



Comhairle Chontae na Gaillimhe
Galway County Council

REQUEST FOR QUOTATION

FOR AGGREGATE SPEND UP TO €17,000 (Incl. VAT)

Subject of Quotation

Provision of Services for **Processing (provision of complete catalogue) of Ballinasloe Town Commissioners Archive Collection** for the Archives Service of Galway County Council

Key Dates:

Issue Date

3 March 2022

Closing Date for Queries

16.30 pm on 14th March 2022

Closing Date for Quotations

16.30 pm on Thursday 24th March

Contact for Queries

Patria McWalter, Archivist:

archivist@galwaycoco.ie

PLEASE NOTE - Format for submission of quotations – use the [Quotation Response Document](#) also attached to email

archivist@galwaycoco.ie

Email subject: 'Processing Ballinasloe Town Commissioners Collection'¹

Hard copy submission as per instructions in [Quotation Response Document](#)

¹ Includes for instance BTC x 16 volumes of minutes; Burial Board x 1 minutes; Rate Committee x 4 minutes; Rate Books x 11; Damp Press Letter books x 4; Agenda book x 1; BTC Ledgers x 4; Court Complaints x 6 (1864-1907); Gas Co./Committee x 6 minutes; approx. 8 ledgers/ account books (c.1859 - 1917); Urban Health Authority x 4 Minutes (1880-1903).

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1. ABOUT GALWAY COUNTY COUNCIL ARCHIVES

Galway County Council Archive, herein after referred to as the Archives, is the authority responsible for this procurement. The Archives, which works with the Library Service, comes under the Economic, Rural and Community Development and Corporate Service Directorship of Galway County Council.

The function of Galway County Council Archives is to preserve the archives of the local authorities of Galway County Council, and to acquire and preserve archives of local interest. Statutory provision for the protection of local authority archives was introduced for the first time in Ireland with the passing of the Local Government Act in 1994. This makes it a function of local authorities to *'make arrangements for the proper management, custody, care and conservation of local records and local archives and for inspection by the public of local archives'*. Further information is available at our corporate website www.galway.ie/archives.

2. SCOPE OF REQUIREMENT

2.1 Specification of Requirements

Background

Galway County Council Archives

The Archives Service, Galway County Council, is inviting quotations from suitably competent companies or individuals to surface-clean, list and arrange (*with detailed item level descriptions², in accordance with ISAD(G)*), number, sub-number and re-box / wrap a collection of archives relating to Ballinasloe Town Commissioners, dating from *circa* 1842-1917. Also prepare minutes for digitisation and write article and press release to publicise the collection, and prepare a power-point (or similar) presentation and /or a pre-recorded presentation for release during Heritage Week (13-21 August), relating to the material. The collection consists mainly of minute books for various committees, together with some financial records and rate books.

The collection will be listed on Word, with option of transferring to Adlib upon completion.

To be delivered:

- The collection is held at the Archives research room and office, Island House, Cathedral Square, Galway. The work will be completed there during normal office hours, 9 am to 5 pm, Monday to Friday.

Delivery date: To be finalised by 30th June 2022.

² See descriptive lists for Loughrea ([LTC/1/](http://www.galway.ie/digitalarchives)) and Tuam Town Commissioners' ([TTC/1/](http://www.galway.ie/digitalarchives)) collections for examples of level of description required, available at www.galway.ie/digitalarchives or online catalogue <http://gccapps.galwaycoco.ie/archives/ais5/>

2.2 Delivery Locations

N/A

2.3 Pricing

The maximum Budget for the delivery of this Service is **€17,000** (including VAT, Project Fee, office and communication expenses, travel and all other expenses).

2.4 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance and quality of service and turnaround time will be the main criteria for measuring performance.

2.4.1 Account Management

Firms or individuals submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

2.4.2 Invoicing

- Invoice shall be submitted by the successful firm or individual on the final sign off.
- The official invoice must quote a Galway County Council Purchase Order number. If the invoice does not quote the relevant order number the invoice will be returned to the supplier.
- The invoice must be submitted as follows: **Ballinasloe Town Commissioners Archive Collection**

Galway County Council, Accounts Payable, Galway County Council, Áras an Chontae, Prospect Hill, Galway, Ireland

Or emailed direct to accountspayable@galwaycoco.ie and copied to archivist@galwaycoco.ie

2.5 Award to Runner Up

If for any reason, it is not possible to award the contract to the successful firm or individual emerging from this competitive process, or if having awarded the contract, Galway County Council Archives considers that the successful firm or individual has not met its obligations, Galway County Council Archives reserves the right to award the contract to the next highest scoring firm or individual on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

3. EVALUATION CRITERIA

3.1 Suitability

Galway County Council Archives will only consider quotations from competent and financially sound and compliant firms/individuals. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General company information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the firm/party is appropriately insured.
- (d) Confirmation via declaration that the firm is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

3.2 Award Criteria

The contract will be awarded on the basis of a quality and cost evaluation as assessed by Galway County Council Archives. The Archives is not obliged to accept the lowest or indeed any quotation.

The following criteria will be applied:

Criterion A	Weighting	Maximum Marks
Methodology Proposed	35%	35
Description	Galway County Council Archives will assess the following: <ul style="list-style-type: none">• Evidence of understanding of the brief• Timescale outlined• Methodology proposed	

Criterion B		Weighting	Maximum Marks
Qualifications and experience		50%	50
Description	<p>Galway County Council Archives will assess qualifications and experience based on response to criterion B as outlined below:</p> <p>Applicant must have a recognised post-graduate qualification in Archival Studies and satisfactory experience in archival management of collections, <u>preferably have a minimum of 3 years post-qualification</u>. This collection of approximately 70 volumes (Minutes and financial records) dates from the 19th century to the early 20th century and a knowledge of or experience in such work may be advantageous. Knowledge of databases such as ADLIB would also be an advantage.</p>		

Criterion C		Weighting	Maximum Marks
Cost Criterion		15%	15
Description	<p>Please complete the Quotation Form provided in this Quotation Response Document.</p> <p>Galway County Council is not obliged to accept the lowest or indeed any quotation.</p>		

Copyright

Galway County Council Archives will retain ownership and copyright of all material, in whatever format, used in the production of the catalogue/list, articles, reports and presentations.

Such material shall not be reproduced or used for any other purpose without the prior consent of the Galway County Council Archives.

4. FORMAT OF RESPONSE

Service Providers are required to complete the separate Quotation Response Document which contains:

- (i) General Company Information
- (ii) Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
- (iii) The Quotation Form

Please ensure you read the Instructions to Firms Quoting as detailed in Section 5.

5. INSTRUCTIONS FOR FIRMS QUOTING

(a) Closing Date

The closing date for receipt of quotations is **16.30 pm on Thursday 24th March 2022**

Quotations that are received late will not be considered in this competition.

(b) Submission of Quotations

Quotations should be submitted to the following email address: archivist@galwaycoco.ie

Clearly marked '**Quotation for Processing Ballinasloe Town Commissioners Collections**'

Queries

All queries regarding this quotation should be submitted to the following email address: archivist@galwaycoco.ie

- Clearly marked **Query for Quotation for Ballinasloe Collection project**
- Queries should be raised as soon as possible – last date for queries is **16.30 pm on Monday 14th March 2022**.

For the purpose of circulating responses, queries will be edited to avoid disclosing the origin of the firm/individual submitting the query and any sensitive information included in the query should be clearly indicated.

(c) Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful firm. Galway County Council operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

(d) Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Firms are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

(e) Conflict of Interest

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to Galway County Council. Any registrable interest involving the firm and the Galway County Council or employees of the Galway County Council or their relatives must be fully disclosed in the quotation submission or should be communicated to the Galway County Council immediately upon such information becoming known to the firm, 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, 1995. Failure to disclose a conflict of interest may disqualify a firm or invalidate an award of contract, depending on when the conflict of interest comes to light.

(f) Freedom of Information Acts

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. Galway County Council accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(g) Data Protection

Firms are required to comply with all directions of the Galway County Council with regard to:

- (i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 -2018);
- (ii) local security arrangements deemed reasonably necessary by the Galway County Council including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Galway County Council including by police authorities;
- (iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
 - Data Protection Acts, 1988 -2018 and

- All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

(h) Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

(i) Withholding Tax

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

(j) Interference and Inducement to Purchase

Any effort by the firm to unduly influence Galway County Council, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(k) Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

(l) Award to Runner-up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract Galway County Council considers that the successful party has not met its obligations Galway County Council reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of Galway County Council to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

(m) Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Galway County Council on any proposed change of nominated personnel, such change to be subject to the written approval of Galway County Council. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

(n) Copyright

Galway County Council will have copyright ownership of any material developed for use by the Galway County Council under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful firm).

(o) Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfill the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.