



# Request for quotes (RFQ)



## Online Willow Weaving Course

Quote ref: WW02

Issued: 18/12/2021  
Lough Erne Landscape Partnership  
2 Sligo Road  
Enniskillen  
Co. Fermanagh  
BT74 7JY

Funded by



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## Schedule 1 – Specification of Requirements

### 1.1 Invitation for Quotation

The Lough Erne Landscape Partnership (LELP) seeks quotes from suitably qualified organisations/individuals\* to deliver an online willow weaving course for a minimum of 10 participants. This document sets out the general quotation requirements and the process with which to follow.

(\*Please note – if you are a sole trader you will need to provide your Unique Tax reference (UTR) number).

### 1.2 Introduction to the Lough Erne Landscape Partnership

The Lough Erne Landscape Partnership was established in 2015 with the aim to promote, protect and enhance the natural, built and cultural heritage of the Lough Erne region. Following an intensive development process an application to National Lottery Heritage Fund in 2018 was successful in securing a sum of £2.6 million to deliver a scheme of 23 projects.

The scheme works in partnership with Fermanagh and Omagh District Council, Fermanagh Rural Community Network, National Trust, RSPB NI as lead partner, Upper Lough Erne Region and Waterways Ireland. Scheme delivery began in Summer 2018 and is due for completion in March 2023.

For further information on Lough Erne Landscape Partnership please go to [www.lelp.org.uk](http://www.lelp.org.uk)

### 1.3 LELP Mission

The Lough Erne Landscape Partnership (LELP) will focus on the conservation and promotion of Lough Erne's landscape character and unique heritage. LELP will address ecological issues, reconnect communities with their heritage, bring economic and social benefits, and create links between stakeholders to realise a longer-term goal of the coordinated management

### 1.4 LELP Objectives

1. To connect and engage people with their unique landscape by developing skills, improving confidence and providing opportunities to learn, change perceptions and influence its management.
2. To improve and protect biodiversity and conserve the built heritage of our unique landscape, and involve communities in its protection, interpretation and conservation.
3. To create and improve physical and intellectual access to and around the Lough making it a better place to live, work and visit.
4. To engage with communities to generate pride in their unique cultural heritage, to celebrate and be emotionally and physically involved with it.

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## 2. Purpose

Heritage skills training is a LELP led project and its purpose is to offer volunteers, participants and partner organisations lifelong learning opportunities in the training and/or development of traditional skills.

It is important to preserve and keep traditional skills alive in today's society as they provide a link to our roots and are part of our shared heritage. Willow weaving is one of the traditional skills, within the LELP heritage skills training programme, to be delivered throughout 2020/21.

## 3. Specification

To deliver an online willow weaving course, including the supply of materials, which will train participants (minimum 10) in the skill of willow weaving, as well as teach them about its history, heritage and uses of willow up until the present day.

## 4. Outputs

- The supply of materials and tutoring for the online willow weaving course.
- The online willow weaving course is to be delivered March/April 2021.
- To teach the skill of willow weaving to participants by each participant physically making his/her willow product which he/she can use if required.

## 5. Period of Contract

January to April 2021, however, there is potential to deliver further courses and therefore LELP reserve the right to keep the contracting period open until the end of December 2021.

## 6. Principle Contact for Questions and Answers

Hazel Long – [hazel.long@rspb.org.uk](mailto:hazel.long@rspb.org.uk). Mobile: 07548155351

## Schedule 2 – Timescales and Tender Evaluation

## 7. Timescale

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- Issue date for Request for Quotes 18/12/20
- Quote/tender to be returned to [hazel.long@rspb.org.uk](mailto:hazel.long@rspb.org.uk) by 5pm on 22/1/21

## 8. Quotation Evaluation

Quotations will be assessed on the following criteria:

### Experience of:

- the delivery of online willow weaving courses

### Overall approach & Methodology

- Step by step approach as to how you will organise and deliver the online willow weaving course

## Scoring matrix

Content	Max Score	Details to be included
Experience	30	<ul style="list-style-type: none"> <li>• Please tell us about your experience in delivering online willow weaving courses and, if possible, provide feedback from participants.</li> </ul>
Overall approach & Methodology	30	<ul style="list-style-type: none"> <li>• Please tell us how you propose to organise and deliver the online willow weaving course.</li> </ul>
Cost	40	<ul style="list-style-type: none"> <li>• Please provide full costings</li> <li>• Cost will be scored as follows: Lowest quotation = full available marks.</li> </ul>
<b>Total</b>	<b>100</b>	

## 9. Deadline for Tender Submissions

Please return your submission to Hazel Long, Lough Erne Landscape Partnership to [hazel.long@rspb.org.uk](mailto:hazel.long@rspb.org.uk) by 5pm on 22nd January 2021

## Schedule 3 – Pricing

### 10. Pricing and Payment

Please note: your price should include the following:

- Tutoring - preparation time and delivery
- The supply of willow & associated materials

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- Postage and/or travel expenses in respect of the distribution of materials to participants
- VAT, if applicable



Supported by  
**The National Lottery**<sup>®</sup>  
 through the Heritage Lottery Fund



This project is supported by a grant from the Heritage Lottery Fund

### TENDER RETURNS FORM – WILLOW WEAVING COURSES

<b>Tender</b>	ONLINE WILLOW WEAVING COURSE		
<b>Name of organisation/individual submitting the tender return (Please include your UTR number if you are a sole trader)</b>			
<b>Date tender return is submitted</b>		<b>Time tender return is submitted</b>	
<b>Relevant experience, and expertise</b>	Please provide detail in this text box and highlight relevant experience of successfully delivering online willow weaving courses. Provide feedback from participants, if possible.		
<b>Overall Approach &amp; Methodology</b>	Please tell us how you propose to organise and deliver the online willow weaving course.		
<b>Cost (inclusive of VAT)</b>	I/we hereby offer to provide the above-mentioned goods/service as detailed in the attached specification and invitation to tender for the sum of: £  <b>This amount should be the total. Please also refer schedule 3. 10 - Pricing and Payment</b>		
<b>Conflict of Interest</b>	Please declare any potential conflicts of interest with regards to this in this box.		

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## TENDER CONFIRMATION

<b>Tenderer</b>			
<p><b>I/we have read and understand the Terms and Conditions of Contract and the supplementary statements and policies and agree:</b></p> <p><i>To the terms and conditions set in this Quotation, to any additional terms and conditions set out in the specification, that having completed this form a binding contract shall be made by this Quotation and our acceptance thereof.</i></p>			
<b>Signature</b>		<b>Date</b>	
<b>Address</b>			
<b>Telephone number</b>			
<b>Email</b>			
<b>VAT Registration Number</b>			

- Quotation prices must reflect all circumstances affecting, or likely to affect, the provision of the goods/services. Quotations received after the specified date and time will not be considered.
- LELP are not bound to accept the lowest or any submission.

### OFFICE USE ONLY

<b>Received by:</b>	<b>Time:</b>	<b>Date:</b>

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## NON- SUBMISSION FORM

Please complete this form if a tender return will not be submitted

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Address</b>			

## CONTRACT ACCEPTANCE

Please sign and date the contract below (it will be countersigned by LELP upon contract award)

<b>Signed (Contractor)</b>			
<b>Name (Printed)</b>		<b>Date</b>	
<b>Signed (LELP)</b>			
<b>Name (Printed)</b>		<b>Date</b>	

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