

**LHP Skillnet
Response Document
Impact & Evaluation study**



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Tenderer Details

Details of Tenderer (Prime-contractor if part of a consortium)		
Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.
Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party

When submitting your proposal please include all of the required items as part of your submission.

Documentation	Required
Proposal in format set out in this document.	Yes
Completed Appendix 1: Pricing	Yes
Completed (Signed) Appendix 2: Tenderers Statement	Yes
Completed (Signed) Appendix 3: Declaration of Bone Fides	Yes

1. Tax, Economic and Financial Standing & Insurances

Tax Clearance				Please confirm Y/N	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at revenue.ie . 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 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	
Turnover					
I confirm that we have achieved the turnover stated below.					
Year	2022	2023	2024		
Month End (e.g. July)					
Turnover	€	€	€		
I confirm that I will provide evidence of turnover promptly on request. NOTE: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.				Yes	
				No	
Insurances					
I confirm that we have the following insurances in place if applicable					
Insurance Type	Level required	Level in Place	Details of Excess	Renewal Date	
Employers Liability	€13,000,000	€			
Public Liability	€6,500,000	€			
Professional Indemnity	€1,000,000	€			
AND					
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.				Yes	
				No	
AND					
I confirm that I will provide the following promptly on request: - evidence of insurances in place; or, - letter from Insurance Broker confirming that the required levels can be put in place if successful				Yes	
				No	
Signed:		Position:			
Print Name:		Phone No:			
Company Name:		Date:			
Address:					

2. Understanding the Need of the Project

Set out your understanding of the need of the project and the challenges and opportunities it presents. In addition please outline your approach to meeting the objectives and outputs of the contract	Maximum Number of pages: 2
Insert your response here:	

3. Methodology & Approach

Please set out your proposed methodology and approach to this contract to include stakeholder engagement, project design and planning, work plan (tasks, timelines, assigned resources – Gantt chart), contract management plan (nominated contract manager, governance, resources, issues/risks, communications, responsiveness)	Maximum Number of pages: 5
Insert your response here:	

4. Case Studies and Previous Experience

Tenderers must demonstrate that they have previously successfully delivered services of a comparable scale and nature. Please provide details in the form of a case studies (a minimum of two, maximum of three). Limit your response to no more than 1,000 words for each Case Study	Maximum Number of pages per case study: 4
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Case Study / Reference Contract Number	1	Lot Number	N/A
Client Name and Address			
Contact Name			
Contact Number			
Contract Date(s)	From		
Contract Value			
Description of Contract			
What involvement did the proposed team have in this contract?			
Taking account of the requirements outlined in Appendix 1 of the RFT, please provide information in relation to the following, demonstrating comparability with the requirements of LHP Skillnet			
How does this reference contract demonstrate experience of providing the service of this nature?			
Describe the process followed and the nature of the working relationship with your client.			
How does this reference contract demonstrate your capacity to deliver a contract like this one?			

Case Study / Reference Contract Number	2	Lot Number	N/A
Client Name and Address			
Contact Name			
Contact Number			
Contract Date(s)	From		
Contract Value			
Description of Contract			
What involvement did the proposed team have in this contract?			
Taking account of the requirements outlined in Appendix 1 of the RFT, please provide information in relation to the following, demonstrating comparability with the requirements of LHP Skillnet			
How does this reference contract demonstrate experience of providing the service of this nature?			
Describe the process followed and the nature of the working relationship with your client.			
How does this reference contract demonstrate your capacity to deliver a contract like this one?			

Case Study / Reference Contract Number	3	Lot Number	N/A
Client Name and Address			
Contact Name			
Contact Number			
Contract Date(s)	From		
Contract Value			
Description of Contract			
What involvement did the proposed team have in this contract?			
Taking account of the requirements outlined in Appendix 1 of the RFT, please provide information in relation to the following, demonstrating comparability with the requirements of LHP Skillnet			
How does this reference contract demonstrate experience of providing the service of this nature?			
Describe the process followed and the nature of the working relationship with your client.			
How does this reference contract demonstrate your capacity to deliver a contract like this one?			

5. Proposed Project Team.

In no more than 1 page per person, please include a curriculum vitae in the following format for each key team member, including the nominated contract manager: • Name of Candidate • Proposed Role • Biography / Suitability for the Role - No more than 150 words • Previous Relevant Experience & Expertise -No more than 500 words • Relevant Educational Qualifications	Maximum Number of pages per team member: 1
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Name of Candidate	
Proposed Role	
Biography / Suitability for the Role	
Previous Relevant Experience & Expertise	
Relevant Educational Qualifications	

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Proposed Role	
Biography / Suitability for the Role	
Previous Relevant Experience & Expertise	
Relevant Educational Qualifications	

Name of Candidate	
Proposed Role	
Biography / Suitability for the Role	

Previous Relevant Experience & Expertise	
Relevant Educational Qualifications	

6. Proposed cost of project

Please include a full break down of proposed cost for this project

Costs relating to Interim Report 1					
Item	Cost per day/ allocated cost (Ex VAT)	Number of Days	VAT Rate %	VAT Cost	Total € (EURO)
Total					
<u>Additional Notes</u>					

Costs relating to Interim Report 2					
Item	Cost per day/ allocated cost (Ex VAT)	Number of Days	VAT Rate %	VAT Cost	Total € (EURO)
Total					
<u>Additional Notes</u>					

Costs relating to Final Impact Report 3					
Item	Cost per day/ allocated cost (Ex VAT)	Number of Days	VAT Rate %	VAT Cost	Total € (EURO)
Total					
<u>Additional Notes</u>					

Appendix 2- Tenders Statement

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

TENDERERS' STATEMENT

TO: LHP Skillnet (the "Contracting Authority") RE: Request for Tenders for the NH-Lead Impact & Evaluation Study of the Nursing home Leadership initiative.

Having examined your Request for Tenders (the "CFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Services Contract, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Appendix 1 to the CFT.
2. We accept all of the Terms and Conditions of the CFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract to execute the Services Contract.
3. We accept all the Selection and Award Criteria as set out in Part 2 of the CFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the CFT and our Tender.
5. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out at Part 2 of the CFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline.
8. We shall, if awarded any Services Contract under the CFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by the CFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.

Signed

(Authorised Signatory)

Print Name

Company

Address

Date

APPENDIX 3 Declaration as to personal circumstances to tender

Re: CFT For the completion of an evaluation and impact study on behalf of LHP Skillnet

NAME: Click here to insert name Name

ADDRESS: Click here to insert address

I, Click here to insert name of Declarant having been duly authorised by Click here to insert name of entity, sincerely declare that Click here to insert name of entity itself or any person who has is a member of the administrative, management or supervisory body of Click here to insert name of entity or has powers of representation, decision or control in Click here to insert name of entity

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or Click here to insert name of entity
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council
- (f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council
- (g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.
- (h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).

- (i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (j) Is not guilty of grave professional misconduct.
- (k) Has not entered into agreements with other economic operators aimed at distorting competition.
- (l) Is not aware of any conflict of interest due to its participation in the Competition.
- (m) Has not had any prior involvement in the preparation of the Competition.
- (n) Has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
- (o) Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016)
- (p) Has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

Signature of Declarant

Name of Declarant in print or block capitals

Declared before me by who is personally known to me (or who is identified to me

by who is personally known to me)

at this day of20.....

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