



INVITATION TO TENDER

**TENDER INSTRUCTIONS RELATING TO
TIMING FOR THE
TRIATHLON IRELAND
NATIONAL SERIES EVENTS**

ABOUT TRIATHLON IRELAND

1. Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this, in collaboration with our network of strong affiliated clubs, through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from Novice to Elite to participate in the sport.
2. Triathlon Ireland has a non-executive board who employ a Chief Executive Officer, who in turn manages a team of professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches.
3. Triathlon Ireland works with the Sport Ireland and Sport Northern Ireland to achieve full good governance accreditation.
4. Triathlon Ireland complies with the Governance Code for the Community, Voluntary and Charitable Sector in Ireland.

INVITATION TO TENDER (ITT)

Triathlon Ireland works closely with clubs, commercial organisations and other National Governing Bodies of Sports (NGBs) to ensure that high quality events are being delivered through the island of Ireland. Triathlon Ireland is seeking to establish a contract with a timing company who will provide the timing service to all National Series events in 2018.

Triathlon Ireland now invites Tenders for the provision of a timing company for all National Series events in 2018, working with Triathlon Ireland and the race organisers to facilitate the development and retain high standards for all National Series events. There is no separate pre-qualification stage or questionnaire but potential suppliers are required to register their expression of interest in tendering in accordance with requirements below.

IMPORTANT NOTE:

- This Invitation to Tender does not guarantee any work. It is for the opportunity to be added to the framework in order for Triathlon Ireland to appoint a supplier.

STRUCTURE OF ITT

The ITT is divided into the following sections:

- **Instructions** – this contains Triathlon Ireland general tendering requirements and other information on the tendering process and the evaluation criteria that Tenders will be evaluated against.
- **Specification** – this describes the service/quality standards required to provide the Services.

TENDER TIMETABLE AND CONTRACT PERIOD

Triathlon Ireland proposes the following timetable for the award of the Contract. This is intended as a guide and Triathlon Ireland does not intend to depart from the timetable, it reserves the right to do so at any time:

Date	Activity
Friday 27th October	Tender advertisement published and ITT made available to interested Tenderers
Friday 10 November	Tenderers to express interest and send contact details for lead contact & submit clarification questions
Monday 20 November	Triathlon Ireland to issue responses to clarification questions
Friday 08th December 1700	Deadline for receipt of tenders
Friday 15 December 1700	Completion of Assessment of tenders and shortlist of tenderers to make presentations. Notification of assessment and confirmation of presentations
Monday 14 January	Notification of successful tenderer/unsuccessful tenderers
Wednesday 21 January	Contract commencement date

EXPRESSIONS OF INTEREST

Suppliers wishing to tender must register their expression of interest by emailing events@triathlonireland.com by **0900 on Friday 10th November, 2017**, along with any clarification questions they may have. Failure to do so or late entries will not be accepted and the supplier's tender will also not be considered.

CONTRACT

The contract shall commence on 21 January 2018 until 1 October 2018 unless terminated in accordance with the terms of the contract. There will be an option to extend for a further 1 year subject to agreement by both parties.

The contract shall apply to all National Series events and once the work is agreed, a Letter of Engagement will be entered into.

DISCLAIMER COSTS AND EXPENSES AND DISCONTINUANCE OF TENDER

Nothing in this ITT binds Triathlon Ireland to accept a Tender and award a contract. Triathlon Ireland reserves the right to discontinue this Tender at any time during the ITT process and not to accept a Tender or award a contract.

Triathlon Ireland shall not be liable to the Tenderer in any way whatsoever for the Tenderer's costs and expenses incurred during the tender process from its discontinuance or in relation to which a contract is not awarded.

The Tenderer is responsible for preparing all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of its Tender shall be borne by the Tenderer.

Tenderers shall ensure that they are familiar with the nature and extent of the obligations they will incur if their Tender is accepted.

INFORMATION AND QUERIES

Tenderers should carefully read all the documents in this ITT and fully acquaint themselves with the requirements in this ITT. A Tenderer may, by written communication to the Contact Officer, request clarification or further information in connection with the ITT. Triathlon Ireland will reasonably endeavour to answer all enquiries prior to Tenders being submitted. Triathlon Ireland reserves the right not to respond to a request for information or clarification.

The deadline by which to submit clarification questions and requests for further information is 10th November, 2017. Responses will be circulated by email to tenderers by at latest, 20th November.

Contact Officer Name: Julie Devine

Triathlon Ireland, Unit 2e Glencormack Business Park, Kilmacanogue, Co.Wicklow

E mail: events@triathlonireland.com

BEST VALUE

In pursuit of continuous service improvement and efficiency, Triathlon Ireland will require a commitment from the successful Tenderer to provide management information on the development of the Services and to participate, free of charge, in projects associated with improvement to the Services and to implement required changes.

PREPARATION AND DELIVERY OF TENDER DOCUMENTS & PRESENTATION STAGE

Triathlon Ireland reserves the right not to accept the lowest Tender.

The tender documents must be submitted to: events@triathlonireland.com

REFERENCES

References are required and Triathlon Ireland reserves the right to contact referees (two per Tenderer) during the ITT period. Tenderers should give their referees advance notice of these reference calls in order to avoid any delay.

The reference calls will not be evaluated. They are intended to verify the experience of Tenderers as described in their ITT submission.

TENDER EVALUATION

Prior to evaluating Tenders, Triathlon Ireland will carry out an initial review of each Tender to confirm completeness and compliance with the requirements of this ITT and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.

Triathlon Ireland will carry out a Tender evaluation after the closing date for receipt of Tenders. Tenders will be evaluated on the basis of the most economically advantageous offer to Triathlon Ireland against the following weighted factors:

Price and overall cost of the contract to Triathlon Ireland (50%)

Price Criteria	Score (Max 5)	Weighting	Score x Weight
Price per Event - up to 20 Events, across the entire island of Ireland		90%	
Any added Value Services		10%	
Total		100%	

Quality of service provision (50%)

Quality Criteria	Score (Max 5)	Weighting	Score x Weight
Track record and ability to facilitate the delivery of results		45%	
Ability to comply with TI requirements for results formatting		45%	
Ability to quickly develop relationships and instil mutual trust and commitment		10%	
Total		100%	

ACCEPTANCE OF TENDER

A formal contract will be issued to the successful Tenderer.

PUBLICITY AND BRANDING

Tenderers shall not make any advertisement in relation to this Tender or award of the contract should they be successful. A joint public statement will be made at a date agreed between the successful tenderer and Triathlon Ireland.

SCOPE OF WORKS:

The timing company will be expected to fulfil the following roles:

- Provision of effective and efficient timing at National Series events
- Provide provisional results within 48 hours
- Provide final results within 72 hours **in the required format.**
- Engage in advance with each National Series Race Organiser on any timing related issues
- Engage regularly with TI at monthly check-ins to evaluate performance, troubleshoot issues in advance and work proactively on problem solving and challenges that the timing company can assist with.

The tender proposal should detail:

- Approach to delivery of scope of works
- Track record in delivery of this type of service
- Detail of costings for servicing all National Series events, with expected reduction in rate for bulk purchasing of service. The 2017 National Series calendar, available [here](#), can be used as a sample calendar for costing purposes. 2018 National Series dates will be finalised during the tender process.

REFERENCES

To be submitted with tender proposal.