



**South Dublin  
County Partnership**  
Páirtíocht Chontae  
Átha Cliath Theas

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SDC South Dublin County Partnership CLG  
Company Limited by Guarantee  
CHA: 20082949/CHY20825 CRO: 520670

# **South Dublin County Partnership**

**Request for Tenders for Financial Consultancy Support in  
bringing in a Financial Management System**

[March, 2025]



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## **1. Introduction, Requirements**

### **1.1 Introduction**

South Dublin County Partnership (SDCP) is a local development company in South Dublin County, Ireland. We are a registered charity, and we develop and deliver projects to tackle poverty and social exclusion in the area, particularly in West Tallaght and North Clondalkin. We do this through working together with people, local groups and partner organisations and through the practice of community development. Our approaches to this work are underpinned and informed by a strong commitment to social justice

### **1.2 Purpose of Request for Tenders (RFT)**

As over 50% of its funding is from public bodies, SDCP must ensure competitive tendering for the goods and services it buys.

SDCP are looking to engage an appropriate body / consultant to support us in developing and awarding a tender for a new Financial Management System, as well as some consultancy advice in the design stage with the successful tender.

### **1.3 Timeframe**

SDCP are looking to go to tender for a Financial Management System including Maintenance, Support and Related Services in Q2 of this year. We are looking to implement the new financial management software before the end of 2025, so that we are in a position to go live from 1<sup>st</sup> January 2026.

To enable this, it is envisaged that this contract for financial consultancy support would be available from the end of April.

### **1.4 Freedom of Information**

Tenderers are asked to consider if any of the information supplied by them should not be disclosed because of its sensitivity. If this is the case, tenderers should, when providing the information, identify same and specify reasons for its sensitivity. We will consult with tenderers about sensitive information before making a decision on any Freedom of Information request received.



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If tenderers consider that none of the information supplied by them is sensitive, they should make a statement to that effect. Such information may be released in response to a Freedom of Information request.

### **1.5 South Dublin County Partnership Requirements**

SDCP are looking to go to tender for a Financial Management System including Maintenance, Support and Related Services in Q2 of this year.

This tender is looking at bringing in a body / consultant to offer support in developing and awarding the tender, as well as some consultancy advice in the design stage with the successful tender.

The successful tenderer will;

- a) Work with the finance team to look at the potential that a new financial management system could deliver.
- b) Review and suggest edits / amendments to a draft tender for a Financial Management System (tender is already drafted) before SDCP upload to e-tenders.
- c) Assist SDCP in scoring the prospective tenders for a Financial Management System and awarding said tender.
- d) Work with SDCP finance team in engaging with the successful tender for the Financial Management System during the building stage of the project.

We would expect that the successful evaluator would be experienced in similar projects.



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## 2. Tender process

### 2.1 Query handling

Queries concerning this RFT should be emailed to Garret O'Donovan at [Garret.ODonovan2@sdcpartnership.ie](mailto:Garret.ODonovan2@sdcpartnership.ie)  
Please cc Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)

The deadline for queries is Tuesday, 1<sup>st</sup> April, 2025.

### 2.2 Timing of process

Tenders should be emailed to Garret O'Donovan at [Garret.ODonovan2@sdcpartnership.ie](mailto:Garret.ODonovan2@sdcpartnership.ie)  
Please cc Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)

The deadline for the receipt of tenders is 5pm on Tuesday, 8<sup>th</sup> April, 2025.

### 2.3 Contract award / termination

SDCP reserves the right not to proceed with the awarding of a tender contract.

SDCP does not bind itself to accept the lowest or any tender. SDCP also reserves the right to reject in whole or in part, any or all tenders received.

SDCP reserves the right to tender again or to terminate the contract at any stage. In the event that the contract must be revised or abandoned, provisions will be made by SDCP for the termination of the contractor(s) or proposed associates' contract on payment of reasonable and agreed costs accrued to the date of termination.

### 2.4 Format of tender

To assist in the evaluation process, tenderers must structure their tenders in such a way that they match the overall structure of this section.

The tenders should address, on a numbered point-by-point basis, each of the following points 1-9.

## General Information



1. Name, address, telephone number and email address of the tendering company. Name of person within the tendering company dealing with the tender process.

### Confirmations

2. Confirmation of acceptance by the tendering company and any third parties of the conditions described in section 3 – General Conditions of tender below.
3. Confirmation that the tendering company can meet SDCP's requirements as set out in section 1.5.

### Previous experience

4. Details of 2 contracts undertaken within the last 3 years demonstrating successful contract delivery and including a brief outline of why the contract was similar to the enquiry of this RFT.

### Method statement

6. A method statement describing a proposed approach to meeting SDCP's requirements as set out in section 1.5.

### Proposed resources

7. Details of the individual/s who will be assigned to this project. Tenderers must demonstrate that they have the level and depth of expertise to provide high quality services in relation to the requirements as set out in section 1.5 of this RFT. Provide Curriculum Vitae's with details including qualifications of project team members, their individual specialist knowledge and relevant expertise.

### Costs

8. A total cost for the service should be provided.  
The price should be exclusive of VAT but the relevant rate of VAT should be indicated.  
The price should be quoted in euro.

The total budget should not exceed **€5,000** for the total contract.

A breakdown of the proposed costs should be included as part of the tender response.



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9. Confirmation that the tender holds good for six (6) calendar months after the closing date for receipt of tenders.

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Please cc Simon Monds at [simon.monds@sdcpartnership.ie](mailto:simon.monds@sdcpartnership.ie)

The closing date for acceptance of tenders is 5pm on Tuesday, 8<sup>th</sup> April, 2025.

## 2.5 Acceptance and award criteria

### Acceptance criteria

Tenders will be examined, in the first instance, by reference to the following acceptance criteria:

- a) Completeness of tender documentation as specified in section 2.4 (Format of Tender) above.
- b) Provision of 3 examples of previous experience as requested in section 2.4 above.

Note: It is intended that only those tendering companies that meet the above qualifying criteria will be eligible for inclusion in the award process.

### Award criteria

The contract will be awarded from the qualifying tenders applying the following award criteria:

- a) Method statement (35%)
- b) Proposed resources (35%)
- c) Cost (30%)

**Total: 100%**

Based on its merits each criteria (with the exception of costs) will be rated as follows:

- |   |             |
|---|-------------|
| 0 | No response |
| 1 | Poor        |
| 2 | Mediocre    |
| 3 | Good        |
| 4 | Very Good   |



5      Excellent

### Scoring Mechanism/Evaluation of Tenders

- **Method Statement**

This criterion refers to the tenderer's proposed approach to Financial Consultancy Support in bringing in a Financial Management System

- **Proposed Resource**

This criterion refers to the individual(s) proposed to deliver the service, including qualifications of project team members, their individual specialist knowledge and relevant expertise.

- **Cost**

The tender with the lowest cost shall be awarded the maximum score available under this criterion [30 marks]; the score of subsequent tenders under this criterion shall be calculated using the following formula:

$$\frac{\text{The lowest cost x maximum score available}}{\text{Cost for tender being evaluated}}$$

Tenderers should note that SDCP may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by SDCP.

### 2.6 Financial arrangements

1. Payment for all services covered by this invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier, following the award of contract.
2. Prices and terms quoted should hold good for at least six (6) calendar months from the final date for receipt of tenders. Similarly, terms and conditions cannot be altered during the currency of the contract.



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3. SDCP retains the right to withhold payment where a contractor has failed to meet its contractual obligations in relation to the delivery of goods/services to an acceptable level of quality.





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### 3. General Conditions of Tender

1. SDCP does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received and to source the requirement from more than one supplier or contractor.
2. Detailed contractual arrangements are not within the scope of this Request for Tenders. However, the following condition should be noted: any conflicts of interest involving a contractor must be fully disclosed to SDCP, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tendering organisation.
3. In the event of a group of bidders jointly submitting an acceptable offer, SDCP will award the contract to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
4. It is the intention of SDCP to enter into formal contractual relations with the successful tendering organisation. Details of the proposed contract will be discussed with the successful tendering organisation prior to signing. Your tender may form a schedule to the contract.
5. SDCP will not be liable in respect of any costs incurred by companies in the preparation of their tender in response to the Request for Tenders, nor for costs incurred in preparing subsequent presentations or for attendance at same.
6. The successful tendering company shall be responsible for the delivery of all requirements provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
7. Please allow for all costs in your pricing including expenses, extra visits or exceptional costs as SDCP will not accept extra charges above the contract price. In the event that you wish to charge SDCP for what you consider an exceptional item, it will only be considered if it is raised prior to the commencement of work, in which case a separate contract will be agreed.
8. SDCP requires that all information provided pursuant to this Request for Tenders will be treated in strict confidence by the tendering companies.



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9. Information supplied by tendering companies will be treated as contractually binding. However, SDCP reserves the right to seek clarification or verification of any such information.
10. Prices and rates quoted should be expressed in euro (€) and exclusive of VAT. The VAT rate(s) applicable should be indicated separately.
11. SDCP reserves the right to withhold payment where a contracting company has failed to meet its contractual obligations in relation to the delivery of goods / services to an acceptable level of quality.
12. SDCP reserves the right to go to tender again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.
13. Tenders that are received late will not be considered. In this regard it is important to note that tenders must be received at the email address specified above not later than the date and time stated on the Closing Date for receipt of Tenders. The onus is solely on the tenderer and their agents to ensure delivery by the specified time to the specified address.
14. Tenderers should note that SDCP may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by SDCP.
15. The work of the contractor(s) shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.
16. Before a contract is awarded, and where required the successful contractor (and third parties, where appropriate) will be required to promptly produce a valid Tax Clearance Certificate. The Certificate must remain valid for the duration of the contract.
17. Where a Tax Clearance Certificate expires within the course of the contract, SDCP reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.
18. Payment for all services covered by the Request for Tenders will be on the foot of appropriate invoices. Invoicing arrangements will be agreed with the successful tendering organisation following the award of the contract.



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19. The successful tendering organisation may be required to comply with the requirements of the Data Protection Acts 1988-2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) (each as amended, revised, modified or replaced from time to time) and all other statutory instruments, industry guidelines (whether statutory or non-statutory) or codes of practice or guidance issued by the Data Protection Commission relating to the processing of personal data or privacy or any amendments and re-enactments thereof in relation to the processing of any personal information that may be necessary in the context of service delivery. This will require the organisation to sign a form of undertaking to comply with the provisions of the Acts.
20. Any registerable interest involving the contractor and members of the Government, members of the Oireachtas or employees of SDCP or their relatives must be fully disclosed in the response to this Request for Tenders, or should be communicated to SDCP immediately upon such information becoming known to the contractor, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act 1995.
21. SDCP will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from SDCP in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.
22. The successful tenderer must hold adequate insurance to undertake this Financial Consultancy Support on behalf of SDCP. SDCP will accept no liability for any loss or damage incurred during the performance of the contract.