**Westmeath Libraries: Request for Quotations**

**Development of mobile sensory unit and sensory corner in Kilbeggan Library.**

11 Oct 2024

# 1. Scope and Requirement

Westmeath Libraries is seeking quotations for the following:

1) a mobile Sensory Unit for Kilbeggan Library.

2) A sensory corner including padded seat/plinth with integrated bubble tube and fibre accessories in Kilbeggan Library

Kilbeggan Library is currently undergoing extensive renovation works to enhance services to the community including sensory supports for families.

The mobile sensory unit will be located in Kilbeggan Library and should incorporate flexibility and mobility in the use of the equipment.

The sensory corner unit will be located in the child friendly part of the library.

All equipment must be easily cleaned.

The supplier should have experience of providing, assembling and supporting equipment.

## 1.2 Legislative Requirements

The Supplier must meet all legislative requirements in terms of: Finance, Health & Safety, Insurances, Data Protection as well as statutory obligations as employers.

## 1.2 Costing

The Supplier will provide costings as follows:

* Purchase cost of mobile sensory unit (including assembly and installation onsite).
* Purchase cost of Sensory corner (including assembly and installation onsite).
* Maintenance charges per annum if applicable

Estimated expenditure: €10,500 incl. VAT

## 1.3. Contact details

Please complete the form below and return to

[library@westmeathcoco.ie](mailto:library@westmeathcoco.ie) by noon on Tuesday 29th October, 2024.

Queries may be directed to:

Dearbhla Sheridan, Executive Librarian [dearbhla.sheridan@westmeathcoco.ie](mailto:dearbhla.sheridan@westmeathcoco.ie)

Paula O’Dornan, Senior Executive Librarian [podornan@westmeathcoco.ie](mailto:podornan@westmeathcoco.ie)

# 2. Responses

## 2.1 Technical Specifications – Mobile Sensory unit

Please provide the following:

* An outline of the features offered by the mobile sensory unit.
* Images
* Keys features of equipment in terms of: longevity, flexibility, meeting COVID 19 compliance.
* Outline of any ongoing maintenance requirements
* Information on training available for staff in use and promotion of equipment.
* Confirmation that installation will be part of the package and that you can meet all H&S requirements.
* Confirm that electrical requirements from customer are for standard 3pin sockets.

Mobile Sensory Unit must include:

* 4 lockable wheels – easy glide.
* Dimensions – maximum width 800mm maximum depth 1370mm.
* Storage for loose sensory items.

## 2.2 Specifications – Sensory Corner

Please provide the following:

The sensory corner unit should include the following sensory features such as:

* LED Bubble tube, plinth, padded surround and associated fixings, 2 x mirrors.
* 1 x LED fibre optic bundle
* Images.
* Keys features of equipment in terms of: longevity, flexibility, meeting COVID 19 compliance.
* Outline of any ongoing maintenance requirements
* Information on training available for staff in use and promotion of equipment.
* Confirmation that installation will be part of the package and that you can meet all H&S requirements.
* Confirm delivery time from placement of order
* Provide examples x 2 of public sector organisations, schools or libraries to whom you would have provided similar equipment.

# 3. Award Criteria

The quotations will be assessed with the following marking scheme:

|  |  |
| --- | --- |
| Criteria | Marks |
| Cost | 700 |
| Quality | 700 |
| Maintenance | 200 |
| Experience | 200 |
| Customer Service and Training | 200 |
| Total | **2000** |

**4. Costings**

|  |  |  |  |
| --- | --- | --- | --- |
| Detail | Marks | Ex VAT | Total Inc VAT |
| Cost of mobile sensory unit including delivery, assembly and installation on site | 300 |  |  |
| Cost sensory corner including delivery, assembly and installation on site | 300 |  |  |
| Cost of support per annum if any | 100 |  |  |
| Total cost of installation | **700** |  |  |

# 5. Request for Quotation Form

|  |  |  |
| --- | --- | --- |
| Quality and Service | Marks | Please provide details of how your organisation can provide a high-quality supply performance using these headings |
| Range of Equipment for Mobile Sensory Unit  • Flexibility  • Longevity  • Covid-19 sanitisation  • Innovative features  • Accessibility for 1) children and 2) adults  • Accessibility of equipment  Please attach images | **350** |  |
| Range of Equipment for Sensory Corner including padded seat/plinth with bubble tube and fibre optic light accessories  • Flexibility  • Longevity  • Covid-19 sanitisation  • Innovative features  • Accessibility for 1) children and 2) adults  • Accessibility of equipment  Please attach images | **350** |  |
| Maintenance   * Identification of items with require ongoing maintenance. * Warranties * Ongoing service provision | **200** |  |
| Experience   * Testimonials * Examples of 2 public sector organisations, schools or libraries to whom you have provided similar equipment. | **200** |  |
| Customer Support   * Customer liaison * Performance management * Training on equipment to staff * promotion to user groups | **200** |  |
| Total Marks | **1300** |  |