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**TENDER RESPONSE DOCUMENT**

|  |  |
| --- | --- |
| **Title of Procurement** | |
| The Provision for Website Design, Website Development, Hosting, Support and Maintenance | |
| e-Tenders CFT ID | 6555735 |
| Closing Date and Time for Receipt of Tenders | 15th October 2025 at 15.00pm (local time) |
| Name of Tendering Party |  |
| Contact Name |  |
| Contact Email |  |

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**Instructions for Completion**

Tenderers are required to complete this Tender Response Document (“TRD”). The purpose of the TRD is to simplify and streamline the tender response process for all Tenderers and to simplify and streamline the evaluation process for the Contracting Authority. The information provided by Tenderers in this TRD will be used in the assessment and evaluation of Tenders.

This document **MUST** be used for the submission of tenders.

* Tenderers must fully complete this Tender Response Document (**TRD**) which must be read and completed in conjunction with the Invitation to Tender for the provision of Website Development, Hosting, Support and Maintenance.
* Tenderersshould note that all responses submitted should be in Calibri font and no less than font size 11.
* The TRD must be submitted in the same sequence as presented. An answer box is provided for Tenderers' use in their response to each Award Criterion. Tenderers should note that any response information provided outside of the response boxes will not be considered as part of the evaluation. Any marketing material, brochures and other general information or documents will not be considered unless requested specifically by the Contracting Authority.
* Tenders which are compliant with the requirements of Appendix 1 (Background, Requirements & Specifications) of the ITT, are received before the Tender Deadline (section C1 of the ITT) and have passed each of the Selection Criteria set out in section F of the ITT will be assessed based on the Award Criteria set out in Section G of the ITT. Tenderers must achieve a minimum score of 60% in respect of each of the qualitative award criterion. Failure to achieve this minimum qualifying score for any of the award criteria will result in the exclusion of the Tender from the Competition.
* Tenderers are requested to review in detail the requirements of the RFT (including all Appendices) before completing this Tender Response Document. Tenderers must ensure that they have addressed all the relevant requirements as set out in the ITT and the Tender Response Document. Failure to do so may render the Tender non-compliant and the Tender may be rejected.
* Tenderers must adhere to the page limits indicated in respect of each award criterion. Where a response to an award criterion exceeds the page limit, the Authority will disregard any text beyond the page limit during its evaluation.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Invitation to Tender, the Invitation to Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

**Kindly note that Tenderers may tender for Web Design (Lot 1), Web Development (Lot 2) or both.**

**There is a separate Award Criteria Response Section for each lot.**

**Response to the Selection Criteria (for lot 1 & 2)**

**General Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation Name:** |  | | | |
| **Contact Person:** |  | | | |
| **Position:** |  | | | |
| **Address:** |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |
| **Website:** |  | | | |
| **Date of Establishment:** | **VAT Registration No:** | | **Legal Structure – partnership, limited company, etc.** | |
|  |  | |  | |
| **Details of any Sub-contractors or Consortium members:** | | | | |
| **Name** | | **Proposed Role in Delivery of the Contract** | | **Confirmation relevant information is provided for each party (e.g., financial, experience, or other selection criterion where applicable)** |
|  | |  | |  |
|  | |  | |  |
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**Financial Information – Pass/Fail Criteria (for Lot 1 & 2)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tax Clearance** | | | | | | | | | | | | |
| I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue’s online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm: | | | | | | | | | Yes | |  | |
| No | |  | |
| Tenderer Name: | | | | |  | | | | | | | |
| Tenderer PPSN/ Tax Reference Number: | | | | |  | | | | | | | |
| Access Number: | | | | |  | | | | | | | |
| OR I confirm that I hold a current valid paper Tax Clearance Certificate (relates to Non-Residents) | | | | | | | | | | | | |
| **Registration Number:** |  | | | | **Certificate Number:** | | |  | | | | |
| OR,  I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request | | | | | | | | | Yes | |  | |
| No | |  | |
| **Turnover** | | | | | | | | | | | | |
| I confirm that we have the requisite turnover (€300K) to be considered for the contract. Please note if 2022 figures are available, please provide 2021, 2020 and 2019 figures. | | | | | | | | | | | | |
| **Year** | | | **2024** | | | **2023** | | | **2022** | | | |
| Turnover € | | |  | | |  | | |  | | | |
| We Confirm that we have the financial capacity to pay our debts identified on the current statement of assets and liabilities as being the debts as they fall due. | | | | | | | | | **Yes** | | |  |
| **No** | | |  |
| I confirm that I will provide evidence of turnover and capacity to pay our debts promptly on request.  **NOTE #1**: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner. | | | | | | | | | **Yes** | | |  |
| **No** | | |  |
| **Insurances** | | | | | | | | | | | | |
| I confirm that we have the following insurances in place | | | | | | | | | | | | |
| **Insurance Type** | | **Level required if successful** | | **Level in Place** | | | **Details of Any Excess** | | | **Renewal Date** | | |
| Employers Liability | | €13,000,000 | | € | | |  | | |  | | |
| Public Liability | | €6,500,000 | | € | | |  | | |  | | |
| Professional Indemnity | | €1,000,000 | | € | | |  | | |  | | |
| Cyber Liability | | €1,000,000 | | € | | |  | | |  | | |
| AND | | | | | | | | | | | | |
| I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be able to put the required forms and levels of insurances required in place. | | | | | | | | | |  | | |
| AND | | | | | | | | | | | | |
| I confirm that I will provide the following promptly on request:   * evidence of insurances in place  **or** * letter from Insurance Broker confirming that the required levels can be put in place if successful | | | | | | | | | |  | | |

**Declaration Re Personal Circumstances – Pass/Fail Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU**  **Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).** | | | |
| * 1. Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision, or control, been convicted of any of the following offences? | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| 1.1. a | participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA; |  |  |
| 1.1. b | corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established; |  |  |
| 1.1.c | fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests; |  |  |
| 1.1. d | the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; |  |  |
| 1.1. e | the subject of a conviction for money laundering or terrorist financing; |  |  |
| 1.1. f | the subject of a conviction of child labour and other forms of trafficking in human beings; |  |  |
| Non-payment of taxes or social security obligations   * 1. Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?   **Note:** If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1** Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| 2.1. a | has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social, and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social, and labour law listed in Annex X of Directive 2014/24/EU; |  |  |
| 2.1. b | is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; |  |  |
| 2.1.c | is guilty of grave professional misconduct which renders its integrity questionable; |  |  |
| 2.1. d | has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 2.1.e | has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 2.1.f | confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures; |  |  |
| 2.1. g | has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions. |  |  |
| 2.1.h | * is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or |  |  |
| * has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or |  |  |
| 2.1. i | has undertaken to:   * unduly influence the decision-making process of the contracting entity, or * obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or * negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection, or award. |  |  |

**Declaration Re Statutory Obligations – Pass/Fail Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation: | | | **YES** | **NO** |
|  | Safety, Health and Welfare at Work Act 2005 and Safety, Health, and Welfare at Work (General Application) Regulations 2007 | |  |  |
|  | Employment Equality Acts 1998-2011 | |  |  |
|  | Equal Status Acts 2000-2011 | |  |  |
|  | National Minimum Wage Act 2000 as amended | |  |  |
|  | Organisation of Working Time Act 1997 as amended | |  |  |
|  | Disability Act 2005 | |  |  |
|  | Regulation (EU) 2016/679 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, the Data Protection Act, 2018 | |  |  |
|  | We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request. | |  |  |
|  | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| This Declaration is made for the benefit of the Contracting Authority.  I certify that the information provided in the **Declaration re Personal Circumstances** and the **Declaration re Statutory Obligations** is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of: | | | | |
| **Name of Tenderer** | |  | | |
| **Name of Authorised Signatory** | |  | | |
| **Position** | |  | | |
| **Signature** | |  | | |

**Personnel and Skills – Pass/Fail Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skillset Required**  **Note: Please note the skills outlined below may reside in a single individual** | **Full Time Equivalent (FTE)**  **Numbers in Tendering Entity** | **FTEs provided via 3rd Parties** | |
| Digital Account Managers |  |  | |
| Creative Director |  |  | |
| Head of Design |  |  | |
| Technical Director |  |  | |
| Head of Content & Strategy |  |  | |
| Senior UX/UI Designer |  |  | |
| Senior Developer |  |  | |
| Copywriter |  |  | |
| SEO Specialist |  |  | |
| Junior UX/UI Designer |  |  | |
| Junior Developer |  |  | |
| TOTAL NUMBER OF FULL TIME EQUIVALENT STAFF EMPLOYED DIRECTLY | | |  |
| TOTAL NUMBER OF STAFF EMPLOYED VIA 3RD PARTIES | | |  |

**NOTE: Personnel may occupy more than one role.**

**Quality Management – Pass/Fail Criteria (for Lot 1 & Lot 2)**

|  |
| --- |
| **Tenderers are required to possess a Quality Management System. Candidates should provide information on the measures in place to ensure the delivery of a quality service, for example by way of a 3rd party certified system, or an equivalent in-house quality control process or systems. Tenderers are requested to describe the quality management system employed by your firm.** |
| |  |  |  |  | | --- | --- | --- | --- | | **External Quality Management System** | | | | | In Place – Yes/No? | Name and Description  of System | Date Achieved | Expiry Date | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Information Security Management System** | | | | | In Place – Yes/No? | Name and Description  of System | Date Achieved | Expiry Date | |  |  |  |  |  |  |  |  | | --- | --- | --- | | **Internal Quality Management System** | | | | In Place – Yes/No? | Name and Description  of System | Date Implemented | |  |  |  | |  |  |  | |

**Technical & Professional Ability- Pass/Fail Criteria**

|  |
| --- |
| Tenderers must provide information clearly demonstrating successful delivery of 3 previous contracts of a similar scale, nature and complexity involving the following features:   * Appraisal and recommendations for new site structure * Development and implementation of a replacement website * Delivery within fixed timelines and tight budgets * One of the projects referenced must include previous experience in developing a website for a third-level education organisation.   The response to each reference engagement should detail the approach taken to each element to demonstrate a result driven service.  Please refer to the precise elements to be addressed in the Tender Response Document.  **Rule: At least one project must relate to developing a website related to organisations supporting and/or operating in an artistic / creative environment.**  Please note that the Contracting Authority reserves the right to confirm / verify the quality of previous work by contacting the reference clients, without reference back to the tenderer. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #1 Lot 1** | | | | | | |
| **Client Name** |  | | | | | |
| **Sector of Operation** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Contact Email** |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | **From** | |  | | **To** |  |
| **Contract Value** |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | |
| **Appraisal and recommendations for new site structure** | |  | | | | |
| **Development and implementation of a replacement website** | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | |  | | | | |
| **Experience in CRM/Salesforce Integration** | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #2 Lot 1** | | | | | | |
| **Client Name** |  | | | | | |
| **Sector of Operation** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Contact Email** |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | **From** | |  | | **To** |  |
| **Contract Value** |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | |
| **Appraisal and recommendations for new site structure** | |  | | | | |
| **Development and implementation of a replacement website** | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | |  | | | | |
| **Experience in CRM/Salesforce Integration** | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #3 Lot 1** | | | | | | |
| **Client Name** |  | | | | | |
| **Sector of Operation** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Contact Email** |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | **From** | |  | | **To** |  |
| **Contract Value** |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | |
| **Appraisal and recommendations for new site structure** | |  | | | | |
| **Development and implementation of a replacement website** | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | |  | | | | |
| **Experience in CRM/Salesforce Integration** | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #1 Lot 2** | | | | | | |
| **Client Name** |  | | | | | |
| **Sector of Operation** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Contact Email** |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | **From** | |  | | **To** |  |
| **Contract Value** |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | |
| **Appraisal and recommendations for new site structure** | |  | | | | |
| **Development and implementation of a replacement website** | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | |  | | | | |
| **Experience in CRM/Salesforce Integration** | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | |
|  | | | | | | |
| **Reference Contract #2 Lot 2** | | | | | | | |
| **Client Name** | |  | | | | | |
| **Sector of Operation** | |  | | | | | |
| **Contact Name** | |  | | | | | |
| **Contact Number** | |  | | | | | |
| **Contact Email** | |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | | **From** | |  | | **To** |  |
| **Contract Value** | |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** | |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | | |
| **Appraisal and recommendations for new site structure** | | |  | | | | |
| **Development and implementation of a replacement website** | | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | | |  | | | | |
| **Experience in CRM/Salesforce Integration** | | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | | |
|  | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #3 Lot 2** | | | | | | |
| **Client Name** |  | | | | | |
| **Sector of Operation** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Contact Email** |  | | | | | |
| **Delivery Date(s) (most recent appointment)** | **From** | |  | | **To** |  |
| **Contract Value** |  | | | **Period value refers to** | |  |
| **Detailed overview of engagement** |  | | | | | |
| Taking account of the features of the contract agreement, please provide information in relation to the following: Mere affirmation will not be sufficient. | | | | | | |
| **Appraisal and recommendations for new site structure** | |  | | | | |
| **Development and implementation of a replacement website** | |  | | | | |
| **Delivery within fixed timelines and tight budgets** | |  | | | | |
| **Experience in CRM/Salesforce Integration** | |  | | | | |
| **Nature of client / audience and relevance to operation within an artistic/creative environment** | |  | | | | |
| Any other relevant information to support the comparability of the client engagement to the needs of the Contracting Authority. | | | | | | |
|  | | | | | | |

**Confirmation Check**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relevant Documents Completed | | | | |
| I confirm that I have completed the relevant elements of this Tender Response Document | Yes |  | No |  |
| I confirm that I have completed the Art. 57 declaration contained in this Tender Response Document, and I acknowledge that any changes in the circumstances confirmed in this declaration will be notified immediately to the contracting authority. | Yes |  | No |  |
| I confirm that I have read and accept the terms of the Terms and Conditions. | Yes |  | No |  |
| I confirm that I have opted to provide a completed European Single Procurement Document in place of Selection Criteria / Art. 57  (Please note an ESPD is not mandatory). | Yes |  | No |  |
| * Where I have used an ESPD, I confirm that I will provide all relevant information promptly on request and no later than 5 working days. | Yes |  | No |  |

**Response to the Award Criteria Lot 1 – Web Design**

**Form of Tender – Cost Criterion A (25%)**

|  |  |
| --- | --- |
| **To:** | National College of Art & Design |
| **From:** |  |
| **Re:** | The Provision for Website Design, Hosting, Support and Maintenance |

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document. Ultimate cost will be calculated based on the Cost of TABLE A. These figures are fixed maximum rates for the contract.

|  |  |  |
| --- | --- | --- |
| **TABLE A Lot 1 Web Design**  **Please provide a breakdown of days per phase under Criterion F and the Resource Allocation Schedule** | **No. of Days involved in phase.**  **(7.5-hour day)** | **Fee (excl. VAT)** |
| **Fixed Fee for Phase 1 – Discovery Phase** | [tenderer to insert] | € |
| **Fixed Fee for Phase 2 – Design Phase** | [tenderer to insert] | € |
| **Support and Maintenance Fee** | [tenderer to insert] | € |
| **Hosting** | [tenderer to insert] | € |
| **TOTAL TABLE A** |  |  |

|  |  |  |
| --- | --- | --- |
| **TABLE B Lot 2**  **Please provide a breakdown of days per phase under Criterion F and the Resource Allocation Schedule** | **No. of Days involved in phase.**  **(7.5-hour day)** | **Fee (excl. VAT)** |
| **Fixed Fee for Phase 3 - Implementation Phase** | [tenderer to insert] | € |
| **TOTAL TABLE A** |  |  |

|  |  |
| --- | --- |
| **These rates will not form part of the evaluation.**  **HOURLY AND DAILY RATES (inclusive of all administrative expenses) applicable to any additional work.**  **The rates are fixed for the first two years of the Contract. Increases in subsequent years may in exceptional circumstances be agreed but must be in line with inflation / CPI and will be purely at the discretion of the contracting authority.**  **NOTE: The same person may perform multiple roles. A rate must be provided for each category/role.** | |
| **Staff Category** | **Maximum Hourly Rate** |
| Digital Account Manager | €0 |
| Creative Director | €0 |
| Head of Design | €0 |
| Technical Director | €0 |
| Head of Content & Strategy | €0 |
| Senior UX/UI Designer | €0 |
| Senior Developer | €0 |
| Copywriter | €0 |
| SEO Specialist | €0 |
| Junior UX/UI Designer | €0 |
| Junior Developer | €0 |

I/We confirm that I/we:

* In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e., mileage, subsistence, phone, postage, etc.).
* Will keep this offer for the contract open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
* Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
* Agree that the rates stated are maximum prices for the first two years of the contract agreement – increases in rates may be considered after year two, however this would only be where such increases are fully justified and in line with Consumer Price Index.
* Have read and thoroughly examined the Tender Document,
* Fully understand the Tender Document and the Client’s requirements,
* Undertake to treat the details of this Invitation to Tender, its Tender, and any subsequent agreements as private and confidential,
* Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract agreement has been established between the Contracting Authority and the Tenderer,
* Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
* Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,
* Have found no errors, omissions, conflicts, or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
* Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
* Will not, if awarded a contract, employ labour in a manner that is discriminatory in relation to gender, civil/family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.
* Agree that as a condition of award, it shall be our sole responsibility 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.

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| **Signed:** | |  | |
| **Name (in Capital Letters):** | |  | |
| **On behalf of:** | |  | |
| **Address:** | |  | |
| **Telephone:** |  | **Mobile:** |  |
| **Email:** |  | **Date:** |  |

**Response to Qualitative Award Criteria**

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| Page limit: | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion B Lot 1: Methodology proposed for the Discovery Phase | |
| **10%** | **1,000** | **600** |
| Instructions | Tenderers should demonstrate that they understand the objectives and business requirements of NCAD. They must provide a clear methodology and approach for the discovery phase covering all elements of engagement and research to ensure a robust analysis to feed into the design phase. | | | |
| Tenderers’ Response | | | | |

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| Criterion C Lot 1: Methodology proposed for Design Phase | |
| **10%** | **1,000** | **600** |
| Instructions | Tenderers must provide information to enable NCAD to assess the quality of the proposed methodology and the adequacy of the project design and to ensure it is sufficiently robust and comprehensive. Tenderers should specifically address each of the elements of Appendix A in the invitation to Tender.  Specifically, the tenderer must also demonstrate their:   1. general approach 2. timeframe 3. methodology for the successful, effective, and efficient delivery of the design and build of the new website, as well as the delivery of their support, hosting, and maintenance of same. | | | |
| Tenderers’ Response | | | | |

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| Page Numbers: | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion D Lot 1: Service Level Support | |
| **10%** | **1,000** | **600** |
| Instructions | The Contracting Authority is looking for a customer focused approach to the tenderers service level and support, which will include, amongst other things, easy access to a customer helpdesk, effective and quick turnaround of solutions, clear and detailed training plans. This should also include security patches, bug fixes, and performance enhancements provided by the CMS and plugin developers. Tenders must demonstrate in clear, comprehensive detail their proposed maintenance and support services as necessary to maintain the website including approach to change requests over the life of the contract. The Tender response should demonstrate how Tenderers propose to satisfy each of these requirements. A mere affirmation statement by the Tenderer that it can/will do so, or a reiteration of tender requirements is NOT sufficient in this regard. Tenderers should demonstrate that they can meet the Contracting Authority’s need for maintenance and support services as necessary to maintain the website, by providing a detailed and comprehensive description of their solution, including a draft Maintenance & Support Contract. The approach to change requests over the life of the contract should also be detailed. Tenderers should outline the degree of support and maintenance required | | | |
| Tenderer’s Response | | | | |

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| Criterion E Lot 1: Project Plan and Risk Mitigation | |
| **10%** | **1,000** | **600** |
| Instructions | Tenderers are required to provide a project plan for the Design Phase of the project which must include clear milestones. It is critical that tenderers identify any risks which will impact on the launch date and strategies to mitigate against risk of failure. Tenderers must also outline the resources / engagement they require from NCAD. | | | |
| Tenderer’s Response | | | | |

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|  | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion F Lot 1: Quality and Expertise and Structure of the Team Proposed | |
| **15%** | **1,500** | **900** |
| Instructions | Tenderers should outline their proposals for the team allocated to work with NCAD on this project, particularly in year 1.  (a) Please list the staff available under each category / skillset. (For information purposes only)  (b) Please complete the Resource Allocation Schedule. (5% of weighting),  (c) In addition, CVs of each key team member should be provided clearly demonstrating their expertise and experience relevant to the services required. (10% of weighting),  (d) Tenderers should also outline their proposals for resourcing the service on an ongoing basis after launch date. (For information purposes only) | | | |
| Tenderer’s Response | | | | |

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| List of staff available under each category / skillset | |
| Digital Account Managers |  |
| Creative Director |  |
| Head of Design |  |
| Technical Director |  |
| Head of Content & Strategy |  |
| Senior UX/UI Designer |  |
| Senior Developer |  |
| Copywriter |  |
| SEO Specialist |  |
| Junior UX/UI Designer |  |
| Junior Developer |  |

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| **(b) Resource Allocation Schedule** | | | |
| **Phase of the Project ensuring you address:**   * **Discovery Phase** * **Design Phase** * **Implementation Phase** | **Name of Team Member** | **Number of Days Allocated for phase** | **Confirmation CV is provided** |
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|  | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion G: Quality of the response in relation to the technical specification. | |
| **20%** | **2,000** | **1,200** |
| Instructions | Tenderers must describe how you will meet the Requirements & Specification set out in Appendix A of the Request for Tender document. | | | |
| Response | | | | |

**Award Criteria Lot 2 Website Development**

**Form of Tender – Cost Criterion A (25%)**

|  |  |
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| **To:** | National College of Art & Design |
| **From:** |  |
| **Re:** | The Provision for Website Development |

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document. Ultimate cost will be calculated based on the Cost of TABLE A. These figures are fixed maximum rates for the contract.

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| **TABLE A Lot 2**  **Please provide a breakdown of days per phase under Criterion F and the Resource Allocation Schedule** | **No. of Days involved in phase.**  **(7.5-hour day)** | **Fee (excl. VAT)** |
| **Fixed Fee for Phase 3 - Implementation Phase** | [tenderer to insert] | € |
|  | [tenderer to insert] | € |
| **TOTAL TABLE A** |  |  |

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| **These rates will not form part of the evaluation.**  **HOURLY AND DAILY RATES (inclusive of all administrative expenses) applicable to any additional work.**  **The rates are fixed for the first two years of the Contract. Increases in subsequent years may in exceptional circumstances be agreed but must be in line with inflation / CPI and will be purely at the discretion of the contracting authority.**  **NOTE: The same person may perform multiple roles. A rate must be provided for each category/role.** | |
| **Staff Category** | **Maximum Hourly Rate** |
| Digital Account Manager | €0 |
| Creative Director | €0 |
| Head of Design | €0 |
| Technical Director | €0 |
| Head of Content & Strategy | €0 |
| Senior UX/UI Designer | €0 |
| Senior Developer | €0 |
| Copywriter | €0 |
| SEO Specialist | €0 |
| Junior UX/UI Designer | €0 |
| Junior Developer | €0 |

I/We confirm that I/we:

* In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e., mileage, subsistence, phone, postage, etc.).
* Will keep this offer for the contract open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
* Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
* Agree that the rates stated are maximum prices for the first two years of the contract agreement – increases in rates may be considered after year two, however this would only be where such increases are fully justified and in line with Consumer Price Index.
* Have read and thoroughly examined the Tender Document,
* Fully understand the Tender Document and the Client’s requirements,
* Undertake to treat the details of this Invitation to Tender, its Tender, and any subsequent agreements as private and confidential,
* Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract agreement has been established between the Contracting Authority and the Tenderer,
* Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
* Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,
* Have found no errors, omissions, conflicts, or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
* Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
* Will not, if awarded a contract, employ labour in a manner that is discriminatory in relation to gender, civil/family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.
* Agree that as a condition of award, it shall be our sole responsibility 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.

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| **Signed:** | |  | |
| **Name (in Capital Letters):** | |  | |
| **On behalf of:** | |  | |
| **Address:** | |  | |
| **Telephone:** |  | **Mobile:** |  |
| **Email:** |  | **Date:** |  |

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| Page Limit: | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion B Lot 2: Methodology for the Web Development Phase of the Project | |
| **20%** | **2,000** | **1200** |
| Instructions | Tenderers must provide information to enable NCAD to assess the quality of the proposed methodology and the adequacy of the project implementation process to ensure it is sufficiently robust and comprehensive. Tenderers should specifically address each of the elements of Appendix A in the invitation to Tender.  Specifically, the tenderer must also demonstrate their:   1. general approach 2. timeframe 3. methodology for the successful, effective, and efficient delivery of the implementation of the new website. | | | |
| Tenderers’ Response | | | | |

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| Page Limit: | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion C Lot 2: Project Plan and Risk Mitigation | |
| **10%** | **1,000** | **600** |
| Instructions | Tenderers are required to provide a project plan for the Web Development phase of the project which must include clear milestones for each phase. It is critical that tenderers identify any risks which will impact on the launch date and strategies to mitigate against risk of failure. Tenderers must also outline the resources / engagement they require from NCAD. | | | |
| Tenderer’s Response | | | | |

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|  | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion D Lot 2: Quality and Expertise and Structure of the Team Proposed for the Web Development phase of the project | |
| **25%** | **2,500** | **1500** |
| Instructions | Tenderers should outline their proposals for the team allocated to work with NCAD on this project, particularly in year 1.  (a) Please list the staff available under each category / skillset. (For information purposes only)  (b) Please complete the Resource Allocation Schedule. (5% of weighting),  (c) In addition, CVs of each key team member should be provided clearly demonstrating their expertise and experience relevant to the services required. (10% of weighting),  (d) Tenderers should also outline their proposals for resourcing the service on an ongoing basis after launch date. (For information purposes only) | | | |
| Tenderer’s Response | | | | |

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| List of staff available under each category / skillset | |
| Digital Account Managers |  |
| Creative Director |  |
| Head of Design |  |
| Technical Director |  |
| Head of Content & Strategy |  |
| Senior UX/UI Designer |  |
| Senior Developer |  |
| Copywriter |  |
| SEO Specialist |  |
| Junior UX/UI Designer |  |
| Junior Developer |  |

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| **(b) Resource Allocation Schedule** | | | |
| **Phase of the Project ensuring you address:**   * **Discovery Phase** * **Design Phase** * **Implementation Phase** | **Name of Team Member** | **Number of Days Allocated for phase** | **Confirmation CV is provided** |
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| **(c) CVs of key Team Proposed** |

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| **(d) Proposals for resourcing the service on an ongoing basis** |

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| Lot 2 | | Weighting | Maximum Marks | Minimum Marks Required |
| Criterion E: Quality of the response in relation to the technical specification. | |
| **20%** | **2,000** | **1,200** |
| Instructions | Tenderers must describe how you will meet the Requirements & Specification set out in Appendix A of the Request for Tender document. | | | |
| Response | | | | |