



## REQUEST FOR QUOTATION

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

**Subject of Quotation: Creative Arts Professional (CAP) to facilitate a series of Workshops for the project Place EE**

**Provision of Services for DELIVERY OF WORKSHOPS**

### Key Dates

**Issue Date**

9<sup>th</sup> November 2018

**Closing Date for Queries**

5pm Friday 22nd November 2018

**Closing Date for Quotations**

5pm Friday 23rd November 2018

**Contact for Queries**

[jillian.robinson@limerick.ie](mailto:jillian.robinson@limerick.ie)

**Format for submission of quotations – use the Quotation Response Document provided. Please if you need clarification on this document send an email.**

**Email: [jillian.robinson@limerick.ie](mailto:jillian.robinson@limerick.ie)**

**Hard copy submission as per instructions in Quotation Response Document**

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## 1. ABOUT THE CONTRACTING AUTHORITY

### 1.1 The Contracting Authority

Limerick City and 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.limerick.ie](http://www.limerick.ie)

### 1.2 Small and Medium Enterprise Participation

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

## 2. SCOPE OF REQUIREMENT

### 2.1 Specification of Requirements

Limerick City and County Council invite Quotations for a Creative Arts Professional to facilitate a series of community workshops (11 in total) for an EU project entitled Place EE (Platforms for Ageing Community Engagement – Exchange and Enterprise)- <http://place-ee.interreg-npa.eu/>. Limerick City and County Council is one of seven international partners, from the Republic of Ireland, Northern Ireland, Sweden and Iceland who have received funding from The Northern Periphery and Arctic (NPA) 2014-2020 to help older citizens living in sparsely populated rural areas to understand how the use of digital technology can benefit their health and social well-being.

The Creative Arts Professional's role in these 11 workshops will be to:

(a) ascertain older people's perspectives on access and barriers to public and private services, loneliness and social and exclusion (workshops 1 and 2).

(b) elicit locally-based assets - cultural skills, history and knowledge (e.g. traditional music, local crafts and designs, cooking, biographical and local histories). This information will be loaded onto a digital cultural archive (online platform) that will be shared with the other countries taking part in the project (workshops 3 and 4).

(c) focus on the TY students from a school in the demonstrator site- the aim to explore the younger persons current use of technology and also to gain an understanding of working with older people- (workshops 5 and 6).

(d) assisting the development of ICT and internet capacity among the older people through

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intergenerational exchange between generations (workshops 7-11).

The Creative Arts Professional will be working with groups in the Cois Abhann and Newcastlewest Area in a formal workshop setting. Participants and venues will be organised by the Community Engagement Officer in Limerick City and County Council. The aim is to promote an inter-generational skills exchange between older and younger citizens and thus, empower older people through creative and cultural activities. The project will deliver a programme of activities based on specific topics with structured questions and topic guidelines. There will be 11 workshops in total which the Creative Arts Professional will facilitate.

The first set of workshops (1-4) will focus on ascertaining older people's perception of access and barriers to public and private services, loneliness and social exclusion. The workshops will also be used to elicit locally based assets- cultural skills, history and knowledge (e.g traditional music, local crafts, cooking, local stories etc) which will be shared on a cultural archive online. 2 workshops (5-6) facilitated by the Creative Arts Professional will focus on the TY students from a school in the demonstrator site- the aim to explore the younger persons current use of technology and also to gain an understanding of working with older people. The Community Engagement Officer in Limerick City and County Council will recruit a cohort of transition year students to take part in these workshops.

The second stage of the project will focus on assisting the development of ICT and internet capacity among the older people through intergenerational exchange between generations (workshops 7-11). The aim is to provide assistance to the older cohort in developing basic ICT skills (internet usage, email, skype). Utilising the material from the first set of workshops the Creative Arts Professional will help the students to aid the older citizens to load material (ascertained in workshops 3 and 4) to a transnational platform/cultural archive.

### SCOPE OF REQUIREMENT

- The aim of this project is to increase awareness of the benefits of available technology to older people whilst reducing social isolation. The successful applicant will be delivering 11 two-hour sessions in total. The Creative Arts Professional will lead the workshop discussions based on the templates provided by the Community Engagement Officer in Limerick City and County Council. It is important that the Creative Arts Professional has experience working with diverse public/voluntary sector agencies and has an understanding of local heritage.
- This project is inter-generational and will include working with younger people in the areas. These younger people will help with the technology as well as building up relationships with local older people. The young people will be recruited by Limerick City and County Council from the local schools.
- An online transnational platform/cultural archive will be produced to share across the consortium countries.

### Requirements Details

1. Facilitation of 4 workshops to ascertain people's perception on access and barriers and elicit locally based assets. These workshops will take place in Community Halls across the area which will be sourced by Limerick City and County Council.

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2.Delivery of 2 workshops to facilitate the young people to enable them to assist with project delivery .The young people will be recruited by LCCC and the workshops will take place in venues sourced by Limerick City and County Council .

3: Delivery of 5 intergenerational workshops focused on assisting the development of ICT and internet capacity among the older people. The Creative Arts Professional will work with participants to create material for the online archive. These workshops will take place in Community Halls across the area which will be sourced by Limerick City and County Council.

4. The programme will start in late November 2018 and it is anticipated that first workshops will run between December 2018 until February 2019 with second groups running from March 2019 until April 2019.

A workshop theme and interview guide will be provided by Limerick City and County Council prior to the workshops. These sessions will be recorded- assisted by audio/visual equipment which will be sourced by the Community Engagement Officer. The workshops will take place in various locations in the Newcastlewest / Cois Abhann area. The Creative Arts Professional will record the information gleaned from the workshops and provide a review of the sessions.

### *Important to note:*

The Community Engagement Officer in Limerick City and County Council will be present at all times during the workshops to support the facilitation delivery and will co-ordinate the logistics. The workshop schedule will also be coordinated by the Community Engagement Officer.

The successful candidate will be required to complete garda vetting for the Community Engagement Officer to process/ and the successful candidate will be required to adhere to Limerick City and County Council's Child Protection Policy, available here:

<https://www.limerick.ie/sites/default/files/media/documents/2016-09/Limerick%20City%20and%20County%20Council's%20Policy%20for%20the%20Protection%20and%20Safeguarding%20of%20Children.pdf>

## 2.2 Delivery Locations

The Creative Arts Professional will facilitate 11 workshops in various locations sourced by LCCC within the demonstrator site area (Newcastlewest/Foynes/Glin area)

## 2.3 Options

Ensure the original value does not exceed €5000. The price must include the cost of facilitating all of the 11 workshops, cost of sorting the information which will be uploaded to the online cultural archive, all material/equipment needed for the workshops including own transport to the venues. The Community Engagement Officer will be organising transport for all the participants to the workshops. The Creative Arts Professional can share a lift to the workshop venues with the Community Engagement Officer from the main Council building in Limerick

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City if needed. Therefore, the cost must include travel to Limerick City on each of the 11 days when the workshops are being run.

### 2.4 Pricing

The pricing is for the facilitation of the 11 workshops between December 2018 and April 2019 including a review of the sessions. The fees will be fixed once submitted. Headings in relation to costings could include: facilitation of the 11 workshops, materials, time associated with gathering the information for the online cultural archive, reporting/ review of material from the workshops, travel to Limerick for the workshops.

### 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 and quality of service and turnaround time will be the main criteria for measuring performance.

#### 2.5.1 Account Management

Firms 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. If an individual / sole trader applies they can act as their own account manager.

#### 2.5.2 Invoicing

Invoices shall be submitted by the successful firm/ individual. All official invoices must quote a The Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier.

### 2.6 Award to Runner Up

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

## 3. EVALUATION CRITERIA

### 3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant firms and individuals. To this end, you are required to confirm the following by

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completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General contact information.
- (b) Confirmation of tax compliance (company) PPSN (individual).
- (c) Confirmation that the firm/party is appropriately insured.
- (d) Confirmation via declaration that the firm/ individual 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.

### 3.2 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:

Criterion A		Weighting	Maximum Marks
<b>Cost Criterion</b>		50%	50
<b>Description</b>	Please complete the Quotation Form provided in the Quotation Response Document.		
Criterion B		Weighting	Maximum Marks
<b>Quality and Expertise of Team Proposed</b>		50%	50
<b>Description</b>	Evidence of experience with working with diverse public and voluntary sector agencies. Understanding of local heritage.		

## 4. FORMAT OF RESPONSE

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

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

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

## 5. INSTRUCTIONS FOR FIRMS QUOTING

**(a) Closing Date**

The closing date for receipt of quotations is 23rd November 2018 of this document.

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

**(b) Submission of Quotations**

Quotations should be submitted to the following email address: jillian.robinson@limerick.ie  
clearly marked Quotation for Place EE workshops.

**(c) Queries**

All queries regarding this quotation should be submitted to the following email address: jillian.robinson@limerick.ie, clearly marked Query for Quotation for Place EE workshops.

Queries should be raised as soon as possible and in any case at **least 1 day** 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.

**(d) 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 firm. 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.

**(e) 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. Firms are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

**(f) Conflict of Interest**

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the firm 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 firm, 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.



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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 a firm or invalidate an award of contract, depending on when the conflict of interest comes to light.

### **(g) Freedom of Information Acts**

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm 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 rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. 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.

### **(h) Data Protection**

Firms are required to comply with all directions of the Contracting Authority with regard to:

- (i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);
- (ii) local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities
- (iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
  - Data Protection Acts, 1988 and 2003 and
  - All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

### **(i) Tax Clearance Certificate**

It will be a condition of award of this contract and any subsequent contract that the successful firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms 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).

**(j) 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).

**(k) Interference and Inducement to Purchase**

Any effort by the firm 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.

**(l) Notification of Evaluations**

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

**(m) 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.

**(n) 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.

**(o) 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 firm).

**(p) 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.