 

**REQUEST FOR QUOTATION**

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

|  |
| --- |
| Subject of Quotation Laois Comhairle na nOg |
| Provision of Services for *Laois County Council* |
| Key Dates |
| Issue Date | ***15th October 2020*** |
| Closing Date for Queries | *12.00pm Friday 13th November, 2020* |
| Closing Date for Quotations | *4.00pm Tuesday 24th November,2020* |
| Contact for Queries |
| *Elaine Moore email: emoore@laoiscoco.ie* |
| Format for submission of quotations – use the Quotation Response Document provided |
| *Elaine Moore email: emoore@laoiscoco.ie* |

**CONTENTS**

[1. ABOUT THE CONTRACTING AUTHORITY 4](#_Toc523750198)

[1.1 The Contracting Authority 4](#_Toc523750199)

[1.2 Small and Medium Enterprise Participation 4](#_Toc523750200)

[2. SCOPE OF REQUIREMENT 4](#_Toc523750201)

[2.1 Specification of Requirements 4](#_Toc523750202)

[2.2 Delivery Locations 4](#_Toc523750203)

[2.3 Options (if applicable) 7](#_Toc523750204)

[2.4 Pricing 7](#_Toc523750205)

[2.5 Review of Performance 7](#_Toc523750206)

[2.5.1 Account Management 8](#_Toc523750207)

[2.5.2 Invoicing 8](#_Toc523750208)

[2.6 Award to Runner Up 8](#_Toc523750209)

[3. EVALUATION CRITERIA 8](#_Toc523750210)

[3.1 Suitability 9](#_Toc523750211)

[3.2 Award Criteria 9](#_Toc523750212)

[4. FORMAT OF RESPONSE 9](#_Toc523750213)

[5. INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING 10](#_Toc523750214)

[(a) Closing Date 10](#_Toc523750215)

[(b) Submission of Quotations 10](#_Toc523750216)

[(c) Queries 10](#_Toc523750217)

[(d) Currency and Payments 10](#_Toc523750218)

[(e) Confidentiality 10](#_Toc523750219)

[(f) Conflict of Interest 10](#_Toc523750220)

[(g) Freedom of Information Acts 11](#_Toc523750221)

[(h) Data Protection 11](#_Toc523750222)

[(i) Tax Clearance Certificate 12](#_Toc523750223)

[(j) Withholding Tax 12](#_Toc523750224)

[(k) Interference and Inducement to Purchase 12](#_Toc523750225)

[(l) Notification of Evaluations 12](#_Toc523750226)

[(m) Award to Runner-up 12](#_Toc523750227)

[(n) Replacement Personnel 13](#_Toc523750228)

[(o) Copyright 13](#_Toc523750229)

[(p) Responsibility of Successful Party 13](#_Toc523750230)

 (q) Child Protection.....................................................................................................13

# 1. ABOUT THE CONTRACTING AUTHORITY

## 1.1 The Contracting Authority

Laois 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.laois.ie

## 1.2 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.

# SCOPE OF REQUIREMENT

## 2.1 Specification of Requirements

1. **BACKGROUND**Comhairle na nÓg are Youth Councils operating in the 31 Local Authority areas of the Country. The purpose of Comhairle is to give young people the opportunity to have a voice and be involved in the development of local services and policies.

Comhairle na nÓg is led at national level by the Department of Children and Youth Affairs under the National Children’s Strategy (2000), with funding being administered through POBAL. At local level, responsibility rests with each Local Authority.

Laois Comhairle na nÓg is a local ‘Youth Council’ of young people, aged between 12 and 18 years, elected from the three Municipal District areas in Laois.

It is important for the Tenderer to know that a new group of young people has been in place since October 2019, with which the successful Tenderer can begin work with immediately. This group of young people have a mandate from the delegates who attend the Laois Comhairle AGM in November each year, to work on issues raised and discussed by them at the AGM.

**B) AIMS & OBJECTIVES**

The primary aim of this project is to continue to develop Laois Comhairle na nÓg into a strong inclusive, collective voice for young people across Laois by:

* + Supporting the implementation of the Laois Comhairle na nÓg Annual Work Plan, which is a plan developed from issues and topics as identified by the young people themselves.
	+ Continuing to build on Laois Comhairle na nÓg as a consultative forum and facilitating the interaction of Comhairle na nÓg with policy makers and service developers locally and nationally to ensure that the views of young people are included in shaping policies and services.

**C) Requirements**

Each tenderer is advised to treat Sections (I) and (II) separately.

**(I) The project runs for 2 years is divided into five work areas per year as follows:**

|  |  |  |
| --- | --- | --- |
| 1.  | Development and support of Comhairle na nÓg | €1,500 |
| 2. | Consolidating and influencing the status of Comhairle na nÓg in local strategies, structures and organisations | €300 |
| 3. | The Annual General Meeting | €2,800 |
| 4. | Addressing the key topic(s) identified by young people | €4,200 |
| 5. | Raising awareness and promotion of Comhairle na nÓg | €900 |
| 6. | Administrative Supports | €300 |
| 7. | Total staffing costs for all outputs Administrative Support | €10,000 |

The tenderer is required to provide an outline of the methodology and approach that s/he will use to deliver the programme under each of the headings 1-5 above. In doing so, they must demonstrate a clear understanding of the Comhairle na nÓg structures.

Tenders must cost each element of the work outlined in their proposal. The sum should include all costs / overheads associated with the delivery of Comhairle na nÓg. VAT where applicable, should be shown separately but must appear on the proposal.

Please note that while there are no indications provided as to staffing sub-totals for the various work areas, the allocation of staffing costs across these work areas is at the discretion of the successful tenderer but cannot exceed €10,000 as set out in point 7 about.

Proposals in response to this brief should include the name, role description, skills and experience of each team member who will be undertaking the project and the specific areas for which they will be responsible.The successful proposal will be expected to demonstrate the ability to:

* + Plan, prepare, deliver and evaluate the annual work plan for Laois Comhairle na nÓg, in line with national guidelines and based on topics selected at the Comhairle AGM. (These topics will be worked on to achieve change/outcomes that will benefit young people in the Local Authority area and also increase youth participation.)
	+ Support the Comhairle to be youth led through participation in leading events / activities of the Comhairle and following through on issues arising from their discussion and debate.
	+ Increase the participation of ‘seldom heard’ young people in Laois Comhairle na nÓg.
	+ Work with the local authority in ensuring that membership of Laois Comhairle is representative by age, gender and geographical area, and ensures that membership includes those young people ‘seldom heard’ in the community.
	+ Organise and support the youth led election of officers to the Laois Comhairle management committee, i.e., Chairperson, Secretary, Public Relations Officer, Asst. PRO.
	+ Organise, support and evaluate the Laois Comhairle na nÓg AGM.
	+ Increase the profile of Laois Comhairle na nÓg.
	+ Organise and prepare delegates for attendance at Dáil na nÓg and National Comhairle Showcase events.
	+ Support election of a candidate to represent Laois on the National Comhairle Executive, support their membership of same and their attendance at meetings at national level.
	+ Attend meetings and take guidances from the Laois Comhairle Steering Group, co-ordinator in Laois County Council and the DCYA Participation Officer, and write and present reports to them when requested.

**(II) Skills & Experience**

The tenderer is required to demonstrate:

* an in-depth knowledge and record of working with young people
* experience of working with young people on participation projects – indicating a minimum of two years experience
* experience of partnership working
* experience of managing budgets
* knowledge and experience of IT and social media (Facebook, Twitter, etc)
* familiarity with legislation, policies, theories and practices relating to youth work and keeping up to date with same
* capacity to communicate social change and engage in group work
* capacity to deliver projects on time and to budget in such a manner as to ensure sustainability into the years ahead.

**D) Project Management**Laois County Council manages the delivery of the full project by way of financial control, ensuring that payments are subject to the achievement of specific outcomes and objectives set out in the annual work plan.

Laois Comhairle Steering Group oversees the work of the Comhairle with the role of advising and assisting the Comhairle throughout the year.

1. **PAYMENT**Progress reports will be submitted quarterly along with invoice for payment for work completed in the relevant period. The reports will set out which targets have been achieved and consequently which outputs are due for payment. Laois County Council reserves the right to validate any of the claims made in relation to targets.

Payment will be made by way of electronic transfer.

* + Should the successful tenderer fail to competently complete the required work to schedule, as per the work plan, the Council (as Contractor) reserves the right to refuse or withhold part or all payment

## 2.2 Delivery Locations

Throughout County Laois

## 2.3 Options (if applicable)

## 2.4 Pricing

Fees are fixed and duration of 2 years (subject to funding). The maximum budget available is €20,000 inclusive of VAT. This figure is broken down under the headings listed under Requirements (I).

## 2.5 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.

### 2.5.1 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.

### 2.5.2 Invoicing

Invoices shall be submitted by the successful economic operatoron 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.

## 2.6 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.

# EVALUATION CRITERIA

|  |  |
| --- | --- |
| **Criteria** | **Max marks available** |
| Methodology and approach | 2500 |
| Ability / Capacity to complete the project | 2500 |
| Understanding of the Comhairle na nÓg concept and process | 2000 |
| Environmental considerations | 1500 |
| Previous experience | 1500 |
| **TOTAL** | **10000** |

*Note: 40% of the mark available must be achieved in each category.*

## 3.1 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).

1. General economic operator information.
2. Confirmation of tax compliance.
3. Confirmation that the economic operator is appropriately insured.
4. 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 labourand/or human trafficking and is fully compliant with all its statutory obligations.

## 3.2 Award Criteria

Only tenders which contain all of the information specified in Section 2 will be considered.

Laois County Council does not bind itself to accept the tender with the lowest stated price or any tender. Each complete tender will be scored on the basis of the information supplied in accordance with the specified criteria and scoring

# FORMAT OF RESPONSE

Service Providers are required to complete the separate Quotation Response Document which contains:

* + 1. General Economic operator Information
		2. Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
		3. The Quotation Form and where relevant response to the Qualitative Award Criteria.

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

# INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING

### Closing Date

The closing date for receipt of quotations is ***4.00pm Tuesday 17th November 2020*** of this document.

Quotations that are received late will not be considered in this competition.

### Submission of Quotations

Quotations should be submitted to the following email address: ***emoore@laoiscoco.ie***

clearly marked ***Quotation for Laois Comhairle na nÓg.***

### Queries

All queries regarding this quotation should be submitted to the following email address ***emoore@laoiscoco.ie***, clearly marked Query for Quotation for *Laois Comhairle na nÓg*.

Queries should be raised as soon as possible and in any case at **least 4 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 Euros (€). 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.

The standard method of payment used is Electronic Funds Transfer.

### 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 aneconomic 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 aneconomic operator or invalidate an award of contract, depending on when the conflict of interest comes to light.

### Freedom of Information Acts

Economic operators should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

Economic operators are asked to consider if any of the information supplied by them in their Quotation should not be disclosed because of its confidentiality or commercial sensitivity. If economic operators consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, economic operators must, when providing such information, clearly identify the specific sections of their quotation containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt economic operators may not assert confidentiality or commercial sensitivity over the entire quotation but must clearly identify the specific section containing such information. If economic operators do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the economic operator. The Contracting Authority will, where possible, consult with economic operators about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

### 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.

### 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).

### 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. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

### Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

### Award to Runner-up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful party has not met its obligations, the Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

### 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 that 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 service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful economic operator).

### 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.

1. **Child Protection**

A copy of a Garda Vetting Clearance for the person / persons undertaking the project will be required, in accordance with S.I. Number 47 of 2012 National Vetting Bureau under the Children and Vulnerable Persons Act 2012.

A copy of the Laois County Council Child Protection Policy must be read and signed by the successful tenderer and returned to the contact person (copies available via the contact person listed). All aspects of this policy must be adhered to for the duration of the contract.