

Request for Tender

Contract for Service Partner to operate Round Tower GAA Club Gymnasium and Club Strength and Conditioning Programme

TABLE OF CONTENTS:

1. Background.....	2
2. Contract for Service – Tender Requirements.....	3
3. Proposed Execution Methodology:	3
4. Proposed Team.....	4
5. Value Add.....	4
6. Technical Proficiency.....	5
7. Criteria for Award of Contract.....	6
8. Shortlisting/Presentation.....	6
9. Tender Validity Period	7
10. Confidentiality of Evaluation	7
11. Qualifications.....	7
12. Disclosing Tenders	7
13. Determination of Responsiveness	7
14. Tender Clarification	8
15. Modification of the tender/Supplemental Information	8
16. Contract Obligations:	8
17. Form of Tender	8
18. Rates	9
19. Presentation of Tender	9
Appendix 1: Form of Tender.....	10
Appendix 2: Bidding Schedule	11
Appendix 3: Gym Layout.....	12
Appendix 4: Indicative Schedule of Gym Equipment.....	13

TO BE COMPLETED AND RETURNED BEFORE 15:00 ON
Friday 9th November 2018



1. Background

About Round Tower GAA Club

Round Tower GAA Club Clondalkin established in 1884 is one of the largest clubs in Dublin with in excess of 38 teams fielding in a range of sports including hurling, football and camogie. The Clubrooms are located at Convent Road with state of the art playing facilities on Monastery Road comprising of an All Weather Training Facility, a full size floodlit playing pitch modern dressing rooms and parking facilities for in approximately 150 cars

Proposed Gymnasium

The club are in the advanced stages of planning to erect a modular building to house a gymnasium in Monastery Road as per plans Appendix 2. The overall structure will be 30.3m in length and 8m in width.

The existing plan is that the gym will be 23.5m by 8m, with the remaining space (7m x 8m) allocated to a toilet, shop and meeting/coffee room. The club are planning to start building in November and anticipate it will take 3 weeks to erect the building. The intention is to have Gym operational by end of year

The gym will be fully fitted out to a high standard with all new equipment supplied by the Club (see indicative schedule of equipment being procured Appendix 4)

Use of the Gym

It is the clubs intention that the gym would be used by playing members; male and female from U14 to Adult

Club's Objective

The club are seeking a service provider to whom the facility would be made available for their exclusive use for a specific period of time. The club's preference is for a service provider who would:

1. assist the club in the development and overseeing of a player pathway for all teams from u-14 onwards
2. provide a set number of hour's supervision for club teams (**Coaching Hours**) and
3. Pay an annual rent.

Tenderers are requested to carefully note the tender requirements set out in Section 2 of this document and in particular the need to meet the stated specifications

Find out more about Round Tower GAA Club at <http://roundtower.ie/>

2. Contract for Service – Tender Requirements

Round Tower GAA Club is seeking proposals from suitably qualified professional service providers to submit proposals for the operation of a state of the art gymnasium facility at Monastery Road.

The successful tenderer will have use of the facility for their own business with the exception of the hours between 6pm and 9.30pm on Monday to Friday – Saturday and until 12:00 on Sunday. The club also wishes to facilitate access for players outside of those hours (details to be agreed with Service Provider)

Tenderers are required to submit a comprehensive proposal in respect of how they would operate the gymnasium and partner with the club to achieve the club's stated objectives of:

- Renting the facility to the Service Provider for their own business. The Club will have exclusive use of the gym Facility for the following times 6pm to 9.30pm Monday- Saturday and from 12:00 on Sunday ("**Club Hours**")
- Developing a player pathway for a strength and conditioning program for Juvenile U 14 to U18 (Boys & Girls).
- Preparation of an S& C program for Adult teams; Male & Female players
- Providing eight (8) hours of S&C coaching to Club teams U-14 – Adult, boys & girls, Men & Women ("**Coaching Hours**") on a weekly basis during "**Club Hours**". (details to be agreed between the parties)
- Interested parties as also asked to quote their hourly rate for the provision of S&C supervision and coaching services, over and above the number of hours provided by way of "**Coaching Hours**".

Tenderers should note that proposals will be evaluated against the stated award criteria in Section 6 and are required to complete the Bidding Schedule listed in Appendix 2

3. Proposed Execution Methodology:

Tenderers must clearly outline a summary of their overall methodology and approach to this assignment. They must demonstrate a full understanding of the Clubs objectives of the contract and the Tenderer is required to articulate a clear process for delivery of the services to meet the Tender Requirements.

The methodology should also outline what particular advantages/experience the tenderer can bring to the project.

4. Proposed Team

Tenderers are required to provide all relevant details, including brief CVs and previous experience of the key personnel to be assigned to the delivery of this contract (**"Proposed Team"**).

Proposed Team delivering the player pathway and S&C training will need to demonstrate their professional qualifications, ability and experience. At least one lead individual from the service provider will have the following:-

Essential qualifications:

- BSC Hons Sport & Exercise Science, or S&C equivalent.
- The ability to grow a client list and maintain their own S&C/PT business.
- Proven track record in the planning and delivery of S&C for team sport athletes (preferably GAA), and have extensive knowledge of the principles surrounding the concept of LTPD.
- Successful Tenderers will be Garda vetted (child protection requirement).

Desirable qualifications:

- MSc Sports Performance, Coaching Science, Physiology, Biomechanics or other human performance related area.
- One of the following accreditations: UKSCA, CSSC, BASES. (Or the ability to obtain within 12months).

Tenderers should also outline how they plan to ensure that the proposed team will be available for the term of the contract?

Your tender response should clearly outline what you see as the roles and responsibilities for both parties (you the service provider and Round Tower GAA Club)

Tenderers are required to detail any aspects of the services that will be sub-contracted and list sub-contractors against services to which they would be assigned. Where sub-contractors cannot be confirmed, please detail a preferred list of sub-contractors from which you would propose to draw. If not sub-contracting, please state this in your response.

5. Value Add

Tenderers are at liberty and are encouraged to outline in their proposal what value add that they would provide over and above the tender requirements

6. Technical Proficiency

Tenderers are required to provide comparative examples of 3 satisfactory references for similar scope and scale of contracts delivered in the last 3 years, while also including reference details relating to the particular engagements. Please use the table provided beneath.

No.	Start and Completion Dates	Client Name & Referee Contact Details	Comprehensive Description of Contract Delivered	Approx. Value (€)
1.				
2.				
3.				

7. Criteria for Award of Contract

The award of this contract will be made on the basis of the most suitable proposal capable of delivering the most economically advantageous outcome. Details of the award criteria are set out in table below. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out:

Ref.	Award Criteria	Minimum Score (out of 5)	Weightings %
1.	Annual Rent	n/a	20
2.	Demonstration of ability to deliver service to meet club's objectives	3	30
3.	Quality and composition of team to deliver service	3	20
4.	Quality of proposed player pathway	3	20
5.	Value Add proposition	3	10
	Total		100%

The evaluation of the non-price criteria (ref. 2, 3, 4 & 5 above) will be based on a scoring scale of 0 to 5: (no-responses 0, poor-1, fair 2, good-3, very good 4, excellent 5).

Tenderers must achieve a minimum score of 3 for categories 2, 3, 4 and 5.

Tenders will be evaluated on the basis of the above award criteria and the decision of Round Tower GAA Club thereon shall be final.

Note that the lowest cost tender that also meets all of the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The cost scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum marks available for Cost	30
Formula employed:	$\frac{30 \times A}{B}$

8. Shortlisting/Presentation

Tenderers may be shortlisted to do a presentation as part of the selection process. The presentation, to be held in a venue in Clondalkin, would be for a maximum period of 1 hour, and will incorporate presentation and Q&A segments.

9. Tender Validity Period

To allow sufficient time for tender assessment a Tender Validity period of 6 months is required, this period commencing on the closing date by which the tenders are to be returned.

10. Confidentiality of Evaluation

After the official opening of Tenders, information relating to the examination, clarification, evaluation, comparison of Tenders and recommendations concerning the Award of Contract will not be disclosed to Tenderers or other persons not officially concerned with such process until the Award of Contract to the successful Tenderer has been announced in conformity with national law.

The distribution of this Tender Document is for the sole purpose of obtaining Tenders as referred to therein. 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. Similarly Round Tower GAA Club undertakes to use its reasonable endeavours not to disclose to third parties any confidential information received from Tenderers, subject to its obligations under law.

Any effort by the Tenderer to influence any member of Round Tower GAA Club's staff or members in the process of examination, clarification, evaluation and comparison of Tenders and in decisions concerning the Award of Contract may result in the rejection of that Tender.

11. Qualifications

Tenderers shall submit a clean unqualified tender.

If any qualified tenders are received, such Tenderer will be requested to withdraw qualifications. In the event that a Tenderer fails to withdraw a qualification, the Tender will be considered invalid and the tender not be assessed.

12. Disclosing Tenders

Acceptance of tender documents by a Tenderer shall be held to imply a guarantee that the amount of the tender will not be disclosed by the Tenderer to any person or body prior to the lodgement of the tender and a wholly bona fide tender will be submitted.

13. Determination of Responsiveness

After the official opening of Tenders, Round Tower GAA Club will determine whether each Tender is substantially responsive to the requirements of the Tender Documents. If a material deviation exists that limits in any substantial way Round Tower GAA Club's rights or the Tenderer's obligations under the Contract, the Tender shall be rejected.

14. Tender Clarification

If you have any Queries or Clarifications regarding this process or the documentation supplied by Round Tower GAA Club, please address all communications by email to roundtowersandc@gmail.com. Tender queries submitted in any other manner will be disregarded.

To assist in the examination and comparison of Tenders, Round Tower GAA Club may ask the Tenderer for Clarification of their Tenders, including breakdown of cost proposals. No change in the price or substance of the Tender shall be sought offered or permitted, except as required to confirm the correction of manifest arithmetic errors discovered by Round Tower GAA Club during evaluation of Tenders. To assist in finalising the tender evaluation selected tenderers may be invited to attend clarification meetings with the contracting authority.

15. Modification of the tender/Supplemental Information

Round Tower GAA Club reserves the right to update, delete, vary, extend or alter this Request for Tender and the information and documents contained herein.

Any advice of a modification to the Request for Tender shall be issued at least five (5) days before the Tender Deadline and shall be used as an addendum to, and shall be deemed to constitute part of, the Request for Tenders. If necessary, Round Tower GAA Club shall revise the Tender Deadline in order to facilitate compliance with any such requirement.

16. Contract Obligations:

The selected tenderer will be required to enter into a formal contract to be agreed which will include but is not limited to:

- A term of five years with an annual review
- Compliance with the terms of Circular 43/2006 Tax Clearance procedures (produce evidence of tax compliance)
- Compliance with obligations relating to employment protection and working conditions. Please consult government website <http://www.employmentrights.ie/>. for details
- Compliance with current Health & Safety legislation, in addition to supplying an up to date relevant safety statement), and
- Provision of insurance cover for Public €6.5m, Employer €13m and Professional Indemnity €1.m (any one occurrence)

17. Form of Tender

The Form of Tender (**Appendix 1**) is an acknowledgement by the Tenderer that this Invitation to Tender and its contents are understood in full. The Form of Tender must be signed and returned with quotations submitted based on the Tender response document attached. Failure to complete the Form of Tender, or to complete it in the required format, may result in rejection of the tender.

18. Rates

- Rent and any costs should be quoted in Euro (€) and be exclusive of VAT;
- No hidden or additional costs should apply;
- Prices should remain valid for six months
- Tenderers must provide their pricing proposal for this assignment by completing Bidding Schedule" (Appendix 2).

19. Presentation of Tender

Tenders must be submitted via email to **email address roundtowersandc@gmail.com** and a hard copy clearly marked **"Tender for Gym Operator"** to Liam Mac Laughlin, c/o Round Tower GAA, Convent Road Clondalkin, Dublin 22

Tenderers should ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline.

Tenders must be received not later than 3pm on Friday 9th November 2018 (the "tender deadline"). Tenders that are received late will not be considered for this competition.

Tenders received after the closing date and time will not be considered.



Appendix 1: Form of Tender

To: Round Tower GAA Club

We _____ the undersigned (hereinafter styled the Contractor(s)), hereby engage to provide and deliver to Round Tower GAA Club at the prices stated, any or all of the commodities/services of the description specified for which this Tender may be accepted, in such quantities and at such times as may be demanded by Round Tower GAA Club or an authorised officer acting on its behalf in accordance agreed Conditions of Contract.

I accept the rules of the tender competition, including:

- a) Round Tower GAA Club may accept or reject any tender and is not bound to accept the lowest, or any tender it receives;
- b) Tenders will be evaluated in accordance with the award criteria specified;
- c) Round Tower GAA Club reserves the right to negotiate;
- d) Non-compliance with the terms and conditions of any contract agreed may result in the termination of said contract;
- e) Round Tower GAA Club is not responsible for any expense incurred in the preparation or delivery of proposals;
- f) I/we further declare that we are familiar with the work on offer, have read and understand the Instructions to Tenderer and Bidding Schedule form.

Dated _____ day of _____ 2018

Signature of Tenderer

Name of Company

Full Postal Address:

Phone Number:

Fax Number:

Email (if available):
Company Registration
Number:

Appendix 2: Bidding Schedule

Tenderers are required to submit their bids for Annual Rental of Premises and provision of services by completing tables beneath.

Table 1: Rent payable to Round Tower GAA Club

Annual Rental For Premises (€)	
---------------------------------------	--

Table 2:

Item	(€)
Fees Charged for any additional hours outside "Coaching Hours"	

Any additional charges or quantifiable value add items should be included in Table 2

Appendix 4: Indicative Schedule of Gym Equipment

Lot 1 - Racks, Platform Inserts & Accessories		
Item	Specification	Number
Full Racks	Should be of commercial standard and have a load capacity of upto 450kg	4
J-Hooks	Premium quality to include polyethylene protection	4 Pairs
Spotting Arms	Premium quality to include polyethylene protection	4 Pairs
Lifting Platforms		4

Lot 2 - Olympic Bars, Disk Packs & Dumbbells

Item	Specification	Number
Olympic Bars - 7ft, 20kg	Bar should be of high end commercial standard	6
Olympic EZ Curl Bar	Bar should be of high end commercial standard	1
Olympic Hex Bar	Bar should be of high end commercial standard	2
Olympic Coloured Disk Packs	Pack to include colour coded disks 2.5, 5, 10, 15, 20, 25kg	6
Dumbbell Set 2.5kg - 40kg	PU (urethane) round bells	1
Dumbbell Set 2.5kg - 50kg	PU (urethane) round bells	1
Storage Options for all equipment:		
Olympic Toaster Storage		1
Dumbbell Rack		1
Olympic Bar Holder	Should be suitable for storing upto 9 Olympic bars	1

Lot 3 - Air Bike, Glute/Ham Raise, Leg Press & Weight Benches	
Item	Specification
Air Bikes	Commercial Grade Air Bike to include mutli function console
Glute/Ham Raise	Can be supplied as Rack add on or single station item - Please specify
Plate Loaded Leg Press	Leg Press should be of commercial standard
Weight benches	All benches should be fully adjustable and of high end commercial standard

Lot 4 - Battle Ropes, KettleBells, Med Balls, Power Bags, Wall Balls, Suspension Trainers, Gym Rings, Plyo Boxes, Power Bands		
Item	Specification	Number
Battle Ropes & Anchor	15m x 38mm Approx 12kg weight	2
KettleBells:	Cast Iron Power Coated in all weights	
5kg		2
8kg		2
10kg		2
12kg		2
14kg		2
16kg		2
18kg		2
20kg		2
24kg		1
28kg		1
32kg		1
Med Balls:	Double Grip Rubber	
4kg		3
6kg		3
Power Bags:		
5kg		2
10kg		2
15kg		2
20kg		2
25kg		2
Wall Balls:		
5kg		1
10kg		1

15kg		1
Suspension Trainers	Should be of commercial standard	2
Gym Rings	Should be of commercial standard	2
Plyometric Platforms:		
3-in-1 Soft		1
Stackable Soft Plyo Platforms:		
24"		1
18"		1
12"		1
6"		1
3"		1
Power Bands:	Should be of commercial standard	
Light		1
Medium		1
Heavy		1
Storage Options for all equipment:		
KettleBell Storage Rack		1
Med Ball Storage Tower		1
Power Bag Storage Rack		1
Wall Ball Storage Rack		1

Lot 5 - Flooring		
Item	Specification	Number
Regupol Plain Black 10mm Roll Out or equivalent	Pricing to include supply, fit and all ancillary requirements	1
2 x 2mSq Insert flooring	Suitable for Prowler & Sprint Work	1