

COUNTY CAVAN ENERGY AUDIT

INSTRUCTIONS FOR TENDER

Terms of Reference;

Current and potential business opportunities

- i. The Audit will look at the current development of alternative energy initiatives, the current opportunities for new and existing complementary businesses or for interaction with the businesses. For example the audit should identify optimum sites of anaerobic digesters for utilising hot water from same e.g. district heating systems.
- ii. The Audit shall submit proposals which take due cognisance of the location, attributes and challenges of County Cavan to identify main growth areas in sustainable energy and how Cavan can exploit these.
- iii. The Audit shall identify the potentiality for the use of single wind turbines to service neighbouring dwellings/farmsteads and demonstrate the increasing community benefits and economic returns from increasing users

Resources available

- iv. The Audit will identify the distribution of renewable energy resources throughout the county e.g. biomass, hydro, solar, wind power, and other sustainable available technologies, and accessibility to the electricity grid as appropriate.
- v. The audit shall identify those technologies best suited to Cavan and focus output of/action plan on these insofar as possible.
- vi. The Audit shall produce a county wide map detailing the main locations of existing resources and potential for future locations with particular emphasis on wind turbines. The auditor shall liaise with the Cavan County Council environment and planning departments in this regard.
- vii. The Audit shall identify opportunities to increase energy efficiencies of existing plant currently used by industry, commercial and domestic consumers such as replacement of water pumps with more energy efficient models and pay back periods.

Markets

- viii. The Audit will identify and categorise the consumer markets for alternative energies in the County, and outline how alternative energy suppliers can meet the requirements of energy consumers

Barriers to development

- ix. The Audit will highlight issues which may be stifling development in a rural county such as Cavan and make suggestions as to what actions need to be taken (locally and nationally) to facilitate development.

- x. The Audit shall examine practical issues which may be stifling development e.g. the growing conditions in Co. Cavan are ideal for willows however what harvesting methods are suitable for Cavan soils.

Funding opportunities

- xi. The Audit will assess what funding opportunities (national, EU, and international) are available to support the development of local alternative energy initiatives in terms of grant assistance and financial markets.

Policy guidelines

- xii. The Audit will identify how the development of local alternative energy initiatives can help to meet Government and EU policy guidelines.

Action plan

- xiii. The Auditors shall liaise with the Steering committee set up by Cavan Community and Voluntary Forum to oversee the project and shall attend a maximum of 5 meetings.
- xiv. The Auditors shall liaise with the Steering committee set up by Cavan Community and Voluntary Forum for a period of 12 months after the completion of the project to assist in the implementation of the action plan. The auditor should allow for 6 meetings in this regard.
- xv. The Audit will propose short, medium and long term recommendations based on the above and assist in developing an action plan for the Cavan Community Forum to enable this organisation to facilitate the development of renewable energy sources in the County.
- xvi. The Audit shall produce a best practice booklet for County Cavan for domestic consumers in relation to renewable resources.

FORMAT AND CONTENTS OF TENDERS

For the purposes of the assessment of the quality component of their tender, tenderers should provide comprehensive information on the following:

Approach (Total 600 marks out of 1,000)

- (a) Proposals for managing the commission, methodology and o of the key elements as described in terms of reference. This should include t consultation workshops with interested stakeholders and the community in Cavan.

(Maximum 500 words) (300 marks)

- (b) A work programme for delivery of the Project
(100 marks)
- (c) Details of the office from which the project will be run, giving staff numbers and details of support systems, and the communication links that will be used where it is planned to utilise expertise in different locations
(maximum 500 words) (50 marks)
- (d) Details of the Tenderers proposed team management structure and team, including name, grade, qualifications, and significant projects in which team members have been involved either in their current or previous employment, in respect of each team member for the project to be supplemented by CVs where possible
(50 marks)
- (e) The number of days to be worked by each team member for the project
(25marks)
- (g) Proposals for the use of sub-consultants and your working relationships with them **(maximum 500 words). (50 marks)**
- (h) Presentation of a tender document which is written in clear, easy to read, accessible format .
(25 marks)

Quality Control (Total 100 marks out of 1000)

Proposals for ensuring quality control during the project

(maximum 500 words)

(100 marks).

Fee Proposal (300 marks out of 1000)

- (a) A lump sum fee proposal for the project and lump sum fee proposal for expenses. The fee proposal should include VAT.
- (b) All amounts must be stated in euro.

SUBMISSION OF TENDERS

The tender should be in a sealed envelope clearly marked with the tenderers name. This envelope should then be sealed in an outer envelope clearly marked “**Cavan Community and Voluntary Forum, County Cavan Energy Audit**”. This envelope should be marked with a distinctive number selected by the tenderer, and should contain no other markings. The tenderers name should not appear on the outer envelope.

Tenders must not be qualified in any way but must be submitted in accordance with the tender documents and these instructions. Tenders must not be accompanied by any covering letter or any statement that could be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders. The Contracting Authority’s decision on whether a tender is compliant will be final and tenderers will not be consulted.

The completed tender documents (**5 copies**) should be sent by registered post, recorded delivery or delivered by hand. Whichever method is used, the envelope or any franking should not bear any marks, sign or reference which might indicate who the tenderer is.

Tenders should be delivered to:

**Kate Ennals
Cavan Community and Voluntary Forum Farnham Centre
Johnson Library
Farnham Street, Cavan,
County Cavan, Ireland.**

| Tenders must be delivered no later than Tenders received after this time **will not** be accepted by the Cavan Community and Voluntary Forum . Tenderers should ensure that an official receipt is retained for tenders delivered by hand.

The Cavan Community and Voluntary Forum will not accept responsibility for postal delays.

Tenders and supporting documents must be written in English.

Tenders will remain open for acceptance for a minimum of 90 days from the latest tender return date.

AWARD CRITERIA

Tenders will be assessed to determine which is the most economically advantageous tender in accordance with the award criteria. The individual criteria which will be taken into account in making this assessment are as follows:

- (a) Quality (70 %) 700 marks out of 1000;
- (b) Price (30 %). 300 marks out of 1000

In making the quality assessment, the Cavan Community and Voluntary Forum will consider, among other things, the number of days proposed for the various team members for the project as submitted by the tenderer.

ASSESSMENT METHODOLOGY

Tenders will first be checked for compliance with the requirements of these instructions as to procedures and content. Tenders which do not comply with these requirements may be excluded from further consideration.

The Cavan Community and Voluntary Forum may seek clarification of any tender.

All tenderers whose tenders are considered to be compliant with the requirements of this document may be invited to an interview. The purpose of the interview is to provide the Contracting Authority with the opportunity to supplement, verify and clarify the information provided by tenderers in their tender document. Tenderers should note the proposed date for interview set out below. Tenderers will be informed of the exact time and venue of their interview in the fortnight preceding interview.

Tender interview date: XX/XX/2010

There are 700 marks available under the heading Quality and the weightings have been given under the forgoing Instructions. Any tender receiving an overall quality score of less than 420 out of 700 will be excluded from further consideration.

Any tender receiving a score less than 60% of the available mark on any of the items under the forgoing instructions will be excluded from further consideration.

There are 300 marks available under the heading Price. Tenderers who have met the above requirements will have their tender prices assessed. Their price score will be determined as follows:

A comparative sum will be formed of a lump sum plus x days multiplied by each daily rate for the stated category of staff listed below:

Daily rate inclusive:

Director
Project manager
Senior Engineer
Junior Engineer
Quantity Surveyor
Technician
Others (lump sum)

For tenders passing the quality thresholds under forgoing Instructions, the Quality and Price scores will be summed.

ENQUIRIES

Any queries arising from the tender documentation which may have a bearing on the tender should be raised in writing with the Cavan Community and Voluntary Forum as soon as possible and in any case not later than 10 days before the day fixed for receipt of tenders. Queries should be directed in writing or e-mail to:

Kate Ennals
Cavan Community and Voluntary Forum
Farnham Centre
Johnson Library
Farnham Street, Cavan,
County Cavan, Ireland.
Email: kateennals@cavancoco.ie

Steering Committee:

The Steering committee shall consist of 3 members of Cavan County Council technical staff and 2 members of the Cavan Community and Voluntary Forum.