



REQUEST FOR TENDERS

***REDEVELOPMENT OF SAFEFOOD FOR LIFE ONLINE EDUCATION RESOURCE
FOR POST PRIMARY SCHOOLS***

safefood
7 Eastgate Ave,
Eastgate
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Request for Tender

1. Introduction

safefood invites tenders from suitable parties to provide a re-development/re-design of the **safefood for life** online food safety education resource for post primary schools on the Island of Ireland.

[https://www.safefood.eu/Education/Post-primary-\(ROI\)/safefood-for-life.aspx](https://www.safefood.eu/Education/Post-primary-(ROI)/safefood-for-life.aspx)
and

[https://www.safefood.eu/Education/Post-primary-\(NI\)/safefood-for-life/safefood-for-life.aspx](https://www.safefood.eu/Education/Post-primary-(NI)/safefood-for-life/safefood-for-life.aspx)

safefood for life was originally developed for schools online using Flash. With rapidly changing school learning environments and software developments, the resource now requires a significant update to ensure it is fit-for-purpose and future proof it for newer teaching technologies. The existing resource covers key food hygiene and food safety topics but requires a redevelopment and redesign in how these topics are communicated to users. This redevelopment will involve the application of communication/ e learning tools including (but not limited to) video, animation and interactive learning activities. This online resource is to prepare students for an online examination certified by the Environmental Health Association of Ireland, which is not part of this tender.

safefood was established in 1999 under the British-Irish Agreement Act (1999) and is one of the six North-South Implementation Bodies jointly managed by the Irish Government and the Northern Ireland Executive.

The remit of **safefood** is to promote awareness of food safety and healthy eating issues on an all-island basis, which includes the commissioning and funding of relevant research, the development of monitoring and surveillance procedures, the coordination of scientific cooperation including identifying and establishing laboratory linkages, public education and awareness campaigns, and the publication of independent reports of interest to the public and other key stakeholders. The development of education resources for schools is an important part of **safefood**'s work in developing food safety life skills in young people.

The Headquarters are located at 7 Eastgate Avenue, Eastgate, Little Island, Co. Cork, with an additional office in the Irish Life Centre, Abbey Court, Lower Abbey Street, Dublin

For more information on **safefood**, please see www.safefood.eu.

2. Background

safefood For Life was first developed in 2000 as a hard copy, printed education resource for Transition Year students. It was further updated in 2007 to an online format with accompanying online examination certified by The Environmental Health Association of Ireland.

The programme is taught by Home Economics and Biology teachers and is aimed at Transition Year Students. To date, more than 40,000 students on the Island of Ireland have achieved certification.

The current format of the resource consists of Teacher's Slides (swf); Student Activities/section (swf); Teachers' Notes (pdf); and Students' Notes (pdfs). The food safety topics currently covered by the resource include personal hygiene, food contamination, food delivery and storage, food preparation and cooking, cleaning, design and layout of food premises and HACCP. Additional topics/content are planned.

Proposals for redevelopment and redesign of the new resource should ensure that:

- The current content and any additional content are delivered in an interactive, engaging format for students with ease-of-navigation for teachers.
- Any design approach should be suitable for use by schools in Northern Ireland and the Republic of Ireland and may need the facility to accommodate different content for each jurisdiction.
- The resource needs to be compatible with all technology platforms used in post primary schools on the Island of Ireland and be accessible across a range of devices including whiteboard, smartphones, desktops, tablets, chrome books and smart phones.
- The resource will have to include a new topic on food allergies and content for this topic would be provided by **safefood**
- The resource redevelopment may require the development of some new animations and videos in addition to including some existing **safefood** YouTube food safety videos. See YouTube channel (<https://www.youtube.com/user/safefoodTV>)
- The resource will be developed in line with **safefood**'s brand guidelines
- The resource must be compatible with the **safefood** website which is built on Kentico Content Management System.
- The resource development should include the development of some promotional materials such as a "how to" video, social media images and/or gifs.

The successful tender company will need to provide a cost-effective solution.

3. Details of requirements

Tenderers are required to submit a development plan for the resource indicating timelines and budget as well as key development milestones
Examples of the proposed design and navigation solution for the resource are also required to be submitted

It is expected that the successful tenderer will be appointed at the end of July 2020 and should be available to start the project immediately. The work should be completed by Dec 2020

All tenderers are required to submit a fixed price for the project in euro or sterling (excluding VAT). The cost should be clearly itemised.

Both parties may jointly agree to omit any part of the service, or provide additional services, or vary temporarily or permanently any part of the service. Such modifications will be valued where applicable according to the process set out in the contract.

Where rates do not include travel and other incidental expenses, tenderers should indicate how they will be charged and the rates to apply. These rates should not exceed the current public service travel and subsistence rates.

Tenderers must confirm that their tenders are valid for a period of 120 days from the final date for receipt of tenders.

The successful tenderer will be responsible for the delivery of all services provided for within the contract based on 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.

4. Evaluation of Tenders

4.1 Qualification Criteria

Tenderers will be initially evaluated by reference to the following qualification criteria:

- Addressing in full the requirements set out in this document with an outline of the proposed approach and design solution.
- The tenderer must provide a statement of previous experience in providing online education resources, with references.
- Credentials of the personnel who will work on the project.

Only those proposals, which satisfy all the above qualifying criteria, will be eligible for further evaluation.

4.2 Award Criteria

The contract will be awarded from the qualifying tenders based on the most economically advantageous tender by applying the following award criteria:

- a) Comprehensive understanding of **safefood**'s requirements in relation to the provision of requirements including demonstration of ability to meet the delivery time frame. (30%)
- b) Proposed approach / methodology. (40%)
- c) Skills, expertise and experience of key assigned personnel in providing the type of service required in this tender. (15%)
- d) Overall cost of the proposal on offer. (15%)

Award of contract may be subject to successful presentation and clarification meeting. It is essential that the key personnel assigned to this contract should be available and present at this meeting.

4. Information Required

All tenders must include the following:

- a) Full name of business/institution and contact details including business name and telephone number, full address, telephone number, website address (and contact person dealing with this request (including contact details);
- b) Full details of staffing levels (Full-time and/or part-time) proposed to deliver the tender requirements;
- c) Name, and details of relevant prior experience, of the one designated individual with overall responsibility for delivery of the tender requirements;
- d) A list of existing customers with contact names, providing specific examples for at least two projects where similar work in this area has been provided.
- e) The full cost of the proposal including any appropriate breakdown. Costs may be submitted in Euro or Sterling, and any VAT applicable should be separately stated.

6. Conditions of Tender

- a) **safefood** requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers;
- b) Information supplied by tenderers will be treated as contractually binding. However, **safefood** reserves the right to seek clarification or verification of any such information;
- c) Before any tender is awarded, the successful tenderer will be required to provide a valid Tax Clearance Certificate from the Revenue Commissioners;
- d) **safefood** will not be liable in respect of any costs incurred by tenderers in the preparation of proposals or any associated work effort;
- e) Any conflict or potential conflict of interest must be fully disclosed;
- f) Any queries in respect of this tender should be emailed only to asheahan@safefood.eu as the e tenders mail box will not be monitored. Tenderers are advised that any responses supplied in respect of further information requested will be distributed to all other parties who have expressed an interest in this tender.
- g) The tender responses should be emailed [to asheahan@safefood.eu](mailto:asheahan@safefood.eu) on or before 4pm on Wed 24th June.

- h) Applicants may be required to attend a presentation / clarification meeting at a date to be confirmed.
- i) Tenders delivered late will not be considered. In addition, incomplete tenders may be rejected;
- j) The decision of **safefood** will be final.