

**ROYAL DUBLIN SOCIETY of
Ballsbridge, Dublin 4**

TENDER FOR: Event Management of
the Primary Science Fair with an option
to include Event Co-ordination of the
Primary Science Fair

REFERENCE NUMBER:
[PSF2019EventMgmt]

TENDER RETURN DATE AND TIME
(**DEADLINE**): [20 April 2018, 12 noon]

1. INTRODUCTION AND BACKGROUND

The RDS is issuing this invitation to tender (**ITT**) to interested suppliers in connection with the procurement of the goods and/or services (**Services**) described in the specification set out in Schedule 1a and with an option to include 1b (**Specification**).

Each tender (**Tender**) submitted by each supplier who responds to this ITT (**Tenderer**) should be detailed enough to allow the RDS to make an informed selection of the most appropriate solution.

Subject to the terms of this ITT, the RDS proposes to enter into a contract (**Contract**) with the successful Tenderer (**Service Provider**).

1.1 Introduction to the Royal Dublin Society

Home to Ireland's best known venue, the RDS is Ireland's Philanthropic Society. It was founded in 1731 to support Ireland to thrive economically and culturally. Funded by our commercial operations, the RDS continues this mission today through our philanthropic work programme that spans across science, the arts, agriculture, business and equestrianism.

1.2 Scope of the Services

Event Management of the Primary Science Fair with an option to include Event Co-ordination of the Primary Science Fair described in the specification set out in Schedule 1a and with an option to include 1b (**Specification**).

The Fair is a non-competitive showcase of primary school STEM¹ class investigations. Participation encourages teachers to focus on students' skills development in 4th – 6th / Key Stage 2 classes.

The development of the Fair to increase capacity and accessibility is in response to the positive evaluation, demand for places, and relevance of the Fair to national strategic priorities.

Evidence from independent external evaluation² of the Fair shows that:

- the Fair is grounded in internationally recognised good practice with respect to wider STEM policy and development, is unique on an international level in terms of its combination of whole-class, child led approaches to primary level STEM and that participation has a positive impact on science and maths skills as well as pupils' confidence and soft skills, including communication, social skills and teamwork
- The majority (97%) of pupils participating believed that their involvement had improved their science skills; 80% reported improvements in their maths skills; while participation also had a positive impact on pupils' confidence and soft skills, including communication, social skills and teamwork
- The PSF facilitates a high level of engagement in children's STEM education; almost all parents with participating children reported talking with their children about their projects at home, or about ideas related to the project
- There is demand for the PSFs to act as professional development opportunities for teachers, possibly through knowledge sharing or networking fora
- There is a high level of satisfaction from those who have participated in the existing Fairs: in 2016, the PSF had a satisfaction score of 93.7% and a Net Promoter Score of 9; in 2017 participants and visitors to the PSF Belfast rated their satisfaction with the event and visitor loyalty as 100%.

Objective 1: Provide an incentive for primary school children and their teachers to undertake practical projects as a class during the school year

- a) Hold Fairs to showcase the children's projects, receive feedback from experts and communicate their findings to a wider audience
- b) Hold Fairs to give teachers a focal point for developing science projects with their classes
- c) Integrate participation in the proposed STEM mark of excellence programme

Objective 2: Facilitate participation of as many primary schools as possible

- a) Develop the Fairs accessibility to increase the amount of schools who participate
- b) Continue to develop a robust selection process that is fair and transparent

¹ *Science, Technology, Engineering and Mathematics*

² The Research Base, 2016

Objective 3: Ensure projects are focused on the practical development of scientific knowledge and skills

- a) Ensure projects attempt to pose and answer a specific question.
- b) Ensure projects demonstrate that the children have been working scientifically and developing science skills
- c) Ensure projects demonstrate child-led investigation

Objective 4: Increase the frequency and quality of teaching hands-on science in the classroom

- a) Provide teachers with the tools and supports to confidently teach hands-on science in the classroom
- b) Increase the dissemination of projects and methodologies to other teachers and parents
- c) Share the learning with other interested groups via video, web tools and other fora

Objective 5: Engage with strategic partners to develop the programme into a sustainable model

- a) Develop strategic alliances with partners to develop the Fair (funding, BIK etc.)
- b) Work with strategic partners (including participant and non-participant teachers) to ensure the programme continues to be relevant to the Primary Science Curriculum and makes a unique contribution
- c) Continue to identify wider stakeholders to engage with to ensure all parties are avoiding duplication of effort.

Objective 6: Communicate the goals and success of the programme to encourage future participation and raise awareness

- a) Implement a communications plan which highlights the differentiating factors of the Fair

1.3 Contract term

The RDS:

- (a) proposes to enter into one or more Contracts for a maximum period of 3 years with the successful Service Provider;
- (b) anticipates that the commencement date of the Services will be 10 June 2018.

1.4 Purpose and scope of this ITT

This ITT:

- (a) asks Tenderers to submit their Tenders in accordance with the instructions set out in the remainder of this ITT;
- (b) sets out the overall timetable and process for the procurement to Tenderers;
- (c) provides Tenderers with sufficient information to enable them to provide a compliant Tender;
- (d) explains the administrative arrangements for the receipt of Tenders.

1.5 Regarding requests for clarifications any enquiries or requests for clarification of any matters arising from this ITT should be sought from Karen Sheeran at the RDS and must be made in writing by post or email as follows:

- Contact name: Karen Sheeran
- Address: RDS, Ballsbridge, Dublin 4
- Email: karen.sheeran@rds.ie

Tenderers are advised not to rely on communications from the RDS in respect of the Services or ITT unless they are made in accordance with these instructions. The deadline for requests for clarification is set out in clause 2.

1.6 **Clarifications about the contents of the Tenders**

The RDS reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tenderer's Tender or request for information during the evaluation phase. Tenderers are asked to respond to these requests promptly and to avoid vague or ambiguous answers.

2. TENDER TIMETABLE

2.1 Key dates

The Timetable is currently anticipated to be as follows:

Event	Date
ITT issued.	Thursday 29 March 2018
Suppliers confirm that they will respond to ITT.	5pm on Monday 9 April 2018
Deadline for receipt of clarifications.	5pm on Wednesday 11 April 2018
Target date for response to clarifications	5pm on Friday 13 April 2018
Deadline for receipt of Tenders.	12 noon on Friday 20 April 2018.
Notification of contract award decision.	4 May 2018
Contract start	11 June 2018
Target commencement date of the Services.	11 June 2018

RDS may, at its sole discretion, vary the above Timetable and shall notify all Tenderers as soon as possible.

2.2 Deadline for receipt of Tenders

The respondent is required to confirm whether or not it will be submitting a response to this ITT by email or post by no later than the date set out in the Timetable.

Responses to this ITT must arrive at the address and in the manner prescribed under *section 3.1* no later than the Deadline.

Any Tender received after the Deadline shall not be opened or considered. The RDS may, however, in its own absolute discretion extend the Deadline and in these circumstances the RDS will notify all Tenderers of any change.

2.3 Contract award

Contract award is subject to the formal approval process of the RDS. Until all necessary approvals are obtained, no Contract(s) will be entered into.

2.4 **Contract award notification**

Once the RDS has reached a decision in respect of contract award, it will notify all Tenderers of that decision. The RDS will not be obliged to discuss reasons for declining any response.

3. **TENDER COMPLETION INFORMATION**

3.1 **Formalities**

The envelope, packing or postmark must be sealed and must not indicate the identity of the Tenderer. Tenders with external identification may not be opened or considered. It must be marked Private and Confidential and clearly labelled "Event Management of the Primary Science Fair Procurement".

Postal Submissions must be addressed as follows:

[PRIVATE AND CONFIDENTIAL, KAREN SHEERAN, RDS RECEPTION, ANGLESEA ROAD, ROYAL DUBLIN SOCIETY, BALLSBRIDGE, DUBLIN 4]

Electronic Submissions must be submitted to karen.sheeran@rds.ie requesting confirmation of receipt in advance of the deadline.

The following requirements must be adhered to when submitting Tenders:

- (a) the Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT;
- (b) the financial section of the Tender should be costed and presented on a per-event basis;
- (c) each Tender must be uniquely named or referenced;
- (d) each page must be single sided;
- (e) a table of contents must be provided;
- (f) the Tender must be fully cross-referenced;

- (g) a list of supporting material must be supplied;
- (h) pages must be A4 in size or, where necessary, A3 folded in half;
- (i) It is recommended the tender submission be delivered by registered post to RDS Finance main reception. RDS will not accept responsibility for items delivered without registered post.
- (j) If submitted electronically the onus is on the Tenderer to receive confirmation of receipt by Karen Sheeran RDS in advance of the deadline. A paper copy of the Tender may also be submitted in advance of the deadline, as detailed above, in addition to electronic version.

The Tender must be clear, concise and complete. The RDS reserves the right to mark a Tenderer down or exclude it from the procurement if its Tender contains any ambiguities or lacks clarity.

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. In the case of a partnership, all the partners should sign or, alternatively, only one may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading. The authority document included in Schedule 4 must be fully completed and returned with any Tender.

Please supply details of the person at your organisation who can be contacted by the RDS in relation to your response. Please give details of any other people within your organisation who should be contacted to answer queries in relation to specific areas of your response. For each person please give their:

- name;

- title;
- address and location;
- telephone number; and
- email address.

3.2 **Documents forming the Contract**

The following documents shall form part of the Contract between the RDS and the successful Tenderer(s):

- (a) the Contract and its Schedules;
- (b) the Specification;
- (c) responses to requirements in the form required by the Customer (as completed by the Service Provider).

3.3 **Changes affecting a Tenderer**

Tenderers must inform the RDS in writing of any change in control, composition or membership of that Tenderer. In these circumstances, the RDS reserves the right to disqualify the Tenderer from any further participation in the procurement process.

3.4 **Consortia and subcontractors**

The RDS requires all Tenderers to identify whether and which subcontracting arrangements apply in the case of their Tender, and precisely which entity they propose to be the Service Provider.

3.5 **Warnings and disclaimers**

While the information contained in this ITT is believed to be correct at the time of issue, neither the RDS, its advisors, nor any other awarding entities will accept any liability in any circumstances for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability howsoever arising in relation to any statement, opinion or conclusion contained in, or any omission from, this ITT (including its Schedules) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. No representations

or warranties are made in relation to these statements, opinions or conclusions. This exclusion does not extend to any fraudulent misrepresentation made by, or on behalf of, the RDS.

All suppliers should note that any quantities or volumes contained in this ITT are for indicative purposes only, and any future quantities or volumes may vary from those stated.

If a Tenderer proposes to enter into a Contract with the RDS, it must carry out its own due diligence enquiries and rely only:

- on its own enquiries and judgment in relation to this procurement, including the preparation of its Tender; and
- on the terms and conditions set out in the Contract(s) (as such Contract may be varied or updated and as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the RDS (or any other person) to enter into a contractual arrangement.

All suppliers are recommended to seek their own financial and legal advice.

3.6 **Confidentiality**

The contents of this ITT must not be copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling the Tenderer to submit a Tender.

3.7 **Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the RDS has given express written consent to the relevant communication.

3.8 **RDS's rights**

The RDS reserves the right to:

- (a) waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the RDS;

- (b) seek clarification or documents in respect of a Tenderer's submission;
- (c) disqualify any Tenderer that does not submit a compliant Tender in accordance with this ITT;
- (d) disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest or the tender process. Any Tenderer who directly or indirectly canvasses any employee of the RDS concerning the award of the Contract will be disqualified. The RDS may exclude any Tenderers from the tender process who have been found to be in breach of confidentiality or intellectual property rights and may pursue any remedy or take any other action for breach as it considers appropriate;
- (e) withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis;
- (f) choose not to award any Contract as a result of the current procurement process; and
- (g) make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

3.9 **Tender costs**

The RDS will not in any circumstances be liable for any Tender costs, expenditure, work or effort incurred by a Tenderer in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by the RDS.

3.10 **Intellectual property**

All intellectual property rights in this ITT and all materials provided by the RDS or its professional advisors in connection with this ITT are and shall remain the property of the RDS and/or its professional advisors.

Specification Schedule 1a and 1b

1a. Event Management

1. Deliver the RDS Primary Science Fair Limerick, Dublin and Belfast in 2019, 2020 and 2021, reporting to the RDS Science & Technology Programme Manager.
2. This includes the coordination of all aspects of event management, production, risk and logistics, including:
 - Venue management including all liaison and briefings for the three venues (Mary Immaculate College, Limerick; RDS Dublin; Waterfront, Belfast);
 - Sourcing of industry/educational exhibitor stands according to agreed KPIs;
 - Development, provision and management of the delivery of the overall Event Management Plan including crowd management and flow; traffic management and flow, health and safety processes and child protection processes according to Children First National Guidance 2017 and RDS Child Protection Policies;
 - Coordination of all third-party suppliers relating to delivery including stand build, production, signage design, print and installation, AV, WIFI, security, catering, delivery of Educational Entertainment Programme.
 - Where procurement of third party suppliers is necessary this must be done in accordance to the RDS Procurement Policy*.
 - Sourcing and management of part time non-RDS staff as appropriate for the three Fairs. Development of staff rosters for the event to include RDS and non-RDS staff, as required.
 - Provide an annual declaration of insurance to ensure continuous verification of insurance across the duration of the contract.
 - The Royal Dublin Society must be named as a co-insured / joint insured under the insurance policy held by the Event Management provider. The insurance policy must also include a cross liabilities clause.
3. It is the responsibility of the Event Management provider to ensure that the contracted Event Health & Safety Officer carries out a full risk assessment for each event and that this is presented to the RDS for review one month in advance of each event and a revised version presented to the RDS one week prior to each event
4. Provide a final report on the delivery and outcomes of each Fair.

1b. Event Co-Ordination

1. Provide an appropriate staff member(s) to be based in the RDS to provide Event Co-Ordination services, reporting to the RDS Programme Manager, and liaising with the RDS Communications Manager and the RDS CRM Executive. This will include:
 - Marketing to schools to reach the agreed KPIs regarding applications. This includes the production of marketing material, the development and maintenance of a dedicated website and production of advertising. It may also include meetings and visits to educational stakeholders;
 - Communications with applicant and participant schools, generally via email and telephone, to ensure that their experience of the Fair is positive;
 - Management and administration of schools' application process;
 - Co-ordination of the Judging process in advance of and at the Fair(s), which includes the invitation of Judges (approximately 150) and the co-ordination of Judges for specific Fairs and specific days; communication with Judges,

- including accommodation provision; production and distribution of Judges' packs; sourcing of a Judges' Co-ordinator for the days of the Fair;
- Co-ordination of Garda vetting for relevant staff and stakeholders, including Judges, Programme Performers etc, in conjunction with the RDS HR department
- Contract the suppliers of the educational programme on behalf of the RDS, according to RDS Procurement Policy, liaising with the RDS Educational Programme Curator who will source the educational programme suppliers;
- Manage the procurement and contracting processes for all the third-party suppliers relating to delivery including stand build, production, signage design, print and installation, AV, WIFI, security, accommodation and catering, on behalf of the RDS and according to the RDS Procurement Policy*, specifically:
 - Stand build
 - Visual ID
 - Application of design
 - Print
- Manage the logistics for the delivery of up to 12 workshops for the RDS CPD programme which underpins the Fair. These workshops will be held in up to 4 education centres across Ireland;
- Manage the logistics for the delivery of one-day educational conference, with up to 12 speakers and a target of 120 participants.

***RDS Procurement Policy - Tender documentation**

Where an external agency is engaged to handle a tender on behalf of RDS, a tender file should be opened with information assembled by the external agency and forwarded to RDS.

The external agency must also confirm in writing before a tender process begins that they comply fully with this policy document and no conflicts of interest exist. All potential suppliers must be informed in a consistent way as to any criteria that may be used to evaluate their quotes or tender submissions. It is important that any supplementary information or clarifications provided to one supplier is provided in the same format and at the same time to all potential suppliers regardless of whether they request it or not. All tender files should contain details of

- The Request for Tender document, including specifications for the tender
- Copy of notice published on RDS website
- Details of Enquiry letters/Calls logged in respect of the tender
- List of responses
- Conditions of contract
- Specs/descriptions of goods and services tendered
- Minutes of negotiation meetings including details of all attendees
- Evaluation of tender documents
- Recommendation of selection
- Basis of Selection of successful tender
- Copies of regret letters to unsuccessful tenderers
- Copy of signed contract, where applicable.
- Copy of Supplier setup form and tax clearance
- Copy of decision notification to budget owner/head of department.
- Value for money review, where applicable.

All Tenders must provide the following information:

- History of the company
- Declaration of availability to visit the Primary Science Fair Belfast June 6 or June 7, 2018.
- Names & relevant work experience of staff proposed to deliver the services
- List of companies that your company already supplies event management and co-ordination services to. Names and contact details of 3 companies that can be contacted to supply references.
- Tax Clearance access information.
- Current Insurance information.
- Details of your “Customer Response” times to queries from the RDS must be stated.
- Details of the escalation procedure.
- Successful companies will be required to sign the RDS supplier framework agreement (included).
- Any added value/ additional services/ suggestions that your company may be able to bring.

Annex 1

Subject Matter of Agreement and Conditions Sheet

Event Management of the Primary Science Fair with an option to include Event Co-ordination of the Primary Science Fair.

Ordering Process:

The RDS will provide POs for all invoices.

Payment:

RDS payment terms are 30 days from receipt of valid invoice

Term of Agreement

10.06.18 - 30.06.21

Service Specification

Specification Schedule 1a and 1b

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 - Provide an annual declaration of insurance to ensure continuous verification of insurance across the duration of the contract.
 - The Royal Dublin Society must be named as a co-insured / joint insured under the insurance policy held by the Event Management provider. The insurance policy must also include a cross liabilities clause.
3. It is the responsibility of the Event Management provider to ensure that the contracted Event Health & Safety Officer carries out a full risk assessment for each event and that this is presented to the RDS for review one month in advance of each event and a revised version presented to the RDS one week prior to each event
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- Co-ordination of Garda vetting for relevant staff and stakeholders, including Judges, Programme Performers etc, in conjunction with the RDS HR department
- Contract the suppliers of the educational programme on behalf of the RDS, according to RDS Procurement Policy, liaising with the RDS Educational Programme Curator who will source the educational programme suppliers;
- Manage the procurement and contracting processes for all the third-party suppliers relating to delivery including stand build, production, signage design, print and installation, AV, WIFI, security, accommodation and catering, on behalf of the RDS and according to the RDS Procurement Policy*, specifically:
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- Manage the logistics for the delivery of up to 12 workshops for the RDS CPD programme which underpins the Fair. These workshops will be held in up to 4 education centres across Ireland;
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