

# **Forestry Training and Education Ireland Ltd**

Invitation to Tender:

## **Provision of Forestry Training, Assessment and Certification**

(Ref No :**FTEI TENDER 07/10-001 Rev 3**)

## **Submission of Tenders**

Completed Tender should be submitted in a sealed envelope to:

Name: *The Secretary*

Address: *Forestry Training and Education Ireland Ltd, Main Street, Delvin, Co. Westmeath*

## **And clearly marked:**

“Provision of Forestry Skills Training, Assessment and Certification”  
And illustrating the Tender Reference Number

## **To be delivered no later than:**

Than the designated closure time and date

## **Late Tenders:**

Tenders must be completed in accordance with the format specified. Tenders received late will not be considered and incomplete tenders will be rejected. It is the responsibility of the Tenderer to ensure their tender is delivered to the designated address before the closing date and time.

## **Queries/Clarifications by Email Only**

Any queries in relation to this tender should be addressed to the secretary by email at: [secretary@ftei.ie](mailto:secretary@ftei.ie) / [info@ftei.ie](mailto:info@ftei.ie) or posted to

*Forestry Training and Education Ireland Ltd, Main Street, Delvin, Co. Westmeath*

## **1. Invitation to Tender**

Forestry Training and Education Ireland Ltd (FTEI) invites suitably qualified and experienced individuals and companies to tender for the provision, assessment and certification of skills training. This training is taking place within the context of the ongoing growth and development of the Forestry Industry.

## **2. The Training Required**

### **(a) Background and structure**

In 2005 a group of individuals representing companies and organisations involved in forestry training and education, in consultation with the Forest Service, Department of Agriculture, Fisheries and Food drew up a programme for training and education for the forest industry. In order to facilitate the organisation and administration of this curriculum the group formed a limited company, Forestry Training and Education Ireland Ltd (FTEI). This company was legally incorporated on the 8<sup>th</sup> January 2007. A Project Co-ordinator was also appointed.

The Forest Service, Department of Agriculture, Fisheries and Food provides the funding towards the cost of the training and education activities and the running of the company.

### **(b) Company Objectives**

- To advance training and education in forestry (which expression shall include all aspects of the science, economics, conservation, amenity and art of establishing and regenerating, cultivating, protecting, managing, harvesting, processing and marketing forests, woodlands, trees, timber, and wood and other products) in all its aspects, to encourage the study of forestry training and education and to maintain and improve standards of work practices in forestry.
- To ensure the availability and delivery of suitable programmes of education and training to cater for the needs of current and future operatives in forestry.
- To promote and encourage, guide and cooperate in the training and education of persons who are engaged or likely to be engaged in forestry.
- To develop a long term sustainable plan for the provision of training and education in Forestry consistent with the strategic needs of the forestry industry and in compliance with applicable safety, health and welfare legislation.

### **(c) Training Delivery**

The successful Tenderer will provide instruction, training, assessment and certification in the skills area being tendered for as follows:

- (a) a suitably qualified Instructor to provide the training at the appropriate ratio of candidates: 1 instructor. Evidence of recognised and up to date qualifications, both as a trainer and in the relevant discipline as well as safety/first aid qualifications, will be required.
- (b) a safe and appropriate location for the training and assessments. Training sites must be within a reasonable radius of the candidates. Performing daily risk assessments and trainability tests will be

required. If accidents occur, relevant documentation and assessments will be required as per statutory requirements.

- (c) Safe appropriate equipment for the task. Each candidate will have the use of appropriate, maintained equipment for the duration of the course.
- (d) a suitable qualified Assessor to assess the candidates. Evidence of qualifications will be required. The assessments must meet the criteria as required by the certification standard.
- (e) Sufficient time for the candidates to be confident at attempting their assessments.
- (f) Certification for the candidates who successfully pass their assessments.
- (g) Evidence of insurance, tax clearance and safety statement will be required before signing the contract.
- (h) a comprehensive register of attendance for the candidates signed daily by each candidate and verified by the instructor.

Candidates will be required to provide their own appropriate Personal Protective Equipment (PPE) for the course.

### **3. The Tender Process**

#### **i, Tender Document**

Tenderers should ensure their written proposal takes full account of the services to be provided and the designated award criteria for the contract. Provide itemised costing (e.g Equipment, Consumables, Trainer/Assessor, Overheads, Certification, Other Costs) for the provision, assessment and certification of the course

#### **ii, Eligibility Under EU Rules**

Any Tenderer to which any of the circumstances listed in Article 29 of the EU Council Directive 92/50/EEC (coordinating procedures for the award of public service contracts) apply, will be excluded from this competition. Broadly these circumstances include bankruptcy, professional misconduct and failure to pay taxes or social security contributions and misrepresentation. All tenderers will be required to confirm that they are in compliance with Article 29 of the EU Council Directive 92/50/EEC

#### **iii, Evaluation of Tenders**

Tenders will be evaluated and scored in accordance with the ' Criteria for Selection and Contract Award Criteria ' detailed in section 4.

#### **4. Criteria For Selection and Contract Award**

Forestry Training and Education Ireland Ltd uses an OPEN procedure for all contracts. Therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial, technical capacity and knowledge of forestry working conditions will have their tender considered. Selection will be determined in accordance with the criteria set out below and completion of Appendices A.

Contracts will then be awarded on foot of the most economically advantageous tender received, and in accordance with the following criteria:

A.	Understanding of the training and assessment to be provided	20%
B.	Capacity and resources to deliver the training & assessment required	20%
C.	Relevant skills, expertise, experience and up to date qualifications of designated instructors and assessors	20%
D.	Overall cost	40%

##### **(A) Understanding of the training and assessment to be provided**

Tenderers should demonstrate a clear understanding of the training and assessment to be provided as set out under the terms of reference in this invitation to Tender.

##### **(B) Capacity and resources to deliver the training & assessment required**

Tenderers should specify their capacity to deliver the training and assessment including an outline of any relevant resources available and required.

##### **(C) Relevant skills, expertise, experience and qualifications of designated instructors and assessors**

Tenderers should clarify the roles, skill, expertise, experience and up to date qualifications of any personnel to be assigned to deliver the training and assessment. Such personnel should have knowledge of forestry working conditions and relate the delivery of the training to the industry.

##### **(D) Overall Cost**

Tenderers should ensure that the Form of Tender (Appendix A) is completed in full, signed and dated; otherwise the offer will not constitute a tender and will be deemed invalid and eliminated.

Tenderers are advised that they must achieve a minimum acceptable level of 60% for each qualitative criterion in order to avoid elimination. FTEI is not obliged to accept the lowest price tendered or any tender and may decide, following evaluation of tenders not to proceed.

## **5. Instruction to Tenderers**

### **(1) General**

Tenderers should read these instructions and the tender documentation in its entirety, and ensure their tender response meets all the requirements set out.

### **(2) Tender Documentation**

If the Tenderer considers that any documents are missing, which would prevent them submitting a comprehensive tender, they should inform FTEI immediately.

### **(3) Tender Communication**

Tenderers should satisfy themselves as to the full nature and the requirements of the contract. Any errors or omissions should be notified to the FTEI at least seven (7) days prior to the closing date for tenders.

### **(4) Presentation of Tender**

The completed Tender shall be dealt with as prescribed under section 4 ' the Tender Process, a hard copy of the completed tender documentation must be submitted to FTEI. The Tenderer is fully responsible for the safe and timely delivery of the tender. Faxed emailed or late tenders will **not** be considered.

### **(5) Costs, Charges or Expenses**

FTEI will not be responsible for any costs, charges or expenses incurred by Tenderers.

### **(6) Form of Tender**

Tenderers are required to complete, sign and return with their tender a ' Form of Tender ' in accordance with Appendix A. **An electronic alteration to the document is not permitted and the tender will then not be considered.**

### **(7) Qualifications Questionnaire**

Tenderers are required to complete, sign and return with their tender a ' Qualifications Questionnaire ' and a Portfolio of Trainers/Instructors/Assessors to be employed in accordance with Appendix A, Section B. **An electronic alteration to the ' Qualifications Questionnaire ' is not permitted and the tender will then not be considered.**

### **(8) Evidence of Insurances**

Tenderers are required to submit with their tender, details of the terms of the insurance they intend to use to meet the requirements of the contract. This should include;

- a)Public Liability, trainees and public (€2.5 million)
- b)Pollution Liability
- c)Professional Indemnity (0.5million)
- d) Appropriate Employers Liability

### **(9) Freedom of Information**

Information supplied in respect of this tender may be disclosed by FTEI under the terms of the Freedom of Information Act, 1997, provided it is not exempt under the Act (e.g. personal information or commercially sensitive information where the public interest in non-disclosure outweighs the public interest in disclosure).

### **(10) Acceptability of Tenders**

Tenders may not be qualified or conditional, but should be submitted strictly in accordance with the tender documentation. Tenderers that do not comply with this requirement will be excluded from further consideration.

**(11) Tender Validity Period**

To allow sufficient time for tender assessment and any unforeseen delays, a Tender Validity period of 30 calendar days is required, commencing on the closing date by which the tenders are to be returned.

**(12) Currency**

Tender prices may be submitted in Euro (€) only. All invoices and payments will be in Euro (€) only.

**(13) Confidentiality**

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

Any effort by the Tenderer to influence FTEI in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract will result in the rejection of that tender.

**(14) Evaluation of Tender**

After the official opening of the tenders, FTEI or its nominated persons will as per criteria in section 4, evaluate the tender.

**(15) Clarification of Tenders**

To assist in the examination and comparison of tenders, FTEI may ask Tenderers for clarification of their tenders. No change in the price or substance of the tender shall be sought, offered or permitted.

**(16) Notification to Tenderers**

Successful and unsuccessful Tenderers will be notified in writing of the results of the tender process.

**(17) Suitable Individuals and Companies**

Tenders may be submitted by suitably qualified individuals and companies or a consortium of these. The successful Tenderer will be responsible to FTEI for the delivery of the training, assessment and certification.

**(18) Award of Contract**

At the discretion of FTEI, acceptance of a tender will be subject to the execution of an agreed contract with the successful training and assessment provider and to funding availability.

- **Tax Clearance Certification**

Contract award will be subject to the prompt production of a current tax clearance certificate issued by the Irish Revenue Commissioners. If the certificate should expire during the course of the contract a new certificate will be required.

- **Withholding Tax**

Payment of fees on foot of this contract may be subject to withholding tax as applied by the Revenue Commissioners

## APPENDIX A

***FTEI Ltd Office Use Only:***

Received By:	Date:	Time:
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Expiry Date:(+30 Calendar Days)

# **FORM OF TENDER**

## **PROVISION OF TRAINING, ASSESSMENT & CERTIFICATION**

**Tender Reference Number(s):** \_\_\_\_\_

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**Tenders must be submitted on this form.**

**Failure to do so will result in an invalid tender submission**

### **A) Application & Eligibility:**

<b>Tenderers' Full Name: (Company/Sole Trader)</b>	
<b>Address:</b>	
<b>Contact Name:</b>	
<b>Position in Company:</b>	
<b>Telephone No.:</b>	
<b>Fax No.:</b>	
<b>Email:</b>	

- *I/We confirm that I/We are in compliance with Article 29 of the EU Council Directive 92/50/EEC.*
- *I/We confirm that I/We have an Equal Opportunities Policy and a Complaints-Appeals Policy Procedure.*
- *If our tender is successful;*
  - *I/We confirm that I/We will sign a contract.*
  - *I/We confirm that I/We will furnish,*
    - i. *a copy of our Tax Clearance Certificate*
    - ii. *a copy of our up to date Insurance Certificate(s)*
    - iii. *a copy of our up to date Safety Statement*

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

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

### **B) QUALIFICATIONS QUESTIONNAIRE**

**Tender Reference Number:**.....

**(1) Understanding of Training and Assessment to be provided.**

*FTEI Ltd Use Only*



**1.1 Course:**

- 1.1.1 State the duration of the course. \_\_\_\_\_ day(s)
- 1.1.2 I/We intend to use the 'Training Monitoring Form-FTEI -001' to register and record the participation/progress of the training    Y\_\_\_ N\_\_\_ *(Please tick relevant answer)*
- 1.1.3 I/We intend to use the 'Non-Attendance Form-FTEI -0010' to register and record the failure for each scheduled participant    Y\_\_\_ N\_\_\_ *(Please tick relevant answer)*
- 1.1.4 Do you complete a trainability for each student prior to training commencing on the day (and each subsequent day for the duration of the course)    Y\_\_\_ N\_\_\_ *(Please tick relevant answer)*

*FTEI Ltd Use Only*

**1.2 Assessment:**

- 1.2.1 State your understanding of the course assessment

**1.3 Certification:**

- 1.3.1 What is the level of certification you provide

**1.4 Experience:**

- 1.4.1 Give details of relevant training provided in the past

**1.5 References:**

- 1.5.1 Give contact details of two (2) Referees to verify quality of previous training provided:

**Ref 1:** \_\_\_\_\_

Position:

Telephone:

Fax:

Email:

**Ref 2:** \_\_\_\_\_

Position:

Telephone:

Fax:

Email:

**Tender Reference Number:**.....

**(2)Give details of your capacity and resources available to you to deliver the training, assessment and certification.**



**2.1 Location:**

*(Please tick relevant answer where appropriate)*

**FTEI Ltd Use Only**

2.1.1 State the Name & Address of the Site/Venue.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.1.2 How far is the proposed location(km) from the specified training area? \_\_\_\_ km's

2.1.3 Do you provide Safety Site Risk Assessment? Y\_\_ N\_\_

2.1.4 Can you provide a Safety Statement? Y\_\_ N\_\_

2.1.5 Do you ensure that all trainees/candidates/students have read and understood the Safety Statement and Risk Assessment prior to commencing on the day, (and each subsequent day for the duration of the course) Y\_\_ N\_\_ *(Please tick relevant answer)*

2.1.6 Give details of how you overcome barriers .e.g language etc, in the event of ensuring that all trainees/candidates/students have read and understand the Safety Statement and Risk Assessment.

**2.2 Resources:**

2.2.1 Have you the complete resources (e.g. materials, equipment etc) to deliver the course and fulfil the required certification? Y\_\_ N\_\_

2.2.2 If maintenance is required, have you the location required to fulfil this task? Y\_\_ N\_\_

**2.3 Equipment:**

2.3.1 Is there equipment for each participant of the course? Y\_\_ N\_\_

2.3.2 Is the equipment correct and up to date for the task? Y\_\_ N\_\_

2.3.3 Is the equipment correctly maintained? How often? Y\_\_ N\_\_

2.3.4 Is the equipment correctly serviced/calibrated? Y\_\_ N\_\_  
How often? \_\_\_\_\_

2.3.5 Is the equipment checked and conforming to manufacturer's guidelines prior to each session/candidate usage? Y\_\_ N\_\_

**2.4 Insurance:**

2.4.1 Have you up to date/valid insurance Y\_\_ N\_\_

State type(s) **1:Public Liability, trainees and public (€2.5million)** Expiry Date\_\_\_\_\_

**2: Professional Indemnity (€0.5million)** Expiry Date\_\_\_\_\_

**3:Pollution Liability** Expiry Date\_\_\_\_\_

**4:Appropriate Employers Liability** Expiry Date\_\_\_\_\_

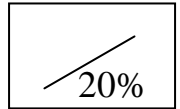
2.4.2 Attach a copy of insurance Certificate(s)

**Tender Reference Number:**.....

FTEI Ltd Use Only

**3) Give details of the skills, experience and up to date qualifications of all the designated instructors/trainers and assessors.**

**Attach a portfolio with up to date qualifications for each named.**



*(Note: Duplicate this page for additional names if required)*

**Instructor / Assessor:** (Circle Relevant) Portfolio Attached (With Copies of Qualifications)

FTEI Ltd Use Only

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

PPS No: \_\_\_\_\_ Assessor No: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications ; *(Please tick relevant answer where appropriate)*

1. Are you qualified as a Trainer by a recognised source?    Y\_\_ N\_\_
2. Are you qualified as a Trainer in each required module they intend to deliver training?    Y\_\_ N\_\_
3. Are you qualified as a First Aider?    Y\_\_ N\_\_
4. Are all your qualifications up to date ?    Y\_\_ N\_\_

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**Instructor / Assessor:** (Circle Relevant) Portfolio Attached (With Copies of Qualifications)

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

PPS No: \_\_\_\_\_ Assessor No: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications ; *(Please tick relevant answer where appropriate)*

1. Are you qualified as a Trainer by a recognised source?    Y\_\_ N\_\_
2. Are you qualified as a Trainer in each required module they intend to deliver training?    Y\_\_ N\_\_
3. Are you qualified as a First Aider?    Y\_\_ N\_\_
4. Are all your qualifications up to date ?    Y\_\_ N\_\_

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**Instructor / Assessor:** (Circle Relevant) Portfolio Attached (With Copies of Qualifications)

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

PPS No: \_\_\_\_\_ Assessor No: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications ; *(Please tick relevant answer where appropriate)*

1. Are you qualified as a Trainer by a recognised source?    Y\_\_ N\_\_
2. Are you qualified as a Trainer in each required module they intend to deliver training?    Y\_\_ N\_\_
3. Are you qualified as a First Aider?    Y\_\_ N\_\_
4. Are all your qualifications up to date ?    Y\_\_ N\_\_

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**Instructor / Assessor:** (Circle Relevant) Portfolio Attached (With Copies of Qualifications)

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

PPS No: \_\_\_\_\_ Assessor No: \_\_\_\_\_

Address: \_\_\_\_\_

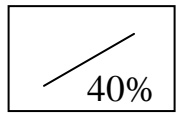
Qualifications ; *(Please tick relevant answer where appropriate)*

1. Are you qualified as a Trainer by a recognised source?    Y\_\_ N\_\_
2. Are you qualified as a Trainer in each required module they intend to deliver training?    Y\_\_ N\_\_
3. Are you qualified as a First Aider?    Y\_\_ N\_\_
4. Are all your qualifications up to date ?    Y\_\_ N\_\_

**Tender Reference Number:**.....

**4) Provide itemised costing (Equipment, Consumables, Trainer/Assessor, Overheads, Certification, Other Costs) for the provision of the training, assessment and certification of the course**

*FTEI Ltd Use Only*



4.1 Total Cost:		<i>FTEI Ltd Use Only</i>
ITEM (Title/Description)	COST (€)	
<b>TOTAL TENDER AMOUNT</b>		