



Comhairle Chontae na Gaillimhe
Galway County Council

QUOTATION RESPONSE DOCUMENT – SERVICES

Subject matter of Quotation	
Provision of Services for Processing (provision of complete catalogue) of Ballinasloe Town Commissioners Archive Collection for the Archives Service of Galway County Council.	
Name of Organisation submitting Quotation	Galway County Council, Archives
Contact Name	Patria McWalter
Closing date for Submission	16.30 pm on Thursday 24th March

Quotations are to be returned by email only to:

archivist@galwaycoco.ie with “Provision of Services for Processing Ballinasloe Town Commissioners Collection (Phase 1)” in the subject line.

Contents

QUOTATION RESPONSE DOCUMENT – SERVICES..... 1

Contents 2

General Contact Information 3

Tax Information 4

Insurance Information 5

Declarations..... 6

Quotation Form – Response to Qualifications and Experience Criteria**Error! Bookmark not defined.**

Quotation Form – Response to Costs Criterion 9

General Contact Information

Organisation Name:	
Contact Person:	
Position:	
Phone:	
Address:	
Email:	
Website:	
Date of Establishment, if applicable	
VAT Registration No.	
Legal Structure – partnership, limited company, etc.	

Tax Information

Tax Clearance		Please confirm YES / NO	
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 (generally 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	

Insurance Information

Insurances						
I confirm that we have the following insurances in place						
Insurance Type	Levels Required	Levels in Place	Confirmation to upgrade to level if successful			
Employers Liability	€13,000,000		Yes		No	
Public Liability	€6,500,000		Yes		No	
Professional Indemnity	€50,000		Yes		No	

Declarations

Declaration of Bona Fides		YES	NO
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?		Please indicate your answer by marking 'X' in the relevant box	
participation in a criminal organisation			
corruption			
fraud			
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;			
the subject of a conviction for money laundering or terrorist financing;			
the subject of a conviction of child labour and other forms of trafficking in human beings;			
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 into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;			
Declaration re statutory obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:			
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			
Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007			
Disability Act 2005			
We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.			
NAME		SIGNATURE	

Quotation Form – Response to Methodology Proposed

Criterion A: Methodology Proposed		Weighting	Maximum Marks
		30%	35
Instructions	The following will be assessed: <ul style="list-style-type: none">• Evidence of understanding of the brief• Timescale outlined• Methodology proposed		

Service Providers' Response

Please use this free text page(s) for your response.

Quotation Form – Response to Qualifications and Experience Criteria

Criterion B: Qualifications and experience		Weighting	Maximum Marks
Project methodology /outline and associated timeframe. Management and resources available to the project. The communication strategy.		50%	50
Instructions	Applicant must have a recognised post-graduate qualification in Archival Studies and satisfactory experience in archival management of collections. This collection of approximately 70 volumes (minutes and financial records relating to all aspects of a local authority's business) dates from the mid 19 th century to early 20 th century, and a knowledge of or experience in such work may be advantageous. Knowledge of databases such as ADLIB would also be an advantage.		

Service Providers' Response

Please use this free text page(s) for your response.

Quotation Form – Response to Costs Criterion

Criterion C: Costs	Weighting	Maximum Marks
Cost Criterion	20%	15

Galway County Council is not obliged to accept the lowest or indeed any quotation.

To:	Galway County Council
From:	
<p>I/We have examined the Request for Quotation and hereby offer to provide the requirements for the following fees:</p>	

FIXED FEE	Total Fee proposed (Excluding VAT)	VAT Rate (%)	Total Fee proposed (Including VAT)
Proposed Total Fee for delivery of the Contract outlined in RFQ.	€		€

I/We confirm that I/we

- That our confirmation in the Declaration is true and accurate at the date of submission of this quotation.
- We will notify the Contracting Authority should any of the circumstances confirmed in the Declaration change.
- Will provide the services at the rates quoted, which are fully inclusive of all costs, charges and expenses.
- 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.
- Will keep this offer for the contract open for acceptance by you for a period of 6 months from the date of deadline for submission of quotations,
- 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,
- 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 quotations,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
-

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