



Comhairle Contae Thiobraid Árann
Tipperary County Council

REQUEST FOR QUOTATION

FOR AGGREGATE SPEND UPTO €25,000 (Excl. VAT)

Subject of Quotation: Festival Support Services	
Provision of Services for Festival Support Services 2025	
Key Dates	
Issue Date	26th November 2024
Closing Date for Queries	12 noon on Friday 6th December 2024
Closing Date for Quotations	12 noon on Friday 13th December 2024
Contact for Queries	
artsoffice@tipperarycoco.ie	
Format for submission of quotations – use the <u>Quotation Response Document</u> provided	
Hard Copy Submission as per instructions in <u>Quotation Response Document</u>	

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ABOUT THE CONTRACTING AUTHORITY

The Contracting Authority

Tipperary County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.tipperarycoco.ie

Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic, or technical capacity requirements of the competition, if required.

2. SCOPE OF REQUIREMENT

Specification of Requirements

Service Specification

This request for Tenders for the Provision of Festival Support Services seeks to support the continuing development of the festival sector in Tipperary in line with “The Way Ahead – Tipperary Festivals & Events Strategy 2022-2024” and its successor to be published in early 2025 and also to provide advisory, programming and training supports in line with festival and arts strategies of Tipperary County Council.

The **Festival Support Provider** will be contracted by Tipperary County Council’s Arts Office to assist in the planning and management of its 2025 programme of supports for festivals, Tipperary Bealtaine Festival and Co-ordination of the Culture Night Programme.

Requirements

The core work of the *Festival Support Provider* will involve targeted advisory and training support to a number of voluntary festival committees, to provide general advice and support to independent festivals in the county under the direction of the Arts Officer and to work with the arts office on the implementation of “*The Way Ahead-Tipperary Festivals & Events Strategy 2022-2024*” and its successor to be published in early 2025 to support the ongoing and long-term development of festivals in the County.

The *Festival Support Provider* will be expected to work closely with the Arts Office in leading the strategic development of the festival offering in the county and in

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- 1) The implementation of the Tipperary Festival Strategy, advisory services, supports and training.
- 2) Curation, programming and delivery of the Tipperary Bealtaine Festival due to take place in May 2025.
- 3) Co-ordination and delivery of Tipperary Culture Night due to take place in September 2025.

The successful tenderer will have excellent knowledge and experience of festivals, expertise across a range of contemporary arts practice (cross artform), strong strategic development expertise, arts programming experience and community and voluntary arts practice.

1. Description of Key Services

The successful Tenderers nominated Key Personnel/Project Manager/s will provide support in three distinct areas of work:

1. Implementation of Festival Strategy:
 - Actively support the implementation of the Tipperary Festival & Events Strategy as directed by the Arts Officer.
 - Lead and develop appropriate training and/or other structured supports for festivals in Tipperary in line with Festival Policy.
 - Lead and deliver on new initiatives as identified in the festival strategy in support of the sector.
 - Provide advice and support to festivals as required and agreed with the Arts Officer in line with the Tipperary Festivals and Events Strategy 2022-2024 and its successor.
2. Curation and Programming of Tipperary Bealtaine Festival 2025
 - The Tipperary Bealtaine Programme is a key element of the Tipperary Arts Programme and is organised in partnership with Tipperary Libraries.
 - The Tipperary Bealtaine Programme takes place annually during the month of May.
 - The successful tenderer/s will lead the curation of the arts element of the Tipperary Bealtaine programme for 2025 in consultation with the arts office.
 - This includes project management of the festival to include communication with artists/performers in the delivery of the programme, development of promotional material, programmes, press and PR information. Reporting and review of the festival.
 - Administrative support for Tipperary Bealtaine Festival will be provided by The Arts Office.
3. Co-ordination and delivery of Tipperary Culture Night 2025
 - Tipperary Culture Night takes place in September across the county in partnership with a range of arts and community organisations.
 - The successful tenderer/s will lead the management and co-ordination of Culture Night Tipperary for 2025 in consultation with the Arts Officer.
 - This includes co-ordination of a funding scheme, development of funding applications for any additional available funding, project management of the event to include communication with artists/performers in the delivery of arts office led elements of the

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programme, development of promotional material, programmes, press and PR information. Reporting and review of the event.

- Some administrative support for Culture Night Tipperary will be provided by The Arts Office.

2. General Requirements

- The *Festival Support Provider* will report to the Arts Officer.
- The successful tenderer/s must have their own transport in order to fulfil the role and will be required to indemnify Tipperary County Council on their car insurance.
- The successful tenderer/s will be required to complete a Garda vetting and reference checking process.
- The successful tenderer/s may be required to work flexible hours including evenings and weekends as demand requires.
- The successful tenderer /s will be required to spend at least one day per week at the office base in Nenagh, Co. Tipperary
- The successful tenderer/s will be required to sign Tipperary County Council's Child Protection Policy.

3. Timeframe -see section 2.4 Pricing

Delivery Locations

Support and advice services will extend to the broader Tipperary administrative area. The successful tenderer /s will be required to spend at least one day per week at the office base in Nenagh, Co. Tipperary. Work with specific festivals/programmes will be dependent on location and flexibility will be required when working with voluntary festival committees and organisations.

Options (if applicable)

Tipperary County Council reserves the option to extend the agreement with the successful tenderer for an additional period of 6 to 8 weeks (funding and needs dependent). The original agreement allows for the Services Framework Term to be extended by one year at the Client's sole discretion.

Pricing

Tenderers' Pricing Schedules must be completed and submitted in accordance with the instructions set out in the Quotation Response Document.(QRD)

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This is a fixed priced contract for *Festival Support Services* (inclusive of all expenses and VAT) and the Price identified in the Quotation Response Document.(QRD) of the successful tenderer/s will form part of the contract.

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 – Dec 2025 approx). This amount is **inclusive** of all expenses and VAT. Tenderers are advised to take this into account in preparing their tender response.

Economic operators must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that economic operator's bid being rejected.

Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

Invoicing

Invoices shall be submitted by the successful economic operator on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider.

Award to Runner Up

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful economic operator has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

3. EVALUATION CRITERIA

Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant economic operators. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General economic operator information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the economic operator is appropriately insured.
- (d) Confirmation via declaration that the economic operator is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

Award Criteria

The contract will be awarded on the basis of a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

Qualification Criteria

Technical and Professional Ability

All tenderers must demonstrate that they have the following technical and professional ability and must furnish the following documentation with their quotations. Tenderers will either pass OR fail this qualification criterion;

A minimum of five years relevant professional experience demonstrated for personnel proposed through inclusion of professional CV indicating relevant employers.

Award Criteria

The contract will be awarded from quotes evaluated on the basis of the Most Economically Advantageous Quote consistent with the following award criteria:

Criterion A		Weighting	Maximum Marks
Qualitative Criteria			
A	Proposed methodology	20%	2000
This criterion will be assessed on the basis of demonstrated understanding and proposed methodology to deliver the services required as outlined – to include a proposed timeline for delivery.			
B	Previous Experience	25%	2500
This criterion will be assessed on the basis of demonstrated previous experience of providing services of a similar size and nature to include arts programming, project management, producing, publicity and marketing. Demonstrable experience in strategic development, funding and commissioning strategies is desirable.			
C	Key personnel/nominated project manager:	30%	3000
This criterion will be assessed on the basis of knowledge and experience of proposed key personnel to include project management, programming and strategic development experience.			
D	Any proposed additional services/benefits	5%	500
This criterion will be assessed on the basis of any proposed additional demonstrated skills, services or benefits proposed.			
Quantitative Criteria		20%	2000
E	Ultimate Cost		
Total		100%	10,000

Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	C
Formula employed	$\frac{A \times C}{B}$

Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

Note: where there is a tie-break, the economic operator with the highest quality score will be awarded the quotation. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the quotation.

All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the quotation process.

4. FORMAT OF RESPONSE

Economic operators are required to complete the separate **Quotation Response Document (QRD)** which contains:

- (i) General Economic operator Information
- (ii) Information regarding compliance with the Suitability Criteria – tax, insurances, and declarations
- (iii) The Quotation Form for pricing information and where relevant response to the Qualitative Award Criteria.

Please ensure you read the Instructions to economic operators Quoting as detailed in Section 5.

5. INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING

Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

Submission of Quotations

Quotations should be submitted in hard copy to the tender box listed as outlined in the Quotation Response Document.

Queries

All queries regarding this quotation must be submitted via the process listed on the title page of this document. Queries should also be marked referencing the title of the procurement.

Queries should be raised as soon as possible and, in any case, at **least 3 days** before the closing date.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful economic operator. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

Conflict of Interest

Any conflict of interest involving an economic operator (or economic operators in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the economic operator and The Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the quotation submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the economic operator, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an economic operator or invalidate an award of contract, depending on when the conflict of interest comes to light.

Freedom of Information Acts

All responses to this Request for Tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

Data Protection

Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

Publicity

Economic Operators shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word “media” includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site <http://www.revenue.ie>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie

Withholding Tax

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

Irish Legislation and Law

Economic Operators should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract(s) awarded on foot of this tender process will be governed by Irish law.

Dignity at Work

The successful economic operator(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

Interference and Inducement to Purchase

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation, and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. The presumptions (including as to any gift, consideration, or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications. All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the tender process.

Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The successful tenderer may have a non-exclusive licence to use such material but only for its own purposes (subject to agreement).

Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type, or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) 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.