

Kids' Own
Publishing Partnership



1997 - 2017

Request for Proposals

For a feasibility study for a children's cultural centre in Sligo

Issued by:

Date issued: 06/04/2017

Closing date: 26/04/2017

**Kids' Own Publishing Partnership
Carrigeens, Ballinful, Co. Sligo
IRELAND**

1. INTRODUCTION

1.1. Request for Proposals

This document is a Request for Proposals (RFP) for the provision of:

“A Feasibility Study for a Children’s Cultural Centre in Sligo”

1.2. Contracting Authority

The Contracting Authority for any award will be Kids’ Own Publishing Partnership

1.3. Background

About Kids’ Own

Established in 1997, Kids’ Own is a children’s arts organisation and publishing house, based in County Sligo, with national remit. Kids’ Own is Ireland’s only dedicated publisher of books, by children, for children, and has charitable status.

Kids’ Own operates from a social change model that seeks to address our society’s lack of recognition for the intrinsic value of the arts, and children’s exclusion from cultural life as active creators. Our vision is for a society that recognises children as independent writers, thinkers and creators and that truly values the arts in the lives of all children. Our mission is to develop, publish and promote artwork and writing created by children for children and their communities through meaningful engagement with professional artists. As part of our strategic plan 2017-2020, Kids’ Own has set out the following strategic aims & objectives:

AIM 1: Engagement and Co-creation

- Increase opportunities for children to develop artwork and writing through meaningful engagement with professional artists.

AIM 2: Visibility of Children’s Work

- Increase visibility of children’s artwork and writing through publishing, exhibition and dissemination.

AIM 3: Professional Arts Practice with Children

- Strengthen the practice of artists and other professionals who work with children and young people.

AIM 4: Research and Advocacy

- Strive to build evidence and lead change towards children’s inclusion as active creators.

AIM 5: Build our Capacity

- Ensure that Kids’ Own has the capacity to achieve its strategic aims.

1.4. Feasibility Study

Context

While operating within a national context, Kids’ Own has strong roots in the region of the Northwest and recognises a clear need for the development of a regional infrastructure for children’s creative participation and co-creation. As leaders in the field of professional arts practice with children and families, our long-term vision is to support children’s cultural inclusion and family participation at regional level. As part of this we wish to identify the need, potential and feasibility of a dedicated children’s cultural centre in Sligo, serving the region of Sligo County and surrounding counties of Mayo, Roscommon, Donegal and Leitrim. The feasibility study is listed as a priority action area within Sligo’s Local Economic and Community Plan.

2. REQUIREMENTS

Kids’ Own invites proposals from suitable individuals / organisations with the necessary skills and expertise to assist in this work. Proposals should fully meet the requirements outlined below.

2.1 Scope of Services Required

2.1.1. Research of comparative models

Detailed investigation into similar models of local/regional cultural provision for children and families (including international models, where relevant), audience reach of comparative models, and a full exploration of the success and sustainability of these models.

2.1.2. Consultation – needs and gaps in provision

An extensive consultation process must be undertaken to include stakeholder groups across Sligo and the region of the Northwest. Stakeholders include, but may not be limited to: Children, parents, school teachers and principals, early childhood services, marginalised and minority groups – e.g. members of the Traveller community, migrant and immigrant families, low-income families, people with a disability; local partners and/or competitors, local authority and service providers, and other cultural providers in the region. The consultation process will serve to identify current needs (in terms of cultural provision) among children and families, how those needs are currently being met, and gaps in provision for children and families in the region.

2.1.3. Viability – planning and finance models

Physical considerations should be explored in relation to the viability of the centre, from the point of view of planning, location, accessibility, structural/spatial ideas and potential finance models.

2.1.4. Sustainability

Sustainability must be a consideration within the feasibility study in terms of long-term viability, financing, staffing, audience development and the context of county development planning.

2.1.5. Writing and submission of full feasibility study

A full written report must be submitted within the timeframe (see 2.3), to outline the findings from the above requirements and to put forward recommendations with regard to whether the Children’s Cultural Centre in Sligo is feasible or whether there are alternative models to be developed that respond to the needs and gaps in provision.

2.2 Budget

For the services outlined in 2.1 above, Kids’ Own has set an upper limit of €20,000. This amount is **inclusive of VAT** and **inclusive of all expenses and costs**. Proposals exceeding this amount will be disqualified. You are advised to take this into account when preparing your proposal.

2.3 Timeframe

It is envisaged that the contract for this work will commence on 1st August 2017 and the work will be completed by 15th December 2017. The contract is subject to Sligo LEADER funding. The indicative timeline for the project is as follows:

Stage	Estimated Timeline
Closing Date for Receipt of Proposals	26 April 2017
Review of proposals	27 April 2017
Telephone Interviews / Decisions communicated to successful tenderer	28th April 2017
Funding confirmation	June/July 2017
Commencement of contract (pending funding)	01 August 2017
Schedule of work	01 Aug-15 Dec 2017

3 SUBMISSION OF PROPOSALS

- 3.1 All individuals/organisations wishing to submit a proposal should send in a written proposal in the format set out in Appendix A. Proposals that are delivered late will not be considered and will be returned unopened, where possible.
- 3.2.1 Please complete and return the Declarations in Appendix B with your proposal.
- 3.3 Please complete the costs tables in Appendix C with your proposal. The VAT element of the costs should be shown separately.
- 3.4 In issuing this RFP, there is no implied obligation made by Kids' Own to accept all or any part of any response.
- 3.5 After all responses have been received; Kids' Own may require a detailed presentation of your proposal in an interview. If required, this will form part of the evaluation process.
- 3.6 In the opinion of Kids' Own, where matters arising from a query should be made known to all bidders on the grounds of fairness, the relevant facts will be circulated without delay. In all cases anonymity will be maintained.
- 3.7 Kids' Own reserves the right to reject any proposal. All unsuccessful bidders will be notified accordingly within fourteen days after the decision has been made, at which time Kids' Own have the right to destroy all unsuccessful tenders.
- 3.8 Kids' Own reserves the right to purchase all or part of the services proposed by the supplier without requirement to seek new proposals.
- 3.9 Kids' Own reserves the right to award the resulting contract to more than one tenderer.
- 3.10 Your proposal should remain valid for 90 days.
- 3.11 Your proposal should be submitted in a sealed envelope addressed to:

Orla Kenny
Creative Director
Kids' Own Publishing Partnership
Carrigeens
Ballinful
Co. Sligo
and marked
"RFT – Feasibility Study for a Children's Cultural Centre in Sligo"

Note: Proposals received after this time will be returned unopened

Kids' Own is not responsible for tenders lost in transit, misplaced by third parties or otherwise undelivered at the appointed time. Appeals will not be entertained.

- 3.12 All queries in relation to this RFP should be sent, by email only, to Jo Holmwood at jo@kidsown.ie
- 3.13 Kids' Own accepts no responsibility for any costs incurred in the formulation or presentation of your proposal.
- 3.14.1 Freedom of Information Act
- (i) Kids' Own proposes that the following information relating to this tender competition will be made available on request:
- Successful bidders
 - Contract Duration
 - Services supplied.
- (ii) Kids' Own undertakes to hold confidential, any information provided by you in this tender subject to:
- a) disclosure of information specified at (i) above as liable for release to the public
 - b) Kids' Own obligations under law, including the Freedom of Information Act (FOI).
- You are asked to consider if any of the information supplied by you in this tender should not be disclosed because of its sensitivity (other than that referred to in (i) above). If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity. Kids' Own will consult with you about sensitive information before making a decision on any Freedom of Information request received. If you consider that none of the information supplied by you is sensitive, please make a statement to that effect. Such information may be released in response to an FOI request.
- 3.15 Before awarding any contract, Kids' Own reserves the right to confirm that the prospective successful tenderer can meet the minimum requirements of this contract from a number of perspectives, including technical capacity and economic & financial standing.
- 3.16 Submission of a tender will be deemed to signify acceptance of the above terms.

4 EVALUATION OF PROPOSALS

The Contract will be awarded on the basis of the most economically advantageous tender consistent with the following award criteria.

Award Criteria		Weighting
Expertise This refers to the depth and breadth of knowledge of arts practice and provision for children and families in the Northwest, within a national context.	See Appendix A Sections 2-4	200 marks
Experience and Key Skills This refers to the range and variety of experience possessed in relation to (i) the area of arts practice with children (ii) other local, regional and national cultural provision and family services. (iii) experience of delivering feasibility studies. In terms of key skills, those of primary importance include (i) project management skills, (ii) consultation/facilitation skills and (ii) research and writing skills, towards the formulation of the feasibility study.	See Appendix A Sections 5	200 marks
Response to Requirements This refers to the completeness, quality and credibility of the proposal in terms of the proposed approach and methodology to meet the service requirements outlined in Section 2.	See Appendix A Section 6	300 marks
Added Value Elements This refers to any additional skills or services included in proposals that provide added value for Kids' Own in terms of the overall service delivery.	See Appendix A Section 7	50 marks
Costs	See Appendix C	250 marks
		1000 marks

A minimum score of 60% is required in respect of non-cost award criteria with the exception of the Added Value Elements criterion.

In relation to the cost criterion, scores will be awarded on the basis of the standard procurement formula below, where the lowest cost qualifying proposal is awarded full points and all others are scored on a pro-rata basis.

$$\text{Score obtained} = \frac{\text{lowest cost valid proposal}}{\text{cost of proposal in question}} \times 250$$

Kids' Own is not obliged to accept the lowest priced or any tender. Failure to provide any of the items requested in this RFP may render your proposal invalid. Please note that all declarations made as part of the response to this tender will be validated either at final evaluation stage or contract

award. If a successful tenderer cannot provide the necessary evidence to support the declarations, they will be disqualified and deemed unsuccessful in this tender process.

5 CONTRACT TERMS

5.1 Notice to Tenderers

Detailed contractual arrangements are not within the scope of this document. However, the following conditions apply in respect of this tender, and should be noted in the response document.

5.2 Contract Award

Where a proposal involves a group/consortium, the proposal must be hosted by a prime partner within the group/consortium who will carry overall responsibility for the provision of the services proposed under this Invitation to Tender.

5.3 Termination of Appointment

Kids' Own reserves the right to terminate the contract at any time following one month's notice to do so. However, a Service Provider appointed as a result of this tender competition may be removed at any time where, in the opinion of Kids' Own, the Service Provider demonstrates incapacity to effectively discharge the duties for which they were appointed. Before carrying out such action, Kids' Own will serve, or cause to be served, a notice on the Service Provider at its registered address, stating the reasons for the proposed removal, and affording the Service Provider an opportunity to respond in advance of reaching a decision.

5.4 Rejection of Responses

Tenders shall be submitted in accordance with the requirements set out in this Request for Tender, and in the English language only. In the event of this tender process not generating a suitable Service Provider, Kids' Own reserves the right to seek additional proposals and/or to make alternative arrangements, as it may deem fit.

5.5 Applicable law and jurisdiction

The contract, if any, will be subject to the Laws of Ireland and the jurisdiction of the Irish courts.

5.6 Contracting Authorities

KIDS' OWN PUBLISHING PARTNERSHIP
CARRIGEENS
BALLINFUL
CO. SLIGO

5.7 Tendering costs

Tenderers should note that no reimbursements shall be made for any costs incurred by them in preparing a proposal.

5.8 Vetting of Service Providers

Kids' Own reserves the right to make independent trade, credit and security inquiries on Service Providers before appointing any Service Provider or awarding any subsequent contract. Service Providers may be requested at a later date to provide financial and trade references as well as biographical details of key personnel for this purpose.

5.9 Format of Tenders

Tenders must strictly adhere to the format and requirements stipulated in this document and must be completed in the English language only.

5.10 Tax Clearance

Before a contract is awarded, the successful service provider will be required to promptly produce a valid current Tax Clearance Certificate or letter from the Office of the Revenue Commissioners confirming suitability on tax grounds. All payments under the contract will be conditional on the Service Provider being in possession of valid certificates at all times.

5.11 Financial Arrangements

Prices and rates quoted should be expressed in Euro (€) and exclusive of VAT. Any VAT rate(s) applicable should be indicated separately. Where VAT does not apply, this should be explicitly stated.

Prices quoted are to remain fixed for the duration of the contract and Service Providers are requested to confirm their agreement to this condition in writing.

Payments for all services outlined in section 2.1 of this Request for Proposals will be on foot of the receipt of appropriate invoices. However, this is subject to the following:

- Kids' Own must be in possession of the Service Provider's current Tax Clearance Certificate or, in the case of a non-resident proposer, a statement of suitability on tax grounds. At submission of the invoice, the obligation is on the Service Provider to ensure that the certificate is up-to-date. If a current Tax Clearance Certificate is not produced within 7 days of a request being made by Kids' Own, the period in excess of 7 days until the Certificate is produced will be excluded when determining late payment interest.

5.12 Freedom of Information

Tenderers are advised that Kids' Own is subject to the Freedom of Information (FOI) Act, 1997. If a Tenderer considers that any of the information supplied in their tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act. Kids' Own undertakes to use its best endeavours to hold confidential information provided by you in this tender, subject to obligations under prevailing EU and Public Procurement regulations, policies and law. Kids' Own will consult with you regarding this sensitive information before making a decision on any Freedom of Information request received (if any).

5.13 Notice to Suppliers

Please note that all information relating to this tender, including tender documentation, clarifications and changes, will be published on the eTenders website (www.etenders.gov.ie) only. Registration is free of charge and there is no charge for documents. Kids' Own does not accept responsibility for information relayed (or not relayed) via third parties. If the Request for Proposals is in any way altered or edited, the subsequent tender may be deemed inadmissible.

5.14 Tender Response

Responses to this Request for Proposals must be complete and must conform to all conditions raised within this Request for Proposals. Tenders must be completed in accordance with the format specified in Appendix A and must be in the English language. Failure to comply will render the tender proposal invalid.

5.16 Tender Evaluation

Kids' Own may, as part of the evaluation of tenders, require Tenderers to make a presentation based on their written response to this Invitation to Tender, including on the service they propose to deliver. Tenderers must confirm their agreement to this requirement. Respondents will be required to bear their own costs in respect of any such presentation or demonstrations. Kids' Own reserves the right to invite some or no Tenderers to make a presentation of their proposals. Short-listing for presentations and/or an assessment interview will be carried out on the basis of information contained in the proposals submitted.

5.17 Contractually Binding Information

Kids' Own requires that all information provided pursuant to this Request for Proposals will be treated as contractually binding. However, we reserve the right to seek clarification or verification of any such information. Therefore, information provided in proposals and in subsequent clarification discussions and written communications between the parties including prices, contractual options, availability dates and services offered by the Service Provider will be considered to form the basis of any contractual arrangements in the event of a proposal or proposals being accepted by Kids' Own. The following will form part of the contract documents:

- this tender documentation
- the Service Providers' responses to the tender documentation
- modifications and amendments to the above documents formally agreed in writing between the parties to the contract
- The final terms and conditions agreed between the parties to the contract.
- No contract shall be deemed to exist between the parties until formal confirmation has issued from Kids' Own accepting the proposals of the successful Service Provider.

5.19 Ownership/Intellectual Property

All outputs, documentation, reports, etc, produced from this service delivery will alone be the property of Kids' Own. Copyright of an author will be acknowledged.

5.20 Award of contract

Kids' Own is not bound to accept the lowest priced or any tender. It reserves the right to reject in whole, or in part, any or all tenders received.

5.21 Consortium Bid

In the event of a consortium (group of Service Providers acting jointly) submitting an acceptable offer, Kids' Own will conclude an agreement with one Service Provider who acts as the agreed principal contractor on a one-to-one direct contractual basis, and their response should provide comprehensive and conclusive proof of their ability in this specific regard. The principal contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of principal contractor.

5.22 Conflicts of Interest

Any conflicts of interest involving a Service Provider (or Service Providers in the event of a consortium bid) must be fully disclosed to Kids' Own, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Service Provider.

5.23 Bankruptcy and Prohibition of Transfer

Kids' Own may at any time forthwith terminate a contract if the Service Provider shall become subject to the bankruptcy laws or seek or take protection of the court or make any arrangement or composition with his creditors or suffer any execution on his premises or in the case of a company enter into liquidation whether compulsory or voluntary, or if a receiver is appointed over all or any part of the assets or undertakings of the company. The successful Service Provider shall be prohibited from transferring or assigning, directly or indirectly to any person or persons whatsoever, any portion of this contract without the written permission of Kids' Own.

5.24 Other Statutory Legal Requirements

The successful Service Provider must comply with all other statutory legal requirements. The work of the successful Service Provider shall be deemed to be carried out in Ireland and shall be governed by the Laws of Ireland.

5.26 Relevant Legal Requirements

The Service Provider shall comply with all relevant legislation pertaining to Occupational Health and Safety and shall also be responsible for the safety of employees and comply particularly with the Safety, Health and Welfare at Work Act 2005 and any amending legislation and all regulations made under such Acts, including maintaining an up-to-date Safety Statement, in so far as they relate to their work. The Service Provider must be able to demonstrate that all relevant staff has undertaken Health and Safety training, and staff of the Service Provider must comply with all legal requirements in relation to Health and Safety and Welfare at Work Act. The Service Provider will be required to use appropriate health and safety signage at all times while carrying out works.

Additionally the Service Provider shall comply with all procedures of Kids' Own governing health and safety in the workplace. Kids' Own reserves the right to amend their procedures from time to time and shall make the amended version available to the Service Provider.

The Service Provider shall comply with statutory employer requirements regarding PAYE, PRSI, VAT, etc., and the responsibility for insurance and holiday entitlements for all personnel under their employment to be assigned to this contract.

Kids' Own will not become party to any industrial relations, commercial or other disputes between the Service Provider, his employees and/or his suppliers. The place of work of the Service Provider's staff is taken to be at the registered offices of the Service Provider.

The Service Provider shall pay all compensation, damages, expenses and costs which may become legally payable by the employer in respect of personal injury by accident caused to any employee(s) assigned to this contract, or which may become legally payable in respect of injury caused to any person, animal or thing, in or about by reason of the execution of the work and shall be answerable to and indemnify Kids' Own for and against all such compensation, damages, costs and expenses claimed or recovered against him. The Service Provider shall affect insurance against all such claims.

The Service Provider shall make good any damage to the buildings or the contents therein caused by the Service Provider or his Employees in the course of the contract and to cover such damage shall take out an appropriate insurance.

5.27 Employer and Public Liability Insurance

Service Providers are to provide current certificates of insurance in relation to Public Liability Insurance and Employers Liability Insurance with an insurer licensed to carry on business in Ireland. Public Liability Insurance must contain appropriate Professional Indemnity cover with a limit of indemnity of not less than €6.5 million and an indemnity to principal clause. The successful Service Provider will be required to produce current certificates for the duration of the contract. The use of third party contractors will also be subject to the same public liability insurance requirements.

5.28 General Requirements

All staff must have the ability to communicate clearly both verbally and in writing in English.

There is a legal obligation on the Service Provider to ensure that all staff retained under the contract have the right to reside and work in the jurisdiction, where necessary to supply necessary supporting documentation.

5.29 Disclaimer

This Request for Proposals contains no contractual offer of any kind. Any submission will be regarded as an offer by the Service Provider and not as an acceptance by the Service Provider of an offer made by Kids' Own. No contractual relationship will exist except pursuant to a written contract signed by Kids' Own and any successful Service Provider for specific services.

Appendix A – Format of Proposal

TENDERERS MUST USE THE FOLLOWING FORMAT FOR SUBMITTING THEIR PROPOSAL:

Request for Proposals for a Feasibility Study into a Children’s Cultural Centre in Sligo

- 1. Organisation/Candidate name, address and contact details.**
- 2. Detailed profile of Organisation/Candidate, including no. of employees and organisational structure if applicable.**
- 3. Name and CV of key personnel being proposed for this project.**
- 4. Details of all relevant expertise, including qualifications.**
- 5. Details of relevant experience and key skills, including samples of writing or reports, and/or links to online work.**
- 6. A comprehensive proposal detailing your proposed approach to the requirements outlined in Sections 2.1 and 2.2.** Proposals must respond to each of the requirements using the same headings.
- 7. If relevant, please provide information on any alternative options or additional elements being proposed.**
- 8. The Schedule of Costs – tenderers must complete the Schedule of Costs at Appendix C setting out an all-inclusive fixed price for the cost of completing the project with a detailed breakdown of the costs in terms of time/cost for all the elements of the proposed work detailed in Sections 2.1.**

Costs should be listed exclusive of VAT with the VAT rate detailed separately. Prices quoted are to remain fixed for the duration of the contract and Service Providers are requested to confirm their agreement to this condition in writing.

A daily rate should also be included should additional, out-of-scope services be required.
- 9. Names and contact details of TWO referees for whom previous similar work has been undertaken in the last 3 years.** Please provide a brief outline of the work undertaken in each case. References in relation to previous contracts/employment may be sought.
- 10. Completed and signed declarations from Appendix B.**
- 11. Any additional or supplemental information and/or documentation, which Service Providers believe necessary to clarify their proposal.**

Appendix B - Declarations

TENDERERS MUST COMPLETE AND SIGN THE FOLLOWING DECLARATIONS AND SUBMIT THEM WITH THEIR PROPOSALS:

1. Freedom of Information Declaration

I understand that information about this tender not identified as sensitive may be released in response to a request under the Freedom of Information Act 1997. I further understand that Kids' Own is obliged under the Act to consult prior to any decision to release such information

Signed:

On behalf of:

2. Disclosure of conflicts of interest, if any – sign A or B

A. There is no conflict of interest in relation to this tender

Signed:

On behalf of:

B. The following interest(s) is/are declared in relation to this tender:

Signed:

On behalf of:

Self-Declaration of Financial and Economic Capacity

**Name of Organisation/
Candidate:**

Tax Clearance

**Please
confirm
YES/NO**

(A) I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.

The Contracting Authority can verify your tax clearance status through Revenue's online facility at <https://www.revenue.ie/itp/view.jsp>. To this end, please confirm:

Do you grant the Contracting Authority permission to verify your tax cleared position online?	
Registration Number <i>(as shown in your Tax Clearance Certificate)</i>	
Certificate Number <i>(as shown in your Tax Clearance Certificate)</i>	

OR

(B) I confirm that I have applied for a Tax Clearance Certificate which will be made available on request

DECLARATION (as per Article 45 of Directive 2004/18/EC & Regulation 53 S.I. 329 of 2006)

THIS DECLARATION, DULY COMPLETED AND SIGNED, MUST BE SUBMITTED BY ALL CANDIDATES

Name of Candidate:

Address:

Country:

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

Article 45 (1)

- 1 (a) The Candidate, a Director or Partner has been convicted of being a member of a criminal organisation.
Yes [] No []
- 1 (b) The Candidate, a Director or Partner has been found guilty of corruption.
Yes [] No []
- 1 (c) The Candidate, a Director or Partner has been found guilty of fraud.
Yes [] No []
- 1 (d) The Candidate, a Director or Partner has been found guilty of money laundering.
Yes [] No []

Article 45 (2)

- 2 (a) The Candidate is bankrupt or is being wound up or its affairs are being administered by the court, or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.
Yes [] No []
- 2 (b) The Candidate is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
Yes [] No []
- 2 (c,d) The Candidate, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.
Yes [] No []
- 2 (e,f) The Candidate has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the Candidate is located.
Yes [] No []
- 2 (g) The Candidate has been guilty of serious misrepresentation in providing information to a public buying agency.
Yes [] No []

The Candidate has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Yes []

No []

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CANDIDATE'S ORGANISATION

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

SIGNATURE _____
[Signature must be that of a Director/Principal]

DATE: _____

NAME _____

TEL: _____

POSITION _____

FAX: _____

|

Appendix C – Schedule of Costs

The Schedule of Costs must provide full details in respect of all costs which would be incurred for services offered over the duration of the project. The content of each table may be adapted to reflect the particular manner in which costs would be incurred, e.g., additional rows may be added to itemise individual items or services.

Costs, in respect of all elements of the contract, cannot increase during the lifetime of the contract.

All costs must be quoted in Euro (€), exclusive of VAT in the first instance. The applicable rate of VAT - if applicable – should be itemised separately.

Table 1: Costs for Services Required Under Section 2.1.

	<i>Number of days</i>	<i>Daily rate</i>	<i>Cost excluding VAT</i>	<i>VAT rate</i>	<i>Cost including VAT</i>
Provide a separate overall line item cost for each distinct requirement					
Requirement 2.1.1					
Requirement 2.1.2					
Requirement 2.1.3					
Requirement 2.1.4					
Requirement 2.1.5					
Additional					
TOTAL					

Table 2: Other Costs Related to Section 2.1.

	<i>Cost excluding VAT</i>	<i>VAT rate</i>	<i>Cost including VAT</i>
Provide a separate overall line item cost for any other costs not included above			
Travel costs			
Meeting/ subsistence			
Office costs/ overheads			
TOTAL			