

Invitation to Tender

18th February 2013

To whom it may concern,

Ulster GAA invites offers for the supply of Mouth Guards. Your tender must be submitted in compliance with the information required and outlined in this tender pack.

It is the responsibility of the tenders to ensure that the information required is submitted by Hard Copy, marked Mouth Guards Tender to Michelle McAleer Head of Finance Ulster GAA, 8-10 Market Street, Armagh, BT61 7BX by 5pm Monday 25th February. Tenders received after this date and time shall not be considered but will be opened and recorded late tender and then returned to sender. E-mail and soft copy tenders shall not be accepted.

For queries on the tender process please contact Ryan Feeney at the Ulster GAA Offices on (028) 3752 1900 during office hours or e-mail ryan.feeney.ulster@gaa.ie

Yours Sincerely

Michelle McAleer
Head of Finance, Human Resources and Business Development

ULSTER GAA

Promoting Equality, Tackling Poverty & Social Exclusion through Sport Programme

Introduction

The Ulster Council of the GAA (Ulster GAA) is proposing to deliver over a three-year period a project titled 'Promoting Equality, Tackling Poverty and Social Exclusion through Sport' which comprises five revenue programmes.

Ulster GAA is the Governing Body for Gaelic Games in the province of Ulster and has the following Mission:

"To foster and grow the GAA across Ulster strengthening its position as the province's leading amateur sporting cultural community and volunteer driven movement."

The GAA is a community organisation, with over one million members and over 2,750 Clubs throughout the world. GAA Clubs provide a key community anchor and remain the Province's leading providers of sporting, cultural and community development activities. The GAA is committed to playing its part in the development of a shared and better future for everyone on the island of Ireland.

Within Ulster there are 580 Clubs and units, involving around 250,000 volunteers. Ulster GAA works in partnership with the nine GAA County Committees as well as the Ulster Councils for Ladies Gaelic Football, Camogie, Handball and Rounders. They promote, enhance, develop and strengthen Gaelic games and associated activities at grassroots level together with continuing to promote diversity and inclusion at all levels of the Association.

Background

The Department for Culture, Arts and Leisure have provided funded funding to Ulster GAA of £1.5 million under the 'Promoting Equality, Tackling Poverty and Social Exclusion through Sport Programme'. Ulster GAA have identified a need for five revenue programmes over the three year funding period to tackle poverty and social inclusion:

The programme is broken down into 5 development areas for roll out:

- (1) Urban Club and School Coaching Equipment and Support Programme
- (2) Disability Gaelic Games Programme
- (3) Club and Community Volunteer Development
- (4) Health, wellbeing and ASAP Programme
- (5) GAA Volunteer Skills Programme

Outline of Requirements

For ease of evaluation and uniformity purposes tenderers must submit a submission which clearly details how they will deliver the requirement for each area of this project taking account of the criteria and requirements specified below. To be considered, each prospective tender should address the following in their tender application:

Scope of the Contract: Procurement Item 1- Mouth Guards (REF: UGAAMG003)

		Schools Pack 1 (58 packs)	Football Club (23 packs)	Hurling Club (1 pack)	Dual Club (5 Packs)
Item	Quantity Total	Quantity per pack	Quantity per pack	Quantity per pack	Quantity per pack
Mouth Guards (Boil and Bite)	4350	50	50	50	50

Scope of the Contract: Procurement Item 3- Mouthguards (REF: UGAAMG003)

- The Mouthguards must be marked with the CE standard mark
- The Mouthguards are a boil and bite model
- Items must be produced and delivered no later than the 29th March 2013

Company bidding for the tender must be able to evidence their capacity to deliver the contract during the stated time

Contract Management and Payment Arrangements: Following a successful tender application the company bidding for the contract will be required to meet and agree financial arrangements for the programme. Which involve invoicing and payment within 30 days. Please note that Ulster GAA is not bound to accept the lowest for of tender

Conflict of Interest: Tenderers must declare at part of their application any potential conflict of interest

Mobilisation of Contract/Delivery: Equipment is to be delivered to the address below as stated above no later than March 29th 2013 to Ulster GAA Headquarters, 8-10 Market St, Armagh, BT61 7BX

ULSTER GAA
INVITATION TO TENDER

CONTRACT FOR MOUTH GUARDS

Reference Number: UGAAHE003

Customer: Ulster GAA

1. INSTRUCTIONS TO TENDERERS

Ulster GAA invites you to tender for the above contract.

Completed tenders should be returned to Ulster GAA 8-10 Market Street Armagh by 5pm on Monday 25th February. Late tenders will not be accepted. Ulster GAA is not obliged to accept the lowest or any tender.

2. MANDATORY REQUIREMENTS

Tenderers must meet the following mandatory requirements:

1) Demonstrate previous experience undertaking a significant contract such as supplying a governing body of sport, major team or undertaking a major equipment contract
2) Demonstrate ability to provide equipment within GAA safety requirements IS 355 Approval information available on www.gaa.ie
3) Include a price for Mouth Guards Any prices quoted must be exclusive of VAT and in pounds sterling. (Please note that Ulster GAA is not bound to accept the lowest or any tender)

4) Clearly state the percentage that will be added as a handling charge to 3rd party costs and ensure all prices are exclusive of VAT

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3. EVALUATION CRITERIA

Evaluation Criteria	Marks Available
Price (<i>Please complete the price schedule</i>)	100%

4. SPECIFICATION

- The Mouthguards must be marked with the CE standard mark
- The Mouthguards are a boil and bite model
- Items must be produced and delivered no later than the 29th March 2013

5. PRICE SCHEDULE

Description of Item (To be completed by customer)	Description of Item being offered including Make and Model. (To be completed by tenderer)	Quality	Price (excluding VAT)	Delivery Period	Details of any Warranty added benefit available
Mouth Guards		4350			
Total Item Cost (excl VAT)					

Delivery Charge applicable (excl VAT)	£
Total Cost of providing the items (excl VAT)	£

FORM OF TENDER

CONTRACT FOR: *MOUTH GUARDS*

1. We the undersigned hereby tender for this contract in accordance with the Supply Terms and Conditions of Contract and specification at the prices quoted in the pricing schedule.
2. We agree that the tender together with your written acceptance thereof shall constitute a binding contract between us and the customer.
3. We certify this is a bona fide tender intended to be competitive.
4. For the purposes of Articles 64-66 of the Fair Employment and Treatment (Northern Ireland) Order 1998, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
5. We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.
6. We understand that the Customer does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
7. We are exempt from VAT under the terms of the Value Added Tax Act 1994.
8. If not exempt my VAT Registration No is - _____
9. *Please delete the following statements as appropriate.*

1. We confirm that there is not a conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract;

or

2. We wish to advise that there is a possible conflict, or perceived conflict of interest, in relation to personnel and their involvement in this contract for the following reasons. (Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.)

Signed by:

Duly authorised
to sign for and
on behalf of:

Date

Please indicate what category of supplier you fit into:

Organisation Size/Number of Employees

Micro (1 to 9 staff)	
Small (10 to 49 staff)	
Medium (50 to 249 staff)	
Large (250 or more staff)	

What is your post code?	
Which council area are you/your company based in?	

