

# BDHG

BELLEEK DEVELOPMENT AND HERITAGE GROUP

REQUEST FOR QUOTATION  
FOR DRAFT TOURISM DEVELOPMENT PLAN FOR BELLEEK HERITAGE VILLAGE

**Tender Deadline**

Issue Date: 29<sup>th</sup> November 2021

Query Deadline: 13<sup>th</sup> December 2021

Submissions to be received no later than 17:00 on Monday 31<sup>st</sup> January 2022

Emailed to: [info@belleekdhg.co.uk](mailto:info@belleekdhg.co.uk)

Issued on 29<sup>th</sup> November 2021 by Belleek Development and Heritage Group, 259 Boa Island Road,  
Tawnynoran, Belleek, Co. Fermanagh BT93 3EL



## 1. INTRODUCTION/BACKGROUND

### 1.1 Invitation To Quote

Belleek Development and Heritage Group, in partnership with the Lough Erne Landscape Partnership (with funding provided by the National Lottery Heritage Fund) is inviting written tenders from organisations/persons with expertise in strategic planning, research and economic development to write a **Draft Tourism Development Plan** for Belleek Village and its hinterland.

### 1.2 Background

Belleek Development and Heritage Group is a registered charity working on behalf of Belleek Village and the outlying areas of Mulleek, Roscor and Corry. Belleek is the most westerly village in the UK and located on the border with Donegal. The connection with Ballyshannon is strong and both Belleek and Ballyshannon have provided over many years mutual employment opportunities. The economy within the Belleek area is strongly connect to Belleek Pottery and the spin offs it has created for the tourism sector.

The area is unique and rich in history, culture and heritage with ancient megalith structures just outside the village, a plantation castle, remnants of the famine and original features within the village that have stood the test of time.

Our organisation which consists of a 11 committee members have identified the need to develop a strategic plan for the village that encompasses the tourism product and the opportunities that can be brought with that.

With support from Lough Erne Landscape Partnership and other key partners, the committee are confident that if a strategic development plan is produced with short, medium and long term goals, it will be supported not just by the local community but by a range of key stakeholders. We recognise that stakeholder engagement is a key component not just in the development of the plan but also the realisation of it. As such we will be expecting the consultant to closely liaise with the following parties to inform the plan (as a minimum) **The Lough Erne Landscape Partnership, Belleek Pottery** and its owners, **Cuilcagh Lakelands Geopark, Tourism NI, Tourism Ireland, Fermanagh Omagh District Council, Waterways Ireland, RSPB, Forestry Service, \Lough Erne Landscape Partnership, Ballyshannon Development Association, Belleek Chamber of Commerce, Erne Gaels GAA, St Davogs Primary School, Belleek Primary School, Roscor Primary School and Belleek Anglers.**

The Belleek Heritage and Development Group are keen to see Belleek develop as a heritage village, one where heritage and history is preserved yet woven into a village experience. This plan should take into account the idea of heritage village and how this can be used to attract industry, visitors and encourage people to stay longer and spend more in the village.

The development plan should take into account history and heritage, how Belleek Village can create a stronger and more visible connection to Belleek Pottery and Castle Caldwell, the birthplace of Belleek.

The plan should align with the Fermanagh Omagh District Council development plan, Tourism NI Giant Spirit Brand and the Tourism Ireland Fill your heart with Ireland. The plan should also consider the proposed Greenway Plan between Ballyshannon and Belleek.

This tourism development plan should inform Belleek Development and Heritage Group on the future of its direction with all our stakeholders and local community.

### 1.2 Project Goals

The Heritage Village Plan will encompass a series of short, medium and longer term actions. We will be using this plan to preserve, educate, inform, celebrate and promote the cultural heritage within the village and surrounding area. The plan will help to inform on the most effective course of action to realise our potential fully as a Heritage Village, thus offering the opportunity to create a destination village which would in turn

promote a richer economy, preserving our local heritage, promoting an environmentally sustainable visitor experience as well as creating a strong sense of pride within our local community.

This might include community lead projects, capital projects, events and any other appropriate activity that fits within the cultural, built and natural heritage piece. Ultimately we will have one document that we can work with and that will assist us when we are seeking other funding; it will be used to help influence decision makers on heritage village development; it will help to develop a typical or not so typical village in a border county as a tourist destination. We would expect to include existing cultural events, such as the Belleek Regatta which celebrates the indigenous craft of Cot Building and event of cot river racing that is unique to Fermanagh.

### **1.3 Mission Statement**

*The vision for Belleek is to develop it as a heritage village, celebrating its unique history, its connection to world renowned Belleek Pottery, to both the river and Lough Erne and its location as a border village. The village brand is traditional, it's welcoming and is a celebration of its cultural and community focussed heritage.*

*To connect and engage people with their unique landscape by developing skills, improving confidence, and providing opportunities to learn, change perceptions and influence its management.*

*To improve and protect biodiversity, conserve the built heritage of our unique landscape, and involve the community in its protection, interpretation, and conservation.*

*To create and improve physical and intellectual access to and around Lough Erne making it a better place to live, work and visit.*

*To engage with communities to generate pride in their unique cultural heritage, to celebrate and be emotionally and physically involved with it.*

## **2. DEVELOPMENT PLAN**

Belleek Development and Heritage Group wish to commission a competent and independent consultancy team to draft a Tourism Development Plan with quarterly targets and appraisals for the future development of Belleek and the extended area to Castle Caldwell.

- *Consultation with all stakeholder groups including community.*
- *Produce a workable tourism development plan for Belleek Heritage Village identifying short, medium and long term goals*
- *Included would also be a heritage plan for Belleek Village*
- *A list of current sources of funding that could support the project i.e. Leader, along with guidelines for identifying future sources of funding & other supports to ensure the long term viability of the project.*
- *An overview of the economic and social benefits expected from the project versus the costs.*
- *A strong and sustainable marketing & promotional strategy for the project.*
- *Prepare a time bound implementation plan aligned with funding opportunities.*
- *Key Performance Indicators to measure the success of the project to include measurement of visitors to the area.*

All proposed developments will follow Geopark guidelines in conservation and preservation of heritage, comply with all relevant regulations relating to ecology, ornithology & archaeology and ensure that the findings and

recommendations of The Development Plan are included in Fermanagh and Omagh District Tourism Development Plans.

## 2.1 The Objective

The Development Plan will act as a strategic framework for the development and regeneration of Belleek Village and the surrounding area for the next 10 years and can be implemented and funded within the timescale.

## 2.2 Environmental Considerations

- *Protecting and preserving the natural landscape that presently exists.*
- *Preserve and protect built heritage in the village and its hinterland*
- *Upgrade and develop new public amenities for the benefit of all visitors.*

## 2.3 Cultural, Heritage Considerations

- *Signpost and create access the village*
- *Enhance the recent and ancient history including Belleek Village, Belleek Pottery, Lough Erne, Castle Caldwell and the hinterland of the village.*

## 3. TENDER PROPOSALS

Proposals will include:

- *Process/timetable listing key KPI's and outcomes for the various stages of development including the presentation of a final document to our key stakeholders.*
- *Clear precise methodology procedures to be used.*
- *Description of expertise and experience of all individuals to be involved in the Development Plan.*
- *Contact details must be supplied for two referees that **Belleek Development and Heritage Group** can contact who has used the proposed consultant for similar work.*
- *Detailed fixed price and phased payment dates including VAT and any other expenses.*

### 3.1 Queries

- ***Belleek Development and Heritage Group** will endeavour to respond to all reasonable queries received but do not undertake to respond to all queries indiscriminately.*
- *In the event that a tenderer considers a query confidential or commercially sensitive, it must mark the query accordingly. If **Belleek Development and Heritage Group** consider, at their absolute discretion, that the query or related response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response will be held as confidential, subject to legal obligations.*
- *If **Belleek Development and Heritage Group** are of the opinion that it would be inappropriate to answer the query on a confidential basis, they will notify the tenderer accordingly and require the tenderer to either withdraw the query or agree to its release, accompanied by a response, to all tenderers.*

### 3.2 Tender Submission

- *Consultants responding to this brief are required to nominate a lead person from their organisation as a point of contact.*
- *Consultants are required to provide details of all key staff and experience in the provision of these services.*
- *Late proposals will not be considered.*
- *All supporting material and documentation should be included in tender submission.*
- *All costs associated with the consultant's response to the Request for Tender will be the responsibility of the consultant.*

- *Tender proposals to be emailed to [info@belleekdhg.co.uk](mailto:info@belleekdhg.co.uk) to be received no later than 17.00hrs on Monday 31<sup>st</sup> January 2022.*
- ***Belleek Development and Heritage Group** is not bound to accept the lowest or any tender and will award the contract to its best advantage.*
- *The successful tender must commit to completing the assignment on time and on budget.*
- *All unsuccessful tenderers will be advised of the decision*
- *There shall be no binding contract between the tenderer and **Belleek Development and Heritage Group** unless or until a written contract is signed by both parties.*

### **3.3 Cost Of Preparation Of Tender Submissions**

Belleek Development and Heritage Group will not be liable for any costs incurred by tenderers in the preparation and submission of tenders and/or any associated work, effort or costs (legal or otherwise) arising as a result of participation in this competition, regardless of the outcome or conduct of the competitive process.

### **3.4 Tender Validity Period**

To allow sufficient time for tender assessment, a tender validity period of six months is required, commencing on the deadline date for receipt of tender submission.

### **3.5 Pricing**

Tenders are sought for the provision of the project. Prices must be all-inclusive, be expressed in Sterling and inclusive of VAT. Full detail on pricing should be supplied. The VAT rate(s) where applicable should be indicated separately.

### **3.6 Conflict Of Interest**

Any conflict of interest or potential conflict of interest, for example, where the tenderer has competing interests or loyalties, must be fully disclosed in writing and brought to the attention of all concerned.

### **3.7 Notification Of Tender Evaluations**

All tenderers will be informed in writing of the outcome of this tender competition following the completion of the evaluation of tender submissions.

### **3.8 Termination Of Contract**

Where Belleek Development and Heritage Trust or the successful Tenderer at their discretion decided to terminate the contract during the contract, a period of 30 days' notice will be given to the other party in writing. Any monies recoupable or to be paid to the Contractor will be agreed by both parties and paid.

### **3.9 Minimum Standards And Qualifications Required**

Tenderers should prepare a written submission which should detail the following:

- *Illustrate their knowledge and experience of working with organisations/groups in drafting Development/Masterplans.*
- *Illustrate how their approach will incorporate the required detail as outlined in the description of work to be carried out section and any additional inclusions into the study and recommendations.*
- *Knowledge and experience of community development.*
- *Professional indemnity insurance.*

#### 4. AWARD CRITERIA

##### 4.1 Stage 1

Consultants must demonstrate that they have the following technical and professional ability and must furnish the following documentation with their Tender. Tenderers will either pass or fail at this stage of the evaluation criterion.

The company should have a proven track record in similar Development or Masterplans. The company should provide within their tender document details of 2 similar projects together with key members of the project team. Example set out in table below.

Company Experience to include three (2) similar examples of successfully completed projects						
	Project Name	Date project completed	Detailed description of the Project	Team Members involved	Value of project	Testimonial from Project Stakeholder
1						
2						

##### 4.2 Stage 2

Submissions will then be evaluated against the following criteria.

- *Understanding of the project.*
- *The proposed approach.*
- *The timeline for delivery from appointment.*
- *The costing for the services as requested above to include all expenses.*

All quoting companies will be evaluated using the following criteria.

Criteria	Weighting	Total Marks
Understanding of the requirements		30
Proposed Approach		40
Timeline for delivery		15
Cost	*15	15

##### 4.3 Cost Weighting

\*The following formula will be used to determine the scores for Cost:

$$\frac{\text{Lowest bid}}{\text{Actual bid}} \times 100 \times .15 = \text{Weighted Score}$$

## ADDITIONAL INFORMATION

Tender submissions should be inclusive of all intended costs to deliver the project. No increase or additional funding on top of what is included in the tender submission can be awarded.

Every effort has been made to ensure this documentation contains all the necessary information for completion of quotations. Any questions or clarification requests regarding the quotation documents should be submitted by email to [andymurie@belleekdhg.co.uk](mailto:andymurie@belleekdhg.co.uk) no later than noon on the 13<sup>th</sup> December 2021. Belleek Development and Heritage Group will endeavour to reply to all queries no later than 15<sup>th</sup> December 2021.