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**REQUEST FOR QUOTATION**

**FOR AGGREGATE SPEND UPTO €50,000 (Excl. VAT)**

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| --- |
| Subject of Quotation: Castlecomer Enterprise Centre Feasibility Study commissioned by Kilkenny County Council  |
| Provision of Services to develop a basic business case to review their current business model and to underpin their expansion plans |
| Key Dates |
| Issue Date | Tuesday, 6th August 2024 |
| Closing Date for Queries | 16:00 (Local Time) on Wednesday, August 14th 2024 |
| Closing Date for Quotations | 16:00 (Local Time) on Tuesday, August 27th 2024 |
| Contact for Queries |
| Via email to:Catherine O’Connor, Economic Development Officer, Kilkenny County Council marked ‘Castlecomer Enterprise Centre - Kilkenny County Council’catherine.oconnor@kilkennycoco.ie  |
| Format for submission of quotations – use the Quotation Response Document provided |
| Via email to: Catherine O’Connor, Economic Development Officer, Kilkenny County Council marked ‘Castlecomer Enterprise Centre - Kilkenny County Council’catherine.oconnor@kilkennycoco.ie  |

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#  ABOUT THE CONTRACTING AUTHORITY

## The Contracting Authority

Kilkenny County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website [www.kilkennycoco.ie](http://www.kilkennycoco.ie)

## Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

# SCOPE OF REQUIREMENT

1.

## Specification of Requirements

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| --- |
| **Introduction**Kilkenny County Council behalf of Castlecomer Enterprise Group Ltd is seeking a suitably qualified and experienced consultant to develop a business plan for its existing enterprise centre facility and the future expansion of this facility. The appointed consultant should be able to demonstrate experience of delivering similar work on behalf of a public sector organisation or similar community/enterprise centre group. The appointed consultant should have the required qualifications and knowledge to extrapolate the data from all stakeholders and be knowledgeable of funding opportunities, the small business sector, enterprise centres and community organisations locally, nationally and internationally. **Background Castlecomer Enterprise Group Ltd**Castlecomer Enterprise Group Ltd is a non-profit, community organisation established in 1994 when it acquired a lease on an old Vocational School in Castlecomer, when the Enterprise Centre was created, a hub for both new and established businesses. The property is situated on the Kilkenny Road in Castlecomer offering easy access to the community. The main property stands on just more than 1 hectare and covers an area of some 630 square meters, there are a number of businesses and training rooms located in the property as well as a dedicated stand-alone unit which is a training centre for SOS Kilkenny. The centre has one room which has a possibility of use for hot desking. The centre is currently full. **Specification**Castlecomer Enterprise Group now wish to move to the next phase of growth in their operations and to that end on behalf of the group Kilkenny County Council are now seeking quotations to develop a basic business case to review their current business model and to underpin their expansion plans.The group wish to add two/three extra units of approx. 124 square meters each to the rear to the main building, two of these units would have a proposed use for small business/ enterprise with the third being used to accommodate the local Mens Shed group. The proposed Mens Shed has the possibility of access to community-based funds. The group wish to develop a headline business case to address the following:* Review of current business revenue model
* Offer advise on the current business model in terms of future potential income growth, sector focus of tenants etc
* Identify any possible business sectors of growth that might be interested in taking on the rental of the enterprise units e.g. Food, Craft etc
* Access basic demand in the locality for enterprise units
* Develop a basic business case around the viability and sustainability of the group investing in this expansion.
* Identify any possible funding opportunities / possible funding matrix (public and private) which would be used to deliver the proposed expansion. This could include financial supports to address green and sustainability matters for the location.

**One use of the business case document will be to underpin possible future funding applications.** **The appointed Consultant will;*** Review existing arrangements at the centre including the revenue model, how the centre is marketed, tenancy turnover, average tenant stay etc
* Develop a business case/business plan for the existing centre plus the new proposed expansion
* Identify the Strengths, Weaknesses, Opportunities and Threats (SWOT) for Castlecomer Enterprise group
* Identify any sectoral opportunities
* The business plan should be underpinned with appropriate funding routes identified and a pathway to application for these funds identified,
* Consult with all relevant stakeholders including Castlecomer Enterprise Group management and directors, Kilkenny County Council – Community and other sections etc

**Submission:**The work must be completed by 16:00 (Local Time) on **Wednesday November 20th 2024 with a draft report available for presentation to Castlecomer Enterprise Group by Friday, November 1st 2024.** The successful tenderer is required to treat all information collated through this work as private and confidential. A confidentiality agreement must be signed as part of the contract issued to the successful tenderer. |

## Pricing

The maximum budget for this work is **7,000 EUR (excluding VAT)** which includes related travel expenses and all other overheads. The cost of travel expenses must be costed separately in the tender quotation.

The pricing structure must be broken down into hourly rate, daily rate, total project delivery price (excluding VAT).

Kilkenny County Council *may* provide additional non-monetary assistance. These must be requested in the tender submission (for example, access to a meeting room), outlining the reason for their inclusion.

Economic operators must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that economic operator’s bid being rejected.

## Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

### Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

### Invoicing

Invoices shall be submitted by the successful economic operator on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider.

## Award to Runner Up

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.

# EVALUATION CRITERIA

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).

1. General economic operator information.
2. Confirmation of tax compliance.
3. Confirmation that the economic operator is appropriately insured.
4. 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

The contract will be awarded on the basis of a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

|  |
| --- |
| The successful consultant will be determined on the basis of the most economically advantageous tender (MEAT), following an evaluation process by Kilkenny County Council, on the basis of the following criteria:* Cost Criterion/Price (20%);
* Methodology for the delivery of the feasibility study. Comprehensiveness and quality of approach. Outline of proposed service to meet the description of this RFQ and timeframe stated (40%);
* Expertise and experience of the project delivery team as relevant to this RFQand resources allocated (40%). (A copy of the CV(‘s) of each member of the team must be provided)
 |

**Please note that the maximum marks available is 10,000 (weighted as indicated below).**

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion A | Weighting  | Maximum Marks | Minimum Marks |
|  Cost Criterion/ Price  | 20% | 2,000 | N/A |
| Description | Please complete the Quotation Form provided in the Quotation Response Document. The maximum budget for this works is 7,000 EUR (excluding VAT) which includes related travel expenses and all other overheads.Please ensure that all costs are catered for including hourly rate, daily rate, total project delivery price.  |
| Criterion B | **Weighting**  | **Maximum Marks** | **Minimum Marks** |
| Methodology and Delivery of Feasibility Study | 40% | 4,000 | 2,400 |
| Description | Comprehensiveness and quality of approach. Methodology for the delivery of the feasibility study. Outline of proposed service to meet the description of this RFQ and timeframe stated. |
| Criterion C | **Weighting**  | **Maximum Marks** | **Minimum Marks** |
| Expertise and experience of the project delivery team | 40% | 4,000 | 2,400 |
| Description | Expertise and experience of the programme delivery team as relevant to this RFQand resources allocated. (A copy of the CV(‘s) of each member of the team must be provided). |

## Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

|  |  |
| --- | --- |
| Lowest Cost from a Bona Fide Tender | A |
| Cost for the tender being evaluated | **B** |
| Maximum Points available for Cost | **C** |
| Formula employed | **A x C B** |

## Methodology for Calculating Scoring of Qualitative Criteria

|  |  |  |
| --- | --- | --- |
| Score | Meaning | Interpretation |
| 90 – 100% | Outstanding    | A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations. |
| 80 – 89% | Excellent         | An excellent response demonstrating excellent understanding offering assurance to client – strongly supported. |
| 70 – 79% | Very good        | A very good response demonstrating very good understanding offering assurance to client – fully supported. |
| 60 – 69% | Good                | A good response demonstrating good understanding offering assurance to client – well supported. |
| Less than 60% is unacceptable and considered ineligible from further consideration |
| 50 – 59% | Unacceptable       | A response demonstrating minimum understanding offering assurance to client. Did not receive the minimum marks required.  |
| 25 – 49% | Mediocre | Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible. |
|  1 – 24% | Poor | Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.  |
| 0% | No response | Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible. |

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

**Note**: where there is a tie-break, the economic operator with the highest quality score will be awarded the quotation. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the quotation.

All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the quotation process.

# FORMAT OF RESPONSE

Economic operators are required to complete the separate **Quotation Response Document** **(QRD)** which contains:

* + 1. General Economic operator Information
		2. Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
		3. The Quotation Form for pricing information and where relevant response to the Qualitative Award Criteria.

Please ensure you read the Instructions to economic operators Quoting as detailed in Section 5.

#  INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING

1.
2.

## Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

**Closing Date: 16:00 (Local Time) on Tuesday, August 27th 2024**

## Submission of Quotations

Quotations should be submitted to the email address listed on the title page of this document.

## Queries

Via email to:

Catherine O’Connor, Economic Development Officer, Kilkenny County Council

**marked**

 ‘Castlecomer Enterprise Centre - Kilkenny County Council’

Catherine.oconnor@kilkennycoco.ie

Queries should be raised as soon as possible and, in any case, **by 16:00 Wednesday 14th August 2024**  to Catherine.oconnor@kilkennycoco.ie

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

## Currency and Payments

The currency in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT, with the applicable rate of VAT clearly indicated.

A schedule of payments will be agreed with the successful tenderer and invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

## Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

## Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

## Freedom of Information Acts

All responses to this Request for Quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority’s obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

## Data Protection

Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

## Publicity

Economic Operators shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word “media” includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

## Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site <http://www.revenue.ie>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

## Withholding Tax

Relevant payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

## Irish Legislation and Law

Economic Operators should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract(s) awarded on foot of this tender process will be governed by Irish law.

## Dignity at Work

The successful economic operator(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

## Interference and Inducement to Purchase

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

## Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications. All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the tender process.

## Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing that the existing personnel in terms of qualifications and experience.

## Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The successful tenderer may have a non-exclusive licence to use such material but only for its own purposes (subject to agreement).

## Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent”.

## Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) 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.

## Insurance

The successful tenderer shall be required to hold for the term of the contract the following insurances:

Employer liability Insurance €13,000,000

Public liability Insurance €2,600,000