



Lackaneen,
Lombardstown,
Mallow,
Co. Cork,
Ireland.

info@alcireland.ie

Monday, 20 July 2015

Dear Sirs / Madams,

We write on behalf of Association of Lactation Consultants in Ireland (hereafter referred to as the Association) to invite you to submit a tender in relation to provision of the review of 4 HSE breastfeeding factsheets for the Association of Lactation Consultants in Ireland (ALCI).

Goods / Services to be provided

The vendor is required to provide the following services: (please refer to Appendix 1 for detailed specifications and schedule of services of the services):

To review 4 HSE breastfeeding leaflets and bring up-to-date with current research.

Validity of Tender

The tender shall be valid for at least 6 months from the date of the tender.

Eligibility Requirements

To be eligible for consideration of its tender, a tenderer should meet and submit proof of the requirements and documents as detailed at Appendix 2.

Anti-Bribery and Anti-Collusion

The tenderer shall abide by the probity requirements at Appendix 3.

Submission of Tender

Please submit the duly completed and signed Form of Tender (*Appendix 4*) and Declaration Form (*attachment of Appendix 3*) in a sealed envelope marked “Confidential – Tender Document for Provision of Leaflet Review for Association of Lactation Consultants in Ireland” and send to the following address:

Association of Lactation Consultants in Ireland, c/o Ms. Eithne Foley (Administrator), Lackaneen, Lombardstown, Mallow, Co. Cork, Ireland.

on or before **Friday August 14th**.

LATE SUBMISSION WILL NOT BE CONSIDERED.

Please note that it is the responsibility of the tenderer to study the specification and requirements before submitting the tender.

Should you require any further information please contact info@alcireland.ie

Yours faithfully,

For and on behalf of Association of Lactation Consultants in Ireland

Meabh Anne McNamara, ALCI Council President.

Appendix 1

Detailed Specifications

Introduction

The Association of Lactation Consultants in Ireland (ALCI) was founded in 1990. The purpose of the Association is to promote the professional development, advancement and recognition of International Board Certified Lactation Consultants (IBCLC) for the benefit of breastfeeding infants and children, mothers, families and the wider community.

Requirements

- The Tenderer should be a current IBCLC.
- The task must be completed within **six weeks** of the tender being accepted.

The leaflets to be updated are:

1. Mastitis
2. Nipple pain
3. Milk Insufficiency
4. What is a Lactation Consultant?

They are available on http://www.breastfeeding.ie/health_professionals/breastfeeding_factsheets/

Appendix 2

List of Requirements and Documents to be submitted (for Services)

Mandatory Requirements

1. The name, qualifications, and experience of the proposed provider for this contract work.
2. If you do not have experience in this area, you are not excluded from submitting a tender.
3. if you do have experience in this area, please (a) list three relevant examples of your work (b) enclose one reference and (c) list one name/contact number of another reference of someone who is willing and able to attest to the your capability to perform this contract work
4. The Association of Lactation Consultants in Ireland will consider all tenders as confidential, subject to the provisions set out in the Irish Freedom of Information Act. The names of the Tenderers and the total amount of the tenders will be made available to the organisation membership and any commissioning bodies e.g. Health Service Executive as requirements for annual financial accounts. However, unit prices will not be made available to the public.
5. The tenderer will be tax complaint, and fully responsible for their own tax and VAT.
6. A bidder may request that his or her submitted tender be withdrawn, up until the closing time for a particular contract. The withdrawal of a tender does not disqualify a bidder from submitting another tender for the same contract provided that all of the tender procedures are observed and the new bid is received by the ALCI Administrator prior to the terminal time for closure. However, unless withdrawal procedures have been followed, more than one tender from the same bidder will result in the disqualification of the bidder.
7. ACCEPTANCE OF TENDER AND EXECUTION OF CONTRACT
 - a. The Tenderer agrees that, notwithstanding anything to the contrary in this Contract, that a maximum of sixty days shall be allowed between the date that tenders are opened and the date that a tender is awarded, cancelled, or recalled.
 - b. Following contract award, the Corporation shall notify the successful Tenderer that his tender has been accepted. The formal contract agreement will also be sent to the successful Tenderer, with instructions on how to properly complete and sign the document.
 - c. The successful Tenderer is to be allowed not more than Fourteen (14) days from receipt of the document for the execution of the contract document. Failure to execute the contract documents or to provide the necessary guarantees, insurance, etc. within the specified time may result in the forfeiture of the Tender Deposit.

Appendix 3

Anti-Bribery and Anti-Collusion

Code Compliance (for all bidders)

All tenderers must adhere to good ethical practice, and subscribe to the International Code of Marketing of Breast-milk Substitutes.

Name:

Signature:

Date:

Conflict of Interest Declaration (for all bidders who are members of ALCI Council or any ALCI Committees)

1. DISCLOSURE: All Council and committee members must agree with the following statement:

"I hereby certify that I personally subscribe without reservation to the Statement of Purpose, Goals and Policies of ALCI as found in its Constitution. I will disclose, in writing and before my appointment or election, any real, perceived or potential conflict of interest. A conflict of interest arises when I am in a position to influence a decision of ALCI Council or membership that will result in personal or professional gain for me or a family member. Any undisclosed conflict found after I assume my position may result in a request for resignation. I will not accept any funding from entities that are not in compliance with the WHO Code of Marketing of Breast-milk Substitutes and its subsequent WHA resolutions, nor will I use my official ALCI capacity to endorse any literature or product."

2. VOTING AND RECUSAL. A committee member having a conflict of interest regarding a matter which comes under discussion shall recuse her/himself from any discussion and voting on the matter in question. This will involve leaving the room for any and all discussions or votes *on the matter in question* and will be recorded as Abstaining *due to declared conflict of interest* and thus counted in the quorum for that vote.

Name:

Signature:

Date:

Appendix 4

Form of Tender

For the provision of Leaflet Review for Association of Lactation Consultants in Ireland

To: Association of Lactation Consultants in Ireland Council (*the Employer*)

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and the contract documents, I / We hereby offer to provide all or any portion of the Services in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum of Euros (€) only (including vat).

Tender Offer Details

Description of Services	
Relevant Education & Experience (please include IBLCE Number and Expiry Date) *	
Cost	
Payment Terms	
Other Terms and Conditions	

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.

2. I / We agree to abide by this Tender for six months from the date of submission thereof and that it may be accepted at any time before the expiry of that period.
3. I / We understand that the Organisation is not bound to accept the lowest or any tender it may receive.
4. I / We agree to abide by the anti-bribery and anti-collusion clauses attached at Appendix 3 to the Tender Invitation Letter.
5. No person, other than the Tenderer has any interest in this Tender or in the Contract proposed to be entered into.
6. This Tender is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons making a Tender for the same work, and is in all respects fair and without collusion or fraud.
7. The several matters stated in the said Tender are in all respects true.
8. If this Tender is accepted, the Tenderer agrees to complete the outline works by a mutually agreed date according to the detailed specifications (Appendix 1). In the event of default or failure on the Tenderer's part so to do, the Tenderer agrees that the Association shall be entitled to a refund of any monies paid out in respect of the work.

Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Address: _____

Date: _____