



INVITATION TO TENDER

TENDER RELATING TO DELIVERY OF AN AGE GROUP AND ELITE INTERNATIONAL EVENT FOR TRIATHLON IRELAND

About Triathlon Ireland

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 and event organisers, 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.

Detailed description:

Triathlon Ireland proposes to establish an agreement for the provision of event management services to deliver a standalone event in 2024 (with a view to a longer term arrangement) which will incorporate age group, youth and elite international triathlon racing. The primary objective of this tender is to secure a commercial partner for all operational delivery aspects of the event, in keeping with the regulations and guidelines specified by Triathlon Ireland, Europe Triathlon, and the rules and regulations of World Triathlon.

The vision is that this event will become one of the biggest triathlon events on the island, with mass participation, elite and youth athletes all coming together for a 1 or 2 day event that delivers an exceptional experience for all. It will at minimum break even in Year 1, with strong income development potential in Years 2 and 3.

Triathlon Ireland will provide significant operational resources to support the bidding process and the event delivery. The structure of the Local Organising Committee will ideally be made up of Triathlon Ireland, the Host Event, and the relevant Local Authority.

The Europe Triathlon Cups will be part of and will count towards the European Elite, U23 and Junior Europe Triathlon rankings and as such will be likely to attract the best European athletes to Ireland.

The event will receive exposure on Triathlon Ireland's digital platforms, triathlon.org and official World/Continental Triathlon social media channels via news stories, photo galleries and results.

Scope of Works:

This document is intended for interested parties to supply and deliver event management services for Triathlon Ireland.

The services include but not limited to:

- Project Management
- Budget Management
- Course design and planning
- Liaising with key stakeholders to deliver event
- Organisation of road closures
- Organisation and support in recruitment of marshalls and volunteers
- To create an engaging spectator experience

The service will include the delivery of the following:

- Europe Triathlon Cup
- Europe Triathlon Junior Cup
- Triathlon Ireland National Series Triathlon Event(Mass Participation)
- Junior National Series Triathlon Event and/or
- Draft Legal Youth Series Triathlon

Preparation of Application

Applications can be submitted in any chosen format such as word , pdf, powerpoint etc chosen by the Tenderer and must be submitted to: julie@triathlonireland.com

1. Include the following information:

Major Event Experience	
Project Management Fee	
Outline Project Plan, Costings & Timeline	
Proposed Location for Event Delivery	

2. Request for Reference

Triathlon Ireland reserves the right to contact referees (two per Tenderer). 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 submission.

Tender Evaluation

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
Project Management Fee		90%	
Any added Value Services		10%	

Total		100%	
-------	--	------	--

Quality of service provision (50%)

Quality Criteria	Score (Max 5)	Weighting	Score x Weight
Track record and ability to facilitate the delivery of all events scoped		40%	
Ability to quickly develop relationships and instil mutual trust and commitment		10%	
Ability to engage support from local Triathlon Community		50%	
Total		100%	

Tender Application Deadline

Anyone wishing to tender must register their initial proposal by emailing julie@triathlonireland.com by Sunday the 6th of August 2023 along with any clarification questions they may have.

Information and Queries

Contact Officer Name: Julie Dunne

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

E mail: julie@triathlonireland.com

Acceptance of Tender

A formal service level agreement will be issued to the successful Tenderer. The primary objective of this agreement is to define the obligations of Triathlon Ireland and the successful tenderer. The agreement sets out the specific obligations of both parties to each other.

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.