



TENDER RESPONSE DOCUMENT [TRD]

For

***A Single Party Framework for the Provision of IT
Consultancy Services for Safe Ireland***

Please complete all parts of this document in full

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.
Details of any sub-contractors:		
Name	Legal Status	Element to be Delivered

Tax & Insurance Information

TAX CLEARANCE		Please indicate your answer by marking "X" in the relevant box	
		YES	NO
I confirm being tax compliant with the Irish Revenue Commissioners and that our tax affairs are in order.			
Do you grant the Contracting Authority permission to verify your tax cleared position online via www.revenue.ie ?			
Information required using new tax clearance certificate status adopted in 2016			
Applicant Name:			
Registration Number (as shown on your Tax Clearance Certificate)			
Tax Clearance Access Number (TCAN):			
INSURANCES			
I confirm that we have the relevant insurances in place:		Y	N
AND			
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.		Y	N
Signed:			
Name of Company & Position:			
Date:			

Declaration Re Personal Circumstances

Name of Tenderer:			
Address:			
<i>Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.</i>			
No.	QUESTION	YES	NO
		Please ✓	
1.	The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.		
2.	The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.		
3.	The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.		
4.	The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located.		
5.	The Tenderer, a Director or Partner has been found guilty of fraud.		
6.	The Tenderer, a Director or Partner has been found guilty of money laundering.		
7.	The Tenderer, a Director or Partner has been found guilty of corruption.		
8.	The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation.		
9.	The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.		
10.	The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.		

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

Signature		Date	
Name		Position	
Telephone		Email	

Declaration Re Statutory Obligations

We, _____,

confirm that:

- a) We are fully compliant with the minimum terms and conditions of the Employment Regulation Order of the Irish Labour Court, with the Working Time Directive and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations.

AND

- b) We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signature		Date	
Print Name		Position	
Company Name:			
Telephone		Email	

Previous Contracts / Experience

Tenderers must demonstrate successful delivery of 2 previous comparable contracts over the last 5 years

Reference Contract #1				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	
Detailed description of Contract with specific relevancy to this contract				
Reference Contract #2				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	
Detailed description of Contract with specific relevancy to this contract				

RESPONSE TO THE AWARD CRITERIA

Form of Tender – Cost Criterion A [30%]

To:	Safe Ireland
From:	
Re:	Provision of IT Consultancy Services

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document.

Description	Rate
IT Consultancy Services hourly rate EX VAT [for evaluation purposes]	
	VAT
IT Consultancy Services hourly rate inclusive of VAT	

Please Note: Tenderers must fully complete & sign this Form of Tender to remain eligible in this competition. Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected.

I/We confirm that we:

- Include in the hourly fees all rates all expenses (i.e., mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will maintain hourly rates for the duration of the framework period,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		Mobile:	
Email:		Date:	

TABLE 1 HARDWARE COSTS

Please also complete the below Table 1– *this is required for information purposes and the cost included will not be evaluated as part of the cost criteria:*

Items	Make & Model	EX VAT Cost per Unit (€)	Vat Rate (%)
Monitor 24 Inch Full HD (1920x1080) Monitor, 100Hz, IPS, 5ms, 99% sRGB, USB-C, DisplayPort, HDMI, VGA, 4x USB			
Monitor 27 Inch QHD (2560x1440) Monitor, 75Hz, IPS, 4ms, AMD FreeSync, 99% sRGB, Built-in Speakers, USB-C, 2x HDMI, 2x USB			
Laptop Lenovo (or equivalent) V15 G3 AMD Ryzen 7 16GB RAM 512GB SSD 15.6 Inch Windows 11 Pro Laptop			
Headset Wired Headset for PC/Laptop, Stereo Headphones with Noise Cancelling Microphone, USB-A, in-Line Controls			
Printer HP (or equivalent) LaserJet MFP M234sdn Mono Laser Printer A4 White			
Keyboard QWERTY keyboard with euro symbol supporting English			
Mouse Optical Mouse			
Laptop Bag 15.6-inch Laptop Computer PC Shoulder Bag Carrying Case, Water-Repellent Fabric Briefcase Toploader			

Response to Qualitative Award Criteria

Criterion B:		Weighting	Maximum Marks	Minimum Marks Required 60%
Title	Methodology for Delivery of the Service Requirements	40%	400	240
Instructions	Tenderers should provide information to enable the Contracting Authority to assess their offer under this criterion – <i>please refer to sections 4 of the RFT for detailed requirements</i>			

Tenderers' Response

Criterion C:		Weighting	Maximum Marks	Minimum Marks Required
Title	Resource Allocation and Expertise	30%	300	180
Instructions	Please provide details to demonstrate capacity and capability in relation to delivery of the service – <i>please refer to sections 4 of the RFT for detailed requirements</i>			

Tenderers' Response