



Sligo Public Participation

Network

REQUEST FOR**QUOTATION****Subject of Quotation**

To undertake an outreach exercise on behalf of Sligo PPN. Reaching out to community groups across the county, raising awareness of the PPN and encouraging better engagement.

Key Dates**Issue Date**13th January 2025**Closing Date for Queries**21st January 2025**Closing Date for Quotations**29th January 2025**Contact for Queries**

Sligo PPN, Quay Street, Sligo.

ppn@sligococo.ie

Format for submission of quotations – use the Quotation Response Document provided

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1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Sligo Public Participation, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Sligo PPN is an independent network of community, voluntary, social inclusion and environmental organisations, working to build a better community for Sligo County. The PPN is managed by a voluntary Secretariat which reports to PPN members through the Plenary. There are currently 9 members of Sligo PPN Secretariat, comprising representatives from the 3 Municipal Districts as well as the 3 PPN Colleges. PPNs give members of the local community a greater say in local government decisions which affect their lives and the lives of future generations.

Sligo PPN has nearly 500 member groups and includes community-based groups, organisations, associations, clubs, societies and charities. As well as our core members, we also have an Associate Membership comprising organisations with a specific interest in the work of the PPN. Sligo PPN is primarily funded by the Department of Rural and Community Development and supported by Sligo County Council.

What PPNs do....

- PPNs work to empower the community to be represented in decision making processes that impact the lives of the local community through representation on Council committees, consultation processes, policy submissions and more.
- PPNs support member groups to make submissions into key planning and policy development
- The PPN acts as an information hub. We keep the community informed of relevant local issues, news, grants/funding events, resources and supports. We do this through our e-newsletters, website and social media.
- The PPNs are a great network for community organisations to promote their work and activities and to share important news.
- We provide and deliver training and workshops on topics that support the capacity building and development of our member groups such as Governance, GDPR, Communications, and more.

Further information is available at our corporate website www.sligoppn.com

2. SCOPE OF REQUIREMENT

2.1 Specification of Requirements

Background

Brief

A key remit of Sligo PPN is to support communities to inform and influence local policy development. In order to do this effectively it is important that we both expand our membership base as well as raise the engagement level of existing members.

Given that members are spread all across the county, it would be a time intensive effort to get out to individual groups in their own environments and to raise PPN awareness. With the current PPN RW only working part time, this has proved impossible to do effectively. The PPN are therefore now looking for somebody to take this on and bring the PPN out into the community.

Project Deliverables

Key milestones and deliverables will include:

- Initial meetings with representatives of the PPN and PPN staff to set out the scope of the programme and to agree content and approach
- An agreed number of meetings with community groups, using approaches such as attending group meetings, organising local networking etc
- Making contact with PPN member groups
- Putting together a short information booklet on PPNs for members
- Regular reporting back to PPN on issues / ideas emerging from discussions

Essential Criteria

Successful tender will have to have an in-depth knowledge of not just the theory but the practical working of PPNs and be able to discuss the structures in plain English with member groups. They will be aware of the work of Sligo PPN specifically and some of the core initiatives the network operates. They will have a good understanding of the public participation opportunities on offer at local level through decision making bodies.

Proposed Outcomes

On completion of this project, it is hoped that Sligo PPN's work will benefit from:

- More engaged plenary when putting out information and nomination calls
- Higher attendance at events and greater engagement with training
- Increased number of members coming forward for representative roles
- Better networking between member groups

Schedule

The project is intended to start in February 2025 and run up to December 2025. Depending on scheduling for both groups and facilitator. Once engaged it will be up to the facilitator to arrange and timetable events and attendance at group meetings. To be completed by end of 2025. The estimate is that XXX hours a week hours equivalent will be required with these hours changeable across and between weeks dependent on community group scheduling. Hours to be tracked and reported to PPN Secretariat monthly

Proposal Assessment

Proposals will be assessed in relation to the following criteria:

1. Quality of application demonstrating understanding of tender requirements and approach to tender
2. Subject matter expertise and experience in working with the community and voluntary sector.
3. Demonstrated qualifications, experience and skills
4. Value for money demonstrated in proposed budget
5. Methodology, project plan and proposed timeframe

Costs & Administrative Issues

The budget for this project based on the current number of facilities registered is €8000 (including VAT and travel). Payment will be made in two instalments, 50% on signing of the contract and 50% on project completion. Prices and rates quoted should be expressed in euro (€) and inclusive of VAT. Please provide an hourly rate and estimated number of hours for the project across the year. The VAT rate(s) applicable should be indicated separately.

Sligo PPN reserves the right to withhold payment where a contracting company has failed to meet its contractual obligations in relation to the delivery of goods / services to an acceptable level of quality.

Any additional costs associated with hosting a network event (room hire, promotion, refreshments etc) will be covered directly by Sligo PPN. Facilitator to run all costs by Sligo PPN before booking.

Costs must include

- Any issue that may impact the cost.
- VAT and expenses.
- A breakdown of hours/days to complete the project.
- Travel costs must be listed as separate from core hourly rates. No more than €2000 of total budget to be used for travel.
- Price increases during the term of the contract will not be accepted.

Sligo PPN will not be liable in respect of any costs incurred by any Tenderer in the preparation of tenders in response to this Invitation to Tender or any associated cost.

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract.

Insurance

The successful Tenderer must produce valid public liability insurance.

Ownership of Documents and Copyright

Sligo PPN will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from Sligo PPN in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.

Submitting Applications

Applicants must submit the following to be considered for this contract:

1. Tender response proposal, including detail addressing the project requirements

Notification of Tender Acceptance

Tenders shall be assessed by a panel comprising Sligo PPN Secretariat and staff. Sligo PPN shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable. Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed.

Terms of Appointment

The successful Tenderer should be in a position to start work as agreed upon discussion.

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful economic operator has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

Subject to Contract

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between Sligo PPN and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by Sligo PPN and the successful Tenderer.

Disclaimer

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. Sligo PPN reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

Termination

The contract shall contain provisions reserving to Sligo PPN the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract.

The satisfaction or dissatisfaction of SLIGO PPN shall be evaluated in the context of the Tenderers proposal set out in this document.

Contact Details

Applications must be submitted electronically by 29th *January 2025* to ppn@Sligococo.ie.
Queries can also be sent to this email address.

3. 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 Quotation Response Document (QRD).

- (a) General economic operator information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the economic operator is appropriately insured.
- (d) 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 labour and/or human trafficking and is fully compliant with all its statutory obligations.

Award Criteria

In selecting the successful tenderer/quotation the following criteria will apply:-

Criteria	Marks Available	Minimum Requirement
Understanding of brief	20	12
Proposed methodology	30	25
Quality of Previous experience	30	25
Price*	20	n/a
Total	100	

*Price will be scored as:

$$\frac{\text{Maximum score available} \times \text{Lowest quoted cost}}{\text{Your Quoted Price}} = \text{Score}$$

INSTRUCTIONS FOR OPERATORS QUOTING

Closing Date for queries: 21st January 2025– by email to ppn@sligococo.ie

Closing Date for receiving quotations is 29th January 2025. All proposals should be emailed to ppn@sligococo.ie

- (a) All supporting material and documentation should be included in the response.

- (b) All costs associated with the consultant's response to the Request for Quotations will be the responsibility of the consultant.
- (c) Late proposals will not be considered.