



# St. Mochta's National School

## REQUEST FOR TENDER

**Invitation to tender for the provision of an after-school service at  
St. Mochta's National School, Porterstown Road, Clonsilla, Dublin 15**

**CLOSING DATE FOR APPLICATIONS IS 3PM THURSDAY 23rd FEBRUARY 2023**

**LATE SUBMISSIONS WILL NOT BE CONSIDERED**

St. Mochta's National School invites tenders for the provision of an after school service on its premises from Monday to Friday from 1.30pm to 6.30pm. Full details of the requirement, facilities, selection criteria and award criteria are outlined below.

St. Mochta's National School is located on the Porterstown Road, in Clonsilla Dublin 15.

St. Mochta's is a large co-educational catholic primary school with a focus on the social, emotional and holistic development of our pupils. We aim to provide a happy, safe and secure learning environment for all of our pupils.

St. Mochta's is an inclusive school where all children are welcome and treated equally. We strive to support each individual child in achieving his/her potential and to foster their individual talents.

## INSTRUCTION TO TENDERERS

### Closing Date

**The closing date for receipt of submissions is Thursday 23<sup>rd</sup> February at 3pm.**

Tenders should be submitted in a sealed envelope with the title: Provision of After School Service and addressed to:

The Board of Management  
St. Mochta's National School  
Porterstown Road  
Dublin 15

Alternatively tenders can be emailed to: [info@stmochtas.ie](mailto:info@stmochtas.ie)

### Late submissions will not be accepted.

### Conflict of Interest

Any registered interest involving the Tenderer and St. Mochta's NS, their staff or relatives must be fully disclosed in response to this Request for Tender (RFT) or should be communicated to the school immediately upon such information becoming known to the Tenderer. In any case the information must be made known before the award of the contract. The terms "Registered Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict comes to light. Any other conflicts of interest must be fully disclosed to St. Mochta's NS.

### Confidentiality

All documentation disclosed or furnished by the school to the Tenderers during the course of this competition is:

- (a) furnished for the sole purposes of replying to this RFT only.
- (b) may not be used, communicated, reproduced or published.
- (c) shall be treated as confidential by the Tenderer and by any third parties engaged or consulted by the Tenderer.
- (d) must be returned immediately to St. Mochta's NS upon cancellation or completion of this Competition, if so requested by St. Mochta's NS.

### Pricing

Tenderers should note that rent may be increased on the first anniversary of the effective date of the contract and on subsequent anniversaries of the effective date thereafter.

### Tax Clearance

Prior to the award of any contract, the successful Tenderer will have to provide its Tax Clearance Access Number and Tax Reference Number to facilitate verification of their tax status.

## Insurance

The successful Tenderer shall be required to hold for the term of the contract the following insurance:

- Employers Liability to the value of €13M
- Public Liability to the value of €6.5M

## Regulations regarding in-school childcare

School age service providers are required to register their school age service with Túsla by completing the online registration process in order to comply with The Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

## SERVICE REQUIREMENTS

The service will provide after-school care provision for pupils from junior and senior infants from 1.30pm to 6.30pm and 1<sup>st</sup> class to 6<sup>th</sup> class from 2.30pm to 6.30pm from Monday to Friday.

The service is only available to pupils of St. Mochta's National School.

The provision of such a service must be in keeping with the school ethos.

The service provider must be ready to commence the service from 1<sup>st</sup> September 2023.

The provider must be flexible with the school regarding the use of premises in the main building. Room locations may change to facilitate school events.

The contract will be for an initial period of 2 years (subject to 6 month probationary period) with an option to renew for a further 2 years.

Rent will be reviewed in line with cost.

Cleaning/ Bins - The provider is responsible for cleaning all areas used and for disposing of rubbish in the bin area.

Classrooms must be returned to the condition in which they are found. Any damage to the property of St. Mochta's NS will incur a replacement cost.

The provider must employ a supervisor/manager for the day-to-day running of the service and to act as a liaison with the school.

The provider must comply with all Health & Safety/Fire Safety regulations.

The provider must provide evidence of Child Protection Training/Garda Vetting of all staff. Staff must comply with all relevant statutory regulations on child protection legislation.

A policy on parent access must be provided and implemented. Parents can only access rooms that are used by the service.

Staff must wear uniforms and be easily identifiable in the building. All staff must enter via the main reception.

## Facilities Available

The provider will be provided with classroom(s) to provide the service. This will be on a rotational basis. The PE Hall will also be available on named days each week.

All entries and exits to the service by parents must be conducted through the first/second class gate. A portable device will be provided to unlock the gate remotely.

Equipment/resources to be stored on trolleys in the building and moved in and out of the classrooms daily.

Please note that school equipment will not be available for use at any time. This includes PE equipment and Interactive White Boards.

Food Preparation can be conducted in the servery attached to PE Hall. Ovens and cookers are available.

## School policies

The school will make available to the provider any relevant policies which will include at a minimum:

1. Child safeguarding statement of St. Mochta's NS
2. School ethos statement
3. Code of Behaviour
4. Anti-bullying policy
5. Data protection policy
6. Fire safety and evacuation policy

## Application process

Interested parties can apply to the Board of Management of St. Mochta's National School through use of [Appendix A](#) and a comprehensive overview of the service you will provide.

## Selection Criteria

- Provider has relevant qualifications
- Provider operates in keeping with the ethos of the school
- Insurance is in place and certificate provided
- All relevant policies necessary to the safe and effective running of an after-school care service have been provided to the Board as part of the application process.
- Provider has met with management or Board representative and conveyed a cohesive plan (numbers of pupils, staffing, structure of provision, communication with parents, collections, grievance/discipline procedures)
- The Board perceive this service provider to be a good fit for the school in terms of organization, planning, personal approach/characteristics and vision.
- The ultimate decision for awarding the service is entirely at the discretion of the Board of Management.
- Ability for parents to book on a part time basis.
- Services on offer (Meals, homework club, play and recreation)

## Award Criteria

- The revenue generated for the school alongside the quality of service provision to the pupils – costs to parents should be as competitive as possible.
- References from current service users and schools.

## IMPORTANT TO NOTE

1. The space will be available for viewing by appointment and the applicant will confirm that the space is suitable for the delivery of the service. Viewing can be arranged by contacting the school office on 01 8130430 or through email [info@stmochtas.ie](mailto:info@stmochtas.ie) . Viewing will take place week ending Friday 10<sup>th</sup> February 2023 only.
2. The school is providing the facility only and is not endorsing/evaluating the service.
3. The provider can use the school wi-fi but not the school IT equipment.
4. The service provider will need to commit to provision of the service for 2 years minimum. However the arrangement can be terminated without notice by the Board of Management if there is any breach in the conditions of the contract.
5. The school website will not be used for any After-school service. Providers will use their own email for correspondence and may set up their own website if desired. There is no permission to put up notices or advertise within the school.
6. Any agreement will not give occupancy rights to the service provider.
7. Any damage to property will be billed to the provider responsible for the damage.
8. Providers may be using different classrooms on different days; this will be timetabled as teachers may require access to their room during this time.
9. Classrooms will need to be returned to normal at the end of each day.
10. Storage is at a premium and so the provider will need to minimise resources needed for provision of the service and will need to store them in a neat, transportable trolley.
11. The providers need to operate in line with the school ethos but can operate under their own code of behaviour, a copy of which the school should be furnished with in advance.
12. Any complaints relating to the service should be brought to the attention of the providers.
13. The providers will be responsible for locking the school gates at the end of each day. They will have a set of keys and alarm codes. Any breach in securing the school effectively would result in immediate review of the arrangement and could render the contract void.
14. Providers will be responsible for the behaviour and care of the pupils in their care and will not share this responsibility with class teachers (i.e. passing on messages etc.).
15. Pupils for after-school will be collected from the school yard daily, promptly at 1.30pm and 2.30pm.
16. This service will be put out to tender again at contract end but the school reserves the right to extend the contract for a further two years if the Board is satisfied with the service provided.
17. Costs (rental of space) will be agreed with St. Mochta's National School Board of Management once the tender has been provisionally approved.
18. The provider must ensure that all staff employed are adequately qualified with a recognized childcare qualification as recommended and required by Túsła under childcare regulations, the county childcare committee and Barnardos.
19. Any material changes by the provider to the contractual terms are required to be notified to the school without delay.

## Appendix A

Please include with this application form a comprehensive overview of the service to be provided by you. This should include your vision, costs and why you would be the best partner for St. Mochta's NS to work with. It should also detail numbers of pupils to be catered for, staffing, structure of provision, communication with parents, collections, grievance/discipline procedures etc. Please also outline your corporate and social responsibility policy.

### Required Documents to be submitted with Application

The following documentation/information must be provided as part of that application:

1. Proof of insurance should be provided by the tenderer for examination.
2. Any policies, procedures, or other measures to be detailed which are needed to safeguard the safety and welfare of the school's pupils including from a child protection or Garda vetting perspective.
3. Data protection policy of the provider
4. Health and safety policy of the provider. Including first aid considerations.
5. Fire safety and evacuation policy.

Name of Organisation	
Address	
Telephone No	
Email Address	
Contact Name	
<b>Insurance Policy Details</b>	
Insurance Company	
Policy Number	
Public Liability Amount	
Employers Liability Amount	
Expiry Date of Policy	
Monthly Rent Offered to Board of Management	€
<b>Referees</b>	<b>At least two references must be provided</b>
Name:	
Company and Address:	
Contact No. and Email:	
Name:	
Company and Address:	
Contact No. and Email:	

**CHECKLIST - please tick each item to ensure you have included it with your submission**

Tender Submission detailing your vision, costs and why you would be the best partner for St. Mochta’s NS to work with.	
Appendix A application form	
Insurance Policy Schedule	
Tax Clearance Certificate	
Data Protection Policy of Provider	
Health & Safety Policy of Provider	
Evidence of qualifications for the provision of childcare, for all staff	
Evidence of Garda Vetting of all staff	
Evidence of Child Protection Training of all staff	
Evidence of Registration with Túsla	
Other relevant policies necessary to the safe and effective running of an after-school care service	
References	

**DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF TENDERER**

I/We confirm that all information declared in this submission is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Company Stamp: