

THIS AGREEMENT is dated 6th March 2018

**ROYAL DUBLIN SOCIETY of
Ballsbridge, Dublin 4**

TENDER FOR: Contract Cleaning &
Manual Operatives tender.

REFERENCE NUMBER: Contract
Cleaning & Manual Operatives tender.

TENDER RETURN DATE AND TIME
(**DEADLINE**): 4pm on 29th March 2018

1. INTRODUCTION AND BACKGROUND

The RDS is issuing this invitation to tender (**ITT**) to interested suppliers in connection with the procurement of the goods and/or services described in the specification set out in **Schedule 1** Specification.

Each tender submitted by each supplier who responds to this ITT (**Tenderer**) should be detailed enough to allow the RDS to make an informed selection of the most appropriate solution.

Subject to the terms of this ITT, the RDS proposes to enter into a contract with the successful Tenderer.

1.1 Introduction to the Royal Dublin Society

Home to Ireland's best known venue, the RDS is Ireland's Philanthropic Society. It was founded in 1731 to support Ireland to thrive economically and culturally. Funded by our commercial operations, the RDS continues this mission today through our philanthropic work programme that spans across science, the arts, agriculture, business and equestrianism.

1.2 Scope of the Services

To provide Contract Cleaning & Manual Operatives.

1.3 **Contract term**

The RDS:

- (a) proposes to enter into one or more Contracts for a maximum period of 2 years with the option to roll on for a third year with the successful Service Provider;
- (b) anticipates that the commencement date of the Services will be April/May 2018.

1.4 **Purpose and scope of this ITT**

This ITT:

- (a) asks Tenderers to submit their Tenders in accordance with the instructions set out in the remainder of this ITT;
- (b) provides Tenderers with sufficient information to enable them to provide a compliant Tender;

1.5 Regarding requests for clarifications any enquiries or requests for clarification of any matters arising from this ITT should be sought from Cian O’Colmain/Rachel McNamara at the RDS and must be made in writing by post or email as follows:

- Contact name: Cian O’Colmain/Rachel McNamara
- Address: Contact Name, RDS Reception, Anglesea Road, Ballsbridge, Dublin 4
- Email: tenders@rds.ie

Tenderers are advised not to rely on communications from the RDS in respect of the Services or ITT unless they are made in accordance with these instructions.

Clarifications about the contents of the Tenders

The RDS reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tenderer's Tender or request for information during the evaluation phase. Tenderers are asked to respond to these requests promptly and to avoid vague or ambiguous answers.

2. TENDER TIMETABLE

2.1 Key dates

The Timetable is currently anticipated to be as follows:

Event	Date
ITT issued.	6 th March 2018
Suppliers confirm that they will respond to ITT.	4pm on 23 th March 2018
Deadline for receipt of clarifications.	4pm on 23 rd March 2018
Target date for responses to clarifications.	From 26 th March 2018
Tender Submissions	4pm Sharp 29 th March 2018

***Process Subject to shortlist and/or interview.

RDS may, at its sole discretion, vary the above Timetable and shall notify all Tenderers as soon as possible.

2.2 Deadline for receipt of Tenders

The respondent is required to confirm whether or not it will be submitting a response to this ITT by email or post by no later than the date set out in the Timetable.

Responses to this ITT must arrive at the address and in the manner prescribed under *section 3.1* no later than the Deadline.

Any Tender received after the Deadline shall not be opened or considered. The RDS may, however, in its own absolute discretion extend the Deadline and in these circumstances the RDS will notify all Tenderers of any change.

2.3 Contract award

Contract award is subject to the formal approval process of the RDS. Until all necessary approvals are obtained, no Contract(s) will be entered into.

2.4 Contract award notification

Once the RDS has reached a decision in respect of contract award, it will notify all Tenderers of that decision. The RDS will not be obliged to discuss reasons for declining any response.

3. TENDER COMPLETION INFORMATION

3.1 Formalities

The envelope, packing or postmark must be sealed and must not indicate the identity of the Tenderer. Tenders with external identification may not be opened or considered. It must be clearly labelled "Contract Cleaning & Manual Operatives Procurement". It must be addressed as follows:

Contact Name, RDS Reception, Anglesea Road, Ballsbridge, Dublin 4.

The following requirements must be adhered to when submitting Tenders:

- (a) the Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT;
- (b) each Tender must be uniquely named or referenced;
- (c) each page must be single sided;
- (d) a table of contents must be provided;
- (e) the Tender must be fully cross-referenced;
- (f) a list of supporting material must be supplied;
- (g) pages must be A4 in size or, where necessary, A3 folded in half;
- (h) It is recommended the tender submission be delivered by registered post to RDS Finance main reception. RDS will not accept responsibility for items delivered without registered post.

The Tender must be clear, concise and complete. The RDS reserves the right to mark a Tenderer down or exclude it from the procurement if its Tender contains any ambiguities or lacks clarity.

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. In the case of a partnership, all the partners should sign or, alternatively, only one may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

Please supply details of the person at your organisation who can be contacted by the RDS in relation to your response. Please give details of any other people within your organisation who should be contacted to answer queries in relation to specific areas of your response. For each person please give their:

- name;
- title;
- address and location;
- telephone number; and
- email address.

3.2 **Documents forming the Contract**

The following documents shall form part of the Contract between the RDS and the successful Tenderer(s):

- (a) the Contract and its Schedules;
- (b) the Specification;
- (c) responses to requirements in the form required by the Customer (as completed by the Service Provider).

3.3 **Changes affecting a Tenderer**

Tenderers must inform the RDS in writing of any change in control, composition or membership of that Tenderer. In these circumstances, the RDS reserves the right to disqualify the Tenderer from any further participation in the procurement process.

3.4 **Consortia and subcontractors**

The RDS requires all Tenderers to identify whether and which subcontracting arrangements apply in the case of their Tender, and precisely which entity they propose to be the Service Provider.

3.5 **Warnings and disclaimers**

While the information contained in this ITT is believed to be correct at the time of issue, neither the RDS, its advisors, nor any other awarding entities will accept any liability in any circumstances for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability howsoever arising in relation to any statement, opinion or conclusion contained in, or any omission from, this ITT (including its Schedules) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. No representations or warranties are made in relation to these statements, opinions or conclusions. This exclusion does not extend to any fraudulent misrepresentation made by, or on behalf of, the RDS.

All suppliers should note that any quantities or volumes contained in this ITT are for indicative purposes only, and any future quantities or volumes may vary from those stated.

If a Tenderer proposes to enter into a Contract with the RDS, it must carry out its own due diligence enquiries and rely only:

- on its own enquiries and judgment in relation to this procurement, including the preparation of its Tender; and
- on the terms and conditions set out in the Contract(s) (as such Contract may be varied or updated and as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the RDS (or any other person) to enter into a contractual arrangement.

All suppliers are recommended to seek their own financial and legal advice.

3.6 **Confidentiality**

The contents of this ITT must not be not copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling the Tenderer to submit a Tender.

3.7 **Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the RDS has given express written consent to the relevant communication.

3.8 RDS's rights

The RDS reserves the right to:

- (a) waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the RDS;
- (b) seek clarification or documents in respect of a Tenderer's submission;
- (c) disqualify any Tenderer that does not submit a compliant Tender in accordance with this ITT;
- (d) disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest or the tender process. Any Tenderer who directly or indirectly canvasses any employee of the RDS concerning the award of the Contract will be disqualified. The RDS may exclude any Tenderers from the tender process who have been found to be in breach of confidentiality or intellectual property rights and may pursue any remedy or take any other action for breach as it considers appropriate;
- (e) withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis;
- (f) choose not to award any Contract as a result of the

current procurement process;
and

- (g) make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

3.9 **Tender costs**

The RDS will not in any circumstances be liable for any Tender costs, expenditure, work or effort incurred by a Tenderer in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by the RDS.

3.10 **Intellectual property**

All intellectual property rights in this ITT and all materials provided by the RDS or its professional advisors in connection with this ITT are and shall remain the property of the RDS and/or its professional advisors.

3.11 **Transferring employees NOTE: RELEVANT TO SERVICE PROVISION ONLY. IF IN DOUBT, CONSULT YOUR HR ADVISOR.**

The RDS envisages that in the case of a service provision the staff working on the current service shall transfer to the Service Provider or its subcontractors, under TUPE along with the Services. These employees are currently employed by the incumbent supplier (Third Party Employees);

Tenderers' pricing models must include the costs associated with the TUPE transfer of these employees.

Schedule 1 Specification

The RDS is inviting Tenders for the provision of Outsourced Contract Cleaning Services & Manual Operatives on a regular basis. The successful company will develop a team for day to day events and could have the capacity to upscale to our larger events at reasonable notice due to the volatility of the events industry.

The RDS would have a very strong preference that one person becomes your company's 'de facto' supervisor and who would be on campus during the day for most of the week so they become familiar with all aspects of the RDS operations including all RDS regular clients as well as events on campus. The supervisor should have good knowledge and experience in managing staff and will regularly liaise with the Venue.

The contractor must ensure the following:

- The contractor will provide clean and tidy own branded uniforms, clearly visible ID badges and ensure these uniforms are worn and in good condition by all employees.
- Contractor staff are expected to be well groomed, good working knowledge of the local area, observant, keen and pleasant. All training is to be provided by the contractor.
- All PPE, equipment, machinery and tools should be supplied by the contractor. It is the contractor's duty to ensure team members have proper qualifications required to use and operate the necessary equipment such as Safe Pass, manual handling and Hazchem training - RDS will take no liability if something happens.
- Employees provided by the contractor are expected to be trained and react quickly in emergency situations ie storms. They may also be expected to come to work at any hour of the day/night especially in extreme circumstances ie flooding, fires etc.
- The contractor shall undertake to provide and use environmentally sustainable and friendly cleaning products/agents/materials throughout the venue.
- The successful company will become the preferred supplier for all events.
- The contractor will be obliged to ensure all allocated staff are Garda Vetted with appropriate Child Protection Training.
- There are 5 star priority areas on the campus which require dedicated high quality attention such as its front of house Members facilities. A dedicated onsite supervisor would be working on site daily to manage the full team. The supervisor would need to be flexible with their hours and start at 7am daily.
- The dedicated front of house team will consist of a fixed hours team: two employees to clean the main office Monday – Friday for 4 hours each and a staff member needed each day from 7am – 3pm Monday – Friday. Event staff team: who will be assigned to an event to focus on cleaning of the halls and/or cloak room/toilet attendant.

There will be an ongoing requirement for flexibility with general duties such as painting/decorating, rooms/halls sets, helping out on events ie toilet attendants, cloakroom attendants etc and any other AdHoc duties at the request of the RDS.

*** Please note this list may not be exhaustive of all of the specifications which form part of the final contract.

Schedule 1 Specification Continued

RDS Site requirements:

- As mentioned above the RDS holds the Dublin Horse Show every August. Due to this the demand on cleaning services & general duties staff will be a lot higher than in other months of the year. Please see below the number of hours roughly needed in the run up to, during and after the Horse Show:

Month	H/S Cleaning Hours	H/S General Duties Hours
July	100	840 hrs
August	2,058 hrs	1,188 hrs
Sept	152 hrs	285 hrs
Total	2,310 hrs	2,313 hrs

- Number of cleaning & general duties hours on an Annual Basis are:

Annual Cleaning Hours	Annual Manual Operatives/Duties Hours
7,103 hrs	5,322 hrs

****Please note the above figures are subject to change depending on the business requirements of the RDS. The figures are to give a rough idea of staff hours required.

Dedicated Team – Front of House Members Area (Separate to the above figures)

Annual Event Hours	Annual Fixed Hours
5,361.5 Hrs	4,160 hrs

Schedule 1 Specification Continued

All Tenders which must be site specific to the RDS and must provide the following information:

- History of the company
- Names & relevant work experience of directors & senior staff
- List of companies that your company already supplies Contract Cleaning to. Names and contact details of 3 companies that can be contacted to supply references.
- Tax Clearance access information.
- Current Insurance information.
- If your company is successful in the tendering process, SOPs and KPIs would be expected.
- Details of all charge rates for your staff 365 days a year – irrespective of duties performed.
- Any added value/additional services/suggestions that your company may be able to bring to the RDS or our clients.
- Details of your “Customer Response” times to queries from the RDS must be stated.
- Details of the escalation procedure.
- Successful companies will be required to sign the RDS supplier framework agreement.

RDS Sustainability Policy

The purpose of the RDS is to see Ireland thrive culturally and economically. Established in 1731 we are one of the world's oldest philanthropic organisations. We have always adopted a long-term view that has allowed us to effect change and implement projects with enduring legacy and impact.

Sustainability has been a core value of the RDS since its inception. It is evident throughout our work that has supported Irish society since our foundation. Through this, we have helped to create improvement in the areas of environmental, economic and social sustainability.

Policy principles

The RDS acknowledges that our work has environmental and other resource impacts and that we are responsible for managing these impacts in a sustainable way. We strive for excellence in all that we do and are committed to contributing to the creation of a sustainable environment, economy and society by embedding sustainability in all of our endeavours.

Under this policy we commit to the following:

- Establishing a Sustainability Roadmap framework for setting and reviewing site-specific sustainability and energy objectives and targets
- Ensuring the availability of information and the necessary resources to achieve our objectives and targets
- Complying with all applicable legal and other requirements relating to energy use, consumption and efficiency as well as environmental, health & safety and social regulations
- Continually improving our energy performance, water management and reducing the generation of waste, greenhouse gas and other emissions
- Working with staff and suppliers to embed sustainability considerations into our procurement and investment activities, including the procurement of energy efficient products and services, and design for energy performance improvement
- Promoting biodiversity and striving to prevent pollution and other negative social impacts
- Minimising the short term and legacy impacts our activities and visitors may have on the locality
- Raising awareness through training and motivation of employees so that they can conduct their work in a healthy, safe, environmentally, socially and financially responsible manner
- Treating all stakeholders and employees with fairness, equality and respect at all times, in particular stakeholders with special requirements and needs

This policy and our progress is regularly evaluated by the RDS energy and sustainability team and reported to the RDS Senior Management Team for periodic review. Our management team will lead by example with success and continuous improvement generated by the combined efforts of all stakeholders.

Michael Duffy, Chief Executive, June 2 2016



Measurements of Halls – Main Hall/Hall 1

Technical Details 		Capacities 	
Gross Area	3503m ²	Reception	4,750
Length	70m	Theatre	4,000
Width	48.9m	Banquet	1,800
Max. Height	13.7m	Classroom	1,400
Min. Height	8m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	2 X 250 Amp/3 phase		
Door Height x Width	3.55m x 3.17m		

Shellbourne Hall/Hall 2

Technical Details 		Capacities 	
Gross Area	2238m ²	Reception	3,200
Length	44.5m	Theatre	3,000
Width	50.2m	Banquet	1,200
Max. Height	7m	Classroom	700
Min. Height	7m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	2 X 150 amp/3 phase		
Door Height x Width	4.87m x 3.73m		

[Download plans \(CAD\) ↓](#) [Download plans \(PDF\) ↓](#)

Serpentine Hall/Hall 3

Technical Details 		Capacities 	
Gross Area	1072m ²	Reception	1,500
Length	39.3m	Theatre	1,000
Width	27.7m	Banquet	600
Max. Height	4.4m	Classroom	550
Min. Height	4.1m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	80 amp/3 phase		
Door Height x Width	4.57m x 3.65m		

Industries Hall/Hall 4

Technical Details 		Capacities 	
Gross Area	2285m ²	Reception	3,000
Length	71.4m	Theatre	2,500
Width	33m	Banquet	900
Max. Height	5.18m	Classroom	990
Min. Height	4.57m	Board Room	n/a
Floor Loading	14.5kN/m ²		
Electrical Power	2 X 125 amp/3 phase		
Door Height x Width	3.22m x 5.63m		

Clyde Room/Hall 6

Technical Details 		Capacities 	
Gross Area	374.6m ²	Reception	400
Length	26.4m	Theatre	350
Width	13.8m	Banquet	200
Max. Height	n/a	Classroom	210
Min. Height	n/a	Board Room	n/a
Floor Loading	n/a		
Electrical Power	Phase 32 A S & 2 X 32 A 3		
Door Height x Width	2.15m x 1.54m		

Concert Hall/Hall 7

Technical Details 		Capacities 	
Gross Area	653.8m ²	Reception	1,000
Length	30.7m	Theatre	1,000
Width	24m	Banquet	450
Max. Height	9.6m	Classroom	256
Min. Height	3.65m	Board Room	n/a
Floor Loading	9.5kN/m ²		
Electrical Power	60 Amp 3 Phase		
Door Height x Width	3.4m x 3.37m		

Simmonsourt Complex/Hall 8A

Technical Details 		Capacities 	
Gross Area	1990m ²	Reception	2,920
Length	91.5m	Theatre	2,350
Width	21.7m	Banquet	1,000
Max. Height	9m	Classroom	700
Min. Height	6m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	2 x 160 Amp/3 Phase		
Door Height x Width	5.61m x 5.56m		

Simmonsourt Complex/Hall 8B

Technical Details 		Capacities 	
Gross Area	2145m ²	Reception	3,100
Length	97.6m	Theatre	2,500
Width	22.9m	Banquet	1,100
Max. Height	9m	Classroom	750
Min. Height	6m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	2 x 160 Amp/3 Phase		
Door Height x Width	5.41m x 5.56m		

Simmonsourt Complex/Hall 8C

Technical Details 		Capacities 	
Gross Area	4754m ²	Reception	7,000
Length	89.2m	Theatre	6,500
Width	53.3m	Banquet	3,250
Max. Height	14m	Classroom	1,800
Min. Height	6m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	4x160 Amp/3 Phase		
Door Height x Width	6.25m x 4.32m		

Simmons Court Complex/Hall 8D

Technical Details 		Capacities 	
Gross Area	864m ²	Reception	1,200
Length	39.3m	Theatre	1,000
Width	21.9m	Banquet	650
Max. Height	6m	Classroom	330
Min. Height	n/a	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	1 x 80 Amp/3 Phase		
Door Height x Width	5.56m x 5.59m		

Simmons Court Complex/Hall 8E

Technical Details 		Capacities 	
Gross Area	1094m ²	Reception	1,200
Length	49.8m	Theatre	750
Width	21.9m	Banquet	500
Max. Height	9m	Classroom	300
Min. Height	6m	Board Room	n/a
Floor Loading	50kN/m ²		
Electrical Power	1 x 80 Amp/3 Phase		
Door Height x Width	5.56m x 5.59m		

Dodder Suites/Hall 5 A

Technical Details 		Capacities 	
Gross Area	178m ²	Reception	120
Length	25m	Theatre	100
Width	7.1m	Banquet	70
Max. Height	3.2m	Classroom	48
Min. Height	n/a	Board Room	36
Floor Loading	n/a		
Electrical Power	13 amp single phase		
Door Height x Width	n/a x n/a		

Dodder Suites/Hall 5B

Technical Details 		Capacities 	
Gross Area	121m ²	Reception	120
Length	16.2m	Theatre	100
Width	6.6m	Banquet	80
Max. Height	3.2m	Classroom	48
Min. Height	n/a	Board Room	36
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

Dodder Suites/Hall 5C

Technical Details 		Capacities 	
Gross Area	36.8m ²	Reception	40
Length	7.9m	Theatre	30
Width	4.7m	Banquet	30
Max. Height	3.2m	Classroom	15
Min. Height	n/a	Board Room	16
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

Dodder Suites/Hall 5D

Technical Details 		Capacities 	
Gross Area	34.4m ²	Reception	50
Length	8.2m	Theatre	40
Width	4.2m	Banquet	30
Max. Height	3.2m	Classroom	12
Min. Height	n/a	Board Room	22
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

Dodder Suites/Hall 5E

Technical Details 		Capacities 	
Gross Area	28.8m ²	Reception	30
Length	6.2m	Theatre	25
Width	4.7m	Banquet	20
Max. Height	3.2m	Classroom	18
Min. Height	n/a	Board Room	16
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

Minerva Suite

Technical Details 		Capacities 	
Gross Area	145.3m ²	Reception	200
Length	17.3m	Theatre	130
Width	8.3m	Banquet	100
Max. Height	5.23m	Classroom	66
Min. Height	n/a	Board Room	70
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

Merrion Room

Technical Details 		Capacities 	
Gross Area	117.9m ²	Reception	150
Length	17.5m	Theatre	100
Width	6.4m	Banquet	90
Max. Height	4m	Classroom	42
Min. Height	n/a	Board Room	45
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

President's Room

Technical Details 		Capacities 	
Gross Area	75.8m ²	Reception	60
Length	11.6m	Theatre	50
Width	6.5m	Banquet	40
Max. Height	5.13m	Classroom	24
Min. Height	n/a	Board Room	30
Floor Loading	n/a		
Electrical Power	13 Amp Single Phase		
Door Height x Width	n/a x n/a		

RDS Site Map

