



Mini - Request for Tender (RFT)

For provision of

Additional Training Services to Taste 4 Success Skillnet

1. Introduction

The TASTE 4 SUCCESS Skillnet is a national network comprising food and drink manufacturing, processing and artisan producers. It represents a significant, innovative and strategic collaboration between the following three entities:

- SLM Food and Drink Manufacturing Network
- IASC Network
- TASTE 4 SUCCESS Skillnet

Each of the three networks have a proven track record in managing and delivering substantial training programmes, as well as thematic areas of work, and special projects, to their respective group of enterprise-led networks. Companies in each of the respective networks range from micro indigenous artisan producers to large international conglomerates. The strategic collaboration between the three networks will provide increased efficiencies for a number of different cluster groups as well as manufacturing and processing companies linked either by supply chain and/ or geography.

2. Objectives of Request for Tender

Due to demand for additional training the Taste 4 Success Skillnet now invites tenders for the delivery of the following training programmes:

- Seafood Hygiene Management
- Auditing Seafood Businesses
- Risk-Based HACCP for Seafood

3. Instructions to Tenderers

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

4. Award Criteria

The contract will be awarded to the successful tenderer/s on the basis of the most economically advantageous tender, using the following awarding criteria:

Criterion	Maximum Score Available	
• Cost ¹	400	23%
• Qualifications and Relevant Experience ²	350	20%
• Method Statement ³	300	17%
• Content and quality of training programmes ⁴	450	26%
• References ⁵	250	14%
• Total Maximum Score Available	1750	100%

Taste 4 Success Skillnet is not obliged to accept the lowest priced tender, any tender or all of any tender.

Taste 4 Success Skillnet may decide, following evaluation of tenders, not to proceed or to proceed with a limited number of elements of the proposal. Taste 4 Success Skillnet also reserves the right to republish this request for tenders.

Information supplied by tenderers will be treated as contractually binding. However, Taste 4 Success Skillnet reserves the right to seek clarification or verification of any such information.

5. Duration & Scope of Tender

The duration of the Tender is until 20th December 2011 with the scope of training activity depending on availability of funding, i.e. contracts for delivery of specific training programmes will be subject to availability of funding, the demand for training and satisfactory performance of service providers.

¹ **Cost** will be assessed on the basis of ultimate cost (total days of the programme, daily rate, cost of training material, mileage and other expenses).

² **Qualifications and Relevant Experience** means that the highest scores will be awarded to the trainers who have appropriate education and experience in delivering similar projects, i.e. design, development, delivery and evaluation of relevant training programmes, in particular experience of working with FETAC, Skillnets or similar organisations and processes.

³ **Method Statement** means the proposed approach to the design, development and delivery of training programmes.

⁴ **Content & Quality of Training Programmes** refers to the proposed outline of the training programme, including different modules, certification, etc.

⁵ **References** will be assessed on their quality and the relevance to each programme tendered for. Taste 4 Success Skillnet reserves the right to check these references.

The initial contract/s for the training programmes listed in Appendix I will be awarded to the highest scoring tender/s received in response to this Mini-RFT, evaluated using aforementioned awarding criteria.

6. Pricing Schedule

Tenderers must complete the Pricing Schedule provided in Appendix III clearly indicating which programmes they are bidding for and individually pricing each item, as required.

7. 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.)

8. Terms & Conditions

8.1. Tender Format & Delivery. Tenders must be completed in accordance with the format specified in Appendix II. Incomplete tenders will be rejected.

8.2. Payment Arrangements. Payment for provided services will be subject to agreed deliverables/KPIs and submission of appropriate invoices. Payments may be made in stages and all requirements will be agreed with the service provider prior to the delivery of the training programmes.

8.3. Tax Clearance Certificate. A pre-condition for payment is the provision of a valid tax clearance certificate or declaration demonstrating that the tenderers have fulfilled obligations relating to the payment of taxes under the law or of the relevant State in which they are established.

8.4. Confidentiality and Intellectual Property. Taste 4 Success Skillnet requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

8.5. Freedom of Information Act. Taste 4 Success Skillnet 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. Taste 4 Success Skillnet 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.

8.6. Conflicts-of-Interest. Any conflicts-of-interest involving a tenderer must be fully disclosed to Taste 4 Success Skillnet. 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.

8.7. Right of Cancellation. The award of tender does not give rise to any enforceable rights by the successful tenderers. Taste 4 Success Skillnet may cancel the tender process at any time, prior to a contract being entered into.

8.8. No Additional Fees or Costs. No additional fees or costs, other than those originally quoted by the firm for the services when tendering for the project, will be paid and any additional fees or costs will be borne by the tenderers themselves, unless otherwise agreed with Taste 4 Success Skillnet.

Taste 4 Success Skillnet will not be liable in respect of any costs incurred by tenderers in the preparation of tenders, or any associated work effort.

8.9. Insurance: All tenderers must provide evidence of relevant professional risk indemnity insurance.

APPENDIX I

Specification of Requirements

The contract(s) will be awarded for the delivery, review, assessment and evaluation of the following training programmes:

- Seafood Hygiene Management
- Auditing Seafood Businesses
- Risk-Based HACCP for Seafood

Expected number of participants attending each course will range from 8 to 20. Attendees of the programmes will range from those beginning in the industry to those with managerial experience or owner managers, the training programmes therefore should stretch beyond introductory or beginners' level.

Note:

- Tenderers may choose to bid for all or some of the aforementioned programmes.
- Tenderers must clearly indicate which training programmes they are bidding for using the Pricing Schedule Form provided in Appendix III.
- Trainers should indicate what level of certification is associated with each programme or how these courses can be aligned with FETAC modules.

APPENDIX II

Instructions to Tenderers

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

Tenderers must observe the following:

1) General Information

Tenderers shall provide the following general information:

- Company name and address
- Name of the contact person
- Telephone number and email address of the contact person
- A brief summary/overview of the company (not brochures or PowerPoint presentations)
- Valid tax clearance certificate or declaration demonstrating that the tenderer has fulfilled obligations relating to the payment of taxes under the law or of the relevant State in which the tenderer is established.

2) Pricing

Tenderers shall complete the “Pricing Schedule” provided in Appendix III clearly indicating which items they are tendering for and pricing each item individually. A daily rate for additional out of scope work must be provided.

3) Tender Validity

Tenderers shall indicate the tender validity period, i.e. the period for which the quoted prices are valid – part B of Appendix III.

4) Method statement

In their method statement tenderers shall outline the approach to the delivery of each of the training programmes including:

- a) Information on each training programme tendered for, specifically:

- Proposed duration and content
- Proposed level of certification
- Proposed evaluation methodology

b) Information on individuals proposed to carry out each of the training programmes tendered for, namely:

- Details on their individual qualifications - copies of qualifications must be enclosed
- Details on their relevant experience with regard to:
 - ✓ delivery and evaluation of training programmes;
 - ✓ the nature, length and scope of these programmes – including the certification level, number of attendees, types of organisations involved, etc.
 - ✓ the level to which the proposed trainer was involved in these previous assignments in terms of each element of programme, delivery and evaluation;
 - ✓ brief outline stating the outcome of these programmes
- Testimonials/references (at least 3) for most recent assignments/projects of similar nature must be included. Taste 4 Success Skillnet reserves the right to check provided references.

5) Tender submission

Complete, dated and signed tender (3 hard copies) shall be enclosed in a sealed envelope and sent to the following address:

Procurement Office,
Taste 4 Success Skillnet,
PO Box 113,
Rathowen,
Co. Westmeath

A digital copy of the tender must be submitted to training@taste4success.ie

The deadline for receipt of soft and hard copy tenders is **12.00 noon** (local time) **on Monday 8th November 2010**.

Late or faxed tenders will not be accepted. The tender will be considered incomplete if only hard or soft copy is submitted by prescribed closing date (12.00 noon on Monday 8th November 2010)

6) Queries

Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. For clarification on the contents of this Mini-RFT and all other queries of substance (other than those relating to purely factual or procedural matters) please email training@taste4success.ie

APPENDIX III Part A - Pricing Schedule

To be completed by the tenderer:

Note: all prices must be quoted in Euro

Training Programme	Tendering	Duration (in days)	Cost			
	Yes/No		Per Day	Training Material	Other (Please specify)	Total
Seafood Hygiene Management						
Auditing Seafood Businesses						
Risk-Based HACCP for Seafood						

Part B: - Tender Validity

I,, confirm that the prices quoted in part A of Appendix III are valid for a period of

Name:

Signed:

Date: