

## The Sexual Health Centre's Invitation to Tender for an artist to deliver a mural in Cork city for the End HIV Stigma Project

**Closing date for receipt of tender:** 12 noon on Monday, September 20<sup>th</sup>, 2021

### *Introduction*

The Sexual Health Centre is a Not for Profit, Voluntary Sector/Non-Governmental Organisation (NGO). The centre is situated at 16 Peters Street in Cork City.

### *Tender Outline*

The Sexual Health Centre is seeking tenders from suitably qualified individuals or organisations to design and deliver a mural for the End HIV Stigma Project. 'End HIV Stigma' is a creative outreach project that aims to reduce stigma about HIV in Cork by bringing the topic into public conversation and public space, educating the general public about the progress in HIV care, celebrating how far we've come and acknowledging how far we have yet to go.

This project will be delivered via four work packages: a series of workshops, a publication, a mural, and a public talk, and will centre the lived experiences of people living with HIV in Cork. It will be delivered by the Sexual Health Centre, in collaboration with the selected artist, and will be supported by ACT UP Cork, Positive Cork, Cork HIV Treatment Clinic, Cork City Council and is funded by the Health Service Executive.

The current tender focuses on securing an artist to deliver the mural by November 30<sup>th</sup>, 2021 so that it can be officially launched for World AIDS Day on December 1<sup>st</sup>, 2021. The successful tenderer will be required to attend an online workshop scheduled for Saturday, October 2<sup>nd</sup> with individuals living with HIV so that they can hear of their lived experiences. The information gathered at this workshop will inform the design of the mural. The successful tenderer will also be required to participate in a public talk as a panellist on World AIDS Day (December 1<sup>st</sup>), discussing their participation in the End HIV Stigma project.

Details of the tender are set out in this document which is comprised of four parts:

- Part 1: Background information
- Part 2: Requirements and other considerations
- Part 3: Tender process
- Part 4: General tender information, terms and conditions

Interested parties should submit a proposal by email to Catherine Kennedy, Centre Manager via [catherinekennedy@sexualhealthcentre.com](mailto:catherinekennedy@sexualhealthcentre.com) by 12 noon on Monday, September 20<sup>th</sup>, 2021.

### **Reg name**

The Sexual Health Centre Ltd.

### **Reg number**

130615

### **Charity number**

CHY 19919

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## **Part 1: Background information**

The Sexual Health Centre is a Not for Profit, Voluntary Sector/Non-Governmental Organisation (NGO). The centre is situated at 16 Peters Street in Cork City. Quality service provision and innovation are at the heart of the organisation. The centre continues to respond to and provide services that match the needs of a growing Cork community. As a key service delivery organisation in Cork, the centres existing work focuses on the provision of information, support and testing opportunities in the areas of sexual health, HIV, pregnancy, relationships, puberty and sexuality.

Our mission is to always provide the most up-to-date and comprehensive information regarding the topics of sexual health, wellbeing and sexuality, to offer a safe space for individuals to express their concerns without fear, to get non-biased answers to their most intimate questions, to normalise the perception of sexual health and sexuality and to facilitate a nation-wide acceptance of positive sexual health and sexuality as an integral part of life.

Read more about our work at [www.sexualhealthcentre.com](http://www.sexualhealthcentre.com)

## **Part 2: Requirements and other considerations Tender Outline**

The Sexual Health Centre is seeking tenders from suitably qualified individuals or organisations to design and deliver a mural for the End HIV Stigma Project. 'End HIV Stigma' is a creative outreach project that aims to reduce stigma about HIV in Cork by bringing the topic into public conversation and public space, educating the general public about the progress in HIV care, celebrating how far we've come and acknowledging how far we have yet to go.

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### *Time Frame*

We require support throughout the months of October and November for the delivery of the mural on time for World AIDS Day 2021.

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### *Fee Proposal*

The fee proposal submitted, shall be in Euro (€) and inclusive of VAT and all expenses. A breakdown of total costs should be provided. The budget for this contract is a maximum of €4,000 inclusive of all costs, including artist fee.

### *The Mural*

The Sexual Health Centre is currently in discussion with Cork City Council about the location of the mural. It is anticipated that the mural will be located on a single-storey wall. Possible locations under consideration are the wooden hoarding surrounding Grattan House on Grattan Street, the side wall of Paul Street Shopping Centre Car Park on St. Paul's Avenue, or the gable of 9 Grenville Place (on Francis Street).

### *Tax Clearance*

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

### *Insurance*

The successful Tenderer must produce valid public liability insurance.

## **Part 3: Tender Process**

Interested parties should submit a proposal by email to Catherine Kennedy, Centre Manager via [catherinekennedy@sexualhealthcentre.com](mailto:catherinekennedy@sexualhealthcentre.com) by 12 noon on Monday, September 20<sup>th</sup>, 2021.

The proposal should provide the following information:

- Individual/organisation profile: capacity, skills, experience and knowledge (no more than one A4 page);
- Examples of previous work (no more than 10 images);
  - Artist CV (no more than one A4 page)
- A detailed breakdown of costs;
- Current Tax Clearance Detail;
- An outline of any added value or additional information you think is relevant.

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Evaluation Criteria Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

Area	Score
Understanding of tender requirements and approach to tender	10
Value for money	25
Relevant experience	30
Work Plan	25
Other, including additional suggestions	10

Based on the above criteria, shortlisted applicants may be asked to meet with the Sexual Health Centre on September 24<sup>th</sup>, 2021 on selection. The Sexual Health Centre shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable. Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed. Queries or clarifications before 12 noon on Tuesday, September 14<sup>th</sup> 2021 may be addressed to: Catherine Kennedy, Centre Manager via [catherinekennedy@sexualhealthcentre.com](mailto:catherinekennedy@sexualhealthcentre.com)

Closing date for receipt of tender: 12 noon on Monday, September 20<sup>th</sup>, 2021. Return tender to: Catherine Kennedy, Centre Manager via [catherinekennedy@sexualhealthcentre.com](mailto:catherinekennedy@sexualhealthcentre.com) **Late applications will not be accepted.**

#### **Part 4: General tendering information, terms and conditions Terms of Appointment**

##### *Notification of Tender Acceptance*

The Sexual Health Centre shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable.

##### *Currency*

The currency to be used in this tender is euro and a tender proposal in any other currency will not be considered.

The Sexual Health Centre will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

##### *Tax Clearance*

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not

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resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

#### *Ownership and Copyright*

All documents produced by the consultant in connection with this appointment and submitted to the Sexual Health Centre will be considered the property of the Sexual Health Centre and may be used by the Sexual Health Centre at any time, including for other projects, without the prior approval of the consultant. This does not impact on the artist/filmmakers copy and moral rights.

#### **A Tenderer shall be excluded who:**

- is bankrupt or being wound up, whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities;
  - is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
  - has been convicted of an offence concerning their professional conduct;
  - has not fulfilled obligations relating to the payment of social security contributions;
  - has not fulfilled obligations relating to the payment of taxes. False or Misleading Information
- Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

Compliance with Law Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

#### *Termination*

The contract shall contain provisions reserving to the Sexual Health Centre the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of the Sexual Health Centre shall be evaluated in the context of the Tenderers proposal set out in this document.

#### *Requirements of Invitation to Tender*

Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

#### *Subject to Contract*

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between the Sexual Health Centre and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a

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formal legal contract is duly executed and delivered by the Sexual Health Centre and the successful Tenderer.

*Disclaimer*

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. The Sexual Health Centre reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

**End**

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