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| **Request for Quotation**  **(Goods & Services less than €25,000 in value)** |
| **delivery of services in the area of European grant submission application process on behalf of the ETBI Directorate of Further Education and Training**  **Click here to enter text.**  **Click here to enter text.** |

# SECTION 1: Key information

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| --- | --- |
| F:\ICONS GMRFx\Icons_Location.png | * 1. **Context**  1. This Request for Quote (RFQ) is an invitation to suppliers/service providers to submit a quotation for the **delivery of services in the area of European grant submission application process on behalf of the ETBI Directorate of Further Education and Training** contract opportunity. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Calandar.png | * 1. **Our timeline**  1. Here is our timeline for this RFQ.  |  |  | | --- | --- | | Deadline for Quotes: | **Sunday, 11 October 2020 by 17:00 hrs** | | **Anticipated Contract start date:** | 12 October 2020 |   All dates and times stated are local time. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Contact book.png | * 1. **How to contact us**  1. All enquiries must be directed to our ETB’s nominated Point of Contact. We will manage all external communications through this Point of Contact only. 2. **Our Point of Contact**   **Name:** Fiona Maloney  **Email address:** Fiona.maloney@etbi.ie |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Pencil.png | * 1. **Developing and submitting your Quote**  1. You must use the Response Form provided further below 2. You may only include product brochures and appendices that are relevant to your response |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Home.png | * 1. **Manner for submitting your Quote**  1. Quotes must only be submitted by email/electronically to the following address:   [procurement@etbi.ie](mailto:procurement@etbi.ie)  Quotes sent by post or fax, or hard copy delivered to our ETB, **will not be accepted.** |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Key.png | * 1. **Our RFQ Process, Terms and Conditions**  1. **Offer Validity Period**: In submitting a quote the supplier/service provider agrees that their quote will remain open for acceptance by the ETB for four (4) calendar months from the Deadline for Quotes. 2. This RFQ is subject to our standard terms and conditions a copy of which is available upon request. |

# SECTION 2: Our Requirements

* 1. **What we require**

We are seeking European project experts that will provide knowledge and expertise of the European grant application process in the area of digitalisation applied to Further Education and Training Sector. Applicants must be highly qualified in subject area and have experience within industry or professional capacity and have the ability to apply theory/knowledge to application process with a view of achieving a positive outcome and successful application approval.

We estimate the quantity to be delivered is approximate 10 days duration

We require the services to be delivered at ETBI, Pipers Hill or agreed external site

Payment will be within 30 days from receipt of a valid invoice.

# SECTION 3: Our Evaluation Approach

* 1. **Evaluation Model (Choose from one of the following options)**

The evaluation model that will be used in this project is **lowest price quoted** will be the preferred option**.** This means that the lowest quote that meets any stated pre-conditions and is capable of full delivery on time will be selected.

**Subject to these pre-conditions (if applicable)**

This section is **applicable**

Each quotation/proposal must meet all these pre-conditions.

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| --- |
| **Pre-conditions/Minimum Requirements** |
| Professional knowledge and experience of the sector  Previous European grant application and project delivery experience |

**Award Criteria**

|  |  |
| --- | --- |
| **Evaluation Model** | |
| **Quality** | **20%** |
| **Experience** | **40%** |
| **Added Value** | **20%** |
| **Cost** | **20%** |

# SECTION 4: Pricing Information

* 1. **Pricing information to be provided by suppliers/service providers**

In submitting the price, the supplier/service provider must meet the following:

1. Suppliers/Service Providers are to use the pricing schedule template provided below.
2. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price exclusive of VAT.
3. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
4. In preparing their quote, suppliers/service providers are to consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in the quote and pricing information to manage such risks and contingencies.
5. Suppliers/Service Providers are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the ETB or a third party will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.
6. Prices should be tendered in Euro (€) Ex-VAT. Unless otherwise agreed, the ETB will arrange contractual payments in Euro (€).

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| **Request for Quotation**  Supplier/Service Provider Response |
| **[insert supplier name]** |

**Supplier/Service Provider Details**

|  |  |
| --- | --- |
| Name: | [insert supplier name] |
| VAT Number | Click here to enter text. |
| Postal Address: | Click here to enter text. |
| Contact Person or Persons: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Internet address (web address) (if applicable) | Click here to enter text. |

**Confirmations**

I submit the following quote in response to your RFQ. I confirm that **[insert supplier name] i**s able to deliver the requirements as follows:

|  |  |
| --- | --- |
| * To the required standard |  |
| * By the delivery date |  |
| * In the quantity requested |  |
| * To the/at the location requested |  |
| * Validity Period |  |
| * T’s & C’s accepted |  |

**How We Meet Your Needs**

I believe that my quotation proposal meets or exceeds the award criteria, as follows:

Click here to enter text.

In submitting this quote we have made the following assumptions:

Click here to enter text.

**Pricing**

Our **total price** for delivery of the requirements is **€Click here to enter text.** exclusive of VAT

A breakdown of the price is as follows;

|  |
| --- |
| Click here to enter text. |

**Authorisations & Sign Off**

I have been authorised to submit this quote on behalf of **[insert supplier name]**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** | Click here to enter text. |
| **Title/Position:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |