Submission Form to provide Hosting Services for Sligo Public Participation Network

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| Closing date for Submission | 15 November 2023 at 12:00 noon |
| Expression of interest responses to be returned by email to [sligoppnsecretariat@gmail.com](mailto:sligoppnsecretariat@gmail.com) | |
| Closing date for Queries/Clarifications to | 10 November 2023 at 12:00 noon |
| Queries by email to [sligoppnsecretariat@gmail.com](mailto:sligoppnsecretariat@gmail.com) | |

Please complete Section 1, 2 and 3.

Please pay special attention to providing the supporting documentation listed in Section 3.

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| **Submitted to:** | Sligo PPN |
| **Submitted by:** |  |

### Respondent Details

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Contact Person** |  |
| **Position** |  |
| **Address**  **(include Eircode)** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |
| **Employer Number** |  |
| **CLG CRO Company Number** |  |

### Section 1: Confirming Criteria and Understanding of Requirements

Bidders must respond yes to all the following Suitability Criteria in order to Pass

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| Suitability Criteria | Yes/No |
| Located and registered within Sligo |  |
| Company Limited by Guarantee status |  |
| \* Charities Regulator registered charity  (attach proof of registration / pending) – not applicable to state bodies. |  |
| Companies Registration Office (CRO) returns up to date  (provide proof from accountant) |  |
| Registered as an employer |  |
| Have existing office base in Sligo  (provide office address and Eircode) |  |
| Present clean set of accounts and prove company is solvent.  (most recent set of accounts required) |  |

Our organisation understand that by submitted this form, if successful, we will provide the following services to the PPN as set out in the invitation to tender / expression of interest form:

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| Requirements | Yes/No |
| Perform the role of employer for PPN Staff. |  |
| Hold and administer PPN Funding. |  |
| Provide office space. |  |
| Agree to an annual service level agreement with Sligo County Council and a memorandum of understanding with Sligo PPN. |  |

### Section 2: Award Criteria

Bidders that pass Section 1 and 2 will have their bid assessed competitively using the criteria set out in the Invitation to Tender / Expression of Interest overview document.

I/We have examined the Request for Quotation and hereby offer to provide the requirements as follows;

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| **CRITERIA 1**  The organisation must be able to demonstrate a background of community and voluntary activity in Sligo County Council Administrative Area.  **RESPONSE Criteria 1 (max. 500 words)** |
| **CRITERIA 2**  The organisation must demonstrate a knowledge of, and a willingness to support, the ongoing development of the Public Participation Network  **RESPONSE Criteria 2 (max. 500 words)** |

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| **CRITERIA 3**  The organisation must be able to demonstrate the capacities required to act as the host organisation, including financial, human resources management, and technical capacities.  **RESPONSE Criteria 3 (max. 500 words)** |

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| **CRITERIA 4**  The organisation must be able to demonstrate the provision of suitable accommodation for the PPN Staff to enable them to carry out their role (you may also provide photographs).  **RESPONSE Criteria 4 (max. 500 words)** |

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| **CRITERIA 5**  Please provide annual cost proposal for provision of hosting arrangements.\*  **RESPONSE Criteria 5** | |
| Lump Sum Price for delivery of hosting arrangements per annum. | € |
| % of VAT applicable (if applicable) | % |
| Total Sum Price (including VAT) | € |
| Please provide a full breakdown of costs in the table in Appendix B. | |

\* Please note the following: The fee you submit should take account of the requirements as laid out in the invitation to tender / expression of interest overview document. This fee should be all inclusive and include administration, overheads and management fees.

### Declaration

I/We confirm that I/we

* 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 quotations;
* If successful we will hold our prices for the contract duration period (including any extension period) as detailed in this RFQ;
* Undertake to treat the details of this Request for Quotation, our response and any subsequent agreements as private and confidential;
* Agree that you are not bound to accept the most economically advantageous or any quotation you may receive;
* Fully understand the Contracting Authority’s requirements and 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 services required under the contract;
* Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.; and
* 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** |  |
| **Position in company** |  |
| **On behalf of (company name)** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Date** |  |

### Section 3: Tender checklist

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|  | All sections of quotation form duly completed |
|  |  |
|  | Photos of office/meeting/parking space attached (Optional but preferable) |
|  |  |
|  | Proof CRO returns are up to date |
|  |  |
|  | Copies of most recent accounts |
|  |  |
|  | Copy of current tax clearance access code and number |
|  |  |
|  | Copy of Certificate of Incorporation for CLG Company |
|  |  |
|  | Details of any conflict of interest |
|  | (i.e. any member or associate of the group being a member of the PPN Secretariat, a PPN Representative or a Plenary member) |