



**GEOLOGICAL SURVEY OF IRELAND**  
*Request for Tender (RFT) for the provision of consultancy services in connection with the seabed mapping of Ireland's offshore*



*Issued by : Geological Survey of Ireland, Beggars Bush, Haddington Rd., Dublin 4 Ireland*

Issued Wednesday 22<sup>nd</sup> December 2010

**Closing date : Wednesday 2<sup>nd</sup> February, 2011, 12.00 noon (GMT)**

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## *Request for Tender*

### 1 INVITATION

#### Outline

The Geological Survey of Ireland (GSI), a division of the Department of Communications, Energy and Natural Resources and situated at Beggar's Bush, Haddington Road, Dublin 4, issues this Request for Proposals to supply consultancy services to assist it with the delivery of the INFOMAR marine mapping programme and associated Projects.

This tender requests, via seven lots, is for consultancy-based services for the GSI<sup>1</sup>

- Lot A covering **Geographic Information Systems (GIS) and Web Mapping consultancy to INFOMAR programme;**
- Lot B covering **Marine Geoscience consultancy to INFOMAR programme (2 Consultants);**
- Lot C covering **CARIS Data Processor consultancy to INFOMAR programme;**
- Lot D covering **Metadata and GIS Expert consultancy;**
- Lot E covering **Marine Geologist consultancy;**
- Lot F covering **Marine Geophysicist/Hydrographic Surveyor consultancy;**
- Lot G covering **Habitat Mapper/Numerical Modeller consultancy.**

#### **Expected Duration of the Contract**

Contracts will be completed with the successful Tenderers to run until 31 December 2013. It is expected that successful Tenderer(s) may provide services for up to 230 days per annum\*. The contract may be extended with the agreement of the Service Provider and the GSI for a period of 6/12 months.

\*Note Tenderers engaged in offshore survey work will be expected to work 12 hour days when offshore and should specify a separate day rate if appropriate.

#### **Financial Arrangements**

Payment for all services will be made following the proper completion of those services and on foot of appropriate invoices. Invoicing arrangements will be agreed with each successful tenderer, following the award of the contract.

A certain amount of travel is expected for these consultancies and an agreed travel and subsistence rate of not more than civil service rates will apply and appropriate offshore rates or provision of facilities, along with vouched expenses where appropriate.

Tenderers should note that the award of a contract for this project does not give the contract holder any entitlement to be engaged on any future phases or any other projects for the GSI.

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<sup>1</sup> In this document the term GSI refers to "the GSI, or its partners and agents as the GSI may specify".

## Conditions of Tender Submission

### Closing Date for Receipt of Proposals

The closing date for receipt of Proposals is:

**Wednesday 2<sup>nd</sup> February, 2011, 12.00 noon (GMT)**

It is the responsibility of the tenderer to ensure the proposals are received on time and late proposals, however transmitted, will be returned unopened to the sender.

### Address for Proposals

Three copies of the proposal should be sent in a sealed envelope, marked "**Proposal(s) for Consultancy support for INFOMAR Project**" and addressed to:

**Koen Verbruggen  
Geological Survey of Ireland  
Department of Communications, Energy and Natural Resources  
Beggars Bush  
Haddington Road  
Dublin 4.**

**Email: [koen.verbruggen@gsi.ie](mailto:koen.verbruggen@gsi.ie)**

### Language of Proposal

The proposal must be completed in either the English or Irish language.

### Query Handling

For queries please use the Question and Answer facility on e-tenders

### Personal Details

The person or organisation submitting the proposal should provide

Name  
Address  
Telephone number  
E-mail address; and  
Website address (if any)

### Checklist

All Tenderers must complete the Checklist at Appendix G

## 2 INTRODUCTION & BACKGROUND

### 2.1 Background

The Government of Ireland mandated the Geological Survey of Ireland (GSI), in conjunction with its strategic partner the Marine Institute (MI), to carry out and manage the Irish National Seabed Survey (INSS), between 1999 and 2005. The follow-on strategy to INSS, the Integrated Mapping for the Sustainable Development of Ireland's Marine Resource (INFOMAR) project, is a joint venture between GSI and the MI. The GSI is a line division of the Department of Communication, Energy and Natural Resources and situate at Beggar's Bush, Haddington Road, Dublin 4, and the MI an agency of the Department of Agriculture, Fisheries & Food. The benefits of these projects are many and include the provision of information necessary for the sustainable management of marine based activities including:

- mineral, oil and gas exploration and exploitation,
- fishing and offshore aquaculture,
- shipping (e.g. marine safety),
- coastal zone management,
- coastal engineering and erosion,
- renewable energy development, and
- the investigation of dumping at sea.

INSS and earlier surveys mapped all water depths within the Irish Exclusive Economic Zone (EEZ) greater than 200m. In 2002 work commenced in water depths less than 200m. The INSS utilised a number of vessels for carrying out this work including the Marine Institute's RV Celtic Explorer. In addition the INSS & INFOMAR have carried out marine airborne LIDAR surveys.

The priority locations for future data acquisition under the INFOMAR programme have been identified in consultation with a wide range of users and stakeholders. These mapping requirements are primarily located within the inshore zone and focus on 26 priority bays and 3 coastal areas, see figure 1 below.

Lots A to C of this RFT are specifically designed to support the INFOMAR Programme.

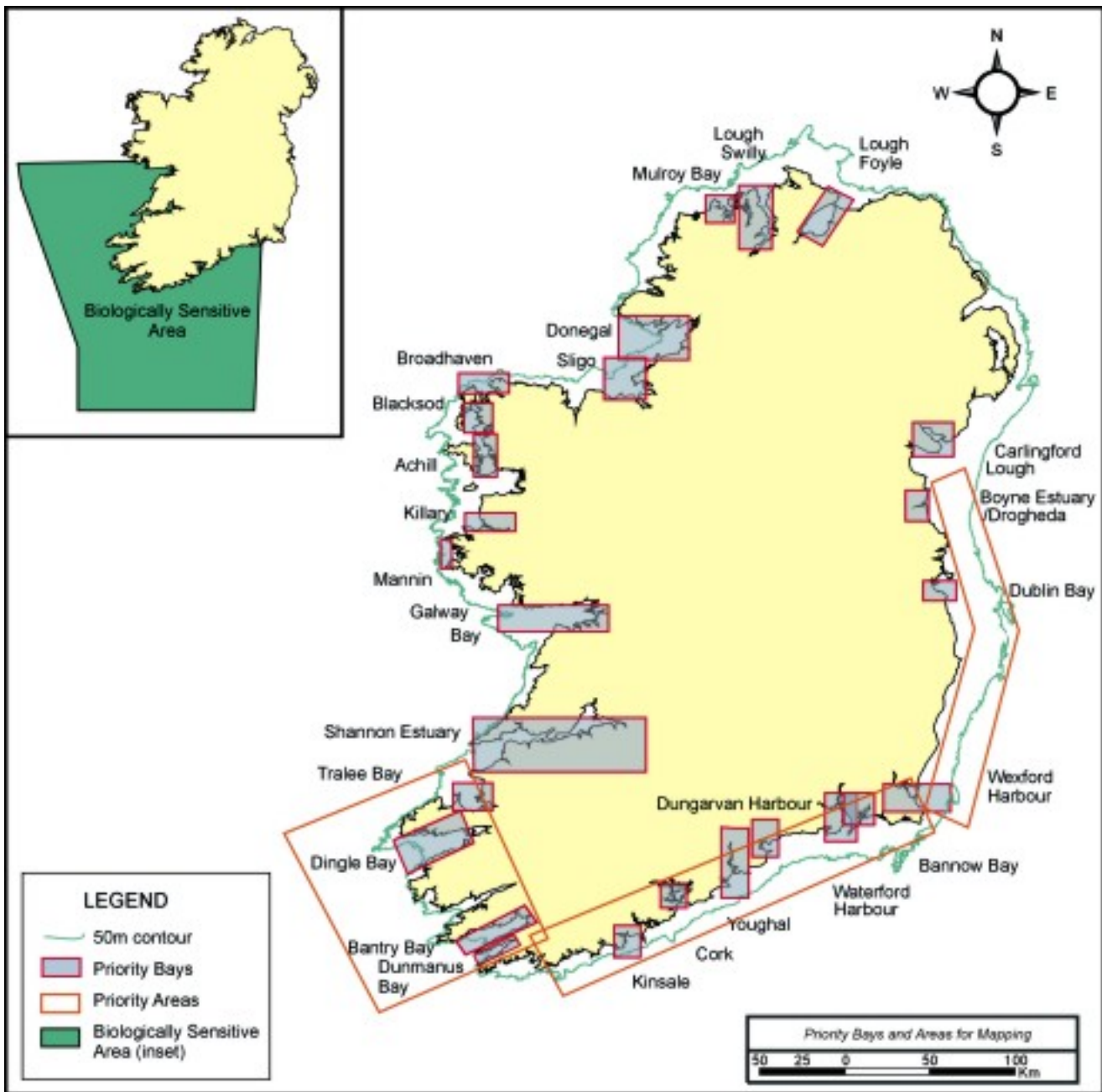


Figure 1. Map showing INFOMAR priority Bays and Areas for mapping.

In addition to the INFOMAR Programme GSI is involved in a number of related non-Exchequer funded marine projects. These include, but are not limited to:

**GeoSeas**, a programme to link Marine Data Exchange Services across Europe and develop new marine geological and geophysical products, funded by Framework Programme 7.

**EMODNET**, European Marine Observation and Data Network, creating pan-European marine data layers to support policy and decision making, funded by the EC Marine Directorate (DG Mare).

**INIS Hydro**, an initiative to carry out strategic marine hydrographic mapping and develop standards and protocols between Ireland, Northern Ireland and Scotland, funded by InterReg (IVA).

Lots D to G of this RFT are specifically intended to support these initiatives.

### 3. DESCRIPTION OF LOTS

A team of skilled survey personnel is required to carry out and support GSI and INFOMAR survey operations and related programmes. Tenders are invited from individuals and/or service providers that will provide contract marine survey specialists including, but not limited to those listed from A to G below.

To accommodate the national capacity building aspect of the programmes, survey personnel may be requested to provide informal training to GSI-nominated personnel during weather or operational downtime periods, solely at the discretion of the GSI and with agreement of the individuals.

To ensure operations are carried out according to best practice, survey personnel may also be requested to contribute towards documentation of Standard Operational Procedures and/or Risk Assessments, particularly with the addition of new survey equipment to the programmes.

The GSI invites tenders to supply the GSI with Consultancy Services to carry out the following work.

The tender is in seven lots:

- Lot A covering **Geographic Information Systems (GIS) and Web Mapping consultancy to INFOMAR programme.** ;
- Lot B covering **Marine Geoscience consultancy to INFOMAR programme (2 Consultants);**
- Lot C covering **CARIS Data Processor consultancy to INFOMAR programme;**
- Lot D covering **Metadata and GIS Expert consultancy;**
- Lot E covering **Marine Geologist consultancy;**
- Lot F covering **Marine Geophysicist/Hydrographic Surveyor consultancy;**
- Lot G covering **Habitat Mapper/Numerical Modeller consultancy.**

Tenderers are requested to submit a separate price for each or any of the above lots. This contract is subject to overall cost limitations.

#### **TEAM LEADER**

One of the consultants (Lots D – G) would be nominated to act as Team Leader for the coordination of GSI participation in the externally funded projects. This decision would be based on the candidate having Project Management and Team Leading experience. This position would attract a higher consultancy rate.

#### **A – Geographic Information Systems (GIS) consultancy to INFOMAR programme.**

The INFOMAR Programme currently requires GIS and digital mapping capability, to supplement the existing project team. This work will primarily involve the presentation of marine bathymetric, geophysical and geological data both in desktop GIS and via web mapping systems. However work may consist of additional relevant duties in the broader spectrum of supporting the project. The work is based at the GSI office in Dublin, however shorter periods of time may be spent at the MI offices.

**Minimum Requirements**

- **A Degree in Earth Science, Information Technology, Computer Science or a related discipline.**
- **Postgraduate qualifications in GIS.**
- **At least 5 years working experience post graduation in a relevant field.**
- **Thorough knowledge of GIS, including ESRI ArcView, ArcSDE, ArcGIS Server and web mapping systems including ESRI ArcIMS**
- **A thorough knowledge of Web GIS systems, HTML, PHP and web based data delivery systems**
- **A thorough knowledge of Geoscience data types**
- **Familiarity with Open Source and Proprietary CSW, WMS and WFS services**

**Desirable Skills**

Knowledge in:

- Full suite of Microsoft packages
- Desktop publishing for reports
- Arc ESRI GIS mapping suite
- CARIS GIS marine mapping
- Fledermaus interactive visualisation system
- GeoSoft geophysical data processing

**B – Marine Geoscience consultancy to INFOMAR programme (2 Consultancies)**

The Programme currently requires further Marine Geoscience capability, to supplement the existing project team. This work will primarily involve the acquisition of marine bathymetric, geophysical and geological data and its reporting and interpretation, specifically seabed mapping for geology and linking the marine geology with the seabed bottom habitat types. However work may consist of anything in the broader spectrum of supporting the project. The work is based at the GSI office in Dublin, however longer periods of time may be spent at the MI offices and offshore.

**Minimum Requirements**

- **A Degree in Geology, Earth Science or a related discipline.**
- **At least 3 years working experience post graduation in a relevant field.**
- **As survey work is carried out offshore, the consultants must have or be prepared to undergo training in Personal Sea Survival Techniques (PST) and Marine Medical (ENG 11).**
- **3 years operational sea-going experience as Surveyor in a geophysical or hydrographic survey team (Seabed Mapping, Oil and Gas Exploration, Offshore Construction, Cable Route, etc)**
- **Familiarity with IHO 1st Order surveys and multibeam data acquisition, and experience with Fugro Seis and/or QINSy navigation software, Kongsberg-Maritime SBES (EA400/600) and MBES (EM1002, EM3002D) and operating software (SIS).**

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- **A thorough knowledge of GIS mapping**
- **Knowledge of Statistics**
- **Knowledge of acoustic image seabed classification**

### **Desirable Skills**

Knowledge in:

- Full suite of Microsoft packages
- Desktop publishing for reports
- Arc ESRI GIS mapping suite
- CARIS GIS marine mapping
- Fledermaus interactive visualisation system
- GeoSoft geophysical data processing

### **C – CARIS DATA PROCESSOR (1 Consultant)**

The Data Processor (DP) is responsible for the security and manipulation of all hydrographic and related data acquired and the presentation thereof. The DP shall be responsible for all data management and storage, the documentation generated throughout the acquisition and processing. The DP shall be responsible for off-line processing of navigation and swathe recorded data. The data will where possible be processed onboard the vessels at the time of data acquisition. Small craft operations may require this work to be undertaken in shore-based facilities.

The DP will work in close co-operation with the survey personnel. He/she will work in accordance with the procedures and protocols established by the INFOMAR project team. The DP will prepare, merge, edit and 'clean' the bathymetric and positioning data gathered during acquisition and produce bathymetric and backscatter images. This data will then be ready for quality control, interpretation and further charting processes.

#### **Minimum:**

- **A recognised International Hydrographic Organisation Cat.B Surveyor or better.**
- **A minimum of 5 years operational sea-going experience as a Multibeam Data Processor in a geophysical or hydrographic survey team.**
- **A thorough knowledge of CARIS HIPs & SIPs multibeam processing software.**
- **Familiarity with survey data acquisition systems and software, including GPS and Gyros; SingleBeam and Multibeam sounders; Sub Bottom Profilers; Side Scan Sonar's; Magnetometers; CTD and SVP Probes .**

#### **Desirable Skills**

Relevant experience in GIS.

### **D – METADATA and GIS EXPERT (1 Consultant)**

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The Metadata/GIS expert will be principally involved in metadata compilation, and systems development for the various projects, as well as GIS data manipulation including web mapping and data transformations. This is a position requiring a deep understanding and familiarity of metadata standards and tools and not a standard GIS technician position. The person will be required to work closely with the INFOMAR data management team, the ISDE Project Team, DCENR ISD staff and contractors and liaise extensively with EC Project partners regarding standards and systems. At such times they may be responsible for representing GSI and/or INFOMAR and implementing key components of the EC Projects being undertaken.

### **Minimum Requirements**

- **A Degree in Information Technology, Computer Science or a related discipline.**
- **Postgraduate qualifications in GIS.**
- **At least 2 years working experience post graduation in a relevant field.**
- **Knowledge of metadata standards and systems, including ISO standards and the ISDE Project.**
- **Programming skills including Java and SQL**
- **Thorough knowledge of GIS, including ESRI ArcView, ArcSDE, ArcGIS Server and web mapping systems including ESRI ArcIMS**
- **Familiarity with Marine and Geoscience datasets**
- **Familiarity with Open Source and Proprietary CSW, WMS and WFS services**

### ***Desirable Skills***

Relevant experience with geological and/or marine survey/geophysical data types.

## **E – MARINE GEOLOGIST ( 1 Consultant)**

The Marine Geologist will be principally involved in geological data compilation for the various projects, as well as potential data acquisition, quality control, interpretation, and reporting. The person may be required to work offshore as part of INFOMAR survey operations which feed into the EC Projects. At such times they may be responsible for groundtruth sampling, geological interpretation, and/or survey control, and MBES data acquisition under supervision or after training. He/she will work closely with the GSI Project Manager and INFOMAR Party Chiefs in areas from project planning and reporting to data acquisition and selection of suitable locations for groundtruthing and the design and implementation of the groundtruthing campaign.

### **Minimum Requirements**

- **A Degree in Geology, Marine Geology, Earth Science, or a related discipline.**
- **At least 2 years working experience post graduation, 1 of which may be as part of a postgraduate course and 1 of which must be working in their relevant field of expertise.**
- **Knowledge of ground truthing methods, and marine sample description, storage and processing.**
- **Familiarity with GIS, including ESRI software.**

*Desirable Skills*

- A knowledge of multibeam (swathe), side scan sonar, sub-bottom profiler, marine gravity, marine magnetometer, and high-resolution digital seismic systems, as well as data correlation and interpretation from the above systems.
- *Relevant* experience with marine survey or geophysical data acquisition and interpretation systems.

**F – MARINE GEOPHYSICIST/HYDROGRAPHIC SURVEYOR (1 Consultant)**

The Marine Geophysicist/Hydrographic Surveyor will be involved in geophysical and hydrographic data acquisition, quality control, interpretation, and reporting. The person may be required to work offshore as part of INFOMAR survey operations which feed into the EC Projects. At such times they may be responsible for accurate survey control, MBES data acquisition and/or on-the-fly interpretation of the analogue geophysical data, the correlation of the sub-bottom data and side scan sonar data with the processed multibeam bathymetric data, and identification of shallow and surficial geohazards, including gas indicators. He/she will ensure that navigation offsets for towed geophysical instrumentation are adequately recorded, and clearly reported to facilitate post-processing and data mosaicing as necessary. He/she will work closely with the Party Chief to decide suitable locations for groundtruthing and the design of the groundtruthing campaign. During certain projects the Geophysicist/Hydrographer may be required to QC digital hydrographic or seismic data

**Minimum Requirements**

- **A Degree in Geology, Marine Geophysics, Hydrographic Surveying, Earth Science, or a related discipline.**
- **1 year operational sea-going experience as part of a survey or geophysical team, on a variety of surveys.**
- **Relevant experience with survey or geophysical data acquisition and interpretation systems.**
- **A knowledge of multibeam (swathe), side scan sonar, sub-bottom profiler, marine gravity, marine magnetometer, and high-resolution digital seismic systems, as well as data correlation and interpretation from the above systems.**
- **Knowledge of groundtruthing methods, and sample description, storage and processing.**

**G – HABITAT MAPPER/NUMERICAL MODELLER (1 Consultant)**

The *Habitat Mapper/Numerical Modeller* will be principally involved in data compilation and interpretation for the various projects, as well as potential data acquisition, quality control, interpretation, and reporting. In particular they he/she work with existing team members on the production of physical habitat/seabed classification maps using established data processing methods.

The person may be required to work offshore as part of INFOMAR survey operations which feed into the EC Projects. At such times he/she may be responsible for groundtruth sampling, geological interpretation, and/or survey control, and MBES data acquisition under supervision or after training. He/she will work closely with the GSI Project Manager and INFOMAR Party Chiefs in

areas from project planning and reporting to data acquisition and selection of suitable locations for groundtruthing and the design and implementation of the groundtruthing campaign.

**Minimum Requirements**

- **A Degree in Geology, Marine Geology, Earth Science, Mathematical Sciences or a related discipline.**
- **At least 2 years working experience post graduation, which may be as part of a postgraduate course or working in their relevant field of expertise.**
- **Knowledge of seabed classification and production of physical habitat maps from MBES data.**

*Desirable Skills*

- A knowledge of multibeam (swathe), side scan sonar, sub-bottom profiler, marine gravity, marine magnetometer, and high-resolution digital seismic systems, as well as data correlation and interpretation from the above systems.
- Relevant experience with marine survey or geophysical data acquisition and interpretation systems.

**4. TIME PERIOD**

**The services will be based in GSI, from February 2011 (or as soon as practical afterwards) to December 31<sup>st</sup> 2013. Contracts will be subject to annual confirmation of available funding.**

**5. EVALUATION OF PROPOSALS AND AWARD CRITERIA**

**The following process will be applied in evaluating the proposals and in awarding a contract for the services required.**

All Proposals received will be examined initially to ensure they meet the Preliminary Qualifications set out at Section 6. to determine whether they qualify for further evaluation.

A Tender meeting the Preliminary Qualifications will be assessed on the basis of the three Qualification Requirements set out at Section 7. A Proposal determined to qualify for further evaluation will be termed a **Qualifying Proposal**. The proponents of all Qualifying Proposals will be assumed to be capable of carrying out the relevant services requested in these documents.

Qualifying Proposals will be further evaluated according to the **Award Criteria** given also below. The proponent of the Qualifying Proposal that best meets the Award Criteria will be awarded a contract or invited to enter into discussions with a view to being awarded a contract to provide the relevant services requested in these documents.

## 6.. PRELIMINARY QUALIFICATION

- have stated in Appendix C that neither the tenderer nor any party involved in the Tenderers proposal is disqualified from participation in this tendering exercise for any of the reasons give in paragraphs 1 and 2 of Article 45 of EU Directive 2004/18/EC (Appendix C)

**Tenderers must also provide the following required information. Failure to do so will result in that Proposal not being considered.**

### Other information

You are required to provide:

- The cost of the consultancy service as a daily rate (exclusive of VAT). See Appendix F. Schedule of Costs.
- The information requested in Section 7 of this document to enable the assessment of your proposal.
- Confirmation of acceptance by the Consultant of the Conditions described in Section 8 of this Request for Tender.
- Confirmation of your availability for the stated timeframe for this project.

## 7. QUALIFICATION & AWARD CRITERIA

Proposals will be evaluated by reference to the following qualification criteria. The Tenderer must:

- Demonstrate (by CV) that they/he/she possess the minimum requirements for the project work, as specified above.
- Provide a statement that they/he/she is available for the time period stated above.

### Award Criteria

A contract will be awarded from the evaluation of the **Qualifying Proposals** on the basis of the **Most Economically Advantageous Proposal**

A scoring approach will be adopted in determining the Most Economically Advantageous Proposal. Scoring will be made based upon the proposal. The following Award Criteria, with the maximum scores provided in brackets, will be applied to determine which Proposal is the most economically advantageous:

1. The total cost of the consultancy service (exclusive of VAT) (50 marks);
2. Quality of Proposal, in terms of ability to provide the service requested (50 marks);

The Proposal under each Lot that is deemed to be the Most Economically Advantageous Tenders will be invited to enter into discussions with a view to finalising a contract to provide the services requested in these documents.

### Clarification

During the evaluation period clarification may be sought in writing from tenderers. Responses to requests for clarification may not materially change any of the elements of the tenders submitted. No unsolicited communications from tenderers will be entertained during the evaluation period. (A number of the most competitive tenderers may be invited to make presentations on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding. Invited tenderers must be in a position to make such a presentation if requested. Any proposed subcontractors may be required to participate in the presentation.)

**8. GENERAL CONDITIONS OF TENDER**

**Tenders should be prepared in either the English or Irish Language and are subject to the following:**

- i. This Request for Tender shall form part of the contract documents. The contract will not be concluded / take effect until 14 days after unsuccessful tenderers have been notified of the result of this tendering procedure.
- ii. Tenders must (be completed in accordance with the format specified)/ (include the information specified in Section 1, 2, and 3 above). Tenders which are incomplete will not be evaluated.
- iii. All tenderers are required to provide a statement that none of the circumstances listed in paragraphs 1 and 2 of Article 45 of EU Directive 2004/18/EC apply to them (copy of Article 45 attached at Appendix C).
- iv. Tenderers will treat the details of all documents supplied in connection with this request for tender and evaluation as private and confidential.
- v. The GSI will use its best efforts to hold confidential any information provided by tenderers subject to its obligation under law, including the Freedom of Information Act which came into force on 21 April, 1998. Tenderers should indicate, when tendering, what parts of their tenders are commercially sensitive and which they consider should be kept confidential should an FOI request be received. The GSI will consult with tenderers about any such sensitive information before making a decision on any FOI request received. Similarly, the GSI requires that all information provided pursuant to this invitation to tender will be treated in strict confidence by tenderers.
- vi. Tenderers should be aware that national legislation applies in other matters such as Official Secrets, Data Protection and Health and Safety.
- vii. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders.
- viii. Information supplied by tenderers will be treated as contractually binding. However, the GSI reserves the right to seek clarification or verification of any such information.
- ix. Any conflicts of interest involving a tenderer must be fully disclosed to the GSI particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer. The GSI reserves the right to take whatever action it considers appropriate in the case of failure to disclose a conflict of interest or in a case of a mis-declaration of a conflict of interest.
- x. Any registrable interest involving the tenderer and the GSI, members of the Government, members of the Oireachtas or their relatives must be fully disclosed in the response to this RFT, or should be communicated to the GSI 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. The terms 'registrable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.
- xi. Before a contract is awarded the successful tenderer (and agent, where appropriate) will be required to promptly produce a **Tax Clearance Certificate**, or in the case of a non-resident

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tenderer, a statement from the Revenue Commissioners confirming suitability on tax grounds. Non-residents should contact the Office of the Revenue Commissioners, Revenue Residence Section, Government Offices, Nenagh Co. Tipperary. In addition, contractors must retain records of tax reference numbers for any subcontractors where payments exceed €650 (incl. VAT).

- xii. Tenderers should note that the provisions of Department of Finance Circular 22/95 apply and the GSI may require sight of Tax Clearance Certificates for any subcontractor where payments exceed €2,600. Forms are attainable from the following address: Office of the Revenue Commissioners, Sarsfield House, Limerick. Where a Tax Clearance Certificate expires within the course of the contract, the GSI reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.
- xiii. In the event of a group of respondents jointly submitting an acceptable offer, the contract will be awarded by the GSI to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
  - (a) The successful tenderer shall be responsible for the delivery of all services provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
  - (b) The GSI retains the right to withhold payment where a contractor has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.
- xiv. The GSI will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work effort.
- xv. Responses to this RFT will be evaluated in their own right. No recognition will be given to information previously submitted.
- xvi. The GSI is not bound to accept the lowest or any tender submitted.
- xvii. **Three (3) copies** of the tender in a sealed envelope, marked “**Tender for INFOMAR Consultants RFT 2011/01**” and addressed to:
  - i. **Name:** *Koen Verbruggen*
  - ii. **Address:** *Geological Survey of Ireland,  
Beggars Bush, Haddington Rd., Dublin 4, Ireland.*And should be delivered to the above address not later than [12.00 noon] on [2<sup>nd</sup> February 2011 GMT].
- xviii. Tenders delivered after this time will not be accepted.
- xix. Under EU Public Procurement Directives the GSI is required to publish a Contract Award Notice in the OJEU containing certain information, including the name of the successful tenderer, relating to the award of this contract.

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- xx. Evidence of Public Liability and Employer Liability Insurance for the Consultant will be required before a Contract is awarded.
- xxi. All payments made to the Consultant will be liable to the deduction of with-holding tax. The current rate is the standard rate of income tax - 20%.
- xxii. Copyright of all foresight knowledge data and information, as well as all derivatives created by this consultancy, in its entirety will be vested in the Geological Survey of Ireland as representative of the Minister for Communications, Energy and Natural Resources.
- xxiii. Tenderers must set out their costs in the Schedule of Costs (Appendix F) in their response. All costs information through the Tender should be denominated in Euro and be exclusive of Value Added Tax (Vat). The applicable VAT rate for all items should be clearly indicated. It is not envisaged that additional costs will be paid (except those referred to at Section 1 Financial Arrangements for travel) in any circumstances and all costs should be included in the all-inclusive fee.
- xxiv. Any attempt by a tenderer to influence the process of Tender evaluation and award of a contract through canvassing or other means shall result in that Tender being rejected. Tenderers are advised that the use of improper influence will also result in a Tender being automatically disqualified. Examples of such improper influence would be collusion, price fixing, bid rotation or market division.
- xxv. This RFT is an invitation to tender and contains no contractual offer of any kind. Any submission will be regarded as an offer by the Tenderer and not as an acceptance by the Tenderer of an offer made by GSI. No contractual relationship will exist except pursuant to a written contract signed by GSI and any successful Tenderer for specific services. GSI is under no obligation to appoint any Tenderer as a result of this competition. Tenderers should note that receipt of an offer does not guarantee appointment as a Service Provider even if that offer contains what appears to be an acceptable proposal. Submission of a proposal will not form a commitment on the part of GSI to enter into a contract with any party.
- xxvi. GSI retains the right to withhold payment where a Service Provider has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.

**Appendix A References**

Tenderers must supply at least 3 independent references in support of their proposal. References must testify to the quality of the proposed products and the Tenderer's efficiency in supplying them.

Where a consortium is tendering, then at least 3 independent references should be supplied for each party to the consortium. DCENR reserves the right to contact each party directly without further reference to the primary contractor.

Each reference must clearly attest to the following items:

- a. A very brief description of the contract (i.e. client name and nature of the system);
- b. Any other relevant Information.
- c. Each reference must identify an individual that may be contacted to verify the reference.
  - [Referee's Name]
  - [Referee's Title]
  - [Referee's Organisation Name]
  - [Referee's Contact Phone]
  - [Date]

**Appendix B –Declaration of truth and accuracy**

The Tenderer must complete the following declaration:

I declare that the information provided in this proposal is true and accurate.

Name of Person, Firm or Company Tendering (Block Capitals)

\_\_\_\_\_

Authorised Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**APPENDIX C: DECLARATION (AS PER ARTICLE 45 OF DIRECTIVE 2004/18/EC).  
THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS**

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Country: \_\_\_\_\_

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

- (1) The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations. Yes [ ] No [ ]
- (2) The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations. Yes [ ] No [ ]
- (3) The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business. Yes [ ] No [ ]
- (4) The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the Tenderer is located. Yes [ ] No [ ]
- (5) The Tenderer, a Director or Partner has been found guilty of fraud. Yes [ ] No [ ]
- (6) The Tenderer, a Director or Partner has been found guilty of money laundering. Yes [ ] No [ ]
- (7) The Tenderer, a Director or Partner has been found guilty of corruption. Yes [ ] No [ ]
- (8) The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation. Yes [ ] No [ ]
- (9) The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency. Yes [ ] No [ ]
- (10) The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. Yes [ ] No [ ]

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE TENDERER OR A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION**

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

TEL: \_\_\_\_\_

POSITION \_\_\_\_\_

FAX: \_\_\_\_\_

**Appendix D: Declaration re Statutory Obligations**

To: The Geological Survey of Ireland  
Beggar's Bush, Haddington Road, Dublin 4

Regarding the Request for Tender for INFOMAR Consultants 2011-01:

I/we, \_\_\_\_\_(Tenderers name)

confirm that

a) I/We are fully compliant with the minimum terms and conditions of the Employment Regulation Order of the Irish Labour Court, with the Working Time Directive and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations.

AND

b) i/We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

**Appendix E: Confirmation and Compliance Statement**

I / We the undersigned hereby agree(s) and declare(s) that I / we accept the terms and conditions of this Request for Tender and shall be fully bound thereby.

I / We acknowledge that the documentation submitted comprises my / our Proposal and Quotation as outlined below.

I / We undertake that if my / our Tender is accepted I / we shall commence the provision of the Services for the Fixed Fee in accordance with the pricing document attached at Appendix F "Schedule of Costs".

This Tender will remain irrevocably open for acceptance by DCENR for a period of 90 days from the Closing Date for receipt of Tender and it will remain binding upon me / us for that period or such other period as I / we may agree with DCENR.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009

Name of Person, Firm or Company Tendering:

\_\_\_\_\_

Registered Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed for and on behalf of Person, Firm or Company

\_\_\_\_\_

Official Capacity or Authority \_\_\_\_\_

Date \_\_\_\_\_

**Appendix F: Schedule of Costs**

Notes:

1. Costs will be evaluated on an 'ex VAT' basis.
2. All costs must be provided in Euros. No exposure to the effects of currency exchange rate movements or other variations will be accepted.
3. Costs provided in response to this RFT shall be standard rather than vary.

<b>Schedule of Costs:</b>		
<b>Cost of Proposed Solution</b>	<b>Cost (Ex VAT)</b>	<b>Applicable Notes</b>
Day Rate Onshore		
Day Rate Offshore (if applicable)		

**Table 7: Schedule of Costs**

**APPENDIX G - TENDER CHECKLIST**

Tender proposals should include sufficient information to permit the evaluation of the competency of the contractor(s). To assist the qualification process, the following checklist should be completed and returned with the tender:

<b>No</b>	<b>ITT Requirement</b>	<b>Section in Tender</b>
1.	A statement of the contractor's/contractors' understanding of the project and required service	Section 2 & 3
2.	Three (3) printed copies of proposal	
3.	CV's of proposed personnel demonstrating minimum qualifications, as set out in Section 3.	Section 3.
4.	Details of Tenderer as set out in Section 1	Section 1
5.	References as set out in Appendix A	Appendix A
6.	Declaration of truth and accuracy as in Appendix B	Appendix B
7.	Appendix C Declaration (as per Article 45 of Directive 2004/18/EC)	Appendix C
8.	Appendix D Declaration re Statutory Obligations	Appendix D
9.	Appendix E Confirmation and Compliance Statement	Appendix E
10.	Appendix F Schedule of Costs	Appendix F
11.	A statement to the effect that information not identified as sensitive (see par. 8. v) may be released in response to a request under the Freedom of Information Act;	8. v
12.	Confirmation that the tenderer is in compliance with the Tax clearance procedures as set out in 8 xi & xii	8 xi & xii

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