



**South Dublin  
County Partnership**  
Páirtíocht Chontae  
Átha Cliath Theas

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SDC South Dublin County Partnership CLG  
Company Limited by Guarantee  
CHA: 20082949/CHY20825 CRO: 520670

# **South Dublin County Partnership**

Request for Tenders for Facilitation on the introduction of  
a new performance management system

[May, 2025]



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## **1. Introduction, Requirements**

### **1.1 Introduction**

South Dublin County Partnership is a local development company in South Dublin County, Ireland. We are a registered charity, and we develop and deliver projects to tackle poverty and social exclusion in the area, particularly in West Tallaght and North Clondalkin. We do this through working together with people, local groups and partner organisations and through the practice of community development. Our approaches to this work are underpinned and informed by a strong commitment to social justice

### **1.2 Purpose of Request for Tenders (RFT)**

As over 50% of its funding is from public bodies, South Dublin County Partnership must ensure competitive tendering for the goods and services it buys.

South Dublin County Partnership are looking to engage an appropriate body / consultant to support us in introducing a new performance management system.

### **1.3 Timeframe**

SDCP are looking to do this piece of work with all of the line managers (20 people) over the next 3-4 months.

### **1.4 Freedom of Information**

Tenderers are asked to consider if any of the information supplied by them should not be disclosed because of its sensitivity. If this is the case, tenderers should, when providing the information, identify same and specify reasons for its sensitivity. We will consult with tenderers about sensitive information before making a decision on any Freedom of Information request received. Please see section 2.5 in relation to the notification of scores to unsuccessful tenderers.

If tenderers consider that none of the information supplied by them is sensitive, they should make a statement to that effect. Such information may be released in response to a Freedom of Information request.



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## 1.5 South Dublin County Partnership Requirements

SDCP are looking to go to tender for support around the introduction of a new performance management system.

SDCP currently have a staff team of just under 120 people, spread across 15 offices in Tallaght, Clondalkin and Lucan. SDCP currently has an annual appraisal which all staff complete. A new performance management form, process and timeline have been drafted which will move away from an annual appraisal to a number of performance and development conversations throughout the year.

SDCP are looking for a facilitator(s) to work with us in bringing together all those involved in line management in SDCP (circa. 20 people) over a number of days to discuss the approach to managing and developing performance in the organisation.

It is important to ensure that the discussions and conversations bring everyone along. The location of these sessions will be in either Tallaght or Clondalkin and will allow space for smaller break out conversations. A shorter planning session with a smaller group to discuss the proposed content for the sessions would be beneficial.

The facilitated sessions should cover the following areas;

- Opportunities to reflect on what works well and what are the challenges in terms of managing performance in SDCP
- Opportunities to reflect on ones own performance management skills
- Review of our current forms and processes and proposed new forms and processes
- Discussion on how best to communicate and embed the new performance management

The sessions should provide considerable opportunities for discussion, role-play and small group conversations, and there should be some (limited) homework between the sessions. Please include in your response how best to manage and facilitate this process with the team.

We would expect that the successful evaluator would be experienced in similar projects.



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## 2. Tender process

### 2.1 Query handling

Queries concerning this RFT should be emailed to Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)

Please cc Kim Dempsey at [kim.dempsey@sdcpartnership.ie](mailto:kim.dempsey@sdcpartnership.ie) and Catherine Robinson at [catherine.robinson@sdcpartnership.ie](mailto:catherine.robinson@sdcpartnership.ie)

The deadline for queries is Thursday, 15<sup>th</sup> May 2025.

### 2.2 Timing of process

Tenders should be emailed to Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)

Please cc Kim Dempsey at [kim.dempsey@sdcpartnership.ie](mailto:kim.dempsey@sdcpartnership.ie) and Catherine Robinson at [catherine.robinson@sdcpartnership.ie](mailto:catherine.robinson@sdcpartnership.ie)

The deadline for the receipt of tenders is 5pm on Thursday, 22<sup>nd</sup> May, 2025.

### 2.3 Contract award / Termination

South Dublin County Partnership reserves the right not to proceed with the awarding of a tender contract

South Dublin County Partnership does not bind itself to accept the lowest or any tender. South Dublin County Partnership also reserves the right to reject in whole or in part, any or all tenders received.

South Dublin County Partnership reserves the right to tender again or to terminate the contract at any stage. In the event that the contract must be revised or abandoned, provisions will be made by South Dublin County Partnership for the termination of the contractor(s) or proposed associates' contract on payment of reasonable and agreed costs accrued to the date of termination.

### 2.4 Format of tender

To assist in the evaluation process, tenderers must structure their tenders in such a way that they match the overall structure of this section.



The tenders should address, on a numbered point-by-point basis, each of the following points 1-9.

### **General Information**

1. Name, address, telephone number and email address of the tendering company. Name of person within the tendering company dealing with the tender process.

### **Confirmations**

2. Confirmation of acceptance by the tendering company and any third parties of the conditions described in section 3 – General Conditions of tender below.
3. Confirmation that the tendering company can meet South Dublin County Partnership's requirements as set out in section 1.5.

### **Previous experience**

4. Details of 2 contracts undertaken within the last 3 years demonstrating successful contract delivery and including a brief outline of why the contract was similar to the enquiry of this RFT.

### **Method statement**

6. A method statement describing a proposed approach to meeting South Dublin County Partnership's requirements as set out in section 1.5.

### **Proposed resources**

7. Details of the individual/s who will be assigned to this project. Tenderers must demonstrate that they have the level and depth of expertise to provide high quality services in relation to the requirements as set out in section 1.5 of this RFT. Provide Curriculum Vitae's with details including qualifications of project team members, their individual specialist knowledge and relevant expertise.

### **Costs**

8. A total cost for the service should be provided.



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The price should be provided inclusive of VAT with the relevant rate of VAT indicated.  
The price should be quoted in euro.

The total budget should not exceed **€6,000** (incl. VAT) for the total contract.  
A breakdown of the proposed costs should be included as part of the tender response.

9. Confirmation that the tender holds good for six (6) calendar months after the closing date for receipt of tenders.

Tenders should be emailed to Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)  
Please cc Kim Dempsey at [kim.dempsey@sdcpartnership.ie](mailto:kim.dempsey@sdcpartnership.ie) and Catherine Robinson at [catherine.robinson@sdcpartnership.ie](mailto:catherine.robinson@sdcpartnership.ie)

The deadline for the receipt of tenders is 5pm on Thursday, 22<sup>nd</sup> May, 2025.

## 2.5 Acceptance and award criteria

### Acceptance criteria

Tenders will be examined, in the first instance, by reference to the following acceptance criteria:

- a) Completeness of tender documentation as specified in section 2.4 (Format of Tender) above.
- b) Provision of 3 examples of previous experience as requested in section 2.4 above.

Note: It is intended that only those tendering companies that meet the above qualifying criteria will be eligible for inclusion in the award process.

### Award criteria

The contract will be awarded from the qualifying tenders applying the following award criteria:

- a) Method statement (35%)
- b) Proposed resources (35%)
- c) Cost (30%)

**Total: 100%**

Based on its merits each criteria (with the exception of costs) will be rated as follows:



0	No response
1	Poor
2	Mediocre
3	Good
4	Very Good
5	Excellent

### Scoring Mechanism/Evaluation of Tenders

- **Method Statement**

This criterion refers to the tenderer's proposed approach to Financial Consultancy Support in bringing in a Financial Management System

- **Proposed Resource**

This criterion refers to the individual(s) proposed to deliver the service, including qualifications of project team members, their individual specialist knowledge and relevant expertise.

- **Cost**

The tender with the lowest cost shall be awarded the maximum score available under this criterion [30 marks]; the score of subsequent tenders under this criterion shall be calculated using the following formula:

$$\frac{\text{The lowest cost x maximum score available}}{\text{Cost for tender being evaluated}}$$

Tenderers should note that South Dublin County Partnership may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by South Dublin County Partnership.

### 2.6 Financial arrangements

1. Payment for all services covered by this invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier, following the award of contract.



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2. Prices and terms quoted should hold good for at least six (6) calendar months from the final date for receipt of tenders. Similarly, terms and conditions cannot be altered during the currency of the contract.
3. South Dublin County Partnership retains the right to withhold payment where a contractor has failed to meet its contractual obligations in relation to the delivery of goods/services to an acceptable level of quality.





### 3. General Conditions of Tender

1. South Dublin County Partnership does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received and to source the requirement from more than one supplier or contractor.
2. Detailed contractual arrangements are not within the scope of this Request for Tenders. However, the following condition should be noted: any conflicts of interest involving a contractor must be fully disclosed to South Dublin County Partnership, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tendering organisation.
3. In the event of a group of bidders jointly submitting an acceptable offer, South Dublin County Partnership will award the contract to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
4. It is the intention of South Dublin County Partnership to enter into formal contractual relations with the successful tendering organisation. Details of the proposed contract will be discussed with the successful tendering organisation prior to signing. Your tender may form a schedule to the contract.
5. South Dublin County Partnership will not be liable in respect of any costs incurred by companies in the preparation of their tender in response to the Request for Tenders, nor for costs incurred in preparing subsequent presentations or for attendance at same.
6. The successful tendering company shall be responsible for the delivery of all requirements provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
7. Please allow for all costs in your pricing including expenses, extra visits or exceptional costs as South Dublin County Partnership will not accept extra charges above the contract price. In the event that you wish to charge South Dublin County Partnership for what you consider an exceptional item, it will only be considered if it is raised prior to the commencement of work, in which case a separate contract will be agreed.
8. South Dublin County Partnership requires that all information provided pursuant to this Request for Tenders will be treated in strict confidence by the tendering companies.



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9. Information supplied by tendering companies will be treated as contractually binding. However, South Dublin County Partnership reserves the right to seek clarification or verification of any such information.
10. Prices and rates quoted should be expressed in euro (€) and exclusive of VAT. The VAT rate(s) applicable should be indicated separately.
11. South Dublin County Partnership reserves the right to withhold payment where a contracting company has failed to meet its contractual obligations in relation to the delivery of goods / services to an acceptable level of quality.
12. South Dublin County Partnership reserves the right to go to tender again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.
13. Tenders that are received late will not be considered. In this regard it is important to note that tenders must be received at the email address specified above not later than the date stated on the Closing Date for receipt of Tenders. The onus is solely on the tender and their agents to ensure delivery by the specified time to the specified address.
14. Tenderers should note that South Dublin County Partnership may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by South Dublin County Partnership.
15. The work of the contractors shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.
16. Before a contract is awarded, and where required the successful contractor (and third parties, where appropriate) will be required to promptly produce a valid Tax Clearance Certificate. The Certificate must remain valid for the duration of the contract.
17. Where a Tax Clearance Certificate expires within the course of the contract, South Dublin County Partnership reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.



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18. Payment for all services covered by the Request for Tenders will be on the foot of appropriate invoices. Invoicing arrangements will be agreed with the successful tendering organisation following the award of the contract.
19. The successful tendering organisation may be required to comply with the requirements of the Data Protection Acts 1988-2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) (each as amended, revised, modified or replaced from time to time) and all other statutory instruments, industry guidelines (whether statutory or non-statutory) or codes of practice or guidance issued by the Data Protection Commission relating to the processing of personal data or privacy or any amendments and re-enactments thereof in relation to the processing of any personal information that may be necessary in the context of service delivery. This will require the organisation to sign a form of undertaking to comply with the provisions of the Acts.
20. Any registerable interest involving the contractor and members of the Government, members of the Oireachtas or employees of South Dublin County Partnership or their relatives must be fully disclosed in the response to this Request for Tenders, or should be communicated to South Dublin County Partnership 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 1995.
21. South Dublin County Partnership will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from South Dublin County Partnership in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.
22. The successful tenderer must hold adequate insurance to undertake this research on behalf of South Dublin County Partnership. South Dublin County Partnership will accept no liability for any loss or damage incurred during the performance of the contract.