1 REQUEST FOR QUOTATION

2 FOR AGGREGATE SPEND UPTO €50,000 (Excl. VAT)

Subject of Quotation	**Provision of Youth Arts Services for dlr Arts Office programme**
Key Dates	
Issue Date	**Thursday 26 November 2026**
Closing Date for Queries	**Wednesday 16 December 2026 at 1pm**
Closing Date for Quotations Submission	**Thursday 7 January 2027 at 1pm**
Contact for Queries	Submit via www.etenders.gov.ie
Format for submission of quotations – use the Quotation Response Document provided	
Submit via www.etenders.gov.ie **Please note that information relating to this Request for Quotations, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties. Please upload your response as a ZIP FILE to protect the integrity of the file names.**	

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Disclaimer

This Request for Quotation (RFQ) document issued herewith ("the Document") is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Tenderers are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

4 Use of eTenders (if applicable)

Please note that information relating to this Request for Quotations, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties. In order to submit a response, it is mandatory to have **ASSOCIATED** your company with the competition using the eTenders log in.

5 Use of a Quotation Response Document (if applicable)

The Contracting Authority have provided a Quotation Response Document (QRD) as a separate document for tenderers to use in preparing their response to this Request for Quotations. This document and format must be used. Tenderers should note that personalisation of the QRD is not allowed, and they must not add their branding/colours to the QRD.

Please note that in addition to this RFQ and the QRD, the following documents form part of the tender documentation:

- Any Clarification documents issued by the Contracting Authority during the Quotation submission period. Tenderers must ensure they regularly monitor eTenders and review any Clarification documents published.

It is recommended to upload your response as a **Zip file** in order to protect the integrity of file names.

6 About the Contracting Authority

6.1 The Contracting Authority

Dún Loaghaire Rathdown County Council herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Dún Laoghaire-Rathdown (the 'County') is one of four local authority areas in the Dublin region.

Dún Laoghaire-Rathdown (DLR) is located between the outer suburbs of Dublin City and the Dublin mountains; with its 17km of coastline, harbour, attractive towns and villages alongside communities where residents and visitors enjoy some of the best natural amenities in Ireland. It also has the benefit of unparalleled access to public transport, employment opportunities, leisure facilities, education, shopping and an attractive public realm. It is a smart, vibrant county; attractive, inclusive and accessible to all.

The County covers the electoral areas of Blackrock, Dundrum, Dún Laoghaire, Glencullen-Sandyford, Killiney-Shankill and Stillorgan. The County's vibrant community is focused across a number of villages, each with its own strong identity, such as Dalkey, Foxrock, Monkstown,

Shankill, Sandyford and Stepaside. A new town, the biggest urban infrastructure in the country is being built at Cherrywood, which will have a population of 25,000 people.

Dún Laoghaire-Rathdown County Council provides and funds a broad range of services including Environment, Housing, Roads, Walking and Cycling routes, Parks and Playgrounds, Libraries, Sports facilities, Litter Control, Arts Centres, Enterprise units, Fire Services, Community infrastructure and financial supports. It also serves as a platform for local democracy with 40 Councillors spread across the six electoral areas, who each serve a five-year term. As the policy makers, Councillors exercise their authority through Reserved Functions. These functions include adoption of the County Development Plan, Corporate Plan, Annual Budget, including the setting of the commercial rate, and varying the Local Property Tax.

Our customers include over 233,000 residents in 78,600 households, businesses with over 95,000 employees, and those who visit our County either for recreation or work. The vision is a progressive, sustainable, inclusive and accessible county underpinned by a strong economy, and our mission is to work together to provide a quality public service.

Further information is available at our corporate website www.dlrcoco.ie.

6.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

7 Scope of Requirement

7.1 Specification of Requirements

The quotation required is for the provision of youth arts services for Dún Laoghaire-Rathdown Arts Office Programme from 2027-2029. Tenders are invited from suitable, qualified and experienced individuals and/or companies to deliver youth arts services. This includes delivery of cross art form youth arts workshops, events and reporting in line with UBU Your Place Your Space Funding. UBU Your Place Your Space provides out of school supports to young people. These supports offer a wide range of quality activities, which are mainly community-based. https://ubu.gov.ie

The initial contract period will be from 18 January 2027 to 17 January 2028, with the option, subject to satisfactory performance and agreement by both parties, to extend the contract for a further period of up to one year, to a maximum total contract value of €49,000.

The successful service provider must have specific experience of working to provide services through the arts for and with young people. The Youth Creative Engagement Programme is aimed at engaging targeted young people using the arts and/or creative media to develop and respond to their needs. The successful service provider will work with Dún Laoghaire-Rathdown (DLR) County Council's Arts Office and local community and youth services in the County.

The successful service provider will design and deliver a programme in youth arts and/or creative media by consulting with services and targeted young people in the County. The service provider will be responsible for co-ordination of all aspects; direct facilitation, recruitment of participants, sourcing (but not directly contracting) and overseeing any additional tutor facilitation, delivery of informal training for youth development officers, monitoring progress, writing reports and additional administration as required by funders.

Key outputs required by the service provider:

1. Develop a programme/series of projects that respond to the needs of targeted Young People aged **10 – 24 years** through a youth led and youth informed programme drawing from their specialist knowledge in the arts and/or creative media.
2. Liaise with the local services in the County for example, Crosscare Youth Services, Family Resource Centres, Community Garda, International Protection Accommodation Service (IPAS), Youth at Risk Network and dlr Children and Young Peoples Services Committee, to achieve the aims of the role.
3. Support the development of Youth Development Officers in Crosscare Youth Services in arts and/or creative media.
4. Ongoing programme budget and financial management within the parameters of the UBU programme funding.
5. Keep a record of project development and youth engagement in line with funding requirements and prepare detailed reports as required.

The service provider will be subject to Garda vetting and should have a current Child Safeguarding Statement.

The service provider will be responsible for all HR and employment matters, including any relevant Health and Safety related training, as may be required by law.

The service provider agrees to adhere to Health and Safety legislation and implementing associated requirements. This will include, but not limited to, Safety Statements, Risk Assessments and Systems of Safe Working Practice Sheets issued by Dun Laoghaire-Rathdown County Council.

7.2 Delivery Locations

This county-wide Youth Arts Service uses arts as an engagement method, building the capacity of and working in partnership with the established providers across the County; Crosscare Youth Services, the Local Drugs Task Force, local schools, community groups and DDLETB service.

The aim is to reach the UBU target groups across the Dún Laoghaire-Rathdown catchment. Arts (and sport) offer a low-barrier, non-stigmatising route to engagement and are particularly effective in reaching marginalised cohorts county-wide, including the area's 504 young carers, 131 young Travellers, approximately 8,048 young people aged 10–24 with a disability, and IPAS/migrant and LGBTI+ young people.

7.3 Pricing

Economic operators must complete all required inputs in the pricing schedule to remain eligible in this competition. Any alteration or amendment to the pricing schedule may result in that economic operator’s bid being rejected.

7.4 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

7.4.1 Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

7.4.2 Invoicing

Invoices shall be submitted by the successful economic operator on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider.

7.5 Award to Runner Up

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful economic operator has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

8 Evaluation criteria

8.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant economic operators. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

(a) General economic operator information.
(b) Confirmation of tax compliance.
(c) Confirmation that the economic operator is appropriately insured.
(d) Confirmation via declaration that the economic operator is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

8.2 Award Criteria

The contract will be awarded on the basis of a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

Please note that the maximum marks available is 100

Criterion A	Weighting	Maximum Marks	Minimum Marks
Proposed daily rate for delivery of Youth Arts Services.	20%	20	5
Description	Please complete the Quotation Form provided in the Quotation Response Document.		
Criterion B	**Weighting**	**Maximum Marks**	**Minimum Marks**
Previous demonstrated relevant experience	80%	80	30
Description	Examples of relevant experience (including that undertaken in the last five years) which demonstrates suitability and experience as outlined in the scope of requirements.		

8.3 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score of tenders who comply:

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

Maximum Points available for Cost		**A**
Cost of lowest valid tender received		B
Cost for the tender being evaluated		C
Formula employed		$\frac{A \times B}{C}$

8.4 Methodology for Calculating Scoring of Qualitative Criteria

Each qualitative criterion will be assessed using the following weighted system

Scoring Band	Description
1 (90% - 100%)	An **excellent** response that fully meets requirements and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver on the Contracting Authority's requirements to an excellent standard.
2 (80% - 89%)	A **very good** response demonstrating very good understanding offering assurance that the Tenderer will deliver on the Contracting Authority's requirements to a very good standard.
3 (60% - 79%)	A good response that demonstrates real understanding of the requirements and assurance that the Tenderer will deliver on the Contracting Authority's requirements to a good standard.
4 (40% - 59%)	A **satisfactory** response which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of the Contracting Authority's requirements to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
5 (20% - 39%)	A **poor** response where some capabilities to meet the requirements are detailed however reservations exist. Lacks full credibility and/or convincing detail, and there is a significant risk that the delivery of the Contracting Authority's requirements will not be successful.
6 (1% – 19%)	A **very poor** response where limited information was provided and serious reservations exist. This may be because, for example, insufficient detail is provided, and/or the response has fundamental flaws, is seriously inadequate or seriously lacks credibility with a high risk of non-delivery of the Contracting Authority's requirements.
7 (0%)	No response or response completely fails to address the criterion under consideration.
Marks in the score ranges outlined above can be awarded where responses so merit additional marks.	

Note: where there is a tie-break, the economic operator with the highest quality score will be awarded the quotation. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the quotation.

All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the quotation process.

9 Format of Response

Economic operators are required to complete the separate **Quotation Response Document (QRD)** which contains:

(i) General Economic operator Information
(ii) Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
(iii) The Quotation Form for pricing information and where relevant response to the Qualitative Award Criteria.

Please ensure you read the Instructions to economic operators Quoting as detailed in Section 8.

10 Instructions for economic operators quoting

10.1 Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

10.2 Submission of Quotations

Quotations should be submitted to the email address listed on the title page of this document or through www.etenders.gov.ie. [if applicable]

10.3 Queries

All queries regarding this quotation must be submitted via the process listed on the title page of this document. Queries should also be marked referencing the title of the procurement.

Queries should be raised as soon as possible and, in any case, at **least 3 days** before the closing date.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

10.4 Currency and Payments

The currency in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT, with the applicable rate of VAT clearly indicated.

A schedule of payments will be agreed with the successful tenderer and invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

Please note that for individuals, an assessment will be carried out by our Finance section to determine method of payment. In general, for individuals, payments will be via payroll for taxation purposes only.

10.5 Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

10.6 Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

10.7 Freedom of Information Acts

All responses to this Request for Quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

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. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender

or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

10.8 Data Protection

Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the "Declarations" section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

10.9 Publicity

Economic Operators shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word "media" includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

10.10 Tax Compliance

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site http://www.revenue.ie. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

10.11 Withholding Tax

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

10.12 Irish Legislation and Law

Economic Operators should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract(s) awarded on foot of this tender process will be governed by Irish law.

10.13 Dignity at Work

The successful economic operator(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

10.14 Interference and Inducement to Purchase

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

10.15 Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications. All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the tender process.

10.16 Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing that the existing personnel in terms of qualifications and experience.

10.17 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The successful tenderer may have a non-exclusive licence to use such material but only for its own purposes (subject to agreement).

10.18 Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

10.19 Responsibility of Successful Party

As a condition of award, it shall be the successful tenderer's sole responsibility to ensure they have taken account of all obligations under the Contract including supply chain and related risk factors.