Appendix 1

Fermanagh and Omagh District Council

Declarations

The following declarations can be viewed at: <https://www>.fermanaghomagh.com/procurement/t&c

|  |  |
| --- | --- |
|  | **(Please Tick)** ✔ |
| **Terms and Conditions**  I/We have read the Terms and Conditions |  |
| **Mandatory Exclusions**  I/We confirm that any convictions have been declared.  Please detail if any convictions are to be declared: |  |
| **Fair Employment and Treatment (Northern Ireland) Act 1998**  I am/we are not unqualified for the purposes of Article 64 to 66 of the Fair Employment and Treatment (Northern Ireland) Act 1998. I/we undertake forthwith to inform Fermanagh and Omagh District Council should any notice stating that I am/we are unqualified be served upon me/us by the Equality Commission. |  |
| **Certificate relating to Bona Fide Submission**  I / We have read and now understand the requirements of the submission system in relation to bona fide compliance as detailed in the above mentioned ‘Certificate Relating To Bona Fide submission’. |  |
| **Equality Declaration**  I/We Recognise Fermanagh and Omagh District Council’s duty as stated above under Section 75 of the Northern Ireland Act 1998.  We undertake not to act in any way that would contravene the Council’s statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion and training of all our staff. |  |
| **Freedom of Information Act**  I/we have read and now understand the requirements in relation to freedom of information as detailed on the attached information sheet. |  |
| **Safeguarding Declaration**  I/We acknowledge the importance of Safeguarding of children and adults at risk of harm if I am/We are successful in this procurement process. |  |

Appendix 2 **FORM OF QUOTATION**

EXPRESSION OF INTEREST FOR: Trail Head Service Operator

RETURNABLE ON OR BEFORE 12 NOON Friday 26 March 2021

To: Fermanagh and Omagh District Council

I / We confirm that I/We have read and understood all of the Declarations detailed in Appendix 1 and understand our obligations.

I/ We offer: to provide Trail Head Services for Gortin Glen Forest Park Mountain Bike Trails for Fermanagh and Omagh District Council as follows:

## Details of Costs

|  |  |
| --- | --- |
| **Description** | **Price in STG** |
| Bike Hire / Uplift Service Franchise Offer for one 12 month period |  |

NOTES

**Rental offer quoted shall be in pounds Sterling (GBP) and be exclusive of VAT**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please note that this email address may be used for correspondence with regard to this Request for Quotation.**

**Contact Name (Print in Caps): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Protection**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide here will only be used for the purpose of procurement and payment and will not be shared with any third party unless law or regulation compels such a disclosure or in the processing of external funding applications and associated claims. For further guidance on how we hold your information please visit the Privacy section at [www.fermanaghomagh.com/your-council/privacy-statement/](http://www.fermanaghomagh.com/your-council/privacy-statement/)

Appendix 3

Fermanagh and Omagh District Council

Insurance Information

**Please confirm the level of Insurance cover currently in place.**

|  |  |
| --- | --- |
| Section One. Insurance. | |
| Public/Products Liability Insurance Minimum £10 million | Yes/No\* |
| Limit of cover: Public LiabilityProduct Liability | £  £ |
| Insurance company name |  |
| Broker name and address |  |
| Expiry date |  |
| 1. **Employer Liability Insurance** Minimum £10 million | Yes/No\* |
| Limit of cover |  |
| Insurance company name |  |
| Broker name and address |  |
| Expiry date |  |
| Vehicle Insurance (for Bike Uplift Service) | Yes/No\* |
| Limit of cover |  |
| Insurance company name |  |
| Broker name and address |  |
| Expiry date |  |

Signed: …………………………………………………. Date: …….………………………………

Duly authorised to sign for and on behalf of:

…………………………………………………………………………………………………………………

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**\*\*In the event that your firm does not have the required level of insurance cover at the time of application, please confirm in writing that you are willing to put in place the required cover if your submission is successful. Please note evidence of Insurance cover will be required at Award Stage.**

…………………………………………………………………………………………………

Appendix 4 **Quality – Minimum Requirements** [30%]

|  |
| --- |
| Please clearly demonstrate how your proposal meets all 8 minimum requirements for Trail Head Service provision as outlined in Section 3 Scope of Requirement of this document  [40%] (maximum score 5 x weighting factor 8)  **Please use this text box provide your response (max 2 A4 Arial font 12)** |

Appendix 5 **Quality – Proposed Trail Head Infrastructure** [20%]

|  |
| --- |
| Please detail the proposal for the provision of infrastructure from which to operate the Trail Head Service at Gortin Glen Forest Park. Detail how these will be installed/operated to provide a quality visitor experience.  [20%] (maximum score 5 x weighting factor 4)  **Please use this text box provide your response (max 2 A4 Arial font 12)** |

Appendix 6 **Quality – Added Value** [20%]

|  |
| --- |
| Submissions should demonstrate how their provision of services will add value to Gortin Glen Forest Park Mountain Bike Trails and/or exceed the minimum requirements as set out above, for example, offering additional services and / or bespoke visitor experiences  [10%] (maximum score 5 x weighting factor 2)  **Please use this text box provide your response (max 2 A4 Arial font 12)** |