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**Ballyhoura Development CLG**

**Parish Habitats and Biodiversity Project (PHAB)**

**RFQ for contracted provision of: Agri-environmental planning services**

1. **Ballyhoura Development Overview**

Ballyhoura Development CLG is the Local Development Company operating in South and East Co. Limerick and North East Co. Cork, an area with a population of approx. 89,000 people, and is a partnership structure of community/ voluntary, social partners, statutory agencies and local government nominees.

The mission of Ballyhoura Development is to work in partnership with community, voluntary and public sector bodies to develop empowered and inclusive communities, and to drive positive, sustainable, and equitable social and economic change.

Ballyhoura Development currently delivers over 20 national and EU programmes, focussing on three key aims of community development, environmental development, and economic development.

1. **Context: Parish Habitats and Biodiversity Project (PHAB)**

PHAB is a collaborative project, led by Ballyhoura Development, in partnership with a number of statutory and local organisations, which will run until December 2022 to support farmers to enhance biodiversity and habitats across Glenroe-Ballyorgan Parish including within the catchment of the Keale and Ahaphuca Rivers and in the uplands of Glenroe-Ballyorgan in County Limerick.

This project is funded by the European Innovation Partnership Scheme (EIP), which supports projects that allow farmers, scientists, and other experts to collaborate to develop new practices that are environmentally friendly and economically sustainable.

PHAB will utilise an innovative habitat mapping technology to map the habitats of Glenroe-Ballyorgan, and the quality of a subsection of the habitats will be assessed. Farmers will receive training and support to agree on and implement capital measures to safeguard habitats (both farmed and not farmed), improve habitat quality, and create new habitats and biodiversity corridors. The project will also engage the wider community to increase awareness and understanding of the importance of biodiversity.

The Parish Habitats and Biodiversity project has five interconnected aims:

1. To increase awareness and involvement of farmers in participative training, in order to increase their knowledge and to enhance on-farm biodiversity;
2. To map the habitats of Glenroe-Ballyorgan utilising an innovative habitat mapping technology;
3. To assess the quality of a subsection of the habitats as classified in accordance with the habitat defined in Julie Fossitt's book, ‘A Guide to Habitats in Ireland’;
4. To safeguard habitats farmed and not used for farming e.g., hedgerows, field margins, riparian margins; to improve their quality; and to develop new habitats e.g., ponds, wetlands, multi-species swards, copses, indoor and outdoor bird boxes;
5. To enhance and create biodiversity corridors in the community.
6. **Geographic Area**

Parish of Glenroe-Ballyorgan, Co. Limerick.

1. **Request for Quotations**
   1. **Contract Purpose**

Ballyhoura Development is inviting written tenders from competent individuals, companies or consortia with expertise in biodiversity, sustainable farming, the agri-environment and associated areas, and community engagement and participation.

The purpose of the contract is to facilitate at least 16 farmers across Glenroe-Ballyorgan parish to implement measures agreed collectively between them, the project team, and the contracted Advisor, that will simultaneously support biodiversity and farm productivity.

* 1. **Summary of work to be done**

The Contractor(s) will be required to liaise, and work closely, with up to 16 farmers in the project area, to map out and agree a range of measures to be implemented on each of the participating farms, that will support biodiversity, in line with the EIP project objectives. The process will involve discussion and consultations with the target farmers, familiarisation with the project purpose and objectives, and with the habitats in each farm. The Contractor will also work closely with the PHAB Project Manager and the Operational Group which oversees the project.

* 1. **Key Outputs Required**
* Production of 16 individually tailored farm plans, of no more than 5 pages each, to include detailed habitat maps, acknowledgement of species of note (if any), and a list of actions, agreed by the farmer and the Contractor which are designed to support and promote biodiversity in specified locations on the farm, with details of any maintenance required;
* Delivery of a final report detailing the quality/ health of a subsection of the habitats found within Glenroe-Ballyorgan parish, which are representative of the area;
* Report to the Parish Habitats and Biodiversity (PHAB) project team, highlighting any unique opportunities or challenges arising, which may impact on the success of the project.
  1. **Timeframe**

The project has been operational since August 2021 and is due to be completed by August 2022. It is anticipated that the Contractor will undertake the required work between January 2022 and June 2022. This will include specific deadlines for the completion of the farm plans, currently due by March 2022, and the habitats assessment, anticipated to be by end of June 2022.

* 1. **Minimum Standards and Qualifications Required**

The successful candidate will hold at a minimum: (a) a FETAC/QQI Level 8 (honours degree) or equivalent qualification in Environmental Science, Agriculture Science, Environmental Engineering or related discipline (Ecology, Botany, Zoology) with, ideally, a minimum of two years’ post qualification experience relevant to the requirements of the role.

Please note:

* The candidate must have access to their own transport, a full driving licence and their vehicle must be insured for business use in addition to their domestic use.
* Interested parties must submit an indicative programme of work including appropriate milestones.
* CV(s) of personnel who will be working on the project must be submitted.
* The appointed Contractor/s must take care of the tax/VAT implications of the project for their own business.
  1. **Key Skills and Experience**

The ideal candidate shall have:

* Good organisational and project management skills, strong communication, and interpersonal skills.
* A proven track record of working with farmers in rural communities, ideally in relation to biodiversity;
* A good appreciation of environmental matters including water quality, pollution, biodiversity loss, climate change, etc;
* An understanding of the implementation of environmental and agricultural legislative framework in Ireland;
* Knowledge of farmland habitats and their management principles throughout Ireland.
  1. **Insurance**

The contractor shall have sufficient levels of insurance (Employer’s Liability, Public Liability and Professional Indemnity) for the duration of the contract. **Please see levels as outlined in the PASS/Fail Criteria Section 5.**  Evidence of insurance documentation is to be provided to Ballyhoura Development upon appointment.

**4.8 Tender cost & Budget**

The tender should outline how the budget (inc. VAT) will be structured under the following headings:

* Cost per plan generated;
* Costs for carrying out the habitat assessment, including materials, workshops, surveys, etc.
* Generation of any reports and essential supporting material.
* Travel, Administration, other costs.

The maximum anticipated budget for this piece of work is €12,000.

## **5. Tender Qualification & Award Procedures**

Tenders received will be evaluated using the following criteria as outlined in section 5.1,5.2 and 5.3.

**Qualification & Award Criteria**

**5.1 Pass/Fail Criteria**

|  |  |
| --- | --- |
| **A. Pass/ Fail Criteria** | |
| Company Registration Number, Tax Number as registered for Income tax or Corporation Tax, Tax Clearance Certificate in date |  |
| Insurance  Employer’s Liability Insurance €13.5 Million  Public Liability Insurance €6.5 Million  Professional Indemnity insurance €2,6 Million | Evidence of Insurance will be required or evidence that it can be put in place if successful |
| Declaration of Bona Fides | Must be compliant and signed |
| *The candidate may elect to complete a Self-Declaration relating to their tax, insurance and financial standing.* |  |

In addition to the Pass/ Fail Criteria set out above, applications will be evaluated using the following selection criteria rules & weighting.

Tenders submitted for each Lot will be evaluated using the criteria outlined below:

**5.2 Qualitative Selection Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. Qualitative Selection Criteria – Total Marks 10,000** | | | | |
| Ref: | Criteria | Minimum Rule /Eliminator | Total Score | Min. Score |
| A | Experience | Information provided should demonstrate experience of community agri-environmental projects. The contracts referenced for consideration should provide comprehensive information to enable Ballyhoura Development CLG to determine their comparability to fulfil the requirements of this contract. | 6000 | 60% |
| B | Technical Resources | Candidates should demonstrate access to appropriate technical resources relevant for delivery of such a contract. | 4000 | 60% |

**Tenderers should note they must achieve a minimum rating of 60% for each of the individual qualitative criteria identified above in order to avoid elimination from the competition.**

**Award of Tender Criteria**

The following criteria will be used to select the winning tender for delivery of each Lot. The information supplied in the tender will be used to allocate marks.

**5.3 Award Criteria – Total Marks -10,000**

|  |  |  |
| --- | --- | --- |
| Criteria | Maximum Score Available | Minimum Score Required |
| CV of the personnel delivering the project | 1500 | 65% |
| Methodology  Tenderers must outline their Methodology with a detailed proposal of approach and understanding of the project Max (3 x A4 pages) | 5000 | 65% |
| Cost – The submission should include all fee details, travel, subsistence and any out-of-pocket expenses. (Detail submission as outlined in 4.8) | 2500 |  |
| Availability- Tenderer must demonstrate their availability to fulfil the contract within the timeframe indicated in this tender: Jan 2022 – June 2022 | 1000 | N/A |

**NB: In relation to the Cost Criterion, tenders will be scored in inverse proportion to the maximum score, which will be allocated to the lowest cost tender not previously eliminated on qualitative grounds.**

Score - Lowest Price Quoted x Maximum Score (2500)

Amount Quoted x Company

Tenders will be assessed by Ballyhoura Development against the above criteria, and clarification meetings may be held.

Please note that failure to comply with the above guidelines may invalidate your tender. All material must be supplied with initial tender response. No material will be accepted after the deadline date.

**Closing date**

The closing date for receipt of tenders is Friday the 19th of November, by 5pm. Tenders will be received by **email only** to [ndennehy@ballyhoura.org](mailto:ndennehy@ballyhoura.org).

# **Declaration Re Personal Circumstances – Pass/Fail Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences? | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| 1.1.a | participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA; |  |  |
| 1.1.b | 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 Irish Law or the jurisdiction in which the Economic Operator is established; |  |  |
| 1.1.c | fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests; |  |  |
| 1.1.d | the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; |  |  |
| 1.1.e | the subject of a conviction for money laundering or terrorist financing; |  |  |
| 1.1.f | the subject of a conviction of child labour and other forms of trafficking in human beings; |  |  |
| Non-payment of taxes or social security obligations   * 1. Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?   Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved | |  |  |

# **Declaration Re Personal Circumstances– Pass/Fail Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. | | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box | |
| 2.1.a | has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU; |  |  |
| 2.1.b | is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; |  |  |
| 2.1.c | is guilty of grave professional misconduct which renders its integrity questionable; |  |  |
| 2.1.d | has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 2.1.e | has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 2.1.f | confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures; |  |  |
| 2.1.g | has 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. |  |  |
| 2.1.h | * is 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; or |  |  |
| * has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or |  |  |
| 2.1.i | has undertaken to:   * unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or * negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

# **Declaration Re Statutory Obligations – Pass/Fail Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation: | | | **YES** | **NO** |
|  | Employment Equality Acts 1998-2011 | |  |  |
|  | Equal Status Acts 2000-2011 | |  |  |
|  | National Minimum Wage Act 2000 as amended | |  |  |
|  | Organisation of Working Time Act 1997 as amended | |  |  |
|  | Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 | |  |  |
|  | Disability Act 2005 | |  |  |
|  | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| This Declaration is made for the benefit of the Contracting Authority  I certify that the information provided in the **Declaration re Personal Circumstances** and the **Declaration re Statutory Obligations** is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of: | | | | |
| Name of Tenderer | |  | | |
| Name of Authorised Signatory | |  | | |
| Position | |  | | |
| Signature | |  | | |