

Invitation To Tender



Tender Instructions Relating To Timing For The:

BMW Triathlon National Series Events

BMW Duathlon National Series Events

Triathlon Ireland National Championship Events

About Triathlon Ireland

1. Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this, in collaboration with our network of strong affiliated clubs, through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from Novice to Elite to participate in the sport.
2. Triathlon Ireland has a non-executive board who employ a Chief Executive Officer, who in turn manages a team of professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches.
3. Triathlon Ireland works with the Sport Ireland and Sport Northern Ireland to achieve full good governance accreditation.
4. Triathlon Ireland complies with the Governance Code for the Community, Voluntary and Charitable Sector in Ireland.

Invitation To Tender (ITT)

Triathlon Ireland works closely with clubs, commercial organisations and other National Governing Bodies of Sports (NGBs) to ensure that high quality events are being delivered through the island of Ireland. Triathlon Ireland is seeking to establish a contract with a timing company or companies who will provide a quality timing service to the BMW National Series and National Championship events in 2020.

Triathlon Ireland now invites Tenders for the provision of a timing company for National Series, and Championships events in 2020. One or more successful tenders will be the official approved timing company while working with Triathlon Ireland and the race organisers to facilitate the development and retain high standards for all events. There is no separate pre-qualification stage or questionnaire but potential suppliers are required to register their expression of interest in tendering in accordance with requirements below.

Note: This Invitation to Tender does not guarantee any work. It is for the opportunity to be added to the framework in order for Triathlon Ireland to appoint a recommended supplier or supplier.

Structure Of ITT. The ITT is divided into the following sections:

Instructions – this contains Triathlon Ireland general tendering requirements and other information on the tendering process and the evaluation criteria that Tenders will be evaluated against.

Specification – this describes the service/quality standards required to provide the Services.

Tender Timetable And Contract Period

Triathlon Ireland proposes the following timetable for the award of the Contract. This is intended as a guide and Triathlon Ireland does not intend to depart from the timetable, it reserves the right to do so at any time:

Date	Activity
Friday 30 th August 2019	Tender advertisement published and ITT made available to interested Tenderers
Friday 13 th September 2019	Tenderers to express interest and send contact details for lead contact & submit clarification questions
Monday 23 rd September	Triathlon Ireland to issue responses to clarification questions
Friday 4 th October 1700 2019	Deadline for receipt of tenders
Friday 25 th October 1700 2019	Completion of Assessment of tenders and shortlist of tenderers to make presentations. Notification of assessment and confirmation of presentations.
Monday 28 th October 2019	Notification of successful tenderer/unsuccessful tenderers
Wednesday 1 st January 2020	Contract commencement date

Expressions Of Interest

Suppliers wishing to tender must register their expression of interest by emailing **events@triathlonireland.com** by 0900 on Friday 13th September, 2019, along with any clarification questions they may have. Failure to do so or late entries will not be accepted and the supplier's tender will also not be considered.

Contract

The contract shall commence on 1st January 2020 until 1 October 2020 unless terminated in accordance with the terms of the contract. The contract shall apply to events participating BMW Triathlon National Series, BMW Duathlon National Series and National Championship events which form part of the series and once the work is agreed, a service level agreement will be entered into.

Disclaimer Costs And Expenses And Discontinuance Of Tender

Nothing in this ITT binds Triathlon Ireland to accept a Tender and award a contract. Triathlon Ireland reserves the right to discontinue this Tender at any time during the ITT process and not to accept a Tender or award a contract.

Triathlon Ireland shall not be liable to the Tenderer in any way whatsoever for the Tenderer's costs and expenses incurred during the tender process from its discontinuance or in relation to which a contract is not awarded.

The Tenderer is responsible for preparing all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of its Tender shall be borne by the Tenderer.

Tenderers shall ensure that they are familiar with the nature and extent of the obligations they will incur if their Tender is accepted.

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Information And Queries

Tenderers should carefully read all the documents in this ITT and fully acquaint themselves with the requirements in this ITT. A Tenderer may, by written communication to the Contact Officer, request clarification or further information in connection with the ITT. Triathlon Ireland will reasonably endeavour to answer all enquiries prior to Tenders being submitted. Triathlon Ireland reserves the right not to respond to a request for information or clarification.

Contact Officer Name: **Julie Dunne**

Triathlon Ireland, the Courtyard, National Sports Campus,
Snugborough Road, Dublin 15

E mail: **events@triathlonireland.com**

Best Value

In pursuit of continuous service improvement and efficiency, Triathlon Ireland will require a commitment from the successful Tenderer to provide management information on the development of the Services and to participate, free of charge, in projects associated with improvement to the Services and to implement required changes.

Preparation And Delivery Of Tender Documents & Presentation Stage

The tender documents must be submitted to:
events@triathlonireland.com

References

References are required and Triathlon Ireland reserves the right to contact referees (two per Tenderer) during the ITT period. Tenderers should give their referees advance notice of these reference calls in order to avoid any delay.

The reference calls will not be evaluated. They are intended to verify the experience of Tenderers as described in their ITT submission.

Requirements For Results Formatting

Triathlon Ireland require a sample set of race results in the format as provided in the template attached to this email. This template is the only template which will be used for results in 2020.

Tender Evaluation

Prior to evaluating Tenders, Triathlon Ireland will carry out an initial review of each Tender to confirm completeness and compliance with the requirements of this ITT and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.

Triathlon Ireland will carry out a Tender evaluation after the closing date for receipt of Tenders. Tenders will be evaluated on the basis of the most economically advantageous offer to Triathlon Ireland against the following weighted factors:

Price and overall cost of the contract to Triathlon Ireland (50%)

Price Criteria	Score (Max 5)	Weighting	Score x Weight
Price per Event - up to 20 Events, across the entire island of Ireland		90%	
Any added Value Services		10%	
Total		100%	

Quality of service provision (50%)

Price Criteria	Score (Max 5)	Weighting	Score x Weight
Track record and ability to facilitate the delivery of results to Race Organiser and to Triathlon Ireland		45%	
Ability to comply with TI requirements for results formatting		45%	
Ability to quickly develop relationships and instil mutual trust and commitment		10%	
Total		100%	

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Acceptance Of Tender

A formal service level agreement will be issued to the successful Tenderer or Tenderers.

Publicity And Branding

Tenderers shall not make any advertisement in relation to this Tender or award of the contract should they be successful. A joint public statement will be made at a date agreed between the successful tenderer and Triathlon Ireland.

To be submitted with tender proposal.

Scope Of Works:

The timing company will be expected to fulfil the following roles:

- Provision of effective and efficient timing at BMW Triathlon/ Duathlon National Series events
- Provide provisional results within 48 hours
- Provide final results within 72 hours in the required format.
- Engage in advance with each BMW Triathlon/ Duathlon National Series Race Organiser on any timing related issues
- Engage regularly with Triathlon Ireland at monthly check-ins to evaluate performance, troubleshoot issues in advance and work proactively on problem solving and challenges that the timing company can assist with.

The tender proposal should detail:

- Approach to delivery of scope of works
- Track record in delivery of this type of service
- Detail of costings for servicing BMW Triathlon/Duathlon National Series events. The 2019 BMW Triathlon National Series calendar available [here](#), BMW Duathlon National Series available [here](#) and can be used as a sample calendar for costing purposes.