

**Response Document**

**Request for Quotations for**

**Art Form Facilitators Peace IV for Cavan Youth Arts Lab**

**July 4th 2018**

|  |  |
| --- | --- |
| **Applicants Details** | |
|  | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Artistic Discipline(s).** | **Please tick the relevant box(es):**  ☐ DJ Skills  ☐ Music |
| **Telephone Office** |  |
| **Telephone Mobile** |  |
| **Email** |  |
| **Legal Status (if any) (Company, LTD, Partnership, etc:** |  |



**Appendix A**

**Selection Criteria Responses**

**Request for Quotations for**

**Art Form Facilitators Peace IV for Cavan Youth Arts Lab**

**July 4th 2018**

Only those Applicants who have submitted compliant application will be assessed under this Selection Criteria.

**Selection Criteria**

All Applicants will be assessed using the pass/fail criteria below. Only those that pass all the **pass / fail** criteria (detailed below) will proceed to have their tender proposals evaluated under the award criteria.

|  |  |
| --- | --- |
| **Selection Criteria** | **Pass/Fail** |
| **1. Applicants Statement** | Pass/Fail |
| **2. Declaration as to Personal Circumstances of Applicant** | Pass/Fail |
| **3. Previous Similar Contracts** | Pass/Fail |
| **Result** | **(Qualified/Eliminated)** |

**All applicants must complete and return Appendix A1, A2, and A3 – These forms *must not be altered or replaced and must be completed in the format given and include the required information.***

**1. Applicant Statement**

Each Applicant is required to accept the provisions of the RFQ. ALL Applicants MUST RETURN, with their Tender, the signed Applicants Statement, as set out in **Appendix A1**.

**2. Declaration as to Personal Circumstances of Applicant**

Each Applicant is required to submit a statement, confirming whether any of the excluding circumstances listed in Article 57 of EU Council Directive 2014/24/EU as implemented into Irish law by Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016, apply to the Applicant. ALL Applicants MUST RETURN with their Tender, a completed and signed **declaration** as set out in **Appendix A2.**

### **3. Previous Similar Contracts – Applicants** MUST RETURN with their Tender, a completed and signed **Appendix A3 – Previous Similar Contracts**.

Applicants must provide information clearly demonstrating successful delivery of 2 previous comparable contracts, where they provided **Art Form areas for young people from age 8 – 18 years**.

* 1 example must demonstrate proven track record and demonstrated knowledge of working with young people in informal settings and awareness of child protection practices.
* 1 example must demonstrate proven track record and demonstrated ability to work with diversity in mind.

**Appendix A1: Applicants Statement**

**TO:** **Cavan County Council**

**RE**: **“Request for Quotations for Art Form Facilitators Peace IV for Cavan Youth Arts Lab for Cavan County Council”**

Having examined your Request for Quotations (RFQ) including the Selection and Award Criteria, the Requirements and Specifications, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in the RFQ.
2. We accept all the Selection and Award Criteria as set out in the RFQ.
3. We agree that, if awarded any Services Contract, to provide the Contracting Authority with the Services in accordance with the RFQ and our Tender Response.
4. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
5. We confirm that we have submitted all the required information in our tender response as instructed under the RFQ.
6. We confirm that all prices quoted in our Tender will remain valid for the period stated in our Quotation Form.
7. We acknowledge that the RFQ does not constitute an offer to enter into a contract and neither this document nor any of the information set out therein should be regarded as a commitment or representation on the part of the Contracting Authority or any other person to enter into a contractual arrangement. No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. The Contracting Authority may, at its absolute discretion, cancel this public procurement competition at any time prior to a formal written contract being executed by and on behalf of the Contracting Authority.
8. We shall, if awarded any contract under the RFQ, have in place on the Effective Date of the Services Contract all insurances (if any) as required.
9. We accept that any contract awarded under the RFQ, will be subject (if required) to full compliance with Cavan County Councils Health and Safety requirements, and the satisfactory completion of Cavan County Council’s External Safety and Health Prequalification Questionnaire for Specialist Contractor.
10. We accept that any contract awarded under the RFQ, will be subject to garda vetting and must adhere to Cavan County Council Child protection policy and be familiar with Children’s first National Guidelines for the protection and welfare of children.
11. We accept that any contract awarded under the RFQ, will be subject to tax compliance and will provide the relevant information to Cavan County Council for checking and verification.

Signed:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A2 - Declaration as to Personal Circumstances of Applicant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration of Bona Fides** | | | | | |
| Has the Artist Facilitator been convicted of any of the following offences? | | | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| participation in a criminal organisation | | | |  |  |
| corruption | | | |  |  |
| fraud | | | |  |  |
| the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; | | | |  |  |
| the subject of a conviction for money laundering or terrorist financing; | | | |  |  |
| the subject of a conviction of child labour and other forms of trafficking in human beings; | | | |  |  |
| is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; | | | |  |  |
| **Declaration re statutory obligations** | | | | | |
| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation: | | | | | |
| Employment Equality Acts 1998-2011 | | | |  |  |
| Equal Status Acts 2000-2011 | | | |  |  |
| National Minimum Wage Act 2000 as amended | | | |  |  |
| Organisation of Working Time Act 1997 as amended | | | |  |  |
| Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 | | | |  |  |
| Disability Act 2005 | | | |  |  |
| We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. | | | |  |  |
| **NAME** |  | **SIGNATURE** |  | | |

**Appendix A3 – Previous Similar Contracts.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference Contract #1** | | | | | |
| **Customer Name** |  | | | | |
| **Contact Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Delivery Date(s)** | **From** |  | | **To** |  |
| **Contract Value** |  | | **Period value refers to** | |  |
| **Detailed description** |  | | | | |
|  | | | | | |
| **Reference Contract #2** | | | | | |
| **Customer Name** |  | | | | |
| **Contact Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Delivery Date(s)** | **From** |  | | **To** |  |
| **Contract Value** |  | | **Period value refers to** | |  |
| **Detailed description** |  | | | | |

**Appendix B**

**Award Criteria Responses**

**Request for Quotations for**

**Art Form Facilitators Peace IV for Cavan Youth Arts Lab**

**July 4th 2018**



**Quotation Form – Response to Cost Criterion**

|  |  |
| --- | --- |
| **To:** |  |
| **From:** |  |
| I/We have examined the Request for Quotation and hereby offer to provide the requirements for the following fees: | |

A. €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Artists fee: hourly rate, (Ex vat)

B. €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Artists Fee (Hourly Rate multiplied by 26 hours) (ex vat)

C. €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Artists material costs (ex vat) for proposed programme

(this must include all and any other relevant costs).

Bidders Quoted total cost (B+C) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Evaluation Purposes.

**Please note that Cavan County Council will only pay fees in respect of actual hours worked.**

I/We confirm that I/we

* That our confirmation in the Declaration is true and accurate at the date of submission of this quotation.
* We will notify the Contracting Authority should any of the circumstances confirmed in the Declaration change.
* Will provide the services at the rates quoted, which are fully inclusive of all costs, charges and expenses.
* Agree that as a condition of award, it shall be our sole responsibility 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.
* Will keep this offer for the contract open for acceptance by you for a period of **12 months** from the date of deadline for submission of quotations, and if successfully ranked will hold our prices for the duration of the funding programme.
* Undertake to treat the details of this Request for Quotation, our response and any subsequent agreements as private and confidential,
* Agree that you are not bound to accept the most economically advantageous or any quotation you may receive,
* Fully understand the Contracting Authority’s requirements and have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the services required under the contract,
* Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of quotations,
* Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.,

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | | |  |
| **Name (in Capital Letters):** | | |  |
| **On behalf of:** | | |  |
| **Address:** | |  | |
| **Telephone:** |  | | |
| **Email:** |  | | |
| **Date:** |  | | |

**Response to Qualitative Criteria**

**Part A - METHODOLOGY & DELIVERY**

|  |  |
| --- | --- |
| To | Kim Doherty |
| Address of Employer | Peace IV for Cavan Youth Arts Lab, Cavan County Council,  2nd Floor reception, Farnham Centre, Farnham St, Cavan |
| Regarding | Provision of an Art Form Facilitator - Peace IV for Cavan Youth Arts Lab for Cavan County Council. |
| Bidders - Artist / Facilitators Name |  |
| Date |  |
| Weightings | **Methodology and Delivery of Service – (250 maximum Marks available)**  **Innovative Approach– (250 maximum Marks available)** |

The Bidders Artist/Facilitators score will be based on :-

Their ability to clearly demonstrate the relative economic advantages of their proposed methodology and delivery of service and how it complies with the RFQ specification.

**RULE:-** Bidders Artist/Facilitators **must** complete Part A in the format given - to provide a written statement to include relevant information under the following Headings:-

* A1 - Methodology and Delivery of Service
* A2 - Innovative Approach

**RULE:-** Under Methodology, Bidders must identify how they propose to carry out the contract, outlining their proposed approach to meeting the RFQ Specification

**RULE:-** Under Delivery of Service, Bidders Artist/Facilitators must demonstrate how they will deliver all aspects of the service within the required timeframe(s) and maximum participant workshop numbers and the age group of children and young people to work with.

**RULE:-** Under Innovative Approach, Bidders Artist/Facilitators must demonstrate what Innovative Approach they propose to achieve project outcomes

**RULE:-** The written statement can be **no more** than Two A4 single sided pages typed with a minimum size 10 point font and single line spacing, demonstrating the relative economic advantages of their proposed methodology to the Employer.

**RULE:-** Bidders Artist Facilitators must also provide a Proposed work programme to deliver positive learning outcomes within a set timeframe (26 hours minimum contact time).

**RULE:-** In the event that more than Two pages of written statement are submitted (excl cover page and Proposed Work Programme) only the first 2 pages of the statement will be read and scored accordingly. The remaining pages will be disregarded.

**The greater the clarity and economic advantage demonstrated = The greater the Bidder Artist Facilitators Overall Score.**

**Failure to complete Part A in the correct manner will render the Bidders Artist/Facilitators Submission non-compliant and the Bidders Submission will be rejected**

**Part A – METHODOLOGY & DELIVERY – Written Statement (pg 1)**

**Part A – METHODOLOGY & DELIVERY – Written Statement (pg 2)**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On behalf of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part B – TECHNICAL MERIT OF RESOURCES**

**Quality of Proposed Team Leader and Proposed Team**

|  |  |
| --- | --- |
| To | Santina Burns |
| Address of Employer | Peace IV for Cavan Youth Arts Lab, Cavan County Council,  2nd Floor reception, Farnham Centre, Farnham St, Cavan |
| Regarding | Provision of an Art Form Facilitator - Peace IV for Cavan Youth Arts Lab for Cavan County Council. |
| Bidders Artist Facilitators Name |  |
| Date |  |
| Weightings | **Quality of Proposed Team Leader and Proposed Team - (250 maximum marks available)** |

The Bidder/Artist/Facilitators score will be based on the quality of the individual(s) proposed, Proven track record and knowledge demonstrated of working with young people in informal settings and awareness of child protection practices and their time commitment to the service.

**RULE:-** The Bidder Artist/Facilitators is responsible for the service and directly accountable to the Client. The Bidder Artist Facilitator must identify their level of skill, grade and relevant experience that they possess and bring to this project.

**RULE:-** Bidder Artist/Facilitators must Complete Part B – Quality of Artist Facilitator- table 1 and include **Biographical Summary** forthe artist facilitator. The **Biographical Summary** shall identify services and dates, role and responsibility on individual services.

**The greater the quality of the individual(s) proposed based on relevant experience and time dedicated to deliver this service = The greater the Bidders Artist/Facilitators** **Overall Score.**

**Failure to complete Part B in the correct manner and submit relevant Biographical Summary for each team member proposed will render the Bidders Artist/Facilitators Submission non-compliant and the Bidders Artist/Facilitators Submission will be rejected**

**Part B – Quality of Proposed Team Leader and Proposed Team**

**TABLE 1**

**Quality of Proposed Team Leader**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Name Artist Facilitator:** | **Level of Skill -**  **No. of years of relevant experience** | **No. of Hours they propose to give to deliver the Service.** |
|  |  | |  |  |

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On behalf of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Biographical Summary,***

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMARY DETAILS** | | | |
| **Name** | **Click here and insert response** | | |
| **Position in Company** | Click here and insert response | | |
| **Proposed Role** | Click here and insert response | | |
| **# of Years in Industry** | Click here and insert response | | |
| 1. **Previous Experience of providing Art Form areas for young people from age 8 – 18 years.** | | | |
| **Description of Experience** | | **Year** | **Location** |
| Click here and insert response | | insert yr | Click here and insert response |
| Click here and insert response | | insert yr | Click here and insert response |
| Click here and insert response | | insert yr | Click here and insert response |
| **EMPLOYMENT RECORD** | | | |
| Employer | | **Period** | **Position and Key Expertise** |
| Click here and insert response | | insert period | Click here and insert response |
| Click here and insert response | | insert period | Click here and insert response |
| Click here and insert response | | insert period | Click here and insert response |
| **SPECIALIST KNOWLEDGE & EXPERTISE** | | | |
| **Please describe (in no more than 200 words) this individuals specialist knowledge and expertise** | | | |
| Click here and insert response | | | |