



**PRE-HOSPITAL EMERGENCY CARE COUNCIL**

**REQUEST FOR TENDER**

**Review of the Accreditation process for Approved Institutions**

**17 November 2020**

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**REQUEST FOR TENDER DOCUMENT**

**Private and confidential**

Date: 17 November 2020

Dear,

**Request for Tender (RFT) Review and Revision of Quality Review Framework**

**Closing Date for Return of RFT:** 30<sup>th</sup> November 2020

I am pleased to advise that the Pre-Hospital Emergency Care Council ("*PHECC*") wishes to invite you to tender for the above-mentioned requirement. Please complete and submit this Tender Document together with full costings and other relevant information to the officer named below by the above closing date.

For more information about PHECC please visit [www.phecit.ie](http://www.phecit.ie). For further information regarding this quotation document please contact us by email only as detailed above.

Sincerely,

Education and Standards Pre-Hospital Emergency Care Council

2<sup>nd</sup> Floor,  
Beech House,  
Millennium Park,  
Naas Co Kildare, W91 TK7N

**1.1 Purpose**

- 1.1.1 The purpose of this Request for Tender (RFT) is to obtain responses for the provision of the goods or services as detailed in the specification.

**1.2 Confidentiality**

- 1.2.1 All information supplied in connection with this RFT shall be regarded as confidential and by submitting an offer, the Tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information. Tenderers shall not discuss the content of this RFT or the tender they intend to make other than with professional advisers or joint bidders who need to be consulted. Tenderers shall not be canvassed for acceptance or discussed with the media or any other Tenderer or member of PHECC.

**1.3 Contract Terms and Conditions**

- 1.3.1 PHECC's Standard Conditions of Purchase are applicable to this RFT and will be binding on any contract entered with your organisation. These are attached at Appendix 1.

**1.4 Completion**

- 1.4.1 Tenders must be fully completed prior to submission. PHECC will not reimburse any costs associated with providing a tender.

**1.5 Queries and Clarifications**

- 1.5.1 All queries relating to this RFT must be issued by email to the same address as provided in the submission details below. If relevant, a response may be issued to all Tenderers. Where appropriate, PHECC may choose to amalgamate queries.

**1.6 References**

- 1.6.1 Tenderers are requested to nominate two current clients as referees to include contact names and phone numbers. These should be appropriate, relative to the size and scope of the services or works detailed within this RFT.

**1.7 Offers**

- 1.7.1 Tenders must be unconditional offers. Qualified tenders may be rejected at the sole discretion of PHECC and the decision will be final. Offers must remain open for acceptance for 90 days from the closing date for receipt of offers. Tenderers are to ensure that all necessary documents and information are enclosed, and any incomplete tenders may be rejected at the sole discretion of PHECC and the decision will be final.

**1.8 Tax and Insurance**

- 1.8.1 Prior to the award of any contract arising out of this RFT the successful Tenderer shall be required to supply its Tax Clearance Certificate and Tax Reference Number to facilitate online verification of its tax status. The Tenderer acknowledges and agrees that PHECC has its permission to verify its tax status online.

**1.9 Quantities, Values and Commitment**

- 1.9.1 Estimated annual requirements where stated within the documentation are intended for guidance only and cannot be guaranteed. These figures are estimated quantities per annum based on past usage.

**1.10 VAT**

- 1.10.1 The amount of tax chargeable shall not be included in the prices quoted. The Tenderer is required to state the product price and all allowable discounts or surcharges. The percentage and amount of Value Added Tax shall, if chargeable, be shown on invoices in accordance with prevailing law.

**1.11 Period**

- 1.11.1 Should a successful bidder be determined, this RFT may result in the award of a contract for the period stated below. If no period is stated, then the period is not relevant to the contract. Such dates may be extended in accordance with PHECC Standard Conditions of Purchase.
- 1.11.2 Period is for three months duration from date awarded with an option to extend up to 30 days.

**1.12 Information**

- 1.12.1 Information provided to Tenderers by PHECC is for general guidance in the preparation of the RFT only. Tenderers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by PHECC for any loss or damage of whatever kind and howsoever caused arising from the use by Tenderers of such information. PHECC reserves the right to update or amend any information provided to Tenderers at any time before the tender deadline.

**1.13 No obligations**

- 1.13.1 This RFT does not constitute an offer and PHECC does not undertake to accept any tender or offer. PHECC reserves the right to accept any part of any tender or offer.

**1.14 RFT Timetable**

- 1.14.1 The timetable below is for guidance only and PHECC reserve the right to amend this timetable at any time at their sole discretion.

Activity	Date (Guide only)
Tender Issued	November 17 <sup>th</sup> 2020
Deadline for Clarification Questions	November 27 <sup>th</sup> 2020
Deadline for Return of Tender	November 30 <sup>th</sup> 2020
Contract to be Awarded	December 4 <sup>th</sup> 2020
Contract Date/Goods Required by (approximate)	March 2021

**1.15 Submission Address & Contact Details**

<b>Name:</b>	Pre-Hospital Emergency Care Council
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<b>Address:</b>	2 <sup>nd</sup> Floor, Beech House Millennium Park, Naas W91 TK7N
<b>Email:</b>	b.cawley@phecc.ie
<b>Officer responsible:</b>	Brendan Cawley

## 1.16 Evaluation Criteria

1.16.1 The Contract will be awarded based on the most economically advantageous tender. In assessing tenders, the evaluation may be based on a single criterion. Evaluation may also be completed based on a price fixed by PHECC. Criteria and evaluation methodology used will be at the absolute discretion and judgement of PHECC.

1.16.2 For this RFT evaluation will be on the following basis set out below:

	%
Price	40
Quality	60
Total	100

The Quality criteria are as set out below:

Quality criteria	60%
Qualifications	20%
Proven Experience	20%
Project Plan	10%
Ability to meet timeline	10%

### **1.17 Requirements and Specifications**

PHECC wish to tender for specialised project management for the critical analysis and revision of the processes for:

- a) the approval of organisations who wish to become a PHECC Recognised Institution (RI) or a PHECC Approved Training Institution (ATI) to deliver PHECC approved courses.
- b) The renewal of RI and ATI approval to deliver PHECC approved courses

#### **1.17.1 Requirements:**

The following are the essential, desirable and competency requirements for the successful tenderer:

##### **1.17.1.1 Essential:**

- Experience of the development and implementation of approval/renewal/review processes for organisations wishing to deliver programmes of education and training against sector specific, national or international quality assurance standards
- Experience of the development, management, implementation, review and evaluation of quality management/assurance systems within the healthcare regulatory sectors
- Project management experience of at least 5 years within the education/skills and training and/or healthcare regulatory sectors

##### **1.17.1.2 Desirable:**

- Experience of reviewing and/or conducting assessments of organisational quality management/assurance systems for education and training activities.
- Experience of conducting or participating in quality assurance audits/projects within the public and/or education and training sector within the past 5 years.
- Be knowledgeable of the PHECC quality review framework, education and training standards, teaching faculty framework and PHECC council rules
- Quality management/assurance system audit/review training (e.g. ISO, QQI, CORU, PHECC) or equivalent
- Be knowledgeable of education and training in pre-hospital emergency care

Specification/Scope of Services	
Item/Service Description	Review and revision of the systems and processes for the approval and renewal of PHECC RIs and ATIs against the quality review framework, education and training standards, teaching faculty framework and PHECC council rules.
Key Deliverables	<ul style="list-style-type: none"> <li>• Review and revision of the application process</li> <li>• Review report and recommendations</li> <li>• Review current database (Excel format) for collection and analysis of applicant and outcomes and make written recommendations for any future IT work/improvements.</li> <li>• Liaise with PHECC Executive and its legal advisers as identified and directed by Education Programme Manager for re-drafting of key application documents.</li> <li>• Project meetings as required with relevant PHECC staff</li> <li>• Revised processes based on PHECC executive accepted recommendations</li> <li>• Provide final draft copies of key documents (as agreed with PHECC Executive.</li> <li>• Provide a written summary report of project to include detail of key revisions to processes and rationale for same.</li> <li>• Review and revision of the RI/ATI renewal process</li> <li>• Review report and recommendations</li> <li>• Revised processes based on PHECC executive accepted recommendations</li> <li>• Provide final draft copies of key documents (as agreed with PHECC Executive.</li> </ul>
Date of Delivery of Services Completion	Period is for three months duration from date awarded with an option to extend up to 30 days

**RELEVANT PHECC REFERENCES (HYPERLINKS INCLUDED)**

2. [HTTPS://WWW.PHECIT.IE/CUSTOM/BSIDOCUMENTSELECTOR/PAGES/DOCUMENTVIEWER.ASPX?ID=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGXQDFZDXQZ0X6OOL7SE2GAST%252FEWITNKJUUX%252BZ5CBCKRIR%252BNRAXHR5TC%252BMWXEKITSDO1MABRPAJX%252FYOO5IBB1YHLW%252FQU7IKEUI0WWZKWHGKCP0U3KDK0BEJGAVSI%252F6%252FXZ](https://www.phecit.ie/custom/bsidocumentselector/pages/documentviewer.aspx?id=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGXQDFZDXQZ0X6OOL7SE2GAST%252FEWITNKJUUX%252BZ5CBCKRIR%252BNRAXHR5TC%252BMWXEKITSDO1MABRPAJX%252FYOO5IBB1YHLW%252FQU7IKEUI0WWZKWHGKCP0U3KDK0BEJGAVSI%252F6%252FXZ)
3. [HTTPS://WWW.PHECIT.IE/CUSTOM/BSIDOCUMENTSELECTOR/PAGES/DOCUMENTVIEWER.ASPX?ID=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGFUCSP7%252FQTAVD%252BOIUC7HD6MDBQD1YXNZJ4S%252FKKRTDI4YRGF26TR1IP55DGPWA7E%252FU4NRK3THWO1VWUEQLDPQG6ZZ8MVYHKVAW0NIXB4WDMIUDDDX1EMBIETHZMZ1LFUXT43W85AN3CUQH0RBJNLAZUJU0FOSWQBF4K92IW5%252F0SM0%253D](https://www.phecit.ie/custom/bsidocumentselector/pages/documentviewer.aspx?id=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGFUCSP7%252FQTAVD%252BOIUC7HD6MDBQD1YXNZJ4S%252FKKRTDI4YRGF26TR1IP55DGPWA7E%252FU4NRK3THWO1VWUEQLDPQG6ZZ8MVYHKVAW0NIXB4WDMIUDDDX1EMBIETHZMZ1LFUXT43W85AN3CUQH0RBJNLAZUJU0FOSWQBF4K92IW5%252F0SM0%253D)
4. [HTTPS://WWW.PHECIT.IE/CUSTOM/BSIDOCUMENTSELECTOR/PAGES/DOCUMENTVIEWER.ASPX?ID=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGJVCMTFGSD%252BR%252FGU0DES%252BGQVA7XAXBMIIPP%252BKP0DT6C2JSXSL%252BSPZ1QV6STZKKTZN9CF%252BBXSZGALFRREYEA3CDYUOOSIDN8WVYUW0O%252FJX%252BUNLNKMGUADCDKHKGZSGTHSH9YUPST3D2MU2BOFOGVML0YZQ5YC5N3OW47](https://www.phecit.ie/custom/bsidocumentselector/pages/documentviewer.aspx?id=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGJVCMTFGSD%252BR%252FGU0DES%252BGQVA7XAXBMIIPP%252BKP0DT6C2JSXSL%252BSPZ1QV6STZKKTZN9CF%252BBXSZGALFRREYEA3CDYUOOSIDN8WVYUW0O%252FJX%252BUNLNKMGUADCDKHKGZSGTHSH9YUPST3D2MU2BOFOGVML0YZQ5YC5N3OW47)
5. [HTTPS://WWW.PHECIT.IE/CUSTOM/BSIDOCUMENTSELECTOR/PAGES/DOCUMENTVIEWER.ASPX?ID=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGHRTDA4MESWBQPAUOFACYKGFJC%252B2XEDRSA0AQHFTXAXJWXK%252FVZLAL6LW674%252F1%252F4LDMVNBPD5RGE%252B9W0P41C6LHEYNQMV02WU9IBCCY%252BEJIHG8RGHYGGHDYLPYHBRYJDZEEQTSKWIHU%253D](https://www.phecit.ie/custom/bsidocumentselector/pages/documentviewer.aspx?id=OGSVRSPMIT19SABFZBZT1K%252BZ6WO8GW3FFTSZGHIJLHXI%252F8VNVP3XOIUANPMD4TJ%252FD0TZAQQ5F8P3%252FZCQBS5J8SZVYNCW%252FWA0ZY6PAVFXNQAJML5FRZLQ7FHF6MW%252F4KGHRTDA4MESWBQPAUOFACYKGFJC%252B2XEDRSA0AQHFTXAXJWXK%252FVZLAL6LW674%252F1%252F4LDMVNBPD5RGE%252B9W0P41C6LHEYNQMV02WU9IBCCY%252BEJIHG8RGHYGGHDYLPYHBRYJDZEEQTSKWIHU%253D)

**2. TENDER**

**2.1 Overview**

2.1.1 The remainder of this document is to be completed by the Tenderer. The document is to be returned as a whole document including any requested information. Please note that only the information requested will be considered. Brochures or other promoted material submitted will not

be considered in any assessment.

## 2.2 Prices

Please complete the following Price Schedule based on the key deliverables:

1. Critically review and prepare revision of current PHECC Council policies and processes for QRF to ensure conformity with Irish regulations, EU directives and is in line with best practice amongst healthcare regulators.
2. Liaise with PHECC Executive and its legal advisers as identified and directed by Education Programme Manager for re-drafting of key Recognition of Qualifications documents.
3. Review current database (Excel format) for collection and analysis of QRF and outcomes and make written recommendations for any future IT work/improvements.
4. Project meetings as required with relevant PHECC Staff (minimum of 2 face to face meetings.)
5. Provide final draft copies of key documents (as agreed with PHECC Executive).
6. Provide a written summary report of project to include detail of key revisions to QRF policies and processes and rationale for same

## 2.3 Tenderer Contact Details

2.3.1 Tenderers should complete the table below. This contact must have the appropriate authority to make commitments on behalf of your organisation.

<b>Company Name</b>	
<b>Address</b>	
<b>Eircode/Postcode</b>	
<b>Company Registration No. (if applicable)</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Email</b>	
<b>Orders to be sent to (if different from above)</b>	
<b>Main Contact</b>	
<b>Account Director</b>	
<b>Account Executive</b>	
<b>Other Representative</b>	

## 2.4 Details of Referees

Referee 1	
Company Name	
Address	
Eircode/Postcode	
Telephone	
Contact Name	
Designation	
Length of relationship	
Indication of nature of contract	
Indication of value of contract	

## 2.5

Referee 2	
Company Name	
Address	
Eircode/Postcode	
Telephone	
Contact Name	
Designation	
Length of relationship	
Indication of nature of contract	
Indication of value of contract	

## Method Statements

2.5.1 Please provide full details of how you will undertake/deliver the requirement as set out at 1.17 – Specification (above) using NO MORE than 4 sides of A4. Marketing brochures will not be accepted nor considered.

**APPENDIX 1 – STANDARD CONDITION OF PURCHASE – SEE ACCOMPANYING DOCUMENT**

**DECLARATION AS TO PERSONAL CIRCUMSTANCES OF TENDERER**

**To be completed by the Tenderer**

**DECLARATION AS TO PERSONAL CIRCUMSTANCES OF TENDERER**

Re: Request for Tenders for the Provision of the review and revision of PHECC recognition of professional qualifications policies and procedures

NAME:

ADDRESS:

I, \_\_\_\_\_, [insert name of Declarant] having been duly authorised by \_\_\_\_\_ [insert name of entity], sincerely declare that \_\_\_\_\_ [insert name of entity] itself or any person who has is a member of the administrative, management or supervisory body of \_\_\_\_\_ [insert name of entity] or has powers of representation, decision or control in \_\_\_\_\_ [insert name of entity]:

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or \_\_\_\_\_ [insert name of entity].
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been subject of a conviction for money laundering or terrorists financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
- (f) Has never been the subject of conviction for child labour and other form of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.
- (h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law,

collective agreements or by international, environmental, social and labour law.

- (i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (j) Is not guilty of grave professional misconduct.
- (k) Has not entered into agreements with other economic operators aimed at distorting competition.
- (l) Is not aware of any conflict of interest due to its participation in the Competition.
- (m) Is not guilty of serious misrepresentation in the information provided for this Competition; and
- (n) Has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition nor obtain confidential information that may confer upon its undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

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Signature of Declarant

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Name of Declarant in print or block capitals

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Signature of PHECC

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Pre-Hospital Emergency Care Council