



**Longford Community  
Resources clg**

**Request for Tender (RFT) for the development of a  
supplier panel to provide Stationary Supplies to  
LCRL offices at Templemichael, Co Longford**

**May 2019**

**CONTENTS:**

**1. INTRODUCTION .....**

**2. INSTRUCTIONS TO TENDERERS .....**

**3. AWARD CRITERIA .....**

**4. DURATION AND SCOPE OF THE PANEL .....**

**5. INELIGIBILITY UNDER EU RULES .....**

**6. TERMS & CONDITIONS .....**

**APPENDICES**

**I. INSTRUCTIONS TO TENDERERS .....**

**II. QUESTIONNAIRE .....**

**III. DECLARATION .....**

**IV APPENDIX IV LCRL STATIONARY SUPPLIES LISTING [separate excel sheet] ...**

## **1. INTRODUCTION**

Longford Community Resources Ltd (LCRL) is the Local Integrated Development Company for County Longford.

The core purpose of the company is to promote rural development and tackle social exclusion and LCRL does this through two key programmes: the Rural Development Programme and the Local and Community Development Programme. However, the company has bid for and secured other funds for development programmes that respond to needs identified in County Longford. The majority of LCRL's funds are sourced via Pobal (from various government departments and EU monies), i.e. Dept of Community, Equality & Gaeltacht Affairs, Dept of Education & Skills, Dept of Transport, Dept of Justice & Law Reform, Dormant Accounts, etc. Our work is conducted in partnership with other agencies and organisations, as in working together we can achieve far more than working individually.

The purpose of this request for tender (RFT) is to establish a panel of suppliers of which individuals/companies will be selected to participate in a mini-competition for contract award for the **Supply of stationary supplies as required** to its premises at Templemichael, Longford.

It is important to note that service providers included on this panel does not guarantee a contract to deliver services for LCRL.

*LCRL is not included in the Office of Government Procurement framework for goods and services*

## **2. INSTRUCTIONS TO TENDERERS**

The detailed instructions regarding the format and requirements of this RFT are set out in **Appendix I**. These instructions must be observed to ensure the completeness and eligibility of the tender.

## **3. AWARD CRITERIA**

The panel will be established from the qualifying tenders on the basis of the most economically advantageous tender, using the following awarding criteria:

<b>Criterion</b>	<b>Maximum Score Available</b>	
Delivery Terms & Conditions	400	40%
Contract management	400	40%
References	200	20%
<b>Total Maximum Score Available</b>	<b>1000</b>	<b>100%</b>

**Please Note the below guidance with regard to assessment of award criteria:**

**Delivery Terms & Conditions** - The successful Tenderer will be required to provide an efficient delivery service to ensure a continued and uninterrupted supply of Stationery to the

LCRL offices at Templemichael, Longford. Tenderers are asked to submit with their tenders, summary details of their delivery terms and conditions which should address the following: -

- ✓ Notification period required to ensure prompt delivery
- ✓ Proposed arrangements as applicable for effective delivery
- ✓ Arrangements for Emergency requirements i.e. run out of stationery

### **Contract Management**

Please give details of the supplier's measures for ensuring quality and the supplier's policy towards total quality and contract management.

### **References**

Please provide details of most relevant contracts completed by the Supplier in the last 3 years (2 required). Referees names and contact details and size of contract to be provided. LCRL reserves the right to check these references

## **4. DURATION AND SCOPE OF THE PANEL**

The panel will be established for the maximum duration of 24 months from June 2019 with the possibility of being extended for an additional 2 x 24 months subject to funding.

### **The panel will operate as follows:**

Only the tenderers who score a minimum of 700 points (70%) will be admitted to the panel. Tenders can be submitted throughout the duration of a panel. Once the specific service needs as detailed in Appendix IV arises, LCRL will request a minimum of 3 suppliers to participate in a mini-competition [subject to there being sufficient numbers on the panel], where there are less than 3 suppliers on the panel for the specific programme all panel members in that category will be requested to participate in a mini competition.

*Due to the reactive nature of this supply need the turnaround for these responses may require to be 2 to 3 days.*

## **5. INELIGIBILITY UNDER EU RULES**

Tenderers to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (co-ordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security contributions) Tenderers are requested to declare that none of these circumstances apply to them – use the declaration form enclosed in **Appendix III**.

## **6. TERMS & CONDITIONS**

**6.1 Tender Format & Delivery.** Tenders must be completed in accordance with the format specified in **Appendix I and II**. Incomplete tenders or tenders that do not follow the prescribed format will be rejected.

**6.2 Tax Clearance Certificate (TCC).** A valid TCC is a pre-condition for contract award Tenderers are, therefore, requested to declare that they are compliant with taxation legislation and to confirm that they are in the position to submit a valid TCC if/when requested – use the declaration form enclosed in **Appendix II**.

**6.3 Insurance:** Relevant insurances will be required

**6.4 Confidentiality and Intellectual Property.** LCRL requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

**6.5 Freedom of Information Act.** LCRL will endeavour to hold confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act.

Should the tenderer wish that any of the information supplied in this tender not be disclosed because of its sensitivity, the tenderer should, when providing the information, identify the sensitive information and specify the reason for its sensitivity. LCRL will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.

If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

**6.6 Conflicts-of-Interest.** Any conflicts-of-interest involving a tenderer must be fully disclosed to LCRL. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light. If no conflict of interest exists, tenderers must indicate that in the declaration form, enclosed in **Appendix III**.

**6.7 Data Protection.** Where service delivering involves the processing of personal data on behalf of LCRL contractors' responsibilities as Data Processors under the Data Protection legislation will apply.

## APPENDIX I - INSTRUCTIONS TO TENDERERS

In submitting the proposal, tenderers must respect all instructions, forms and terms and conditions contained in this RFT. Failure to submit all required information within the specified format may lead to rejection of the tender.

Tenderers must observe the following:

1. In order to participate in this competition Tenderers must complete:
  - Questionnaire provided in **Appendix II**
  - Pricing spreadsheet\* at **Appendix IV** – fill in all below columns on this document

<b>Sales Unit/Quantity</b>	<b>Unit price EX VAT</b>	<b>VAT - €</b>	<b>Total Price [Incl VAT]</b>
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- Declaration as at **Appendix III**

**No other tender format will be accepted and may mean disqualification**

2. A digital copy of the tender must be submitted by email ONLY to [orla@ots.ie](mailto:orla@ots.ie) – no other format will be accepted.
3. Any queries in relation to this Panel should be emailed to [orla@ots.ie](mailto:orla@ots.ie)
4. The panel will remain open for suppliers to join throughout its existence.

***This panel will remain open for a period of two years from June 2019, LCRL reserve the right to extend the panel for a further 24 months subject to the availability of funding.***

**\* PLEASE NOTE ANY BRAND NAMES REFERENCED IN THIS DOCUMENT ARE FOR ILLUSTRATIVE PURPOSES ONLY AND TO DEMONSTRATE THE SUPPLIES REQUIRED**

## **APPENDIX II - QUESTIONNAIRE**

**Tenderers must** complete this questionnaire. Tenders submitted in any other format than this may be rejected.

<b>1.</b>	<b>Company Details</b>
<b>Name of Individual/Company</b>	
<b>Business Address</b>	
<b>Contact Person</b>	
<b>Email Address</b>	
<b>Contact Number</b>	
<b>Brief Summary/Overview of your business</b>	
<b>Please indicate that <i>Appendix IV</i> spreadsheet has been completed FULLY</b>	
<b><i>References:</i> Briefly describe at least 2 jobs undertaken of a similar nature. Detail name and contact details/size of 2 referees [refer to section 3 of RFT]</b>	

<b>Delivery Terms &amp; Conditions</b> [refer to section 3 of RFT]	
<b>Contract Management</b> - provide details as requested at section 3	
Please disclose any potential conflicts of interest.	
<b>Tax Clearance Access Number/Tax Reference Number</b>	
<b>Provide relevant insurance Details</b>	



### **APPENDIX III - Declaration**

***THIS DECLARATION MUST BE SUBMITTED BY ALL TENDERERS. WHERE THE TENDERER IS AN INDIVIDUAL, CORPORATION OR PARTNERSHIP THE DECLARATION MUST BE COMPLETED BY A DULY AUTHORISED REPRESENTATIVE.***

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, [ *insert name* ], solemnly declare that I have been duly authorised to make this declaration by the Tenderer and I hereby certify as follows:

- (1) The Tenderer is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (2) The Tenderer is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
- (3) Neither the Tenderer, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
- (4) The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other State in which the tenderer is located and is in a position to provide a valid tax clearance certificate when requested.
- (5) The Tenderer has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority.
- (6) The Tenderer (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organization.
- (7) The tenderer has not been convicted of terrorist offences, offences relating to child labour or other forms of trafficking of human beings.
- (8) The Tenderer will be in a position to submit up to date relevant professional insurance indemnifying the Minister and Department of Rural and Community

Development, Longford LCDC, LCRL, Longford County Council from and against all and any losses, claims, demands, damages or expenses which any of the above parties may suffer in the course of this work if/when requested.

- (9) The Tenderer is not aware of any potential conflict of interest in completing the assignment and will advise LCRL of any such conflicts of interest if they should arise.

I further declare that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to me, my company/partnership being excluded from participation in this or future tenders.

This declaration is made for the benefit of LCRL (the "Contracting Authority").

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

POSITION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_