



Arts Council

Tendering

Frequently Asked Questions (FAQ's) and Answers

Tender for provision of Per Cent for Art Adviser Services

Publication of Tender and documentation at www.etenders.gov.ie	-	Thursday, 20 December 2018
Deadline for submission of questions/ Queries (via www.etenders.gov.ie)	-	Thursday, 10 January 2019 – 12 noon
Deadline for receipt of tender responses (via www.etenders.gov.ie)	-	Friday, 18 January 2019 – 12 noon

Note:

The information provided in this document is for general information and assistance only.

Number:	Question:	Answer:
1.	Why is this tender being published on www.etenders.gov.ie ?	The Arts Council as a public Body is subject to the Irish Government's procurement Guidelines and EU Directives and must advertise all contracts with a value over €25,000 (excluding VAT) on the Government Procurement portal – www.etenders.gov.ie
2.	What is the difference between the Irish Government's procurement Guidelines and EU Procurement Directives?	For the Arts Council the procurement of goods and services procurement guidelines apply to all contracts with a value under €221,000 (excluding VAT), known as below EU Threshold value contracts and the EU Directives apply to all contracts with a value over €221,000 (excluding VAT), known as above EU Threshold value contracts.
3.	Do procurement Guidelines or Directives apply to this contract?	Contract values are calculated based on the total value of the contract for the total contract period. As the value of this contract is under €221,000 (excluding VAT), the Government procurement Guidelines are applicable.
4.	Which tender process is being used for this Contract?	The Open tender process is being used for this Contract. This is to ensure openness and transparency in the awarding of the contract.
5.	What is the Open tender process?	An open tender process is a single tender process which is being advertised on www.etenders.gov as a tender notice containing the tender documentation inviting all suitably qualified Service Providers to submit a tender.
6.	When will the contract commence and how long is the contract period?	It is envisaged that this contract will commence in February 2019 for a period of 3 years. The Arts Council reserves the right to extend the contract for a period or periods in aggregate of up to one year subject to agreement with the successful Tenderer.
7.	How do I gain access to the tender documentation on www.etenders.gov.ie ?	Once a Tenderer/Interested party is registered as a User on www.etenders.gov.ie , they can Express their Interest in the tender and download the documentation.

Number:	Question:	Answer:
8.	If I have problems down-loading the documentation from www.etenders.gov.ie what should I do?	Ensure that you are registered on the system as a Supplier or contact the etenders helpdesk at 021 243 92 77 (please dial +353 21 243 92 77 if your call is from outside of Ireland) during office hours (09:00am – 17:30pm GMT) or email etenders@eu-supply.com
9.	I have down-loaded the documents, how many documents should I have?	There are 4 documents available for this tender competition: <ol style="list-style-type: none"> 1. Invitation to Tender (pdf format) 2. Specimen Contract – (pdf format) 3. Frequently Asked Questions (FAQ’S) and answers (pdf format) 4. Form of Tender (in Word format)
10.	What information is included the Invitation to Tender document?	This document contains the tender “Instructions” - information required experience required, evaluation award criteria, deadline for questions/queries, deadline for submission of tender responses and the Arts Council’s standard tendering terms and conditions.
11.	What information is included in the Specimen Contract (Appendix 3) document?	This document is the contract that will be completed and signed by the successful Tenderer and the Arts Council. This document contains the Arts Council’s standard terms and conditions for carrying out business, the services requirements in Schedule 1 and the Contract pricing in Schedule 2 (Fees).
12.	What should I do next?	Read all documentation in detail and confirm that you are suitability qualified (See Section E – Award Criteria of the Invitation to Tender document) to meet the requirements and to deliver the services as outlined in Schedule 1 of the Specimen Contract document.
13.	I have some questions and queries, how do I submit these?	All questions and queries must be submitted via the Questions and Answers facility on www.etenders.gov.ie only on or before the deadline of: 12 noon – Thursday, 10 January 2019. Please refer to Section C of the Invitation to Tender document for further information.

Number:	Question:	Answer:
14.	When and how will I receive responses to any questions or queries I raise?	In order to ensure transparency any questions or queries raised and answers will be published via www.etender.gov.ie as soon as possible after the deadline at 13 above.
15.	How is my proposed pricing to be calculated and submitted?	<p>Tenderers are advised that the Arts Council has a budget allocation as outlined in Appendix 2 - Quality and Price Submissions of the Invitation to Tender document</p> <p>This amount is inclusive of expenses and exclusive of VAT.</p> <p>Tenderers are advised to take this into account in preparing their tender response. Proposed pricing must not exceed the upper budget limit and must be submitted in the format as outlined in Appendix 2 – Quality and Price Submissions of the Invitation to Tender document.</p>
16.	Does my proposed pricing need to include VAT?	No, all pricing must be submitted exclusive of VAT.
17.	Does my proposed pricing need to include expenses?	<p>Yes, all pricing must be submitted inclusive of expenses to deliver the required services.</p> <p>Any additional expenses, if required during the contract term will be agreed in advance with the successful Tenderer.</p>
18.	I am a Sole Trader do I need to set-up a Company structure prior to submitting a tender or as part of Contract Award?	No, the Arts Council welcomes tender submissions from suitably qualified Individuals, Companies, Partnerships and SME's.
19.	Do I need to have the required levels of insurances in place prior to submitting a tender?	No, only the successful Tenderer is required to provide evidence that the insurance requirements (as outlined in Section F of the Invitation to Tender document) are in place. This will be requested as part of the Contract Award procedure. However, Tenderers should take into account the costs of such insurances when preparing their proposed pricing.

Number:	Question:	Answer:
20.	Do I need to submit a valid Tax Clearance Certificate with my tender response?	Tenderers may if they so wish submit their valid Tax Clearance Certificate (or Tax Reference and Access numbers) with their tender response, however, this is not essential as this document will be requested from the successful Tenderer as part of the Contract Award procedure.
21.	What information do I need to submit in my tender response?	<p>Please refer to Appendix 2 – Quality and Price Submissions of the Invitation to Tender document and provide the information in the format outlined ensuring to address the award criterion at Section E.</p> <p>It is essential that the Form of Tender document is signed as outlined and submitted.</p>
22.	What is the Form of Tender document?	<p>This is the document which Tenderers sign to confirm they understand the terms of the tender/contract and confirm their proposed pricing.</p> <p>Tenderers are advised to note that as the Invitation to Tender and Specimen Contract documents are provided in pdf format, a copy of the Form of Tender document is also provided in Word format for ease of completion.</p>
23.	When is the deadline for submitting my tender response?	The deadline for receipt of tenders is: 12 noon – Friday, 18 January 2019.
24.	How do I submit my tender response?	<p>All tender responses must be submitted via the post-box facility on www.etenders.gov.ie Tenderers are reminded to allow sufficient time for uploading tender responses – please see Section B of the Invitation to Tender document for instructions and procedures.</p> <p>The etenders system will provide a delivery receipt once your tender has been successfully submitted.</p>

Number:	Question:	Answer:
25.	How do I submit the Form of Tender document?	Please complete and sign the Form of Tender document, scan and upload it to www.etenders.gov.ie with your tender response as failure to do so will result in your tender being non-compliant.
26.	Is it possible to submit my tender response via email or post?	No, all tender responses must be submitted as outlined in number 24 and 25 above.
27.	I have missed the tender submission deadline, is it still possible to submit my tender response?	Unfortunately not, as the www.etenders.gov.ie post-box facility is time controlled and will be closed after the tender submission deadline at 23 above.
28.	What happens after I submit my tender response?	The Arts Council will down-load all tender responses, check for compliance and will complete a detailed evaluation process of all compliant responses in line with the award criterion as outlined in Section E the Invitation to Tender document.
29.	Will my tender response be acknowledged?	Yes, the Arts Council will acknowledge each tender response by email via www.etenders.gov.ie as soon as possible after the tender submission deadline.
30.	Will I need to present my tender to the Arts Council in person or attend any meetings?	The Arts Council may invite some Tenderers to attend a clarification meeting in the Arts Council's offices at 70 Merrion Square in Dublin. If clarification meetings are required, it is anticipated that these will take during the week commencing Monday, 28 January 2019 .
31.	When will I know if my tender has been successful?	The Arts Council will notify all Tenderers as soon as possible once the evaluation process has been concluded.
32.	If I am disappointed that my tender has been un-successful what can I do?	The Arts Council will endeavour to provide reasons and information in the letters to un-successful Tenderers as to why their tender was un-successful.
33.	May I request further information as to why my tender was un-successful?	Further information, if available will be provided on written request (by email).