 

## INSTRUCTIONS DOCUMENT

## FOR

## REQUEST FOR TENDERS

**FOR THE ENGAGEMENT OF A SERVICE PROVIDER TO PROVIDE GIS SUPPORT FOR INLAND FISHERIES IRELAND WITHIN MULKEARLIFE**

**CLOSING DAY: Friday**

**CLOSING DATE: 18th July 2014**

**CLOSING TIME: 17:00 HRS**

**DATED ISSUED: 3rd July 2014**

**Please Return Tenders in Hard Copy x 3 to:**

FAO: Ruairí Ó Conchúir

Tender Ref: IFI / MulkearLIFE GIS Support / 2014

**Address: Inland Fisheries Ireland,**

**Ashbourne Business Park**

**Dock Road**

**Limerick**

**Ireland**

1. **INTRODUCTION AND CONTRACTING AUTHORITY**
   1. Inland Fisheries Ireland was formed in July 2010 following the amalgamation of the Central Fisheries Board and seven Regional Fisheries Boards into a single state agency. IFI is responsible for the protection, management and conservation of the inland fisheries resource across the country. Ireland has over 70,000 kilometres of rivers and streams and 144,000 hectares of lakes all of which fall under the jurisdiction of IFI.
   2. MulkearLIFE [www.mulkearlife.com](http://www.mulkearlife.com) is a five-year partnership based project working on the restoration of the Mulkear River catchment for Atlantic Salmon, Sea Lamprey and European Otter. The catchment is part of the Lower Shannon Special Area of Conservation. MulkearLIFE is one of the first and most important integrated catchment management projects in Ireland and is a flagship EC co-funded LIFE Nature project. Inland Fisheries Ireland is the Coordinating Beneficiary and the Office of Public Works and Limerick County Council are the associated project partners. The main project objective is to restore, through in-stream rehabilitation works, degraded habitats along stretches of the Mulkear River and its principal tributaries. While the main target species are Atlantic Salmon, Sea Lamprey and Otter, the project actions benefit a wide range of other fish species, invertebrates, birds and mammals by creating habitat complexity which leads to an overall increase in biodiversity.
   3. To help MulkearLIFE ensure all aspects of its work programme are fully achieved and the objectives and deliverables of MulkearLIFE are fully realised it is proposed to enter into a contract with a suitably qualified and competent contractor who will supply MulkearLIFE with GIS support.
   4. The appointment is being made by a process of competitive tender. Please note that, as this is a below threshold procurement, IFI is not under a legal obligation to comply with the full requirements of EU Council Directive 2004/18 EC. IFI will however ensure the process is fair, objective, transparent and non-discriminatory.
   5. Suitably qualified contractors (hereinafter referred to as ‘Tenderers’) are hereby invited to submit a Tender.
2. **PROJECT DESCRIPTION**
   1. On the 3nd July 2014 IFI published an invitation to tender in the Irish Independent newspaper advertising this project. Please refer to Schedule 1 – Specification, for full details.
   2. The Contract Period will be for 4 months subject to budget, performance review, and other factors and may be extended by an additional 2 months at the request of IFI.
   3. It is anticipated that the Contract will commence as of the date of award of contract.
   4. IFI’s detailed requirements are set out in the Specification Document attached at **Schedule 1**.
3. **TENDER STRUCTURE AND LANGUAGE**
   1. Tenderers are required to structure their Tender in the format set out in the Form of Tender document attached at **Schedule 2**.
   2. The Tender and all accompanying documents are to be in the English language. [In circumstances where an original document which is to form part of the Tender is not in the English language, the Tenderer must provide an accurate English translation together with a copy of the document in its original language.]
4. **NUMBER OF COPIES**
   1. Please return the signed original of the Tender plus three (3) additional hard copies.
5. **SUBMISSION OF TENDERS**
   1. Tenders must be submitted in the format requested and delivered **no later than 17:00hrs on Friday 18th July 2014** (‘the Tender Deadline’)**.**
   2. The Tender must be parcelled, securely sealed, labelled and delivered to the following address:

FAO: Ruairí Ó Conchúir

Tender Ref: IFI / MulkearLIFE GIS Support / 2014

**Address: Inland Fisheries Ireland,**

**Ashbourne Business Park**

**Dock Road**

**Limerick**

**Ireland**

* 1. Late submissions will not be accepted.
  2. It is the responsibility of each individual Tenderer to ensure that its Tender is delivered to IFI by the Tender Deadline. Responsibility for proof of delivery to the correct location before the Tender Deadline rests with the Tenderer.

1. **QUERY PROCEDURE**
   1. Tenderers may submit queries to IFI in relation to the requirements of the Request for Tenders. Any query in connection with the Request for Tenders shall be submitted via the e-tenders query system no later than **17:00hrs on Monday 14th July 2014**, to**:**

Ruairí Ó Conchúir - [ruairi.oconchuir@fisheriesireland.ie](mailto:ruairi.oconchuir@fisheriesireland.ie)

* 1. On no account is the Tenderer to contact or communicate with any other person in MulkearLIFE / IFI concerning this Request for Tenders unless IFI redirects the enquiry.
  2. IFI will endeavour to respond to all reasonable queries received on or before the date and time specified in Section 6.1 but does not undertake to respond to all queries received.
  3. Subject to Section 6.5, the query and IFI’s response will, where appropriate, be communicated to all Tenderers, without disclosing the name of the Tenderer who initiated the query.
  4. If a Tenderer believes a query and/or its response relates to a confidential or commercially sensitive aspect of its Tender, it must mark the query as “Confidential” and state the reason(s) why. If IFI, at its absolute discretion, is satisfied that the query and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response shall be kept confidential, subject to any obligations under law. If a Tenderer has designated the query as Confidential or commercially sensitive and IFI decides that the response should be sent to all Tenderers, IFI will so notify the Tenderer concerned, who will have the option of withdrawing the query. IFI may still issue any information it considers appropriate to all Tenderers following withdrawal of the query.
  5. If a Tenderer becomes aware of any ambiguity, discrepancy, error or omission in or between these documents, it must immediately notify IFI, even after the date specified in Section 6.1 has passed.

1. **CURRENCY OF TENDER**
   1. Tender prices shall be in Euro (€).
2. **VALUE ADDED TAX**
   1. All prices must be inclusive of V.A.T.
3. **PROJECT BUDGET**
   1. The total anticipated budget for this is work is €10,500 and this budget is exclusive of VAT.
4. **VALIDITY PERIOD OF TENDER**
   1. All details of the Tender, including prices and rates are to remain valid and open for acceptance for two (2) calendar months from the Tender Deadline.
5. **PROCUREMENT TIMETABLE**
   1. IFI expects to complete the tender process in accordance with the indicative timetable set out in **Appendix 2**. IFI reserves the right in its absolute discretion to amend the timetable.
6. **MODIFICATION OF THE REQUEST FOR TENDERS / SUPPLEMENTAL INFORMATION**
   1. IFI reserves the right to update, delete, vary, extend or alter this Request for Tenders and the information and documents contained herein at any time by notice in writing to Tenderers.
   2. Any advice of a modification to the Request for Tenders shall be issued at least five days (5) before the Tender Deadline and shall be issued as an addendum to, and shall be deemed to constitute part of, the Request for Tenders. If necessary, IFI shall revise the Tender Deadline in order to comply with this requirement.
7. **PREPARATION COSTS** 
   1. Each Tenderer’s costs will be the sole liability of that Tenderer. IFI has no obligation to reimburse the Tenderer in respect of costs incurred by it in the preparation of its Tender or otherwise as a result of its participation in the tender process, whatsoever or howsoever arising.
8. **IFI’S DISCRETION**
   1. IFI does not undertake to accept the lowest Tender, or part or all of any Tender and the acknowledgement of receipt of any Tender shall not constitute any actual or implied agreement between IFI and the Tenderer. IFI reserves the right to accept any part, or all, of any Tender or Tenders at its sole discretion.
9. **INDEPENDENT TENDER**
   1. By submission of a Tender, the Tenderer warrants that:
      1. There has been no consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to prices, with any other Tenderer or with any competitor;
      2. Unless otherwise required by law, the prices that have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be so disclosed; and
      3. No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
10. **EVALUATION PROCEDURE**
    1. Tenders will be checked:
       1. to ensure that they have been submitted to the address indicated by the Tender Deadline;
       2. to ensure that they have been submitted in the required format set out in the Form of Tender in **Schedule 2**;
       3. to ensure that they are complete and include all documentation required; and
       4. to ensure that they comply with the requirements of this Request for Tenders.
    2. Tenders that fail to meet any of the preliminary checks carried out under Section 16.1 may, at IFI’s absolute discretion, be eliminated from the tender process.
    3. Following this, Tenderers’ suitability will be assessed in accordance with the Selection Criteria set out at **Appendix 1**.
    4. Tenders that meet the Selection Criteria will be evaluated in accordance with the Award Criteria set out at **Appendix 1**.
    5. To assist in the evaluation of Tenders, IFI may ask Tenderers to clarify any aspect of their Tender.
    6. The Contract will be awarded to the Tenderer who has achieved the highest score by application of the Award Criteria set out in **Appendix 1**.
11. **AWARD DECISION AND STANDSTILL PERIOD**
    1. IFI’s decision on the outcome of the Tender evaluation process will be communicated to Tenderers. IFI will observe a Standstill Period of seven (7) days between the communication of the award decision to Tenderers and the formal conclusion of the Contract.
12. **TENDER NOT RETURNED**
    1. No part of the Tender will be returned to the Tenderer.
13. **TENDERER DEBRIEFINGS**
    1. Upon written request debriefings will be provided in writing.
14. **CONTRACT DOCUMENTS**
    1. The successful Tenderer will be required to enter into the Contract appended at **Schedule 3**. No material amendments to the Contract will be accepted or negotiated. Should the successful Tenderer refuse to enter into the Contract on the terms set out at **Schedule 3**, IFI reserves the right to appoint the next highest scoring Tenderer.
    2. IFI reserves the right to require any Tenderer not incorporated in Ireland to provide a form of legal opinion in a format to be prescribed by IFI, confirming that the Tenderer has the requisite power and authority to enter into the Contract under the laws of the country in which it is incorporated.
15. **CONTRACT MANAGEMENT**
    1. The contract will be managed on a daily basis by:

Ruairí Ó Conchúir – MulkearLIFE Project Manager

1. **COMPLIANCE WITH REQUEST FOR TENDERS**
   1. Tenderers are required to fully comply with the Request for Tenders when preparing their Tender and participating in this tender process. It is up to the Tenderers to ensure that they fully understand the requirements of this Request for Tenders. Where a Tenderer does not fully understand the requirements, the Query Procedure should be used.
   2. If a Tenderer fails to comply in any way with the Requests for Tenders, IFI may (but is not obliged to) disqualify the Tenderer concerned and reject its Tender. Without prejudice to this right, IFI may (but is not obliged to) seek clarification or further information from the Tenderer (that does not materially alter a Request for Tender) or take any other step permitted by law.
2. **FREEDOM OF INFORMATION**
   1. IFI is entitled to disclose information about this tender process, including the identity of the Tenderers, to any person. IFI is subject to the provisions of a Code of Practice on Freedom of Information approved by the Government. 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, when providing the information, identify same and specify the reasons for its sensitivity. IFI will have regard to such a statement but is not bound by it. A copy of the Code is available at the IFI website: <http://www.fisheriesireland.ie>
3. **CANVASSING**
   1. Canvassing or any effort by a Tenderer to influence any staff or agents of IFI in relation to any aspect of the tender process may result in automatic disqualification from the tender process. Where a Tenderer has an existing relationship with IFI or its employees, the Tenderer is advised that any discussions, correspondence, or other influences on the tender process may be treated as canvassing.
   2. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.
4. **EXCLUSION FROM THE TENDER PROCESS**
   1. Any Tenderer shall be excluded from participation in the tender process who, to IFI’s knowledge at the time of the award, has been convicted of an offence involving:
      1. participation in a prescribed criminal organisation;
      2. corruption;
      3. fraud; or
      4. money laundering.
   2. Any Tenderer may be excluded from participation in the tender process who, to IFI’s knowledge at the time of the award:
      1. is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities, or who is in any analogous situation arising from a similar procedure under national laws, the laws of another Member State of the European Union or a third country;
      2. is the subject of proceedings for a 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, the laws of another Member State of the European Union or a third country;
      3. has been convicted of an offence concerning the Tenderer’s professional conduct by a judgement which has the force of *res judicata*;
      4. has been guilty of grave professional misconduct provable by any means which IFI can demonstrate;
      5. has not fulfilled obligations relating to the payment of social security contributions and/or taxes in accordance with the legal provisions of Ireland or the country in which the Tenderer is established;
      6. is guilty of serious misrepresentation in supplying or has not supplied the information required under this Section 26.
5. **CONFLICTS OF INTEREST AND REGISTRABLE INTERESTS**
   1. Any actual or potential conflict of interest involving a Tenderer (whether by reason of the Tenderer having or having had a role in IFI in relation to the Contract or by reason of the Tenderer having or having had an interest in another Tenderer or another Tenderer having or having had an interest in the Tenderer) must be fully disclosed by the Tenderer as soon as it becomes apparent. IFI reserves the right to raise conflict of interest issues with Tenderers.
   2. Where IFI considers that the situation does not give rise to a conflict of interest or that the conflict of interest is not material, it will permit the situation to continue.
   3. Where IFI considers that the situation gives rise to a material conflict of interest, it may, at its sole discretion, permit the situation to continue subject, if necessary, to appropriate safeguards being agreed between IFI and the Tenderer and IFI being fully satisfied that those safeguards have been put in place and will be complied with.
   4. Where IFI considers, in its absolute discretion, that the situation can only be remedied by the exclusion of the Tenderer from the tender process, IFI shall exclude the Tenderer.
   5. Any registrable interest involving the Tenderer and IFI or their relatives must be fully disclosed in the Tender, or must be communicated to IFI immediately upon such information becoming known to the Tenderer, in the event of this information only coming to the Tenderer’s notice after the submission of a Tender and prior to the award of the Contract. The terms ‘registrable interest’ and ‘relative’ shall have the meaning prescribed by the Ethics in Public Office Act 1995.
6. **CONFIDENTIALITY**
   1. All documents issued and information given to Tenderers must be treated as strictly confidential. Tenderers should not release details of the tender documents other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their Tender, or as otherwise required by law.
7. **TAX CLEARANCE**

Tenderers shall also be aware that a tax clearance certificate will be required from the successful Tenderer prior to entering into the Contract. It will be a condition of the award of the Contract that the successful Tenderer must comply with the terms of the Department of Finance Circular 43/2006: Tax Clearance Procedures: Public Sector Contracts, or any replacement. These certificates and clearance requirements will be required prior to the contract award but do not have to be submitted as part of any Tender at this stage. Tenderers may obtain further information regarding their taxation obligations from [www.revenue.ie](http://www.revenue.ie)

1. **APPLICABLE LAW** 
   1. The laws of Ireland shall apply to this tender process and the process shall be subject to the exclusive jurisdiction of the Irish courts.
2. **IMPORTANT NOTICE**
   1. The information set out in this Request for Tenders is made available on the condition that it is used in relation to preparing Tenders and for no other purpose. Tenderers must make their own investigations so as to form their own view as to the accuracy and completeness of the statements contained herein and to satisfy themselves as to the commercial value of entering into the Contract.
   2. Whilst the information in this Request for Tenders has been prepared in good faith, it does not purport to be a comprehensive review of all matters relevant to IFI’s requirements and neither IFI nor its advisors will accept any liability or responsibility for its adequacy, accuracy or completeness, nor do they make any representation, warranty or undertaking, express or implied, with respect to the information contained in this Request for Tenders or future information supplied in connection with the Contract. No person has been authorised by IFI, its advisors or consultants, to give any information or to make any representation not contained in this Request for Tenders and, if given or made, any such information or representation shall not be relied upon as having been so authorised.
   3. By participating in this tender process, Tenderers acknowledge that there does not exist any contractual or quasi-contractual relationship between IFI and Tenderers prior to the execution of a formal contract. The Request for Tenders does not constitute a contract.
   4. IFI reserves the right, without notice, to terminate the process or change any part of the tender process including the time limits and procedures for the tender process. In such circumstances, IFI and its advisors shall not be liable to any persons as a result thereof.
3. **APPENDICES AND SCHEDULES**
   1. The following Appendices and Schedules are attached to this Request for Tenders:

**Appendix 1:** Award Criteria

**Appendix 2:** Indicative Timetable

**Schedule 1:** Specification

**Schedule 2:** Form of Tender - Response Document [Separate document for downloading]

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| **APPENDIX 1- AWARD CRITERIA** |

All Tenders will be examined in the first instance to evaluate:-

* completeness; and
* the financial stability of the Tenderer.

All qualifying Tenders will then be evaluated against the Award Criteria below.

The Contract will be awarded to the Tenderer who submits the most economically advantageous Tender, evaluated in accordance with the following Award Criteria:

|  |  |
| --- | --- |
| **Award Criterion** | **Percentage Weighting** |
| Costs: Breakdown of costs and total costs | 20% |
| Understanding of Brief and Presentation of Response | 20% |
| Adequate Resources to Fulfil the Requirements and ability to deliver within timescale | 20% |
| Previous Experience of Similar Contracts | 40% |

**APPENDIX 2-INDICATIVE TIMETABLE**

|  |  |
| --- | --- |
| **OPEN PROCEDURE** | **Date\*** |
| Request for Tenders | Thursday 3rd July 2014 |
| Deadline for receipt of Queries | Monday 14th July 2014 |
| Tender Closing Date | Friday 18th July 2014 |
| Tender Evaluation Decision | Monday 21st July 2014 |
| Contract Award | Wednesday 23rd July 2014 |

\*Dates may be subject to change at IFI’s absolute discretion.

**Schedule 1 Specification**

**GIS Support:** Applications are invited from suitably qualified and competent suppliers and contractors who wish to be considered by IFI to provide GIS Support to MulkearLIFE.

1. **General Overview of Proposal**

MulkearLIFE [www.mulkearlife.com](http://www.mulkearlife.com) is a five-year partnership based project working on the restoration of the Mulkear River catchment for Atlantic Salmon, Sea Lamprey and European Otter. The catchment is part of the Lower Shannon Special Area of Conservation. MulkearLIFE is one of the first and most important integrated catchment management projects in Ireland and is a flagship EC co-funded LIFE Nature project. Inland Fisheries Ireland is the Coordinating Beneficiary and the Office of Public Works and Limerick County Council are the associated project partners. The main project objective is to restore, through in-stream rehabilitation works, degraded habitats along stretches of the Mulkear River and its principal tributaries. While the main target species are Atlantic Salmon, Sea Lamprey and Otter, the project actions benefit a wide range of other fish species, invertebrates, birds and mammals by creating habitat complexity which leads to an overall increase in biodiversity. By project end-date (31st December 2014) practical prescriptions for the management of a complex river system and its riparian zone will have been developed ensuring that the integrity of the Lower Shannon SAC is managed sustainably into the future. This will include management prescriptions for habitat rehabilitation for Atlantic Salmon, Sea Lamprey and European Otter, which can be applied to SACs in other Natura 2000 sites.

1. **MulkearLIFE**

Many of the key issues MulkearLIFE is attempting to address in the field require detailed and ongoing GIS support and input. MulkearLIFE now requires the services of an experienced GIS technician to support the work of MulkearLIFE in the second half of 2014 for approximately 4 months, comprising of approximately 30 days’ work in Summer / Autumn 2014 together with an additional 15 days of data entry work. Candidates must have excellent GIS skills and be competent in the use of ArcGIS. The appointed service provider will be required to populate existing MulkearLIFE monitoring databases with survey data on individual project actions and will be required to interrogate data to evaluate the current status of the Mulkear catchment for fisheries and non-fishers related data. The successful service provider will work alongside MulkearLIFE’s Project Manager and would need to base themselves within or close to Limerick City / Mulkear Catchment for periods of time during July to October 2014. Work may also be competed remotely off-site and it is likely that a period of time will be required in IFI (HQ) in City West in Dublin. A panel of service providers may be formed.

1. **Role of MulkearLIFE**

MulkearLIFE has a work programme consisting of a range of inter connected and complementary project actions. The key areas of work have been focused on river restoration and habitat restoration work for Atlantic Salmon, Sea Lamprey and Otter. In working to address the conservation issues related to these Annex II species the project has an extensive monitoring programme of work for which GIS support and input is required. MulkearLIFE now wishes to engage external GIS expertise to assist in the standardisation of MulkearLIFE’s habitat database and mapping outputs in relation to individual project actions. The aim is to develop a series of databases, some of which will be accessible by the public and others for use within the project. The GIS support will work out of the project office in Limerick or remotely where possible and practical, and will involve collating and integrating existing licensed data and producing interactive maps for the Lower Shannon SAC / Mulkear Catchment.

**The Requirements of MulkearLIFE**

The GIS infrastructure will be created via the appointment of a service provider will external expertise. It is expected that this will be in place, by the start of the 3rd Quarter 2014, to populate the database with relevant datasets from MulkearLIFE’s survey work for the entire Mulkear River Catchment. The broad objective of MulkearLIFE’s GIS Support Work is to:

* Construct a themed database for the Mulkear Catchment for use with ArcGIS and which can be housed within the national fisheries GIS at Inland Fisheries Ireland.
* To populate this database with MulkearLIFE project survey data on an individual project actions and other fisheries data
* Apply habitat description software
* Interrogation of data to evaluate the current status of the Mulkear catchment for Atlantic Salmon, Sea Lamprey and European Otter.

A key element of MulkearLIFE’s specifications will be the population of the database with survey data derived specifically from the project. This includes:

* Electrofishing survey locations (from 2010 and 2014 – catchment wide electrofishing survey data)
* Catchment wide electrofishing survey data from 2010 to 2014
* Interrogation of the electrofishing survey data from 2010 to 2014 for presence/absence of Atlantic salmon and densities of Atlantic salmon
* Interrogation of the walkover survey data from 2010 to 2014 for presence/absence of Sea Lamprey and densities of Sea Lamprey
* Catchment wide Rapid Assessment Surveys of European Otter – locations & data 2010 to 2014
* Interrogation of Catchment wide Rapid Assessment Surveys for presence / absence of otter
* Catchment wide Natal Holt Survey of European Otter – locations & data 2011
* Interrogation of Catchment wide Natal Holt Survey for presence / absence of natal holts of otter
* Locations of all artificial otter holts installed from 2011 to 2014
* Locations of all otter habitat improvement work from 2010 to 2014
* Locations of all Office of Public Works instream works carried out 2009 to 2014
* Locations of all Limerick County Council instream works carried out 2009 to 2014
* Extent of all riparian non-native invasive plant species control and removal work by the Office of Public Works and calculation of areas 2009 to 2014
* Extent of all riparian non-native invasive plant species control and removal work by the Limerick County Council and calculation of areas from 2009 to 2014
* Extent of all riparian non-native invasive plant species control and removal work by the Mulkear Conservation Volunteers / MulkearLIFE / IFI and calculation of areas 2010 to 2014
* Locations of all pilot farm improvement works carried out between 2010 and 2014
* Locations of all barriers (man-made and natural) to fish Catchment wide Rapid Assessment Surveys of American Mink – locations & data 2010 to 2014
* Interrogation of Catchment wide Rapid Assessment Surveys for presence / absence of American Mink
* Catchment wide Rapid Assessment Surveys of Dipper – locations & data 2011 to 2014
* Interrogation of Catchment wide Rapid Assessment Surveys for presence / absence of Dipper
* Catchment wide Rapid Assessment Surveys of Kingfisher – locations & data 2011 to 2014
* Interrogation of Catchment wide Rapid Assessment Surveys for presence / absence of Kingfisher
* Locations of instream works carried out 2009 to 2014 all barriers (man-made and natural) to fish migration in the Mulkear Catchment
* Walkover survey work 2009 to 2014 locations & data

Other specialised datasets will be incorporated, under relevant licensing and authorisations. Fisheries relevant datasets under the following themes will be incorporated into the database:

* OPW drainage areas
* Limerick County Council drainage areas
* Barriers to migration
* Geology and soils
* Hydrology and aquifer vulnerability
* Water quality data (EPA Q-values)
* Water abstraction locations
* Full data set of aerial photography (available)
* SAC / NHA and other designated areas and categories of broad habitats
* Riffle/glide/pool discrimination
* Designations and broad habitats

The appointed service provider will be fully briefed by IFI / MulkearLIFE and MulkearLIFE will make all logistical arrangements on the ground, including the provision of all software, existing datasets and materials required to ensure the GIS work can commence ASAP. MulkearLIFE will fully support the appointed service provider on a day-to-day basis to ensure that all monitoring requirements are fully understood but the appointed service provider must also be willing and capable to work on their own initiative. Cognisance will have to be taken of existing fisheries datasets which are currently being incorporated into GIS at Inland Fisheries Ireland HQ in City West, Dublin. The appointed service provider will need to liaise closely with the MulkearLIFE Project Manager and GIS personnel in IFI (City West) to ensure that the MulkearLIFE GIS can be housed within the over-arching IFI GIS infrastructure. MulkearLIFE GIS will apply Lower Shannon SAC & MulkearLIFE datasets, currently held within IFI and where possible interrogate and create thematic layers for spatial visualisation of the datasets.

Interrogating the datasets to build up a picture of the status of the Mulkear catchment for the project’s three target species and for salmonid production in the Lower Shannon SAC generally is an important requirement for the project and will require previous knowledge and expertise in the area of habitat mapping and freshwater fisheries. Using a variety of environmental datasets and applications for wetted areas/habitat description information (as used in previous projects) will help in highlighting the potential of the Lower Shannon SAC and Mulkear Catchment for salmonid production. Interrogation of the data sets will greatly assist in future catchment management and will provide management guidance in the following areas:

* Potential spawning/nursery areas for Atlantic Salmon
* Potential spawning/nursery areas for Sea Lamprey (& other lamprey species)
* Areas with optimum conditions for salmon production
* Potential otter habitat / expansion of population range

**External expertise:** A number of the required datasets are external to the project and knowledge of the type of relevant datasets and the source of these datasets is critical to efficient population of the GIS. Prior experience with the design and application of software used for habitat discrimination and wetted area is vital to maximising the application of the MulkearLIFE GIS. Prior experience in extrapolating water quality and other relevant datasets for fisheries interests is required. Prior experience with fisheries datasets is required and experience working with fisheries and wildlife agencies and organisations would be beneficial.

1. **Timeframe**

In addition to what has been outlined in the indicative timetable (Appendix 2) regarding the tendering process, it is expected that the work will commence in July 2014 and be completed on or before the 31st October 2014.

Phases of Delivery

The delivery will take place in three phases.

Phase 1:

* Awarding of tender (as outlined in indicative timetable (Appendix 2))
* Initial planning meeting with MulkearLIFE Project Manager (late July 2014)
* Review of existing GIS work and scope of MulkearLIFE materials (late July 2014)
* Review of additional material (late July / early August 2014)
* Review of proposed GIS work / data entry for 2014 (late July / early August 2014)
* Development of timeframe and protocol (late July / early August 2014)

Phase 2:

* Commence GIS Work (August 2014 on)
* Review of initial GIS work and data entry work (early September 2014)

Phase 3:

* Continue GIS Work & Data Entry Work (early September 2014 on)
* Production of GIS Maps and data sets reports (late September / early October 2014)
* Delivery of final GIS Maps and GIS data sets and final report (by late October 2014)

1. **Budget**

The total maximum budget for this service contract is €10,500 exclusive of VAT (if applicable).

The full tender documentation will specify all aspects relating to the open tender procedure including issues of conflicts of interest, confidentiality, tax clearance requirements and submission process.

## SCHEDULE 2

## RESPONSE DOCUMENT

## FOR

## REQUEST FOR TENDERS

**FOR THE ENGAGEMENT OF A SERVICE PROVIDER TO PROVIDE GIS SUPPORT FOR INLAND FISHERIES IRELAND WITHIN MULKEARLIFE**

**REFERENCE NUMBER: IFI / MulkearLIFE GIS Support 2014**

**CLOSING DAY: Friday**

**CLOSING DATE: 18th July 2014**

**CLOSING TIME: 17:00 HRS**

**DATED ISSUED: 3rd July 2014**

**Please Return Tenders in Hard Copy x 3 to:**

FAO: Ruairí Ó Conchúir

Tender Ref: IFI / MulkearLIFE GIS Support / 2014

**Address: Inland Fisheries Ireland,**

**Ashbourne Business Park**

**Dock Road**

**Limerick**

**Ireland**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the responding Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read the following information before completing this document**

**The response to this Request for Proposal/Tender must be made in the same format using the same number conventions as are in this Request for Proposal/Tender.**

**Please ensure that all required information is included in your Proposal/Tender. Neutral comments such as ‘noted’ will not be accepted as a compliant statement.**

**Any failure and/or incompleteness in this respect may result in rejection of the Proposal/Tender.**

**For your assistance notes are included under each response point – these should be deleted and replaced with the required information.**

**Please note that a copy of the completed response is also required in electronic format.**

**1. VENDOR’S DETAILS**

1.1 NAME OF VENDOR

(Click here and enter company name)

**1.2 POSTAL ADDRESS OF VENDOR**

(Click here and enter number)

**1.3 E-MAIL ADDRESS OF VENDOR**

(Click here and enter e-mail address of the contact for the tender process)

**1.4 TELEPHONE NUMBER OF VENDOR**

Click here and enter details here with full dialling code.

**1.5 FAX NUMBER OF VENDOR**

Click here and enter details here with full dialling code.

**1.6****COMPANY PROFILE**Click here and please provide a brief profile of the company here incorporating the following details:

1. legal form of company (public, limited, partnership, etc*.)*

Please enter details here.

*(b)* length of time in existence

Please enter details here.

*(c)* number of employees (total)

Please enter details here.

*(d)* number of employees in Ireland and Northern Ireland

Please enter details here.

*(e)* short list of the company’s principle areas of activities

Please enter details here.

*(f)* any additional company information in support of your Proposal/Tender

Please enter details here.

Please include a copy of your organisation chart at **Appendix 1**

**1.7 ACCOUNT MANAGER**

Please enter the name of the proposed Manager responsible for managing this account should your tender be successful, outlining his/her experience in handling similar accounts.

**1.8ACCOUNT TEAM**

Please enter details of the Team assigned to manage this account should your tender be successful and their areas of expertise

**2. PROPOSAL/TENDER - OVERVIEW**

Please give an overview here of your Proposal/Tender and include the details in Appendix 2.

**3. PROPOSAL/TENDER – SUMMARY OF COSTS**

Please give a summary of the premiums in Euro, with brokerage fees shown separately, and provide details in Appendix 3*.*

**5. LIST OF REFERENCES**

Vendors must nominate a minimum of two and preferably three reference sites. At least one management contact must be identified for each site, detailing the individuals, name, job title, address and telephone number.

**6. LIST OF CLIENTS**

Provision of a list of reputable clients for whom similar insurance services have been offered over the last 12 months.

**7. ABILITY TO ACT IN AN ADVISORY CAPACITY**

Please give relevant details.

**8.** **COMPANY ACCOUNTS / BANK REFERENCE**

Please attach audited accounts for the last 2 years plus details of your bank in Appendix 4

**9. OTHER INFORMATION FROM THE VENDOR**

Please give an overview here of any additional information you feel is pertinent to the Proposal/Tender and include the details in Appendix 5.

**11. APPENDICES**

Please complete attached appendices.

**APPENDICES**

**Appendix 1** Organisation Chart

**Appendix 2** Proposal/Tender Overview

**Appendix 3** Proposal/TenderCosts

**Appendix 4** Company Bank Details

**Appendix 5** Other Information from the Vendor

**Declaration to be completed by all**

**RESPONSE DOCUMENT**

**APPENDIX 1 ORGANISATION CHART**

*The details should follow immediately after this page.*

**RESPONSE DOCUMENT**

**APPENDIX 2 PROPOSAL/TENDER OVERVIEW**

*The details should follow immediately after this page.*

**RESPONSE DOCUMENT**

**APPENDIX 3 PROPOSAL/TENDER COSTS**

*The details should follow immediately after this page.*

**RESPONSE DOCUMENT**

**APPENDIX 4 COMPANY BANK DETAILS**

*The details should follow immediately after this page.*

**RESPONSE DOCUMENT**

**APPENDIX 5 OTHER INFORMATION FROM THE VENDOR**

*The details should follow immediately after this page.*

**DECLARATION**

**THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS**

**Name of Tenderer:**

**Address:**

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

1. The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.

Yes [ ] No [ ]

1. The Tenderer is the subject of proceedings for a 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.

Yes [ ] No [ ]

1. The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.

Yes [ ] No [ ]

1. The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located.

Yes [ ] No [ ]

1. The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.

Yes [ ] No [ ]

1. The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Yes [ ] No [ ]

# THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER’S ORGANISATION

**I certify 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 my organisation being excluded from participation in future tenders.**

SIGNATURE DATE:

NAME TEL:

POSITION FAX: