

Request for Quotations – Zombie Walk (Clonmel Halloween Event) Coordinator

The closing date for receipt of quotations is 4.30p.m. Friday 13th September 2024

1 Introduction

Tipperary County Council seeks quotations for a temporary Zombie Walk (Clonmel Halloween event) coordinator on a Contract for Services to project manage the Zombie Walk Halloween event to take place on October 31st 2024.

The Co-coordinator will be contracted by Tipperary County Council on a Contract for Services to assist in the planning and management of 2024 Zombie Walk programme of events.

2 Requirements

The core work of the Co-ordinator will be to produce and deliver a Halloween-themed family event to take place in Clonmel town on Halloween night (31st October 2024), comprising a community walk and a finale event.

Other requirements are:

- to devise and coordinate in conjunction with local professional & community artists & performers, performance groups and other stakeholders, an innovative and engaging public event consisting of vignettes, sideshows and showcase performances for the purpose of entertaining a large audience.
- To project manage all aspects of delivery of the event including installation and take-down, health & safety, stewarding, volunteers, technical and performance aspects including the development of a health and safety plan for the event.
- To recruit personnel and volunteers for the purpose of delivering a safe and entertaining event and ensure that they are fully briefed as to their duties.
- To liaise with an Garda Síochána, County Council personnel, Civil Defence and any other concerned parties to ensure they are fully briefed and informed as to route, activities, pitfalls.

- To manage and supervise the budget allocated for the event and organise payment for services rendered.
- To engage where possible with the community in the RAPID areas of Clonmel via workshops and/or invitation to perform/volunteer/contribute and to ensure the child protection standards are abided by.
- To ensure that the event is well publicised and receives adequate publicity in local press and on social media.
- To regularly brief subcommittee/RAPID Area Implementation Team and report to County Council designated officer.
- To provide an after event report.

The Contract:

The Event Co-ordinator will be expected to work closely with the Zombie Walk Committee and Clonmel Municipal District in implementing a vision for the event.

A role of Co-ordinator is to support individual acts and artists in the development and implementation of a strong programme of events

The successful tenderer will have excellent knowledge and experience of festivals/events, and community arts practice.

They will demonstrate:

- Sound event management, planning, administration, financial, IT, volunteer co-ordination and staff management skills.
- Experience in dealing with agencies, sponsors, media/ PR and relevant agencies.
- Excellent communication, committee and team building skills.

Contract Requirements:

The Event Co-ordinator will report to the Administrative Officer in the Community and Economic Development section or Borough District personnel as required.

The successful applicant should have their own transport in order to fulfill the role.

The successful applicant will be required to have completed a Garda vetting and reference checking process.

As this is a contract for services, payments will not be taxed at source Tax affairs are to be dealt with by the Event Co-ordinator themselves and may be subject to withholding tax.

Payment will be monthly (to be agreed) on receipt of an invoice and work log.

A current tax clearance Certificate will be required.

The successful applicant will be required to work flexible hours including evenings and weekends particularly in the lead in to and for the duration to the Zombie Walk Event and as demand requires.

2.1 Duration of Contract

The duration of the contract is for 8 weeks (September 20th to November 15th 2024) to include reporting on the event and attendance at a post event subcommittee meeting.

2.2 Policy

The selected supplier will be required to sign a Child Protection Policy in addition to individual event child protection policies.

3 Costs

Outline Fee proposal for work required. VAT to be shown separately

Costs	€
(to include attendance at meetings, research of programming content, Community workshops/ liaising and communicating with performers/agents/event committees etc/ Costume and art development /development of policies and any other development work	

Travel and other expenses –per week	
Other Costs-per week	
VAT	
Total	

4 Closing Date for Submissions

The closing date for receipt of submissions is **4.30p.m. Friday 13th September 2024**

5 Conditions of Participation

The following points are made for the consideration of individuals interested in preparing a response in respect of this Request for Quotations.

- 2.1 Tipperary County Council does not bind itself to accept the lowest or any quote. It reserves the right to reject in whole or in part any or all quotations received, and to source the requirement from more than one supplier or contractor.
- 2.2 Tipperary County Council will not be liable in respect of any costs incurred by individuals/companies in the preparation of a response to the Request for Quotations, nor for costs incurred in preparing subsequent presentations or for attendance at same, nor for costs incurred in supplying information for evaluation.
- 2.3 The successful quoting individual shall be responsible for the delivery of all requirements provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the response cannot be increased during the currency of the competition. Similarly, terms and conditions cannot be altered.
- 2.4 All information provided by respondents will be treated in strict confidence. Similarly, Tipperary County Council requires that all information provided pursuant to this Request for Quotations will be treated in strict confidence by the quoting companies/individuals.
- 2.5 Information supplied by quoting companies/individuals will be treated as contractually binding. However, Tipperary County Council reserves the right to seek clarification or verification of any such information.
- 2.6 Tipperary County Council reserves the right to withhold payment where a contracting company/individual has failed to meet its

contractual obligations in relation to the delivery of services to an acceptable level of quality.

- 2.7 Tipperary County Council reserves the right to go to procurement competition again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.
- 2.8 Quotations that are received late will not be considered.
- 2.9 The work of the contractors shall be deemed to be carried out in Ireland and shall be governed by the Laws of Ireland.
- 2.10 Before a contract is awarded, and where required the successful contractor (and agent where appropriate) will be required to promptly produce a Tax Clearance Certificate.
- 2.11 Where a Tax Clearance Certificate expires within the course of the contract, Tipperary County Council reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.
- 2.12 Quotations should be delivered to the following specified postal address on or before the closing date and time as specified elsewhere in this document. The onus is on the quoting company to ensure delivery by the specified time.
- 2.13 Clarification meetings may be held if deemed necessary by Tipperary County Council
- 2.14 Quotation should be submitted in a sealed envelope, showing the name of the quoting company/individual and marked:

“Quotation for Zombie Walk Event Coordinator”
District Administrator, Clonmel Borough District,
Tipperary County Council,
Civic Offices,
Clonmel,
Co. Tipperary.

Any enquiries can be made by email to anita.obrien@tipperarycoco.ie

Tipperary County Council requires that suppliers will treat all information provided pursuant to this R.F.Q. in strict confidence. Tipperary County Council undertakes to use its best endeavors to hold confidential any

information provided in proposals submitted subject to the Council's obligations under law. This includes the Freedom of Information Act that places obligations on the Council to disclose information in response to queries from the public.

If suppliers wish that any of the information supplied in the proposal should not be disclosed because of its sensitivity, then this should be clearly stated and the specific sensitive information explicitly identified, with the reasons for its sensitivity. The Council will then consult with quoting companies about sensitive information before making a decision on any Freedom of Information request received.

6 Format of Response

1. Provide name of applicant/company and contact email and phone number.
2. Provide details of relevant experience, including a detailed relevant CV and giving references and phone numbers.
3. Confirm that you accept the requirements specified in the Requirements section.
4. Confirm that you accept the conditions of participation.
5. Provide details of costs as per the Cost section (exclusive of VAT). Please show VAT separately.
6. Any other information which the supplier feels is appropriate.

7 Award Criteria

The contract will be awarded from the qualifying quotations on the basis demonstrated ability to coordinate the event and of the lowest fee proposal.

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District Administrator,
Clonmel Borough District.
Civic Offices,
Clonmel
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Please note submissions by e-mail will not be accepted