



Invitation to tender for the supply of hire pianos, reference Music Network concerts

1. Company Background

Music Network

Music Network is a professional arts organisation, funded by The Arts Council, committed to promoting, encouraging and funding the highest standards of music creation and performance throughout the island of Ireland.

In pursuit of these objectives, Music Network delivers a continuous programme of music events that are locally accessible throughout the country.

Our diverse range of activities and initiatives is designed with the objective of affordability so as to allow as wide an audience as possible to engage with and enjoy the rich heritage of Irish musical tradition as well as jazz, classical and contemporary musical genres.

We offer developmental support to enhance the skills of musicians and music promoters in order to bring quality music and music-making into the lives of people either where they live, work, learn or regain their health.

1.1. Company contact details:

Music Network
The Coach House, Dublin Castle
Dublin 2
Ireland

Telephone: 01 6719429
Fax: 01 6719430
concertadmin@musicnetwork.ie
www.musicnetwork.ie

Tenders should be sent in hard copy to the above address, marked for the attention of Andreas Ziemons.

2. Contract Details

2.1. Title

Piano supply for Music Network concerts/events.

2.2. Introduction

Music Network is seeking a piano supplier to provide hire pianos for concerts/events organised by Music Network on a national basis.

This document invites companies to indicate their interest by submitting a tender. Tender proposals should specifically address the required services, as outlined below.

2.3. Background

Throughout our business year as appropriate, Music Network requires the hire of (grand) pianos, to provide for our own in-house concerts and those of our Partner Promoters, as necessary.

The annual range of concerts can broadly be divided into three sections:

Artist Roster Concerts: ranging from single concerts up to 5-date concert series.

Seasonal Touring Programme concerts: concerts within our 9 Spring and Autumn Tours (Jan - May and Sept - Dec)

Special occasion concerts: concerts/performances arising from time to time in connection with other Music Network events, such as National Music Day, CD launches and auditions.

The need for piano hires is established on a season by season basis for Touring Programme Concerts, on a concert by concert basis for Artist Roster Concerts, and as the need arises, for special occasion concerts/events. There is no precise forecast possible regarding the annual number of piano hires needed.

2.4. Required services

Music Network requires the following to be included per piano hire:

- Supply of a concert pitch, professional quality piano [such as Steinway B model or similar]
- Delivery of piano into the performance space of the venue [Republic of Ireland-wide]. Delivery times will vary per venue, as per individual requirements.
- Setting up and tuning of piano [by a professional tuner] for rehearsals prior to the concert/event. Rehearsal times will vary, depending on musicians' needs.
- Between rehearsals and concert/event, fine-tuning of the piano to the satisfaction of the artist.
- Collection of piano post-concert/event.
- Supply of 2 adjustable piano stools.

2.5. General Conditions

Music Network will centrally co-ordinate the hire schedule, invoicing and payments for rendered services.

Co-ordination and communication regarding delivery and collection is the responsibility of both venues and piano supplier. Relevant contact details will be supplied to both parties for this purpose.

Please note, movement of the piano into/out of each performance space is solely the responsibility of the supplier.

2.6. Scope of tender

2.6.1 Forecast of piano hire dates and locations, September to December 2010:

Tuesday 12 th October:	Dublin, Co. Dublin
Wednesday 13 th October:	Newbridge, Co. Kildare
Thursday 14 th October:	Thurles, Co. Tipperary
Friday 15 th October:	Bray, Co. Wicklow
Saturday 16 th October:	Tipperary, Co. Tipperary
Monday 1 st November:	Cloughjordan, Co. Tipperary
Tuesday 2 nd November:	Dublin, Co. Dublin
Friday 5 th November:	Newbridge, Co. Kildare
Sunday 7 th November:	Clifden, Co. Galway
Monday 8 th November:	Castlebar, Co. Mayo
Tuesday 9 th November:	Castleconnell, Co. Limerick
Thursday 11 th November:	Tullamore, Co. Offaly
Saturday 27 th November:	Baile Mhúirne, Co. Chorcaí
Sunday 28 th November:	Clifden, Co. Galway
Monday 29 th November:	Castlebar, Co. Mayo
Wednesday 1 st December:	Mullingar, Co. Westmeath
Saturday 4 th December:	Dublin, Co. Dublin
Tuesday 7 th December:	Castleconnell, Co. Limerick

Please note, January - September 2011 concert schedules have not yet been confirmed.

A piano hire unit includes: delivery into the performance area of the venue, set-up, tuning and fine-tuning pre-performance, collection post-performance, and supply of 2 adjustable piano stools.

Consecutive days of hire are to be treated as individual hire units.

Tenderers are requested to submit a quotation for a unit price, to include all of the above listed aspects of the piano hire.

2.6.2 Duration and terms of tender

The tender will be valid for one calendar year from the date of the contract being issued in September 2010. The contract will be for 1 year initially, renewable for a further 2 years, subject to agreement between Music Network and supplier.

The tender does not come with the exclusive right to supply pianos for Music Network concerts/events (see Exceptional Piano Hires 2.6.4).

2.6.3 Additional Hire dates

It is anticipated that additional piano hires will arise. These shall be part of the tender contract and be supplied at the same hire rate as quoted for the above listed dates.

Additional hires will be communicated to the contracted supplier as soon as possible.

In the event that the contracted supplier cannot accommodate a specific additional hire date, he can, after notifying Music Network, extend this piano supply to another piano hire service of equivalent standard, on condition that this does not incur additional costs for Music Network. Invoicing and payment for this third party hire shall be managed through the same channels as the regular hires.

2.6.4 Exceptional Piano Hires

There may be occasions where a piano needs to be sourced from a supplier other than the contracted supplier:

- a) if a Partner Promoter decides to source a piano for their concert/event independently from Music Network, this takes priority over the tender contract and cannot be claimed as part of it.
- b) Music Network occasionally requires larger size grand pianos for special occasion concerts/events. For these, Music Network reserves the right to source the required instruments independently of the tender contract.

3. Conditions for Participation

3.1 Type of procedure

Open – Music Network invites tenders from all interested parties.

3.2. General conditions

As follows:

- a) Music Network shall not be liable for any costs incurred by the bidder in the preparation of the tender or any associated work effort, including the supply of presentation material, brochures, specifications or manuals for evaluation, or the return of such items following such evaluation.
- b) Music Network shall not be bound to accept the lowest-priced tender, and reserves the right to accept any part of any tender, unless the bidder expressly stipulates to the contrary at the time of tendering.
- c) All information contained within this Invitation for Tenders, including all Schedules and Appendices, must be kept in strictest confidence and should not be disclosed to any employee of the supplier or any third party other than is strictly necessary for the purpose of submitting a tender.

3.3. Format of proposals

Interested piano suppliers should respond to this request by submitting:

- a) A brief profile and history of their business.
- b) Details of the available instrument(s) and services.
- c) Three letters of recommendation from their customers.
- d) A per hire unit cost proposal.
- e) A current tax-clearance certificate

3.4. Evaluation criteria and selection process

Music Network will select a supplier based on:

- a) Value for money.
- b) Ability to provide the required services.
- c) Ability to work at a consistently high level of proficiency and flexibility.
- d) Demonstrated experience in piano supply and piano tuning.
- e) Clear record of success with other customers.
- f) Ability to supply more than one instrument on the same date.

3.5. Tender return date:

Tenders must be received by 5.00 pm on Thursday 12th August.

3.6. Time Limits

Supplier selection is expected by 26th August 2010, with piano supply to scheduled concerts to start thereafter.

If the selected bidder cannot accommodate one or more of the dates closer to the starting date of the contract, Music Network reserves the right to source a piano for these dates elsewhere without the general contract being affected.

4. Other Information

4.1. Additional Information

Please include 2 hard copy responses in your submission.

Please ensure your references are included in your submission.

4.2. Dispatch Date of this notice

2nd July 2010.

TENDER RETURN DOCUMENT

SPECIAL CONDITIONS OF TENDER

1. All quotations and payments shall be in euro only. Payment shall be within 30 days of receipt of invoice for hire service.
2. All prices quoted shall be **inclusive of all costs** except Value Added Tax. Value Added Tax rates, where applicable, should be shown separately using the format provided.
3. The bidder shall assume all responsibilities and incur all liabilities for instruments during transport and set-up and will carry adequate insurance to that effect.
4. All pricing shall be fixed for the duration of the 3-year contract.
5. Music Network undertakes to hold confidential any information provided by you in your tender submission.
6. All information contained within this Invitation to Tender, including all Schedules and Appendices, must be kept in the strictest confidence and should not be disclosed to any employee of the Tenderer or any third party other than is strictly necessary for the purposes of submitting your tender.
7. In the event of the standard of instrument(s) supplied not being in accordance with the specification of the agreement, or failure by the supplier to perform services as outlined in the tender document, Music Network reserves the right to cancel the agreement at any stage.
8. Music Network shall not be liable for the payment of any additional expenses including travel, accommodation, subsistence, etc, incurred by the successful tenderer. All expenses should be included in the overall price.

Please confirm that you are willing to accept the above conditions:

COMPANY NAME	
SIGNATURE	
NAME (BLOCK CAPITALS)	
POSITION/TITLE	
DATE	

PRICE QUOTATION TABLE

Service	Euro Cost excl. VAT	VAT (at 21%)	Euro Cost incl. VAT
Piano hire per concert (incl. 2 adjustable piano stools)			
Delivery into and collection from the concert venue			
Tuning (set-up tuning and fine-tuning)			
Any additional costs (please itemise)			
TOTAL UNIT COST			

Other Information Required:

1. Model(s) of piano(s) available for hire at the above quoted price	
2. Possible delivery and collection days/hours (from – until)	
3. Time required for set up and tuning	

Please confirm the above:

COMPANY NAME	
SIGNATURE	
NAME (BLOCK CAPITALS)	
POSITION/TITLE	
DATE	

Reference Questionnaire (Please submit 3 individual references).

We have had pianos supplied by _____

for _____ years, the last date having been _____.

On an overall basis we would rate their piano hire services as follows:

	Poor	Acceptable	Good	Excellent
Quality of piano(s) provided				
Time keeping				
Flexibility regarding changes of times/locations (if applicable)				
Musicians' satisfaction level with piano(s) provided				
Musicians' satisfaction level with tuning provided				
Level of self-sufficiency during delivery and collection				
Overall conduct and communication				

Additional Comment:

Name:

Organisation:

Phone:

Address:

E-Mail:

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Date

Signature