

St. Columbanus' N.S.,
Ballivor,
Co. Meath.

Telephone: 046/9546213

Rolla No. 18016 O

Web Site: <http://community.meath.ie/ballivorns>

E-mail: Baileiomhair.ias@eircom.net.

Principal: Mr. William Keegan

Assistant Principal: Mrs. Colette O'Connell



S.N. Cholumbáin,
Baile Íomhair,
Co. na Mí.

Fax: 046/9567521

Deputy Principal: Mr. Eunan Cassidy

Secretary: Mrs. Liz Smith

Request for tender for Supply, Install and Support of Interactive Whiteboard Solution.

Date of release:

Wednesday 21st April 2010

Deadline for receipt of tender responses :

12noon, Friday 7th May 2010

Deadline for Questions and Queries:

Friday 30th April 2010

Tenders received after the closing date will not be considered

All queries, questions and tender response must be submitted electronically to both of the following email addresses.

Baileiomhair.ias@eircom.net

Eunancassidy@yahoo.co.uk

Tender for Supply, install and support of Interactive Whiteboards
for St. Columbanus' N.S., Ballivor, Co. Meath

Dear Supplier,

Please quote for Interactive Whiteboards. The quantity ordered will be determined by the cost of the individual boards and the school budget. The deadline for submission of quotes is 12 noon on Friday, 7th May 2010

Basic specifications determining Interactive Whiteboard (but not limited to) are as follows

An interactive whiteboard or IWB, is a large interactive display that connects to a computer and projector. A projector projects the computer's desktop onto the board's surface, where users control the computer using a pen, finger or other device that replaces and extends a blackboard or whiteboard.

Qualification Criteria

Meets minimum specification as set out in this Request for Quotes document

Responded to tender within deadlines

Completeness of documentation

Stated acceptance of all terms and conditions as set out in this Request for Quotes document

Only tenders that meet the qualification criteria will be evaluated

Evaluation Criteria

Any contracts arising from this request for quote will be awarded on the basis of the following Evaluation Criteria:

Evaluation Criteria	Marks (from 100)
Cost	45
Functionality	20
Support	20
Excess of specification over minimum	5
Track Record of Prospective Contractor	10

Requirements

Subject to quotes and ability to fit within available budget the following are the quantities of boards required.

3 x Height Adjustable 77” Interactive Whiteboards

8 x Fixed height 77” Interactive Whiteboards

3 x Fixed height 64” Interactive Whiteboards

The following requirements are minimum specification

For the purposes of this “Request for Quotes”, each individual Interactive Whiteboard must be provided as a single unit. The individual price must include projector, whiteboard, software, installation, support and basic training. If training can be provided in a more economical manner i.e. as a single day or half day provided in a classroom environment then please specify as a separate line in the quote. The quote template may be edited if required.

Projector

Projector provided should be a short throw projector, with a max lumens no lower than 2000. Each of the projectors has a minimum 3 year warranty, so any product failures, including lamp unit failures are resolved, and at no additional cost during the 3 year period following purchase. Each projector should be attached to the board, or mounted on a boom arm.

Board

Board should meet the minimum size requirements as stated.

Board must be Interactive, i.e. connected to Laptop or PC.

Board must be provided with speakers, either internal or external capable of allowing a classroom to hear interactive content.

Interaction with the board would be, at a minimum using a pen.

Software

Please detail software provided with the interactive board. Software may be requested as part of the evaluation process in order to determine suitability and quality. All software provided must be supported via phone or on-line.

Installation

Installation must be provided as standard and included in the price. Board must be installed and demonstrated. Installation position and height will be provided.

Support

Support must be provided on the whole Interactive Whiteboard solution for 3 years. Full support contact details, including location, availability and process should be detailed in the response.

Training

Training must be provided for the solution installed. This is to include software functionality and board functions. Please provide pricing for a training session for up to 16 teachers in a classroom environment. The duration of this training can be detailed by vendor.

The following criteria are deemed above the minimum specification but may gain higher weighting during evaluation.

Ability and availability of other devices including wand, Visualiser and voting devices.

Ability to support all aspects of the interactive whiteboard from a single organisation or contact. (This excludes the laptop or PC device connecting to the Interactive Board)

Pricing

Please provide pricing in the format of the template similar to the one provided below. Vendor may alter the template if needed.

<u>Requirements</u>	<u>Unit price</u>	<u>Vat Ex</u>	<u>Vat Inc</u>
3 Adjustable 77" System w/Projector	0	0	0
8 Fixed 77" System w/Projector	0	0	0
3 Fixed 64" System w/ Projector	0	0	0
13 System Installation	0	0	0
1 Training (Approx. 12 Teachers)	0	0	0
Totals		0	0

Please include any and all options available in a similar format as above. i.e. wand, visualiser etc etc. Please also include any delivery or other costs.

General conditions of contract

- (i) St. Columbanus' N.S., Ballivor requires that all information provided pursuant to this invitation to tender would be treated in strict confidence by suppliers.
- (ii) Information supplied by tenderers will be treated as contractually binding. However, the School reserves the right to seek clarification or verification of any such information.
- (iii) Any conflicts of interest involving a contractor (or contractors in the event of a consortium bid) must be fully disclosed to the School, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

Any registerable interest involving the contractor and the Minister for Finance, members of the Government, members of the Oireachtas or employees of the School or their relatives must be fully disclosed in the response to this RFQ, or should be communicated to the School immediately upon such information becoming known to the contractor, 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 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.

- (iv) Before a contract is awarded the successful contractor (and agent, where appropriate) will be required to promptly produce a Tax Clearance Certificate. In addition, contractors must retain records of tax reference numbers for any sub-contractors where payments exceed €635 (incl. VAT). A successful non-resident contractor or sub-contractor will be required to produce a statement from the Irish Revenue Commissioners.

Tenderers resident in the Republic of Ireland may apply on-line for a Tax Clearance Certificate or complete an application form TC1 (see below). This facility is to be found at Revenue's website address at www.revenue.ie/services/taxclearance.htm. Applications for Tax Clearance Certificates should be sent directly to the local Revenue District Office and the contact details for the local Revenue Districts are available at http://www.revenue.ie/cont_main.htm.

In the case of non-resident tenderers, an application for a Tax Clearance Certificate (TC1) should be completed. This form can be downloaded from the [Irish Revenue Commissioners website](http://www.revenue.ie/doc/webtc1.doc), <http://www.revenue.ie/doc/webtc1.doc>.

Such applications should be sent to the Office of the Collector General, Tax Clearance Section (General), Sarsfield House, Limerick (phone +353 61 310310) or e-mailed nonrestaxclearance@revenue.ie.

Where a Tax Clearance Certificate expires within the course of the contract Ballivor National School reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor being in possession of a valid certificate at all times.

It should be noted that in some instances it could take in the order of 3 weeks to obtain a tax clearance certificate from the Irish Revenue Commissioners. Prospective contractors are advised, therefore, where they are not currently in possession of a tax clearance certificate, to begin the process of obtaining one as soon as possible. Contractors who are under consideration for the awarding of the contract will be required to produce their tax clearance certificate within a reasonable period, usually six weeks. Failure to produce the certificate within that period will result in their being eliminated from the consideration process for the awarding of that contract.

A request from Ballivor National School to produce a tax clearance certificate does not imply that the contractor is eligible for, or will be awarded the contract, and should not be construed as an offer to contract.

- (v) Ballivor National School will not be liable in respect of any costs incurred by suppliers in the preparation of tenders or any associated work effort, including the supply of systems for evaluation and the return of such systems to suppliers, following such evaluation.
- (vii) The work specified in this tender document must not be sub-contracted without the prior approval of the School.
- (viii) The successful tenderer should indemnify the School for any damage to property or injury to persons (including the successful tenderer's own staff) arising from work carried out by the successful tenderer on the school premises during the course of the contract. The successful tenderer should have appropriate insurance cover in this regard (limit of indemnity not less than €1.27M).
- (ix) The lowest or any tender may not necessarily be accepted.
- (x) The tender may be accepted in whole or part

6. Payment terms

Full payment will be made on receipt of a valid invoice once the items have been delivered, installed and configured and are fully operational to the satisfaction of the School IT Board.