. Fully understand the Contracting Authority’s requirements and have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the services required under the contract,
9. Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of quotations,
10. Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | | |  |
| **Name (in Capital Letters):** | | |  |
| **On behalf of:** | | |  |
| **Address:** | |  | |
| **Telephone:** |  | | |
| **Email:** |  | | |
| **Date:** |  | | |

**Response to Qualitative Criteria – Please attach separately**

Tenderers' Submissions must be completed and submitted in accordance with the instructions set out **in this Part in addition to the Quotation Form- Response to Cost Criterion**.

**Form of Submission**

1. **General information:**

* State names, titles and contact details of the principal contact with regard to this Tender.
* Provide tendering company/organisation details.

1. **Qualitative Criteria**
2. **Proposed methodology:**

Outline proposed methodology for providing and delivering the services required as outlined to include confirmation of ability to commence contract in January 2025. Methodology should include a proposed work plan/timeframe based on details as outlined under the heading “General Requirements” of the RFQ document (page 5 & 6).

1. **Previous experience**

Provide demonstrated experience of delivering two services/contracts of a similar size and nature in the following format:

**1) Two Client references:**

* Company/Organisation:
* Address:
* Brief outline of contract/role:
* Contact name:
* Telephone number:
* E mail address:

**2) Two examples of written work:**

Detail and supply copies of written work undertaken recently in the arts, such as project plans, scoping documents, publicity materials, media reports or comparable work to include the following:

* Example of a project planning document or successful funding application
* Example of a strategy document
* Example of a project report

1. **Key Personnel/nominated project manager:**

Outline demonstrated knowledge and experience for personnel proposed to provide the required services together with copies of relevant CV’s to include:

* expertise in programming and producing arts events at a local/regional/national and/or international level;
* an understanding of the Irish arts sector, and best practice in the funding and programming of regionally focused arts projects;
* project management expertise;
* expertise in delivering work for audiences/the public;
* experience in marketing arts events and dealing with press requirements;
* expert negotiating, consulting and influencing skills
* experience working in the arts in Ireland or overseas;
* experience in working with volunteers.
* Strategic Development Experience

1. **Additional skills or services**

Please outline any proposed additional services or benefits.