



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

[info@alcireland.ie](mailto:info@alcireland.ie)

Friday, 13 June 2014

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 WEBSITE DESIGN AND ONGOING MAINTAINANCE 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):

1. WEBSITE DESIGN
2. LOGO DESIGN
3. ONGOING WEBSITE MAINTAINACE

***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 WEBSITE DESIGN AND ONGOING MAINTAINANCE 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 June 27th.

*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: Nicola O’Byrne IBCLC (ALCI Council PRO)  
Mobile: 086 2312679. Email: [info@breastfeedingsupport.ie](mailto:info@breastfeedingsupport.ie)

Yours faithfully,

For and on behalf of Association of Lactation Consultants in Ireland

Margaret Murphy,

ALCI 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.

ALCI has a presence on Facebook and Twitter (and may develop a presence on Pinterest). The current ALCI website ([www.alcireland.ie](http://www.alcireland.ie)) needs updating and lacks some vital features. The goals of this project are (a) new logo / colour scheme (b) professional image (c) online payments and (d) map based searches for breastfeeding support.

#### *Requirements*

- We wish to have a site that provides us with a professional and modern look reflecting our current image and providing a mix of information and entertainment.
- New logo, possibly incorporating an Irish theme and a baby/breastfeeding related shape.
- Possibility of new colour scheme (the current scheme is blue and gold).
- Front page to be lactation news item or promoting ALCI membership / events.
- Other pages with static text (and links) which will not change very much. This text is ready.
- Online payments for annual membership and fees for two educational events per year. Members / Delegates will need to input various details online (e.g. contact details) as part of this process. (As a guideline these two links show approximately the level of detail that will need to be gathered on the website. Membership = <http://www.alcireland.ie/wp-content/uploads/Membership-New-Form-2014.pdf> (last page). ALCI event (second page) = <http://www.alcireland.ie/wp-content/uploads/Registration-Form-ALCI-Conf-Oct-2013-all-speakers.pdf>)
- An interactive map will be needed for the public; this to be a map of our members who are in private practice (approx 45). The goal is that our Administrator can update these details when the map is set up.
- Links to twitter, facebook, pinterest
- Links to similar organisations
- Links to free breastfeeding support
- Links to members' websites
- We wish to be able to amend the website going forward ourselves, but to retain the website designer services for occasional major changes (changes of menu, etc).
- ALCI wish to have full ownership and control over the website and content.
- All images used to be legally usable by ALCI (paid for or free).
- The site will be developed with best practice SEO (Search engine optimisation) methodology practices in place as part of the foundation of the site.

The outcome of this project is to have a website that meets needs of members and promotes our organisation.

*Who is website for?*

1. ALCI Members
2. IBCLCs (i.e. specialised lactation professionals)
3. IBCLCs who are Private Practice (to promote their businesses to mothers)
4. Mothers (Links to free lactation support, e.g. hospital etc who employ IBCLCs.)
5. Public to raise profile of IBCLCs.

*What goal it will ultimately achieve, and the key message it will convey to customers?*

Promote the organisation: professional body for Lactation Consultants list of private practice directory and a map to highlight regions covered.

*Competitor Listing*

<http://www.cuidiu-ict.ie/>

<https://www.lalecheleagueireland.com/>

*Technical Details of Existing Systems*

[www.alcireland.is](http://www.alcireland.is) is the current website and is maintained by Grange Web Designs.

## **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. A written schedule of the three most recent contracts successfully completed by the Tenderer in the previous three years. Include the value of each contract, the name of the owner, and the name and telephone number of the owner's contact person who is willing and able to attest to the Tenderer's capability to perform this contract work.
3. 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.
4. The tenderer will be tax compliant, and fully responsible for their own tax and VAT.
5. 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.
6. **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

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

#### Conflict of Interest Declaration

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 WEBSITE DESIGN AND ONGOING MAINTAINANCE 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.

#### Tender Offer Details

Description of Services	
Background, Management Structure and Experience*	
Frequency of Service*	
Deliverables / Delivery Schedule*	
Client Reference*	
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: \_\_\_\_\_