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## Invitation to Tender

South West Mayo Development Company invites tenders from training providers for the delivery of Training Programmes

### Open Procedure

Please note that all information relating to this tender, including tender documentation, clarifications and changes, will be published on the Irish Government's eTenders website ([www.etenders.gov.ie](http://www.etenders.gov.ie)). Respondents must register on this website to receive such information. Registration is free of charge; there is no charge for documents. The Contracting Authority will not accept responsibility for information relayed (or not relayed) via third parties. If the tender document is in any way altered or edited, the subsequent tender may be deemed inadmissible.



Rialtas na hÉireann  
Government of Ireland



***"The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020"***

## 1. INTRODUCTION

South West Mayo Development Company is one of a network of Local Development Companies in Ireland. We deliver a range of interlinked programmes on behalf of local and national government which address the needs of individuals and communities in Co. Mayo. These programmes include the Social Inclusion and Community Programme (SICAP), the Rural Development Programme (LEADER), social employment schemes and programmes supporting vulnerable migrants and refugees.

*Our core purpose is to sustain and develop people, communities, resources and environment by supporting grassroots economic and community development activity and enabling people to sustain livelihoods and a good quality of life in the west of Ireland*

South West Mayo Development Company is a community-based organisation. We are committed to making a positive impact across the county by promoting employment, inclusion, supporting enterprise and addressing inequality.

The purpose of this invitation to tender (ITT) is to establish a panel of qualified trainers/tutors from which individuals/companies will be selected to participate in a mini competition for contract award for delivery of various training programmes for SWMDC under SICAP, and may be used for other SWMDC programmes.

The types of training/programmes expected to run over the duration of the panel are outlined in **Appendix I Course Specification**.

### **Social Inclusion & Community Activation Programme 2018-2022 (SICAP)**

The Social Inclusion and Community Action Programme (SICAP) 2018 -2022 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnership between disadvantaged individuals, community organisations and public sector agencies. SICAP 2018 – 2022 is the successor programme to SICAP 2015 – 2017. South West Mayo Development Company is the Programme Implementer contracted by Mayo County Council Local Community Development Committee (LCDC) to deliver the SICAP programme 2018 – 2022 in Lots 29:1 (Mayo Islands) and 29:3 (former Castlebar & Claremorris Municipal Districts) in Mayo. SICAP is funded by the Irish Government and co-funded by the European Social Fund under the Programme for Employability, Inclusion & Learning (PEIL) 2014-2020

Further Information on SWMDC can be found at [www.southmayo.com](http://www.southmayo.com).

## 2. Instructions to Tenderers

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

## 3. Award Criteria

The panel will be established on the basis of the information received from tenderers. Should a tenderer be invited to compete for a contract, the contract will be awarded in according to the most economically advantageous tender (MEAT).

As well as cost, SWMDC will also consider the tenderer's relevant experience, qualifications and references.

**Relevant Experience** means that the highest scores will be awarded to the trainers who have relevant experience in delivering similar projects to similar target groups, please clarify relevancy in experience at Appendix III and provide **concise** staff CVs.

**B: Qualifications** will be assessed both on the training and technical qualifications of the tutors delivering the training. Tenderers **MUST** submit a copy of all accreditation/certificates/qualifications as noted at Appendix III as part of their submission.

**C: References** will be assessed on their quality and relevance to the project. Please clarify relevancy of referees at Appendix III. Referee names and contact details can be provided in place of written references – 2 are required. SWMDC reserves the right to check references.

#### **4. Duration and Scope of Panel**

The objective of this ITT is to establish a panel of qualified trainer providers until the end of 2022, from which providers will be selected to participate in a mini competition to deliver individual training courses on behalf of SWMDC to eligible participants. Should SWMDC SICAP 2018-2022 funding be extended, this panel may be extended in line with any extension.

**It is important to note that training providers included on the newly established SWMDC panel does not automatically guarantee a contract to deliver training for SWMDC.**

The panel will run until the end of 2022 (from March 2020) with an option to extend by a period of 12 months subject to funding in order to meet any additional training needs that arise. Tenders can be selected for inclusion on the panel throughout the panel duration – it will remain open on eTenders for this period.

Should SWMDC be granted an extension to SICAP, thus extending the life of the panel, the panel response deadline will in turn be extended on eTenders.

The scope of the programmes to be run over the duration of the panel will be subject to demand and the availability of funding.

**The panel will operate as follows:**

Once the specific programme needs arise, SWMDC will request suppliers to participate in a mini competition.

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#### **5. Ineligibility under EU Rules**

Tenderers to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/96 EEC (coordinating 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). Tenderers are requested to declare that none of these circumstances apply to them – use the declaration form in **Appendix IV**.

## **6. Terms and Conditions**

### **6.1 Tender Format and Delivery.**

Tenders must be completed in accordance with the format specified in Appendix III. Incomplete tenders or tenders that do not follow the prescribed format will be rejected.

### **6.2 Tax Affairs.**

Tenderers must declare at **Appendix IV** that their tax affairs are fully in order and shall remain so for the duration of any contract that may be awarded resulting from this panel.

### **6.3 Insurance.**

Relevant professional insurance and any other relevant insurances as required is a pre-condition for awarding of a contract and Tenderers are therefore requested to declare that they are in a position to submit up to date, relevant insurances indemnifying SWMDC from and against all and any losses, claims, demands, damage or expenses arising from and against all and any losses, claims, demands, damages or expenses which SWMDC may suffer in the course of this work if/when requested – use the declaration forms at **Appendix IV**.

### **6.4 Qualifications.**

Tenderers are required to submit a copy of all accreditation/certificates/qualifications as listed in **Appendix III** and to provide concise staff CV/biographies

### **6.5 Conflicts of Interest**

Any conflict of interest or potential conflict of interest on the part of a Tenderer, individual employees or corporate or subcontractors must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict becomes apparent – use **Appendix III** to inform of any potential conflict of interest or to declare that no conflict of interest exists.

### **6.6 Confidentiality**

The distribution of the tender 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. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

### **6.7 Freedom of Information**

All responses to this invitation to tender 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 Acts 1988-2018, 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. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. South West Mayo Development Company 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 SWMDC's obligations under law, including Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. South West Mayo Development Company cannot guarantee that any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

### **6.8 Irish Legislation and Law**

Tenderers 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 legally binding industrial or sectoral agreements in South West Mayo Development Company tenders and in delivering contracts awarded to them.

### **6.9 Self Declaration Forms**

Tenderers must complete and sign the Declaration Forms at **Appendix IV**.

### **6.10 Termination of Tender Process**

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by South West Mayo Development Company. South West Mayo Development Company may cancel this public procurement competition at any time prior to a formal written contract being executed. South West Mayo Development Company does not bind itself to accept the lowest priced of any tender.

### **6.11 Code of Practice**

All tenderers must confirm their adherence to the principles and guidance set out in SWMDC's Code of Practice for SICAP Sub-contractors

### **6.12 Data Protection**

A Contractor is defined as a 'Data Processor' under the GDPR legislation i.e. a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller (South West Mayo Development Company). The responsibilities of Data Processors under the GDPR legislation will be outlined in the supplier contract and informed by SWMDC's Data Protection policy.

### **6.13 Children, young people and vulnerable adults**

The delivery of training programmes involving children, young people and/or vulnerable adults may, in certain circumstances, require Garda Vetting in order to be compliant under SWMDC's Child Protection Policy and SWMDC's Safeguarding Vulnerable Adults policy. Tenders who are successful on the panel to deliver programmes to children, adults and vulnerable people will be required to liaise with SWMDC on the specific requirements.

## Appendix I: Specification of Requirements

South West Mayo Development Company is funded by several Government agencies and Departments to deliver a range of programmes which address poverty, unemployment and educational disadvantage and to promote social inclusion through community development approaches to people and communities experiencing socio-economic disadvantage.

SWMDC implements SICAP which aims to tackle unemployment, educational disadvantage and social exclusion by:

- Encouraging adults to return to learning to increase their personal progression and employment prospects as well as to assist them to support the education and development of younger generations within their families and communities.
- Working to provide community developmental supports with disadvantaged communities
- Leading collaborations and community planning for social inclusion
- Promoting Enterprise and Social Enterprise development
- Supporting disadvantaged children, families and young people

SWMDC works with the following target groups:

- Disadvantaged children and families
- Disadvantaged young people aged 15 – 24
- Disadvantaged Women
- Lone Parents
- Low Income households
- New Communities
- People living in Disadvantaged Communities
- People with Disabilities
- Roma
- Travellers
- The Disengaged from the Labour Market (Economically Inactive)
- The Unemployed
- Island dwellers (Emerging needs group selected by Mayo LCDC)
- Disadvantaged men (Emerging needs group selected by Mayo LCDC)

As part of SWMDC's SICAP operation, we sub-contract discrete pieces of training and facilitation to meet the needs of our clients.:

- Training Providers will be appointed to a panel through this RFT process on eTenders.
- Qualifying Tenderers will be asked to take part in a mini competition as training needs arise.
- Value for money is a key criterion for consideration of quotations, in addition to essential qualifications and experience of working with SWMDC named target groups.

## Categories of Training

Training Provider and Tutor Panel 2<sup>nd</sup> March 2020 – December 31<sup>st</sup>. 2022

### **Business and Employment Skills Training (Ref. Ent.)**

- 1.1 Financial Management
- 1.2 Book-keeping & Taxation
- 1.3 Payroll
- 1.4 Sales & Marketing
- 1.5 Business Planning, Training and Mentoring
- 1.6 Web Design and Use of Social Media
- 1.7 Employability Skills
- 1.8 Accredited Training (QQI/City & Guilds) related training relating to business and employment
- 1.9 Customer service training
- 1.10 Emergency First Aid
- 1.11 Remote First Aid
- 1.12 Paediatric First Aid
- 1.3 Safety Awareness

### **Social Innovation/Enterprise Training (Ref. Soc Ent)**

- 2.1 General Data Protection Regulations
- 2.2 Sales and Marketing for Social Enterprise
- 2.3 Idea Generation and business planning for Social Business
- 2.4 Social Innovation/Entrepreneurship Workshops
- 2.5 Mentoring for social enterprises
- 2.6 Other programmes for social enterprises, please specify in tender

### **Activation/Industry Certified Employment Training (Ref Ind Cert)**

- 3.1 Safe Pass
- 3.2 Manual Handling
- 3.3 Health & Safety Awareness Training
- 3.4 Food Safety & Hygiene
- 3.5 HACCP
- 3.6 Static Security & Guarding Skills
- 3.7 Forklift Training
- 3.8 Mobile Elevated Platform Work
- 3.9 Site Dumper Training
- 3.10 QQI Level 5 Handheld Pesticide Training
- 3.11 Driving Theory and Driving Lessons (B, C, D Licences & Driver CPC)
- 3.12 Milking
- 3.13 Barista Skills
- 3.14 Hospitality Skills Training

- 3.15 Accredited training provision (QQI/City & Guilds) relating to employment including healthcare, care of the older person, social care, childcare, retail, tourism and hospitality
- 3.16 First Aid Response
- 3.17 Small Garden Machinery
- 3.18 Abrasive Wheels
- 3.19 Ride on Lawnmower
- 3.20 Teleporter
- 3.21 Chainsaw
- 3.22 Nail Technician
- 3.23 Dog Grooming
- 3.24 Confined Spaces Awareness Training
- 3.25 Ladder Safety
- 3.26 Deli Skills
- 3.27 Training Delivery and Evaluation (formerly Train the Trainer) *accredited*
- 3.28 Training Needs Identification & Design course *accredited*
- 3.29 Horticultural Tools and Equipment Maintenance
- 3.30 Welding
- 3.31 Other Activation/Industry Certified Employment Training, please specify in tender

### **Community Engagement & Up Skilling (Ref: Com Eng 4)**

- 4.1 Equality and Diversity Training
- 4.2 Facilitation Skills
- 4.3 PR (including social media), Media Skills, Presentation skills and IT Training
- 4.4 Accredited Training Provision relating to the community sector
- 4.5 Training in advocacy, leadership and policy making and participation for Community groups
- 4.6 Bespoke and tailor-made training to address the needs of Local Community Groups e.g. managing conflict, leading groups, managing change
- 4.7 Training to support community groups/small charities with compliance e.g. SORP, small charity business accounts, GDPR, etc
- 4.8 Personal development and wellbeing courses e.g. art programmes, wellbeing, mindfulness, cookery, sleep training etc.
- 4.9 Mentoring for community groups
- 4.10 Community Festival support

### **Children and Young People (Ref Youth 5)**

- 5.1 Career Guidance and Psychometric Testing
- 5.2 Employability Skills
- 5.3 Study Skills
- 5.4 Child Protection
- 5.5 Anti-Bully workshops for parents and children
- 5.6 Parenting workshops
- 5.7 Transition Programmes at Primary Level
- 5.8 Bespoke tailor made, demand-based ICT and social media training
- 5.9 Second level subject specific support
- 5.10 Communication Skills

## Appendix II – Instructions to Tenderers

In submitting their proposal, tenderers must adhere to all instructions and conditions as set out in the Request for Tender. Failure to submit required information in the specified format may lead to rejection of the tender.

### **Tenderers must observe the following:**

1. Tenderers must complete the questionnaire provided in Appendix III and include complete, signed and dated declarations set out in Appendix IV in order to participate in this competition (no other tender format will be accepted and may lead to disqualification).
2. Tenderers should tick the appropriate courses they are tendering for in Appendix I.
3. Tenderers are required to submit a copy of all accreditation/certification/qualifications and concise staff CVs/biographies as noted in Appendix III.
4. **A digital copy of the tender must be submitted by email only to [cprice@southmayo.com](mailto:cprice@southmayo.com). No other format will be accepted.**

The panel will remain open until December 2022 with the option of extending should SICAP funding be extended

### **Queries**

Every effort has been made to ensure that this ITT 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 the ITT and all other queries of substance (other than those relating to purely factual or procedural matters) shall be made via eTenders messaging facility. Queries received over the phone or by email shall not be responded to. Responses to all queries received regarding this tender will be posted on the messaging facility on eTenders, making any additional information available to all interested parties.

## Appendix III – Questionnaire

<b>1.</b>	<b>Company Details</b>
<b>Name of Individual/Company</b>	
<b>Business Address</b>	
<b>Contact Person</b>	
<b>Email address</b>	
<b>Contact Number</b>	
<b>Brief Summary/Overview of Business</b>	
<b>2.</b>	<b>Category/Categories</b>
<p><b>Note: Please list relevant Category or Categories that you or your company specialises in, the course/training you can provide and indicative costs.</b></p> <p>Please revert to Appendix 1 and tick relevant courses within category/categories.</p>	E.g. Business and Employment Skills Training (Ref. Ent.1.1), HACCP, Indicative cost €XX
<b>3.</b>	<b>Experience</b>
<p><b>Note: please outline relevant experience of delivering training to target groups in short bullet point format</b></p> <p>Tenderers are required to submit <b>concise</b> biographies/CVs to support this</p>	
<b>4.</b>	<b>Qualifications</b>
<p><b>Note: please outline relevant qualifications in short bullet point format.</b></p>	

Tenderers are required to submit a copy of all accreditations/certificates/qualifications as listed here.	
<b>5.</b>	<b>References: Contract Name and Value</b>
<b>1a.: Name</b>	
<b>1b. Organisation</b>	
<b>1c. Brief outline of contract delivered</b>	
<b>2a.: Name</b>	
<b>2.b.: Organisation</b>	
<b>2.c: Brief outline of contract delivered</b>	
<b>6.</b>	<b>Potential Conflicts of Interest</b>
<b>Note: please list any potential conflicts of Interest here.</b>	

## Appendix IV – Declaration No 1

This declaration must be submitted by all tenderers, where the tenderer is an individual, corporation or partnership the declaration must be completed by a duly authorised representative.

Name of Tenderer: \_\_\_\_\_

Address: \_

I (*insert name* \_\_\_\_\_) solemnly declare that I have been duly authorised to make this declaration by the Tenderer and I hereby certify as follows:

- (1) The Tenderer is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (2) The Tenderer is not the subject of proceedings for the 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.
- (3) Neither the Tenderer, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
- (4) The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other State in which the Tenderer is located and is in a position to provide a valid tax clearance certificate when requested.
- (5) The Tenderer has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority.
- (6) The Tenderer (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organisation.
- (7) The Tenderer will be in a position to submit up to date relevant professional insurance indemnifying SWMDC from and against all and any losses, claims, demands, damages or expenses which SWMDC may suffer in the course of the work if/when requested.
- (8) Then Tenderer is not aware of any potential conflict of interest in completing the assignment and will advise SWMDC of any such conflicts of interest if they should arise.

I further declare 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 me, my company/partnership being excluded from participation in this or future tenders.

This declaration is made for the benefit of SWMDC (the 'Contracting Authority').

Signature \_\_\_\_\_

Date

Name (Print)

Position

Telephone and email

## Appendix IV – Declaration No 2

<b>Name of Tenderer:</b>		<b>Date</b>	
<b>TAX CLEARANCE</b>			<b>Please confirm YES/NO</b>
<p>We/I confirm and declare that our tax affairs are fully in order and agree to supply our Tax Clearance Access Number (s) and Tax Reference Number (s) to facilitate online verification of our tax status by Revenue.</p> <p>The Contracting Authority South West Mayo Development Company can verify your tax clearance status through Revenue’s online facility at <a href="https://www.revenue.ie/itp/view/jsp">https://www.revenue.ie/itp/view/jsp</a>. To this end please confirm:</p>			
Do you grant the Contracting Authority permission to verify your tax cleared position online?			
Registration Number (as shown in your Tax Clearance Certificate)			
Certificate Number (as shown in your Tax Clearance Certificate)			
<b>INSURANCES</b>			
<p>We/I confirm and declare that prior to any engagement we will obtain and hold, for the term of the engagement, the relevant level of professional indemnity insurance and any other relevant insurance. We/I will, upon request, provide formal confirmation of this to South West Mayo Development Company.</p>			<b>Please confirm YES/NO</b>
<p>We/I confirm that our insurance indemnifies South West Mayo Development Company from and against all and any losses, claims, demands, damages or expenses which SWMDC may suffer in the course of this work if/when requested.</p>			<b>Please confirm YES/NO</b>
<p><b>Declarations must be signed by a duly authorised officer</b> I hereby declare that the above is an accurate and complete Declaration of Financial and Economic Capacity on the part of my firm in relation to this tender competition. I undertake to inform South West Mayo Development Company of any changes to this Declaration which may arise prior to the award of contract.</p>			
<b>Signed:</b>			
<b>Name:</b>			
<b>Position:</b>			
<b>Date:</b>			

## Check List

Have you attached the following as part of your application?

- Appendix III
  - Appendix I (break down of courses ticked)
  - Accreditations/certificates/qualifications (copies relevant to your application)
  - Concise staff CVs/biographies
  - Appendix IV (2 docs)
-