



**WISER (Working with Industrial Spaces to Exemplify Reuse) LIFE
AUDITING OF WISER LIFE PROGRAMME IN 2018**

REQUEST TO QUOTE

28/2/2018

Closing date : April 27th

Return to: sarah@rediscoverycentre.ie

(LIFE13 ENV/IE/000763)

1.0 INTRODUCTION

1.1 WISER LIFE PROJECT

The WISER LIFE project, funded under EU LIFE+ funding programme, with part funding from Dublin City Council, The Department of Planning, Community and Local Government, Department of Communications, Climate Action and Environment has created a prototype environmental educational space and innovative experience that demonstrates excellence in reuse. It challenges conventional thinking about how we live, stimulates positive behavioural change and highlights how we can use our resources wisely to achieve a low carbon, sustainable society.

The project encompasses four major strands of work:

- The development of a prototype '3-D Text Book' reuse education centre that embraces the concept of sustainable development and is in itself a teaching and learning tool for sustainability.
- The promotion of positive behavioural change by demonstrating good practice with respect to waste generation, the use of natural resources and recognising the value of waste.
- Demonstrate the potential of best practice reuse to assist in socio-economic regeneration, at EU level.
- Contribute to the EU's body of knowledge by sharing experience gained through the implementation of resource efficiency measures and innovations and demonstrating interventions which have genuine potential for replication on a European scale.

For further information please see <http://www.wiserlife.eu>

2. SCOPE OF THE WORK

It is proposed to appoint an auditor(s) to undertake the work outlined in the documents provided in the audit report template below.

Under Article 31 of the Common Provisions for the LIFE programme, please note that at the final reporting stage (April – July 2018) the programme will require an independent financial audit. Please follow the link to the Common Provisions Document:

http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/documents/commonprov_13_en.pdf

For further information on how the programme is structured and financed please see the document called 'Guidance for financial management and reporting' to be found under the following link:

<http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/reporting.htm>

The requirements for auditing can be found here:

<http://ec.europa.eu/environment/life/toolkit/pmtools/reporting/audit/index.htm>

The audit reporting template can be found here:

<http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/reporting.htm>

3.0 PROCUREMENT

3.1. Award Criterion

Proposals from suitably-qualified auditors are sought for this project. It is required that the audit be completed by **30/06/2018**.

The tender should include:

- The range of professional skills available.
- Details of relevant comparable work experience including contact details of two referees from two separate work experience positions.
- A detailed breakdown of the estimated cost of carrying out the required work. The fee quoted should be inclusive of VAT and indicate the number of days committed to the project.
- Copy/proof of Tax clearance, professional indemnity cover and public liability insurance which covers the duration of this work contract.
- Cover letter with name, address, telephone number and email address of the tenderer.

3.2 Selection process and award criteria (assessing and evaluating proposals)

Only submissions, which contain all of the information requested in this brief, will be considered. Tenders will be assessed to determine which is the most economically advantageous tender in accordance with the award criteria. Each complete submission will be scored on the basis of the information supplied in accordance with the following criteria and weighting:

| Criterion | Weighting | Minimum Required |
|-----------------------------|-----------|------------------|
| Qualifications & Experience | 30 | 15 |
| Resources available | 30 | 20 |
| Methodology | 10 | 5 |
| Fee | 30 | n/a |
| | | |

The Contracting Authority reserves the right not to award the contract.

3.3. Project Deliverables

The tenderer should understand the financial reporting requirements of the EU LIFE programme and to fulfil the requirements of the auditing report (Please refer to the EU Commissions requirements as laid out in the Audit Report Template available in the following link:

<http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/reporting.htm>

This report will have to be completed by June 2018 and undertaken with the full co-operation of the WISER LIFE management team.

3.4. Budget

The maximum budget for the service is **€5,000 (to include all project costs, travel, printing, consumables and VAT)**. This service will be subject to withholding tax. A current tax clearance certificate will be required.

The contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in euro (€). No other amount over and above the negotiated contract amount will be paid to the appointed person(s).

3.5. Copyright

All documents prepared by the consultants on foot of this appointment will be considered the property of the contracting authority. The person(s) appointed will be required to assign their copyright of the report and any materials generated. The contracting authority reserves the right to use said materials at any time, including for use in other projects, without the prior approval of the consultants.

3.6. Time-scale

This service is to be completed by **June 30th 2018**

3.7. Project Management

Access to data and information will be managed by the WISER LIFE programme.

3.8. Tax Clearance Certificate

It is a condition for the award of this contract that the firm selected and all proposed sub-consultants must be able to produce a valid Tax Clearance Certificate.

3.9. Insurance

The firm or person(s) to whom the contract is awarded must have public liability cover to the value of **€6.5 million**, employers liability cover to the value of **€13 million** and professional indemnity cover to the value of **€1 million** with a reputable insurance company. It is a condition of the award of this contract that the firm selected must produce evidence of such cover prior to the award.

3.10. Submissions of quote

The **Closing Date** for receipt of quotes is: **Noon on Friday April 27th 2018.**

Quotes shall be emailed to sarah@rediscoverycentre.ie

Only quotes received before the closing date and time will be accepted