



Request for Quotation (Goods & Services less than €50,000 in value)

(Before soliciting quotations from the market please ensure there is not an existing contract in place that could cover your requirements by contacting the Procurement & Contracts Function.)

Beyond Opposition

UCD School of Geography
Carol Ballantine

SECTION 1: Key Information

1.1 Context

- a. This Request for Quote (RFQ) is an invitation to suppliers to submit a quotation for the *Beyond Opposition online exhibition contract opportunity*.

We are seeking a supplier to design and develop a website profiling art created in three research workshops using three different art forms: visual art; sound art; and theatre/ graphic art.

1.2 Timeline

- a. Here is our timeline for this RFQ.

Deadline for Quotes:	20th May 2024 by 17:00 hrs.
Anticipated Contract start date:	30th May 2024 approx

All dates and times stated are local time.

1.3 How to contact us

- a. All enquiries must be directed to the nominated Point of Contact.

b. **Point of Contact**

Name: Carol Ballantine

Email address: carol.ballantine@ucd.ie

1.4 Developing and submitting your quote

- a. You must use the Response Form provided in this document.
- b. You must append an official quotation on headed paper in support of your quotation.
- c. You may only include product brochures and appendices that are relevant to your response
-

1.5 Submitting your quote

- a. Quotes must only be submitted by email/electronically to the following address:
carol.ballantine@ucd.ie
Quotes sent by post or fax, or hard copy **will not be accepted.**
-

1.6 Our RFQ process, terms and conditions

- a. **Offer Validity Period:** In submitting a quote the supplier agrees that their quote will remain open for acceptance for **one** calendar month from the Deadline for Quotes.
-



- b. This RFQ is subject to UCD's standard terms and conditions which can be viewed here <https://www.ucd.ie/procure/suppliers-tcs/>

SECTION 2: Requirements

2.1 Describe the Specific Goods or Services Required

We are seeking: ***Design and development of a web-based art exhibition, with three sub-sites, each profiling a different artistic medium (visual art; sound art; theatre/ graphic art).***

We estimate the quantity to be delivered is ***One website: interactive online exhibition***

We require the **website** to be delivered in three phases: design and implementation/ testing/ launch

Payment will be with 45 days of a valid invoice.

SECTION 3: Evaluation Approach

3.1 Evaluation Model (Choose from one of the following options)

The evaluation model that will be used in this project will be to shortlist only those quotations that meet the pre-conditions and are capable of full delivery on time. These then will be assessed objectively against the stated award criteria (putting higher weightings on more important criteria) to arrive at the highest score, i.e. the preferred option.

Subject to these pre-conditions (if applicable)

Each quotation/proposal must meet all these pre-conditions.

Pre-conditions/Minimum Requirements

Capable of delivery by September 30th 2024

Demonstrable experience of interactive web design (extra consideration made for those with experience in arts-based contexts)

Award Criteria

Evaluation Model

Criterion (examples) ↓	% Weighting
Proposal Quality	40%
Examples of previous work	40%
Cost	20%



SECTION 4: Pricing Information

Pricing information to be provided by suppliers.

In submitting the price, the supplier must meet the following:

- a. Suppliers are to use the pricing schedule template provided below.
- b. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price exclusive of VAT.
- c. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
- d. In preparing their quote, suppliers are to consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in the quote and pricing information to manage such risks and contingencies.
- e. Suppliers are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the university will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.
- f. Prices should be tendered in Euro (€) Ex-VAT.



Request for Quotation

Supplier Response

[insert supplier name]

Supplier Details

Name:	<i>[insert supplier name]</i>
VAT Number	Click here to enter text.
Postal Address:	Click here to enter text.
Contact Person or Persons:	Click here to enter text.
Telephone:	Click here to enter text.
Email:	Click here to enter text.
Internet address (web address) (if applicable)	Click here to enter text.
Tax Reference Number:	Click here to enter text.
Tax Clearance Access Number:	Click here to enter text.

Confirmations

I submit the following quote in response to your RFQ. I confirm that *[insert supplier name]* is able to deliver the requirements as follows:

- | | |
|------------------------------------|--------------------------|
| • To the required standard | <input type="checkbox"/> |
| • By the delivery date | <input type="checkbox"/> |
| • In the quantity requested | <input type="checkbox"/> |
| • To the/at the location requested | <input type="checkbox"/> |
| • Validity Period | <input type="checkbox"/> |
| • T's & C's accepted | <input type="checkbox"/> |
| • Official quotation appended | <input type="checkbox"/> |

How We Meet Your Needs

We believe that our quotation proposal meets or exceeds the award criteria, as follows:

Click here to enter text.

In submitting this quote we have made the following assumptions:



University College Dublin
Ireland's Global University

Click here to enter text.



University College Dublin
Ireland's Global University

Pricing

Our **total price** for delivery of the requirements is **€Click here to enter text.** exclusive of VAT.

A breakdown of the price is as follows;

Click here to enter text.



University College Dublin
Ireland's Global University

Authorisations & Sign Off

I have been authorised to submit this quote on behalf of **[insert supplier name]**

<hr/>	
Signature:	<hr/>
Full name:	<i>Click here to enter text.</i>
Title/Position:	<i>Click here to enter text.</i>
Date:	<i>Click here to enter a date.</i>
<hr/>	

