~~A close up of a logo

Description automatically generated~~**~~A screenshot of a cell phone

Description automatically generated~~**

**REQUEST FOR QUOTATION**

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

|  |  |
| --- | --- |
| Subject of Quotation | |
| Provision of specific training webinars for the re-opening phase of Towns and SMEs post COVID 19 lockdown. | |
| Key Dates | |
| Issue Date | **14/5/2020** |
| Closing Date for Queries | **18/5/2020 4pm** |
| Closing Date for Quotations | **4pm, Wednesday 20th May 2020** |
| Delivery Dates | **Programme Delivery to commence from the 22nd May 2020** |
| Contact for Queries (if any) | |
| By email ONLY to Marian Roche only [marian.roche@leo.corkcoco.ie](mailto:marian.roche@leo.corkcoco.ie) | |
| Format for submission of quotations – submit your programme proposal and cost in Word Document Format. Submissions are to be no more than 2000 words in length.  Completed Quotation Response to be submitted by email only to Marian Roche, LEO South Cork, Cork County Council at [marian.roche@leo.corkcoco.ie](mailto:marian.roche@leo.corkcoco.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 5](#_Toc523750203)

[2.3 Options (if applicable) 6](#_Toc523750204)

[2.4 Pricing 6](#_Toc523750205)

[2.5 Review of Performance 6](#_Toc523750206)

[2.5.1 Account Management 6](#_Toc523750207)

[2.5.2 Invoicing 6](#_Toc523750208)

[2.6 Award to Runner Up 6](#_Toc523750209)

[3. EVALUATION CRITERIA 7](#_Toc523750210)

[3.1 Suitability 7](#_Toc523750211)

[3.2 Award Criteria 7](#_Toc523750212)

[4. FORMAT OF RESPONSE 8](#_Toc523750213)

[5. INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING 9](#_Toc523750214)

[(a) Closing Date 9](#_Toc523750215)

[(b) Submission of Quotations 9](#_Toc523750216)

[(c) Queries 9](#_Toc523750217)

[(d) Currency and Payments 9](#_Toc523750218)

[(e) Confidentiality 9](#_Toc523750219)

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

[(g) Freedom of Information Acts 10](#_Toc523750221)

[(h) Data Protection 10](#_Toc523750222)

[(i) Tax Clearance Certificate 11](#_Toc523750223)

[(j) Withholding Tax 11](#_Toc523750224)

[(k) Interference and Inducement to Purchase 11](#_Toc523750225)

[(l) Notification of Evaluations 11](#_Toc523750226)

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

[(n) Replacement Personnel 12](#_Toc523750228)

[(o) Copyright 12](#_Toc523750229)

[(p) Responsibility of Successful Party 12](#_Toc523750230)

# 1. ABOUT THE CONTRACTING AUTHORITY

## 1.1 The Contracting Authority

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

Local Enterprise Offices (LEOs) are housed & operate within the Local Authorities under an SLA with the Enterprise Ireland and are the State’s ‘first-stop-shop’ support service for the micro business sector. LEOs in Cork are among the 31 LEOs across the Local Authority network in Ireland providing advice and a signposting service to other State supports to anyone who wishes to start or expand a business. The primary supports are advice, mentoring, training and financial assistance.

Further information is available at our corporate website

<https://www.localenterprise.ie/SouthCork/>

<https://www.localenterprise.ie/CorkNorthandWest/>

and [www.corkcoco.ie](http://www.corkcoco.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

Proposal and Delivery of a series of online training webinars to cover the practical requirements to be fulfilled by businesses to reopen in the next months of 2020, post covid-19 lock down.

We require submissions for programmes that fit the criteria of:

* Kick start your business and sales for retail
* Business Survival Top Tips
* Considerations when preparing to re-open retail re. opportunities and challenges this will present.
* Re-engagement with customers
* Communication with customers
* Re-boot opportunities
* Practical considerations and requirements faced by the following:
  + Hospitality sector
  + Hairdressing and beauty sector
  + Gyms and fitness sector
  + Food markets and loose-product retail
  + Farmer’s market traders
* Redesigning your retail space - physical redesign to ensure compliance
* Redesigning your restaurant space - physical redesign to ensure compliance
* Etc.
* Tourism Sites Reopening Guidance re.
  + Numbers and admission control
  + Common areas and tactile surfaces
  + Legal requirements and guidance; responsibility etc…
  + HR/staffing requirements
  + Online messaging
* Financial Mgt & Cashflow analysis
* Support your community/town
* Shop local
* How to re-open safely
* Build business confidence

This list is not exhaustive, and we invite responders to submit examples of programmes that they believe fit the criteria of ‘Kick-start Your town/business post Covid-19 lockdown’.

Where possible, programmes are to be no longer than 2 hours in length in a single webinar. The aim of these webinars is to prepare businesses for the reopening phase of the government roadmap, it is not a traditional ‘training programme’. We welcome video usage in the design of these webinars.

Programmes are to be capable of supporting up to 150 participants.

The opportunity for participants to ask questions and interact in a limited capacity is desired.

You must be prepared to delivery the programme from the 22nd May 2020 onwards.

## 2.2 Delivery Locations

Delivery will be required via webinar on an online platform that can support up to 150 participants.

## 2.3 Options (if applicable)

NA

## 2.4 Pricing

Costs should include **all** costs associated with the co-ordination and delivery of this course including administration and materials. All expenses should be included in breakdown. **All costs are to be quoted ex-VAT**

## 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 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.

## 2.6 Award Criteria

Where two or more submitting individuals or companies offer similar webinar content, the companies (once they have met the minimum award criteria) will be offered the contracts on a cascade framework basis i.e. the first delivery of the course will be offered to the operator that scored highest, the second to the second-highest, etc.

# EVALUATION CRITERIA

## 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 document – **1B Declaration and Administration Form**

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

The contract will be awarded on the basis of the **cost & ability to deliver as prescribed and the experience & expertise of team.**

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:

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion A | | Weighting | Maximum Marks |
| Cost Criterion | | 30% | 30 |
| Description | Please provide a clear price for the programme that is **all-inclusive** and **ex-VAT** | | |
| Criterion B | | **Weighting** | **Maximum Marks** |
| Ability to deliver / Methodology & Innovation | | 20% | 20 |
| Description | Please set out the steps you will take and how you propose to deliver a high quality service. | | |
| Criterion C | | **Weighting** | **Maximum Marks** |
| Demonstration of relevant experience | | 50% | 50 |
| Description | Please outline any relevant expertise you have in the above sectors. | | |

## 3.3 Methodology for Calculating the Cost Score

3.3.1 **Cost Criterion**

The following formula will be applied to the cost score:

The lowest cost quotation 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 quotations will be calculated using the following formula.

**Maximum Score x Lowest Quotation Cost**

**=  Score for that Quotation Cost**

**Quotation Cost in Question**

3.3.2 **Methodology & Innovation**

Points will be allocated where candidates can demonstrate a professional capacity to deliver & provide this course with any innovative angle that might differentiate them.

3.3.3 **Relevant Experience**

Please outline any relevant experience you may have in similar courses

# FORMAT OF RESPONSE

Service Providers are required to submit two documents

1. Programme proposal including costs (ex-VAT). The proposal is to be no more than 2000 words in length and submitted in Word Format or PDF.

2. 1B Declarations and Administrations Form

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

Completed Quotation Response to be submitted by email only to Marian Roche, LEO South Cork, Cork County Council at [marian.roche@leo.corkcoco.ie](mailto:marian.roche@leo.corkcoco.ie) no later than 4pm Wednesday 20th May 2020

# INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING

### Closing Date

The closing date for receipt of quotations is **20th May 2020.**

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

### Submission of Quotations

Quotations should be submitted to the following email address: [marian.roche@leo.corkcoco.ie](mailto:marian.roche@leo.corkcoco.ie) clearly marked **Quotation for Programmes for Reactivation of Towns and Businesses post-Covid 19**

### Queries

All queries regarding this quotation should be submitted to the following email address: [marian.roche@leo.corkcoco.ie](mailto:marian.roche@leo.corkcoco.ie), clearly **marked Query for Quotation for Programmes for Reactivation of Towns and Businesses post-Covid 19**

Queries should be raised as soon as possible and in any case no later than the 15th May 2020

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.

All Suppliers must be registered with Suppliers with Cork County Council.

### 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 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](mailto: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

Where two or more submitting individuals or companies offer similar webinar content, the companies (once they have met the minimum award criteria) will be offered the contracts on a cascade framework basis i.e. the first delivery of the course will be offered to the operator that scored highest, the second to the second-highest, etc.

### 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.

**(q) Termination of Contract re. Covid-19 Virus**

The awarding authority, the Local Enterprise Offices of South Cork and Cork City, reserve the right the delay or terminate the programme and contract at any time, following government, HSE, or Cork County Council advice, guidance, or requirement, in relation to the outbreak of the Covid-19 Virus.