

REAL NATION of

24 Arran Quay, Dublin 7, D07 W620

REQUEST TENDER SUBMISSIONS *ON BEHALF OF THE RDS FOR THE:*

Exhibition Build, Signage Creation & Installation for the RDS Primary Science Fairs 2019

REFERENCE NUMBER:

X1160

TENDER RETURN DATE AND TIME

(DEADLINE): 1st October 2018; 17:00

1. INTRODUCTION AND BACKGROUND

Real Nation is issuing this invitation to tender (ITT) to interested suppliers in connection with the procurement of the goods and/or services (Services) described in the specification set out in Schedules 1, 2 and 3.

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

Subject to the terms of this ITT, Real Nation proposes to enter into a contract (Contract) with the successful Tenderer (Service Provider).

1.1 Scope of the Services

Exhibition build, signage creation and installation of the Primary Science Fairs described in the specification set out in Schedules 1, 2 and 3.

The RDS Primary Science Fair has been managed and organised by the RDS since 2009. Since then it has developed to become one of the flagship projects of RDS philanthropy taking place across three cities – Dublin, Limerick and Belfast. Within its first year of operation it developed its principles of non-competitive, whole-class, child-centred inclusivity – based upon the best academic pedagogy.

Under the guidance of their teacher, the PSF asks entire classes (4th-6th class in ROI / Key Stage 2 in NI) to undertake STEM investigations, harnessing children's natural curiosity about the world around them. The underlying aim is to equip students with fundamental STEM skills: observing, predicting, measuring, recording, comparing, analysing, extrapolating, etc.; it's ultimately about starting to students on the path to become independent thinkers and questioners. Just as importantly, it shows them that science can be for everyone and that you don't need special equipment to do it.

The PSF culminates in an exhibition of STEM-related class projects: investigations or questions about the world around them. Accompanying the exhibition, at each PSF there is a programme of curriculum-related science-themed entertainment, specifically designed for primary school-aged children, including large-scale science shows and interactive exhibits.

In 2019 the RDS will be organising a stand-alone Dublin Fair, which will take place on the 6th and 7th March 2019. This will result in approximately 2,500 participating primary school students and 2,500 visiting primary school students, each day, in the RDS Simmonscourt Complex.

Following the Dublin Fair, the Fair will move to Mary Immaculate College (MIC) Limerick, taking place from the 22nd – 24th May 2019. The Limerick Fair attracts approximately 1,000 participating primary school students and 1,000 visiting primary school students, each day,

The Fair will then conclude in the Belfast Waterfront on the 5th and 6th June 2019. The Belfast Fair attracts approximately 1000 participating primary school students and 1,000 visiting primary school students, each day,

1.2 Contract term

Real Nation:

- A) proposes to enter into one or more Contracts for a maximum period of 3 years with the successful Service Provider;
- B) anticipates that the commencement date of the Services will be the 1st November 2018.

1.3 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) sets out the overall timetable and process for the procurement to Tenderers;
- C) provides Tenderers with sufficient information to enable them to provide a compliant Tender;
- D) explains the administrative arrangements for the receipt of Tenders.

1.4 Regarding requests for clarifications any enquiries or requests for clarification of any matters arising from this ITT should be sought from Niamh Monahan at Real Nation and must be made in writing by post or email as follows:

- A) Contact name: Niamh Monahan
- B) Address: 24 Arran Quay, Dublin 7, D07 W620
- C) Email: Niamh.Monahan@realnation.ie

Tenderers are advised not to rely on communications from Real Nation in respect of the Services or ITT unless they are made in accordance with these instructions. The deadline for requests for clarification is set out in clause 2.

1.5 Clarifications about the contents of the Tenders

Real Nation 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.	27th August
Suppliers confirm that they will respond to ITT.	3rd September
Deadline for receipt of clarifications.	10th September
Target date for response to clarifications	17th September
Deadline for receipt of Tenders.	1 st October; 17:00
Notification of contract award decision.	1 st November
Contract start	1 st November

Real Nation 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. Real Nation may, however, in its own absolute discretion extend the deadline and in these circumstances Real Nation will notify all Tenderers of any change.

2.3 Contract award

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

2.4 Contract award notification

Once Real Nation has reached a decision in respect of contract award, it will notify all Tenderers of that decision. Real Nation 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 marked Private and Confidential and clearly labelled " Exhibition Build, Signage Creation & Installation for the Primary Science Fairs Procurement".

Postal Submissions must be addressed as follows:

[PRIVATE AND CONFIDENTIAL, NIAMH MONAHAN, REAL NATION, 24 ARRAN QUAY, DUBLIN 7, D07 W620]

Electronic Submissions must be submitted to Niamh.Monahan@realnation.ie requesting confirmation of receipt in advance of the deadline.

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) the financial section of the Tender should be costed and presented on a per-event basis;
- C) each Tender must be uniquely named or referenced;
- D) each page must be single sided;
- E) a table of contents must be provided;
- F) the Tender must be fully cross-referenced;
- G) a list of supporting material must be supplied;
- H) pages must be A4 in size or, where necessary, A3 folded in half;
- I) it is recommended the tender submission be delivered by registered post to Real Nation, 24 Arran Quay, Dublin 7, D07 W620. Real Nation will not accept responsibility for item delivered without registered post.
- J) if submitted electronically the onus is on the Tenderer to receive confirmation of receipt by Niamh Monahan, Real Nation, in advance of the deadline. A paper copy of the Tender may also be submitted in advance of the deadline, as detailed above, in addition to electronic version.

All Tenders must provide the following information:

- History of the company
- Names & relevant work experience of staff proposed to deliver the services
- List of companies that your company already supply exhibition build and signage creation and installation to. Names and contact details of 3 companies that can be contacted to supply references.
- Tax Clearance access information.
- Current Insurance information.
- Successful companies will be required to sign the RDS supplier framework agreement (included).
- Any added value/additional services/suggestions that your company may be able to bring.

The Tender must be clear, concise and complete. Real Nation 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. The authority document included in Schedule 4 must be fully completed and returned with any Tender.

Please supply details of the person at your organisation who can be contacted by Real Nation 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 Real Nation 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 Real Nation in writing of any change in control, composition or membership of that Tenderer. In these circumstances, Real Nation reserves the right to disqualify the Tenderer from any further participation in the procurement process.

3.4 Consortia and subcontractors

Real Nation 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 Real Nation, 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 Real Nation.

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 Real Nation, 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 Real Nation (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 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 Real Nation has given express written consent to the relevant communication.

3.8 Real Nation's rights

Real Nation 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 Real Nation;
- 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 Real Nation concerning the award of the Contract will be disqualified. Real Nation 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

Real Nation 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 Real Nation.

3.10 Intellectual property

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

Specification Schedule 1

Exhibition Build, Signage Creation & Installation for the RDS Primary Science Fair Dublin 2019:

(Please note quantities provided are subject to change)

A) Exhibition Stands & Aesthetics

- Provision and installation of School Project stands (number to be confirmed closer to event date - min 100, max 200)
- Provision and installation of personalised header boards to 200 School Project stands (100 stands per event day) (final *numbers to be confirmed closer to event date - min 200, max 400*)
- Provision and installation of stakeholder exhibition stands
 - o Please supply options for modular exhibitions stands
(The Tenderer will be expected to provide a solution to creating a dynamic exhibition within the space available. The Tenderer must also take into account the scenario of an exhibitor not bringing merchandise, on the event days, and in turn having a bare stand. The stand should be aesthetically pleasing and match PSF branding without additional merchandise)
- All stands (school and stakeholder) will require power supply and lighting as per design
- Electrical installation to stands, registrations desks and information desk (RECI Certification; liaison with RDS electric to supply power)
- Aesthetic lighting for the exhibition rooms e.g. uplighters, spots on banners etc.
- Installation, maintenance and removal of all the above over one setup day and two event days

B) Branding

- Provision of branding solutions for the following areas
 - o Four Small Show Rooms
 - o One Large Show Space
 - o Exhibition Space
 - o Food Hall Space
 - o Teachers Space (Inspire Café)
 - o Stakeholder Space (1st floor meeting room overlooking the Food Hall)
 - o Entrance / Exits Route to RDS
- Design, printing and installation of all stage backdrops (backdrop must house stage screen)
 - o Four small show rooms have a stage of 4.8m x 3.6m and can accommodate a screen size of 1m high
 - o One large show room has a stage of 5m x 10m and can accommodate a screen size of 1.2 – 1.5m high
- Design, printing and installation of all branded dressing items e.g. lecterns, welcome wall, sponsor boards, banners
- Design, printing and installation of all outdoor branding
- Design, printing and installation of all directional signage
- Installation to include rigging of hanging materials where necessary

C) Event Furniture

- Provision and installation of registration desks (approximately 4), including all related artwork
- Provision and installation of an information desk, including all related artwork
- Provision and installation of show stage furniture e.g. 1 lectern per stage, 2-3 trestle tables per stage
- Provision and installation of Food Hall furniture (e.g. 78 picnic tables as per CAD)

D) Dressing of VIP Room hosting the Corporate Breakfast & Stakeholder Lunch

- Draping of the room / creating a better aesthetic
- Provision and installation of stage furniture for Corporate Breakfast / Stakeholder Lunch e.g. 4-5 bucket chairs, 1 coffee table, 1 lectern

E) Provision of CAD drawings for the entire event from conception to completion

- *(Draft CAD attached)*

F) Acoustic draping of show rooms

- *(Work with the RDS on Supplementing their drape)*

G) Installation of carpet

- Please give options for the areas outlined (please note *this service may not be required and remains TBC*)

H) Seating

- Fulfil seating requirements for staging areas (please note the RDS may have a quantity available)
- Capacity of 500 each, per smaller show rooms
- Capacity of up to 2,500 for large show room
- Position and install of all of the above as per CAD orientation

I) Supply of Necessary Documentation

- All method statements, risk assessments and relevant H&S documentation to be supplied by the successful Tenderer

Specification Schedule 2

Exhibition Build, Signage Creation & Installation for the RDS Primary Science Fair Limerick 2019:

(Please note quantities provided are subject to change)

A) Exhibition Stands & Aesthetics

- Provision and installation of 40 School Project stands
- Provision and installation of personalised header boards to 120 School Project stands (40 stands per event day)
- All stands will require power supply and lighting as per design
- Electrical installation to stands, registrations desks and information desk (RECI Certification; liaison with MIC electric to supply power)
- Aesthetic lighting for the exhibition room e.g. uplighters, spots on banners etc.
- Installation, maintenance and removal of all the above over one setup day and three event days

B) Branding

- Provision of branding solutions for the following areas
 - o Five Show Rooms
 - o Exhibition Space
 - o Stakeholder Space
- Design, printing and installation of all stage backdrops
 - o Three show rooms have a stage of 3m x 3m
- Design, printing and installation of all branded dressing items e.g. lecterns, welcome wall, sponsor boards, banners
- Design, printing and installation of all outdoor branding
- Design, printing and installation of all directional signage
- Rigging of hanging banners where relevant
- Entrance / Exits Route to MIC

C) Event Furniture

- Provision and installation of registration desks (approximately 4), including all related artwork
- Provision and installation of an information desk, including all related artwork
- Provision and installation of show stage furniture e.g. 1 lectern per stage, 2-3 trestle tables per stage
- Provision and installation of stage furniture for Corporate Breakfast e.g. 4-5 bucket chairs, 1 coffee table, 1 lectern

D) Provision of CAD drawings for the entire event from conception to completion

- *(Draft CAD attached)*

E) Supply of Necessary Documentation

- All method statements, risk assessments and relevant H&S documentation to be supplied by the successful Tenderer

Specification Schedule 3

Exhibition Build, Signage Creation & Installation for the RDS Primary Science Fair Belfast 2019:

(Please note quantities provided are subject to change)

A) Exhibition Stands & Aesthetics

- Provision and installation of 40 School Project stands
- Provision and installation of personalised header boards to 80 School Project stands (40 stands per event day)
- Provision and installation of stakeholder exhibition stands
 - o Please supply options for modular exhibitions stands
(The Tenderer will be expected to provide a solution to creating a dynamic exhibition within the space available. The Tenderer must also take into account the scenario of an exhibitor not bringing merchandise, on the event days, and in turn having a bare stand. The stand should be aesthetically pleasing and match PSF branding without additional merchandise)
- All stands (school and stakeholder) will require power supply and lighting as per design
- Electrical installation to stands, registrations desks and information desk (RECI Certification; liaison with Belfast Waterfront electric to supply power)
- Aesthetic lighting for the exhibition rooms e.g. uplighters, spots on banners etc.
- Installation, maintenance and removal of all the above over one setup day and two event days

B) Branding

- Provision of branding solutions for the following areas
 - o Five Show Rooms
 - o Exhibition Space
 - o Food Hall Space
 - o Stakeholder Space
 - o Entrance / Exits Route to Belfast Waterfront
- Design, printing and installation of backdrop for Corporate Breakfast / Stakeholder Lunch
- Design, printing and installation of all branded dressing items e.g. lecterns, welcome wall, sponsor boards, hanging banners
- Design, printing and installation of all outdoor branding
- Design, printing and installation of all directional signage

C) Event Furniture

- Provision and installation of an information desk, including all related artwork
- Provision and installation of stage furniture for Corporate Breakfast / Stakeholder Lunch e.g. 4-5 bucket chairs, 1 coffee table, 1 lectern

D) Provision of CAD drawings for the entire event from conception to completion

- *(Draft CAD attached)*

E) Supply of Necessary Documentation

- All method statements, risk assessments and relevant H&S documentation to be supplied by the successful Tenderer