

THIS AGREEMENT is dated 6th March 2018

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

TENDER FOR: Waste Collection,
Recycling & Disposal Services including
general waste, bulk waste & dry mixed
recycling.

REFERENCE NUMBER: Waste
Collection, Recycling & Disposal Services
including general waste, bulk waste & dry
mixed recycling.

TENDER RETURN DATE AND TIME
(**DEADLINE**): 4pm Sharp 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 Waste Collection, Recycling & Disposal Services including general waste, bulk waste & dry mixed recycling.

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.

1.6 **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

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

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

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 "Waste Disposal Procurement". It must be addressed as follows:

RDS Reception, Anglesea Road, Ballsbridge, Dublin 4.

Tender Submissions can also be emailed to:

tenders@rds.ie

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 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.

Schedule 1 Specification

The RDS is inviting Tenders for Waste Collection, Recycling & Disposal Services including general waste, bulk waste & dry mixed recycling to the campus on a regular basis. It would be expected that the successful company would be able to supply waste equipment and waste collections when full at very short notice. The RDS runs the Dublin Horse Show in early August where there is a substantially higher amount of waste so additional services would be required in the run up to, during and after the Show.

RDS Site requirements:

- As mentioned above the RDS hosts the Dublin Horse Show every August. Due to this the demand on waste equipment and waste collection would be greater than the remainder of the year and will require around the clock service and support. Please see below the weight for waste removal roughly needed in the run up to, during and after the Horse Show:

In addition to mixed waste the Horse Show generates approx. 250 tonnes of compostable waste to be loaded and removed from site within 48hrs of the shows completion. This removal must be fully compliant with all environmental licences and regulations. Grease traps service & drainage line jetting as required throughout the campus.

Anglesea	Waste Quantity	Simmons court	Waste Quantity
July	35.47 Tonnes	July	30.96 Tonnes
Aug	73.75 Tonnes	Aug	23.22 Tonnes
Sept	151.73 Tonnes	Sept	12.46 Tonnes
	HS		HS
	260.95 Tonnes		66.64 Tonnes
	ONLY		ONLY

- Annually the weight for waste removal is:

Anglesea	Waste Quantity	Simmons court	Waste Quantity
Jan	30.78 Tonnes	Jan	23.58 Tonnes
Feb	28.06 Tonnes	Feb	29.32 Tonnes
March	26.12 Tonnes	March	23.02 Tonnes
April	15.36 Tonnes	April	9.92 Tonnes
May	26.37 Tonnes	May	4.56 Tonnes
June	30.24 Tonnes	June	3.88 Tonnes
July	HS	July	HS
Aug	HS	Aug	HS
Sept	HS	Sept	HS
Oct	21.96 Tonnes	Oct	21.96 Tonnes
Nov	17.97 Tonnes	Nov	18.62 Tonnes

Dec 23.54 Tonnes
220.4 Tonnes Excluded HS

Dec 12.72 Tonnes
147.58 Tonnes Excluding HS

Anglesea	Waste Quantity
July	35.47 Tonnes
Aug	73.75 Tonnes
Sept	151.73 Tonnes
	HS
	260.95 Tonnes ONLY

Simmons court	Waste Quantity
July	30.96 Tonnes
Aug	23.22 Tonnes
Sept	12.46 Tonnes
	HS
	66.64 Tonnes ONLY

481.35 Tonnes

214.22 Tonnes

***** Anglesea & Simmons court Annual Total 695.57 Tonnes**

The annual rental of equipment supplied to the RDS is:

Equipment	Annual Total
REL	39
Compactor 40CY	70
MOLOK	47
RORO 35 YD	90
SKIP 6CY	31
SKIP 14CY	5
SKIP PACK	5
RORO 20CY	19
Tipper Truck	4

***Please note all of the above figures are subject to increase in 2018.

**Molok bins are used underground

Schedule 1 Specification Continued

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

- History of the company
- Names & relevant work experience of relevant directors & senior staff
- List of companies that your company already supplies Cleaning/Waste disposal to. Names and contact details of 3 companies that can be contacted to supply references.
- Tax Clearance Certificates
- Current Insurance information.
- Standard Operating procedures. If your company is successful in the tendering process, a relevant to the RDS SOP would be expected.
- Details of all charge rates for waste disposal equipment, waste collections & monthly rental charges.
- Details of your invoice payment terms
- 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.
- Hourly rate and T&Cs for jetting/tanker services and grease trap service.
- Up to date Garda vetting for truck drivers and any staff expected to be onsite.
- One dedicated contact person to manage the RDS and campus who is contactable 24/7.
- REL on the spot emergency collections to include weekends/BANK Holidays etc.
- Full service to be fully compliant with all sustainable and environmentally friendly practices.
- All containers & waste bins will be supplied as part of the contract and replaced when required. To be maintained in an excellent order at all times and fit for use in public areas/event spaces and offices.
- To dispose of confidential shredding when requested and the provision of relevant certificates.
- Waste reduction will be a required element of the tender process and we will work with the successful company to effectively reduce our annual waste disposal.

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

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



RDS Site Map

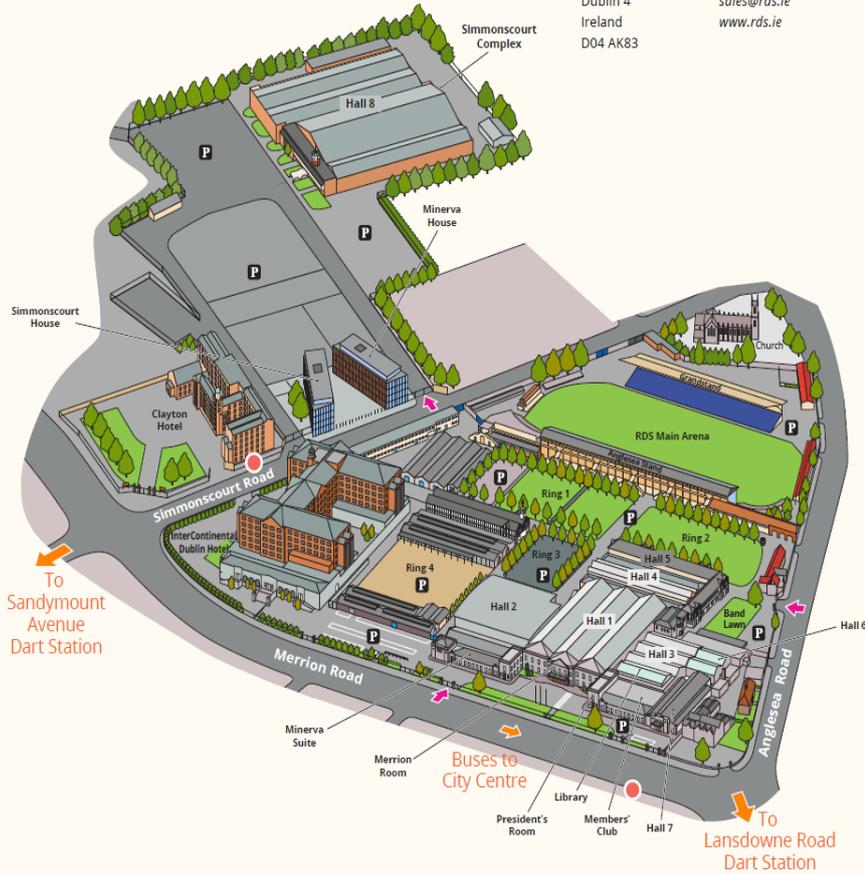
Site Map

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 D04 AK83

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 F +353 (0)1 660 4014
 sales@rds.ie
 www.rds.ie



Where
extraordinary
events
 happen
 everyday



- P** : Parking
- : Entrance
- : Aircoach Stop

- HALL 1 Main Hall
- HALL 2 Shelbourne Hall
- HALL 3 Serpentine Hall
- HALL 4 Industries Hall
- HALL 5 Dodder Suites
- HALL 6 Clyde Room
- HALL 7 Concert Hall
- HALL 8 Simmons Court