



Request for Tender (RFT)

**For provision of
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

The objective of this RFT is to identify suitably qualified training providers for the design, delivery and assessment of various training programmes, outlined in Appendix I – Specification of Requirements.

3. 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.

4. Award Criteria

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

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.

Taste 4 Success Skillnet may shortlist tenderers for interview on the basis of the written tender before making a final decision of tender selection. 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

The duration of this contract is until 31st December 2010 with the option to extend until 31st December 2011, subject to availability of funding and satisfactory performance of service providers.

A minimum of 3 and a maximum of 5 service providers will be required for each programme / service to be delivered and these will be drawn from the top scoring tenders received in response to this RFT, evaluated using the aforementioned awarding criteria.

The initial contract/s will be awarded to the highest scoring tender/s received in response to this RFT, evaluated using aforementioned awarding criteria. Contracts for any additional assignments/projects that may arise over the duration of the agreement, details of which are not currently available, may be awarded through mini-tenders/mini-competition among relevant service suppliers admitted to the framework agreement on foot of individual requirements/ specifications of these potential future projects.

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 I. Incomplete tenders will be rejected.

8.2. Payment Arrangements. Payment for provided services will be made on the submission of appropriate invoices as training is delivered.

8.3. Tax Clearance Certificate. A pre-condition for payment is the provision of a valid tax clearance certificate.

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 a tender does not give rise to any enforceable rights by the successful tenderer. 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 goods and services when tendering for the project, will be paid and any additional fees or costs will be borne by the consultants themselves.

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

APPENDIX I

Specification of Requirements

The successful service provider/s will be responsible for:

1. Delivery of or provision of the venue & catering for the following training programmes:
 - Train the Trainer
 - General Certificate in Brewing
 - Diploma in Brewing
 - Food Hygiene & Safety
 - Food Safety Management
 - HACCP
 - Quality Standards & Systems
 - BRC Global Standards
 - Food Allergens
 - Team Building
 - Leadership Skills
 - Preventative Maintenance
 - Energy Efficiency
 - Risk Analysis
 - Internal Auditing
 - Lead Auditing
 - Animal Husbandry and Welfare
 - Branding Marketing & Exporting – Food and Drink Products for Artisan and Micro Producers
 - Lean Manufacturing
 - Negotiation Skills
 - Pallet Truck Training
 - Manual Handling Instructors
 - Occupational Safety
 - Forklift Instructor
 - IRCA Lead Auditing – focusing on various areas of efficiency and standards
 - Artisan Food Design & Development
 - Fish Handling Skills
 - Sensory Analysis
 - Lean Manufacturing in Brewing
 - Packaging & Labeling Requirements – Irish and European requirements
 - Project Management
 - Performance Management Process Training
 - Certificate in Food Management
 - Occupational First Aid
 - Motivating Workforce

- Sales & Marketing
- Business Planning
- Managing for Profit
- Cost Reduction
- Communications
- Customer Service Best Practice
- Employment Law
- Innovation in the Kitchen
- Pricing for Chefs
- Emergency First Aid
- Up Selling Skills
- Social Media – tailored to the Food Sector
- Web Development / Design / Promotion
- MS Excel
- Catering Pass
- PR & Media Training
- Wine Tasting Course
- Environmental Management for the Food Service Sector

2. Design, development and delivery of the training programmes listed above.

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.

Envisaged timeframe for the delivery of these programmes is as follows:

- Designed, developed and delivered by 17th December 2010.

Note:

- Tenderers may choose to bid for all or some of the aforementioned training 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.
- The above list of programmes is not exhaustive and additional training needs may arise over the lifecycle of this agreement. Tenderers therefore should outline additional courses to those identified in this RFT that they specialise in delivering.

APPENDIX II

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 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)

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 C of Appendix III.

4) Method statement

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

- a) Information on each training programme tendered for, specifically:
 - Proposed duration and content (Trainers Only)
 - Proposed level of certification (Trainers Only)
 - For Venue tenders – the layout & accessibility of the venue (Venue Provider)

- 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:
 - ✓ design, development, 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 design, development, delivery and evaluation;
 - ✓ experience in developing certified programmes
 - ✓ 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) Availability

Tenderers must indicate availability to complete the project within the time frame outlined in Appendix I.

6) Tender submission

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

Bridie Corrigan Matthews,
Network Manager
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 **5.00 pm** (local time) **on Friday 23rd July 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 (5.00 pm on Friday 23rd July 2010)

7) Queries

Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the interests of equity for all tenderers, requests for additional information, clarification on the contents of this RFT and all other queries of substance (other than those relating to purely factual or procedural matters) shall be made in writing or by email. Responses to all queries received regarding this tender will be made available to all interested parties.

All queries in relation to this tender shall be addressed FAO Bridie Corrigan Matthews and may be sent to the Taste 4 Success Skillnet address provided above (tender submission) or may be emailed to: training@taste4success.ie before Friday 16th July 2010, in order to provide ample time to respond.

Tenderers may follow up on previously emailed queries by calling Bridie Corrigan Matthews on 043 66 85872.

APPENDIX III

Pricing Schedule

Part A

To be completed by the tenderer:

Training Programme	Tendering	Duration (in days)	Cost			
	Yes/No		Per Day	Training Material	Other (Please specify)	Total
Train the Trainer						
General Certificate in Brewing						
Diploma in Brewing						
Food Hygiene & Safety						
Food Safety Management						
HACCP						
Quality Standards & Systems						
BRC Standard						
Food Allergens						
Team Building						

Leadership Skills						
Preventative Maintenance						
Energy Efficiency						
Risk Analysis						
Internal Auditing						
Lead Auditing						
Animal Husbandry						
Welfare Programme						
Branding Marketing & Exporting						
Lean Manufacturing						
Negotiation Skills						
Pallet Truck Training						
Manual Handling Instructor						
Occupational Safety						
Forklift Instructor						

Lead Auditing – Energy						
Lean Manufacturing in Brewing						
Artisan Food Design & Development						
Fish Handling Skills						
Sensory Analysis						
Packaging & Labeling						
Project Management						
Performance Management Process Training						
Certificate in Food Management						
Occupational First Aid						
Motivating Workforce						
Sales & Marketing						
Business Planning						
Managing for Profit						
Cost Reduction						

Communications						
Customer Service Best Practice						
Employment Law						
Innovation in the Kitchen						
Pricing for Chefs						
Emergency First Aid						
Up Selling Skills						
Social Media tailored to the Food Service Sector						
Web Development / Design / Promotion						
MS Excel						
Catering Pass						
PR & Media Training						
Wine Tasting Course						
Environmental Management for the Food Service Sector						

Note: all prices must be quoted in Euro.

Part B:

Training Programme	Tendering	Duration (in days)	Cost					Total
	Yes/No		Design & Development	Certification	Delivery (per day)	Other <i>Please specify</i>	Training Materials	
Train the Trainer								
General Certificate in Brewing								
Diploma in Brewing								
Food Hygiene & Safety								
Food Safety Management								
HACCP								
Quality Standards & Systems								

BRC Standard – Managers								
Food Allergens								
Team Building								
Leadership Skills								
Preventative Maintenance								
Energy Efficiency								
Risk Analysis								
Internal Auditing								
Lead Auditing								
Animal Husbandry								
Welfare Programme								
Branding Marketing & Exporting								
Lean Manufacturing								
Negotiation Skills								

Pallet Truck Training								
Manual Handling Instructor								
Occupational Safety								
Forklift Instructor								
Lead Auditing – Energy								
Lean Manufactuirng in Brewing								
Artisan Food Design & Development								
Fish Handling Skills								
Sensory Analysis								
Packaging & Labeling								
Project Management								
Performance Management Process Training								
Certificate in Food Management								
Occupational First Aid								
Motivating Workforce								

Sales & Marketing								
Business Planning								
Managing for Profit								
Cost Reduction								
Communications								
Customer Service Best Practice								
Employment Law								

Innovation in the Kitchen								
Pricing for Chefs								
Emergency First Aid								
Up Selling Skills								
Social Media tailored to the Food Service Sector								
Web Development / Design / Promotion								
MS Excel								
Catering Pass								
PR & Media Training								
Wine Tasting Course								
Environmental Management for the Food Service Sector								

Part C: Tender Validity

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

Name:

Signed:

Date: