



**Longford Community
Resources clg**

**Request for Tender (RFT) for Inclusion on the
Trainer Panel for the Provision of Training for LCRL,
Templemichael, Co Longford**

June 2020

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1. INTRODUCTION

Longford Community Resources CLG (LCRL) is the Local Development Company for County Longford, a not for profit community organisation supporting individuals, communities and businesses. The core purpose of the company is to promote rural development and tackle social exclusion. We provide a range of integrated supports to rural communities to build

bottom-up local development with a focus on community development, enterprise and employment, social enterprise and rural recreation. We also aim to respond to the social and economic decline encountered by disadvantaged groups, individuals, community and issue groups throughout the County working through a partnership and community development approach. LCRL does this work by administering and implementing various programmes and initiatives including the Rural Development Programme (LEADER), Social Inclusion and Community Activation Programme, Rural Social Scheme, Tús Community Work Placement Initiative, County Longford Youth Service, Longford Volunteer Centre and Primary Health Care Project.

The purpose of this request for tender (RFT) is to *establish a panel of qualified trainers from which individuals/companies will be selected to participate in a mini-competition for contract award for delivery of training for LCRL under its various funding programmes.* The type of training expected to be run over the duration of the panel are outlined in **Appendix I – Specification of Requirements**. It is important to note that being included on the panel does not guarantee a contract to deliver training/programmes for LCRL.

2. INSTRUCTIONS TO TENDERERS

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

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. Tenderers must complete the questionnaire provided in **Appendix II** and include completed, signed and dated declarations as at **Appendix III** in order to participate in this competition (**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 procurement@lcr.ie – **no other format will be accepted**

This panel will remain open for a period of 3 years from June 2020 but LCRL reserve the right to extend the panel for a further 2 x 12 months subject to the availability of funding.

Queries

Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the event of any queries please email to procurement@lcr.ie

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:

Criterion	Maximum Score Available	
Relevant Experience ¹	450	45%
Qualifications ²	400	40%
References ³	150	15%
Total Maximum Score Available	1000	100%

Note The Contracting Authority is entitled, but not obliged to seek clarification of tenders in the course of the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted. To assist in finalising the tender evaluation selected tenderers may be invited to clarification meetings with the Contracting Authority. Tenderers will be informed as soon as is practically possible with regard to the proposed date for these meetings.

3. DURATION AND SCOPE OF THE PANEL

The panel will run for a period of 3 years from June 2020, with an option to extend by a further 2 x 12 month periods subject to funding. Tenderers can be selected for inclusion on the panel throughout its duration - it will remain open for submissions during this period.

To facilitate any further extensions the panel response deadline will be extended on all publication platforms.

The scope of the programmes to be run over the duration of the panel will depend on demand and availability of funding

The panel will operate as follows:

Only the tenderers who score a minimum of 700 points (70%) will be admitted to the panel. Once the specific programme needs arise 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 will be requested to participate in a mini competition.

4. 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**.

¹ **Relevant Experience** means that the highest scores will be awarded to the trainers who have relevant experience in delivering similar projects to similar target groups, please clarify relevancy in experience at Appendix II

²**Qualifications** – assessed based on both the training and technical qualifications of trainers delivering the training, prior to contract agreement suppliers may be asked to submit a copy of all certificates/ qualifications as listed

³**References** will be assessed on their quality and relevance to the project, please clarify relevancy in referees list at Appendix II. Referees names and contact details can be provided in place of written references – 2 required. LCRL reserves the right to check these references.

5. TERMS & CONDITIONS

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

6.2 Tax Affairs; Providers must declare at **Appendix III** that tax affairs are fully in order and shall remain so for the duration of any contract that may be awarded resulting from this panel.

5.3 Insurance: Relevant professional insurance 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 Collection for Minors. LCRL has protocols for managing the registration of minors and when engaging with young people under 18 on a one-to-one basis. These protocols include:

- Parental consent is not necessarily required to register a young person aged under 18 with LCRL as the Data Controller must make a judgment on whether the young person appreciates the implications of consenting to provide information to LCRL
- This means ensuring that minors have sufficient maturity to understand and make their own decisions about their personal data and know why certain questions are being asked, where the information is being stored, and how it will be used

All suppliers must agree to sign up the use of Data Protection Consent form in their work to meet these protocol requirements.

6.8 Data Protection. A contractor is defined as a *Data 'processor' i.e. a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller i.e. LCRL.*

6.9 Child Protection. An LCRL Youth Worker will be present during all training of young people under 18.

APPENDIX I: TRAINING CATEGORIES

The training and programmes envisaged to be run by LCRL over the duration of the panel are as follows – tenderers can tender for 1 or more of these categories but must specify the area or areas.

Category 1 – Business Skills Training

Simplifying Funding Applications
Entrepreneurship Workshops
Business Planning Training & Mentoring
Bookkeeping Training & Mentoring
Start Your Own Business Courses
Sales & Marketing Course for Small Businesses
Using Social Media to develop your business
Employability skills
Social Farming
Customer Service
Personal development
Accredited training provision relating to business & employment
Bespoke and tailor made training to address the needs of SICAP target groups

Category 2 – Technical & Employment Skills Training Programme

First Aid Training (Accredited)
Safe Pass Training
Manual Handling Course
Horticulture
Computer training
Medical Device Training
Hospitality Skills Training
Pesticide application Training [using a knapsack sprayer]
Aromatherapy
Hairdressing
Beauty Treatments
Knitting
Crochet Skills
Story telling
Creative writing
Music / singing / musical instruments
Sports / fitness
Healthy eating
Cooking / baking classes
Arts & crafts
Upholstery
Sawing classes
House and garden maintenance skills
Woodwork
Painting
Bespoke / tailor made training on traditional Irish Travellers skills (e.g.: wheel writing)

Category 3 – Youth Related Programmes

Youth Work

Equality and diversity Awareness training (Travellers, Ethnic, LGBT, Disability)

Transition Skills Programme for at primary and secondary level

Study Skills Programme at primary and secondary level

Health promotion

Advocacy

CV Preparation and Interview Techniques Workshops and Career path development

PR, Media Skills, presentation skills an IT training

Employability skills

Motivation and mindset training and development

Accredited training provision relevant to the youth sector

Community Development

Bespoke tailor made, demand based ICT and social media training example: gaming app / e bay training and development

Category 4 – Community Engagement & Up-skilling

Community Development

Advocacy

Participative Research

Community Planning Workshops

Equality and diversity Awareness training (Travellers, Ethnic, LGBT, Disability)

Training to empower Community Groups to engage in policy, practice and decision making processes at local regional & national level

Facilitation Skills

Health Promotion

Non Accredited Active Citizenship Course

Volunteer Training

Information technology training

Public speaking / presentation skills

Accredited training provision relating to the community sector

Bespoke and tailor made training to address the needs of Local Community Groups being supported under the programme

Note:

- These courses may be run once, more than once or not at all, depending on the demand and availability of funding.
- Expected number of participants attending each course will range from 5 to 25.
- Envisaged timeframe for the delivery of these programmes is immediately with programmes anticipated to immediately
- Tenderers must clearly indicate which training categories and individual areas they are tendering for in **Appendix II.**

APPENDIX II - QUESTIONNAIRE

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

1.	Company Details
Name of Individual/Company	
Business Address	
Contact Person	
Email Address	
Contact Number	
Brief Summary/Overview of the business	
2.	Category / Categories
<p>Note: Please list <u>the category or categories and the individual area or areas within that category</u> that you or your company specializes in.</p> <p>Please revert to Appendix 1</p>	<p>Category 1: Individual Area(s)</p> <p>Category 2: Individual Area(s)</p> <p>Category 3: Individual Area(s)</p> <p>Category 4: Individual Area(s)</p>

3.	Experience
<p>Note: Please outline relevant experience in short bullet point format</p>	
4.	Qualifications
<p>Note: Please outline relevant qualifications in short bullet point format. <i>Please note: tenderers may be required to produce evidence of qualifications listed prior to contract agreement.</i></p>	
5.	References
1a. Name	
1b. Organisation	
1c. Contact Number	
2a. Name	
2b. Organisation	
2c. Contact Number	
6.	Potential Conflicts of Interest
<p>Note: Please disclose any potential conflicts of interest.</p>	

APPENDIX III – Declaration No 1

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 judgment 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 organisation.
- (7) The Tenderer will be in a position to submit up to date relevant professional insurance.

- (8) 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: _____

Declaration No 2

Name of Tenderer		Date	
TAX CLEARANCE			Please confirm YES/NO
We/I confirm and declare that our tax affairs are fully in order and agree to supply our Tax Clearance Access Number(s) and Tax Reference Number(s) to facilitate online verification of our tax status by Revenue			
Do you grant the contracting authority permission to verify your tax cleared position online			
Tax Reference Number			
Tax Access Number			
INSURANCES			
We/I confirm and declare that prior to any engagement we will obtain and hold, for the term of the engagement, the relevant insurance. We/I will, upon request, provide formal confirmation of this to LCRL			
Declarations must be signed by a duly authorised officer			
I hereby declare that the above is an accurate and complete Declaration on behalf of my firm in relation to this tender competition. I undertake to inform the Contracting Authority of any changes to this Declaration which may arise prior to the award of the contract.			
Signed:		Position	