



**REQUEST TO PARTICIPATE IN
DYNAMIC PURCHASING SYSTEM
FOR RECREATION TRAIL CONSTRUCTION AND MAINTENANCE SERVICES
2023 - 2028
PRE-QUALIFICATION QUESTIONNAIRE**

Name of Contracting Authority	Coillte CGA
Title of Competition	Request for Applications to Participate in DPS for the provision of Recreation Trail Construction and Maintenance Services 2023 – 2028
Procedure	Restricted Procedure - OJEU
Stage in Procurement Procedure	This is the first stage whereby any interested party may submit an application
eTenders RFT ID	
Issue Date	4 th August 2023
Closing Date for Queries	1 st September 2023 at 17:00 hours
Contact for Queries	forestprocurement@coillte.ie
Final Closing Date / Time for receipt of Completed Questionnaires. Remains open for duration of DPS All Responses MUST be submitted via our SMS Portal - Proactis	3 rd August 2027 at 17:00 hours
Initial Closing Date/Time for receipt of Completed Questionnaires (Stage 1)	8 th September 2023 at 17:00 hours
Please note that information relating to this Pre-Qualification Questionnaire, including clarifications and changes, will be published on the SMS Proactis System. Responses to queries will be circulated to all Tenderers through the SMS Proactis system. The identity of the person making a query will not be disclosed when circulating the response. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	

To access and respond to the tender and to review tender documentation for this competition please log on to Coillte's Supplier Management System (SMS) Proactis by going to(<http://www.coillte.ie/>), click on 'Our Business' – 'Forestry' – 'Suppliers' - 'SMS Portal', or use the link below: LINK to SMS Portal: <https://supplierlive.proactisp2p.com/Account/Login>

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1. Disclaimer

This document issued herewith (“the 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.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information. The Contracting Authority reserves the right to discontinue the procurement process at any time.

2. About the Contracting Authority

Coillte Cuideachta Ghníomhaíochta Ainmnithe (“Coillte”) was established under the Forestry Act 1988. It is a private limited company and the company shares are held on behalf of the Irish State by the Ministers for Public Expenditure and Reform and Agriculture, Food and the Marine.

Forestry in Ireland has a history which stretches back almost 100 years but its development has accelerated since Coillte was established in 1989, when the company left the Civil Service and became a commercial semi state.

Coillte are privileged to be custodians of 7% of Ireland’s land. Our forests and land now extend to over 440,000 hectares. Over the last 30 years, we have cared for and developed our estate and businesses while being firmly focused on maximising the financial and social potential of these natural resources in a sustainable way.

We have three high potential businesses: Forestry, Land Solutions and Medite Smartply.

Today the forestry sector employs 12,000 people and every year it contributes €2.3 billion euro to the Irish economy. The industry has the potential to double in size over the next 10 years and Coillte will play a leadership role in delivering this growth.

3. Introduction

Coillte (the “Contracting Authority”) is issuing this request for applications to participate (“RFATP”) in a Dynamic Purchasing System (“DPS”).

The Contracting Authority invites requests to participate (“Applications”) from economic operators (“Candidates”) for appointment to a DPS for the provision of services described in Section 4 to this RFATP (“the Services”).

This public procurement competition (the “Competition”) will be conducted in accordance with the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the “Regulations”).

4. Summary of the Services

The Dynamic Purchasing System will be used to procure a range of trail construction and maintenance services contracts across six geographic areas/Business Area Units (BAUs). Categories will be formed using the geographic areas as shown in Table 1 below.

Recreation Trail and Infrastructure Construction and Maintenance Contracts will involve the supply of suitable machine/plant hire, with driver, for general civil engineering operations, there is also a requirement for manual work elements. Tasks involved may include but are not limited to the following:

- 1) The construction of new recreation trails including but not limited to; walking, equestrian, multi-access and family friendly cycling trails.
- 2) Upgrading of existing recreation sites and recreation trails including but not limited to; walking, equestrian, multi-access, family friendly cycling trails and mountain bike trails.
- 3) Maintenance of existing and new recreation sites and recreation trails including but not limited to; walking, equestrian, multi-access, family friendly cycling trails and mountain bike trails.
- 4) Preventative trail repair/upgrade in particular but not limited to water management and resurfacing.
- 5) Surveying where relevant.
- 6) Culvert and pipe installation.
- 7) Special construction works to include: bridges, kissing gates, bog bridges, board walks etc.
- 8) Construction of carparks unbound and bound.
- 9) Upgrade of car-parking facilities - unbound and bound.
- 10) Traffic management works in carparks e.g. ramps, bollards etc.
- 11) Fencing of recreation sites (handrails where applicable)
- 12) Stone wall work at recreation sites where relevant.
- 13) Supply and/or installation of recreation furniture e.g., benches, picnic tables.
- 14) Installation of recreation signage e.g., trail heads, threshold signage, way-mark route markers, advisory signage etc.
- 15) Installation of natural play areas.
- 16) Erection of wildlife measures e.g. bat boxes and Owl boxes where relevant.

Please note not all trail locations will be accessible by machine e.g. upland areas.

Table 1: Recreation Trail Construction and Maintenance Services (Regional/Service Tender Panels)

Please see Map of BAUs/Geographic Areas in Appendix A prior to submitting your application on the Supplier Management System/Proactis. Please choose carefully and ensure you are willing to accept work in **all BAU's** you have selected in the event that your tenders are successful.

	BAU 1	BAU 2	BAU 3	BAU 4	BAU 5	BAU 6
Construction, Maintenance & Upgrading of Recreation Sites and Trails	1a Construction, Maintenance & Upgrading of Recreation Sites and Trails	2a Construction, Maintenance & Upgrading of Recreation Sites and Trails	3a Construction, Maintenance & Upgrading of Recreation Sites and Trails	4a Construction, Maintenance & Upgrading of Recreation Sites and Trails	5a Construction, Maintenance & Upgrading of Recreation Sites and Trails	6a Construction, Maintenance & Upgrading of Recreation Sites and Trails

5. Dynamic Purchasing System (DPS)

All communications arising out of or in connection with the DPS will be by electronic means. No hard copy documents will be issued or accepted by the Contracting Authority and all communications will be via Electronic Platform Proactis.

To register your interest and access the documentation for this DPS please log on to Coillte's Supplier Management System (SMS) Proactis by going to <http://www.coillte.ie> go to Suppliers - click on SMS or use the link below:

<https://supplierlive.proactisp2p.com/Account/Login>

The Contracting Authority shall give all Applicants, throughout the entire period of validity of the dynamic purchasing system, the possibility of requesting to participate in the system. The number of Applicants to be admitted to a DPS shall not be limited. The DPS is a two-stage process.

Any Candidate who submits an application in response to this RFATP and meets the selection criteria will be invited to tender for services advertised under this DPS.

5.1 DPS Stages

5.1.1 Stage 1 – Application to the DPS:

Stage 1 involves the seeking of applications for admittance to the DPS, where Applicants shall submit an Application to this Request.

There is an initial request for applications with a closing date as set out in this Request. After this date applications will continue to be accepted **at any time during the lifetime of this DPS** as detailed below.

Applications are assessed as to whether they are compliant and meet the selection criteria in this Request. Applicants that meet the selection criteria will be admitted to the DPS.

Where Applicants do not initially meet the selection criteria, or are not excluded under exclusion grounds, Applicants may re-apply for admission to the DPS at any point during the period of its validity if they can meet the exclusion grounds or selection criteria at a later date.

5.1.2 Stage 2 – DPS Mini Competitions:

Stage 2 involves issuing a request for Tenders (“RFT”) to all admitted Applicants (each a “DPS Member”) to tender for each specific procurement under the DPS.

Competitions at stage two will be assessed under both price and quality award criteria.

5.2 DPS process Candidates must follow

This is an overview of the electronic process Candidates must follow when submitting an application for admittance to the DPS:

- All information for this DPS is available on the Contracting Authority’s Supplier Management System (SMS)/Proactis.
- Candidates should complete supplier registration on the SMS.
- Complete the DPS Application Response Document in relation to the selection criteria.
- If the application is successful, the Candidate will be sent confirmation of admittance to the DPS via the Supplier Management System
- All successful Candidates will be invited to all future DPS Mini Competitions in the relevant category/geographic area/s.
- Candidates who do not meet the criteria outlined in this RFATP as demonstrated by their application will not be admitted to the DPS and will be notified accordingly via the SMS. There will be an opportunity to re-apply for admittance to the DPS at any stage should the Candidate be able to demonstrate that the criteria can be met.
- DPS Mini-Competitions will be run and the highest scoring DPS Member will be awarded the contracts.

5.3 DPS Period of Validity (Term)

This Recreation Trail Construction and Maintenance and Infrastructure Services DPS will be established for a period of validity of 4 years. Any changes to the period of validity of this DPS will comply with relevant Procurement Treaty Principles.

6. Training Compliance

All training certificates for proposed operators will be required at contract commencement stage. Only operators who meet the minimum requirements will be permitted to operate the contract for service, please see Appendix C.

Coillte implemented a Training Records Management System (TRMS) Web Portal in 2017/2018. Contractors are required to keep the TRMS Web Portal up to date with training certificates for operators and sub-contractors by uploading documentation and updating certificate expiries as required. You will be required at the next Tender Stage to confirm that you will keep the TRMS updated with required training certificates.

7. Instructions to Applicants

7.1 Queries

Every effort has been made to ensure that this Document and the electronic version for completion by applicants on <https://supplierlive.proactisp2p.com/Account/Login> contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to Applicants.

Requests for additional information and clarifications on any matters must be made via the Dialogue tab within the Supplier Management System (SMS) Proactis. All clarifications/additional information will be issued via SMS/Proactis and will be made available to all potential Applicants who have noted their interest on SMS/Proactis.

All queries should be submitted on or before **17.00 hours (Irish time) on 25th July Sep 2027** to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

7.2 Completing the Qualification Questionnaire

To access the Qualification Questionnaire please log on to (<http://www.coillte.ie/>) go to Suppliers - click on SMS link to access Coillte's Supplier Management System (SMS) or click on the direct link below;

<https://supplierlive.proactisp2p.com/Account/Login>

Suppliers already registered on the SMS system and applying to be considered for this DPS should use their existing username and password to login and then follow the steps below to access the competition.

New applicants must register on the SMS system by clicking on the "register now" section in the bottom left of page of the screen and once registration is complete, log in and follow the steps below to access the competition.

In SMS/Proactis - **Steps to create a response to competition**

Click on; "Opportunities" in the centre of the screen

- Click on arrow in "show me" section next to the Coillte competition of interest
- Click register an Interest
- Create a response
- Click Save draft at regular intervals as the application times out
- Click Submit when you have finalised your information.

Any issue with registering or for system queries please contact forest.procurement@coillte.ie

For specific queries please utilise the Dialogue tab within the Supplier Management System (SMS) to contact forest procurement at Coillte who will respond to you.

When completing the Qualification Questionnaire on <https://supplierlive.proactisp2p.com> (summarised in Appendices A and B to this Document, Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability of Applicants for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected Applicants be invited to tender for the specific requirements of the mini competitions for specific contracts.

Where a 'Rule' is associated with a particular question, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

The Qualification Questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SME"s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit an application in response to this Qualification Questionnaire the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the contract only (the "Prime Applicant"), irrespective of whether or not tasks are to be performed by a Sub - Applicant or other consortium member (the "Sub - Applicant").

The Tenderer must clearly and comprehensively set out the name, title, telephone number, postal address and email address of the nominated contact personnel of the Prime Applicant authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any SubApplicant) will NOT be accepted, acknowledged or responded to

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

Applicants are strictly prohibited from discussing any aspect of their Application to the Qualification Questionnaire with other Applicants or otherwise exchanging information or colluding in respect of the project. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by the Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses

and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

7.3 Submission of Applications

Applicants are required to **submit their electronic application by 17.00 hours (Irish time) on 3rd August 2027**

The Contracting Authority is using its Supplier Management System (SMS)/Proactis facility and applications must be submitted electronically via this facility only.

The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants must ensure that they give themselves sufficient time to submit all required documentation before the closing date/time. Applicants should take into account the fact that upload speeds vary.

It is the responsibility of the Applicant to ensure that their application is completed by the designated deadline. **Applications that are submitted late or via other means WILL NOT be considered in this public procurement competition.**

7.4 Evaluation of Applications

An “application” means the submission by an Applicant of a completed electronic Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules specified in the Qualification Questionnaire.

7.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the *right*, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of Applications.

However, it is emphasised that the Contracting Authority will not be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met. Therefore, Applicants should pay particular attention to ensure that their applications contain all the required information

7.6 Identification of Tender List

Responses will be evaluated in line with the criteria and rules outlined in Appendix A. Responses will be assessed and all qualifying Applicants will be invited to tender, subject to them meeting the minimum requirements.

7.7 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

7.8 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

8. Qualification / Selection Criteria

TO BE COMPLETED VIA <https://supplierlive.proactisp2p.com/Account/Login>

The qualification or selection criteria for admittance to the DPS are outlined as below. Admission is strictly conditional on a full response to the associated questions shown below and in the Proactis SMS system.

Ref	CRITERIA	PASS REQUIREMENT	Minimum Score Required	Weighting
1	Company Information	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.	Pass	Pass/Fail
2	Financial Information	Applicants must be capable of providing a statement of their turnover for their two previous years of Audited Accounts.	Pass	Pass/Fail
3	Insurance	Applicants must be willing to provide the minimum insurance cover as stated in the questionnaire.	Pass	Pass/Fail
4	Tax Compliance	It will be a condition for award of contract that Applicants must comply with the Department of Finance circular 43/2006 tax clearance procedures for public sector contracts	Pass	Pass/Fail
5	Previous Contractual Experience	Information must be provided as requested. Applicants must demonstrate their experience in Trail Construction and Maintenance Services.	Pass	Pass/Fail
6	Technical Resources	Information must be provided as requested. Applicants must indicate the technical resources available to them, both temporary and permanent	Pass	Pass/Fail
7	Health, Safety and Environment	Health and Safety: Applicants must be fully compliant with the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Applications) Regulations 2007 or equivalent. Environment: Applicants must not have been convicted under any aspect of Environmental /Waste Management Legislation within the last three years.	Pass	Pass/Fail
9	Bona Fides	Applicants must complete this Declaration regarding mandatory and discretionary requirements of their bona fides. Coillte reserves the right to exclude a non-compliant Applicant.	Pass	Pass/Fail
10	Conflicts of Interest	All potential conflicts of interest must be disclosed. Any declared conflicts of interest will be considered on a case-by-case basis. Any potential conflict of interest not declared may render an application invalid.	Pass	Pass/Fail
11	Coillte Terms and Conditions	Applicants must accept Coillte's Terms and Conditions.	Pass	Pass/Fail

9. PQQ Questions

TO BE COMPLETED VIA <https://supplierlive.proactisp2p.com/Account/Login>

The selection criteria for admittance to the DPS are outlined as below. Admission is strictly conditional on a full response to the associated questions on the Proactis SMS system. The criteria are grouped as follows:

Criteria	Recreation Trail Construction and Maintenance Services 2023 – 2028 - PQQ Questions
1. PLEASE READ: Pre-Qualification Panel Questionnaire	The purpose of this questionnaire is for Coillte to identify contractors who can meet our requirements and to be invited to tender for Recreation Trail Construction and Maintenance Services Contracts
2. PLEASE READ: Dynamic Purchasing System (DPS)	A DPS is a completely electronic system which may be established by a Contracting Authority to purchase commonly used goods, works or services the characteristics of which are generally available on the market. A DPS is essentially designed to cover regular purchases. Overview of the DPS Process All communications arising out of or in connection with the DPS will be by electronic means. No hard copy documents will be issued or accepted by Coillte CGA and all communications will be electronic. To register your interest and access the documentation for this DPS please log on to Coillte's Supplier Management System (SMS) Proactis by going to (http://www.coillte.ie/) go to Suppliers - click on SMS or use the link below: https://supplierlive.proactisp2p.com/Account/Login The Contracting Authority shall give all Applicants, throughout the entire period of validity of the dynamic purchasing system, the possibility of requesting to participate in the system. The number of Applicants to be admitted to a DPS shall not be limited. The DPS is a two stage process.
3. IMPORTANT - PLEASE NOTE:	YOUR PQQ MUST BE SUBMITTED ON PROACTIS by 17.00 hours (Irish time) on 3rd August 2027
4. BAU Service Selection	Applicants must choose which BAU service category they wish to be considered for in relation to admittance to the DPS. Indication of interest and experience of the categories of work must be provided also in the question on Previous Contractual Experience
5 Company Information	Company Name:
	Company Address:
	Company Contract Person:
	Mobile Number:
	Email Address:
	How many years has your company/organisation been operating in its current form?
	Please provide a brief overview of the range of services provided by your company/organisation
	Please identify the number of permanent staff directly employed now in Recreation and related services.

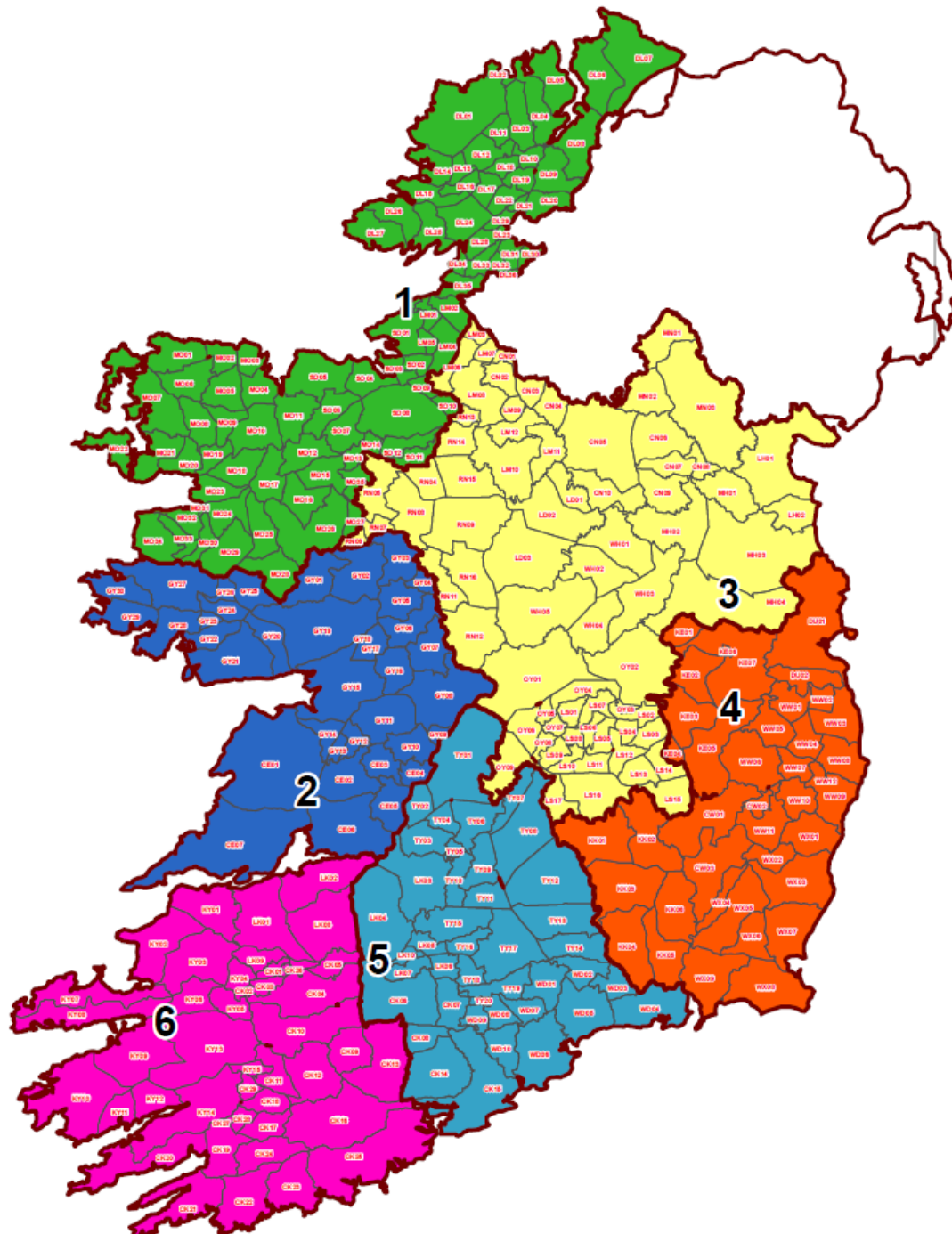
Criteria	Recreation Trail Construction and Maintenance Services 2023 – 2028 - PQQ Questions
6 Financial Information	Please identify the number of temporary staff directly employed now in Recreation and related services.
	Please choose from the dropdown box to confirm that you are aware of the employment protection and working conditions legally in force in Ireland and the EU
	PLEASE provide details of turnover (in euro) for your company for 2021
	PLEASE provide details of turnover (in euro) for your company for 2020
7 Insurance & Tax	Please confirm that you are willing to provide evidence to Coillte of the following insurance cover as specified below, if you are successful in winning a contract. The minimum cover on all such policies, for any one accident, shall be: Employers Liability of €13,000,000, Public Liability of €6,500,000, Third Party Property Damage €1,300,000.
	If you are a sole trader or a principal in a firm and are not covered by Employers Liability insurance please confirm that you have a Personal Accident Insurance policy in place.
	It will be a condition for the award of this contract that a firm or individual (resident or non-resident of the Republic of Ireland) must comply with the Department of Finance Circular 43/2006 Tax Clearance Procedures Public Sector Contracts see www.revenue.ie for details.
	I confirm that I will provide promptly on request at any time prior to the tender list being finalised evidence of tax compliance. If you are using Sub-Applicants, your Sub-Applicants must also produce evidence of current tax compliance.
8 Previous Contractual Experience	The following questions require you to provide previous Employers/Contractual Commitments relevant to Recreation Trail Construction and Maintenance services only – relevant experience must be from within last 3 years and demonstrate your understanding of the services required in this contract.
	Company 1 Name
	Description of services supplied to Company 1 including the approximate start and end date of the contract.
	Approximate contract value for Company 1 (€)
	Company 2 Name
	Description of services supplied to Company 2 including the approximate start and end date of the contract
	Approximate contract value for Company 2 (€)
9 Health, Safety and Environment	Please provide details of relevant qualifications held by key staff, if any
	Do you confirm that you are fully compliant with the following legislation, or equivalent legislation in our country of operation; - Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 or equivalent?.
	Do you confirm that you, and/or subcontractors where contracted, have an adequate up-to-date Safety Statement compliant with the list of requirements in the Coillte 'Contractor Safety Statement Declaration'? The relevant attached document 'Contractor Safety Statement Declaration' is located in the GENERAL tab under REQUEST DOCUMENTS.
10 Declaration of Bona Fides	In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57). Pass requirement: Applicants must complete this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Applicant under each heading. This must be completed by each group member/Sub-Applicant proposed.
10.01	Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 14.01) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 14.08) (except where this is disproportionate e.g. where only minor amounts are involved).
	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?

Criteria	Recreation Trail Construction and Maintenance Services 2023 – 2028 - PQQ Questions
10.02	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;
10.03	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;
10.04	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;
10.05	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;
10.06	the subject of a conviction for money laundering or terrorist financing;
10.07	the subject of a conviction of child labour and other forms of trafficking in human beings;
10.08	<u>Non-payment of taxes or social security obligations</u> Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to this is in the affirmative, please provide further information on the decision and the amounts involved.
10.09	An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 9.10 to 9.18 will be excluded. Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:
10.10	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;
10.11	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
10.12	is guilty of grave professional misconduct which renders its integrity questionable;
10.13	has entered into agreements with other economic operators aimed at distorting competition;
10.14	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;
10.15	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;
10.16	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
10.17	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or
10.18	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or
Part of 10.18	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or

Criteria	Recreation Trail Construction and Maintenance Services 2023 – 2028 - PQQ Questions
	negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.
11 Conflict of Interest	Are you aware of any potential conflict of interest which might have an impact on this tender or your ability to provide the services in question? The following whilst not exhaustive are examples of potential conflicts of interest: Example - if a candidate is an ex-employee of Coillte or if a candidate is related to a Coillte employee. All potential conflicts of interest must be disclosed. Any declared conflicts of interest will be considered on a case-by-case basis. Any potential conflict of interest not declared may render your application invalid. If yes, please describe:
12 Coillte Terms and Conditions	Please view the Coillte terms and conditions by clicking on the hyperlink on the question below. This will redirect you to the Coillte website where you will be able to view the latest terms and conditions. Please use the dropdown box to state if you accept or reject these. Link to Terms and Conditions https://www.coillte.ie/media/2018/07/V4-Coillte-General-Terms-and-Conditions-July-2018.pdf

APPENDIX A : Coillte Business Area Unit (BAU) Map

Business Area Units



Legend



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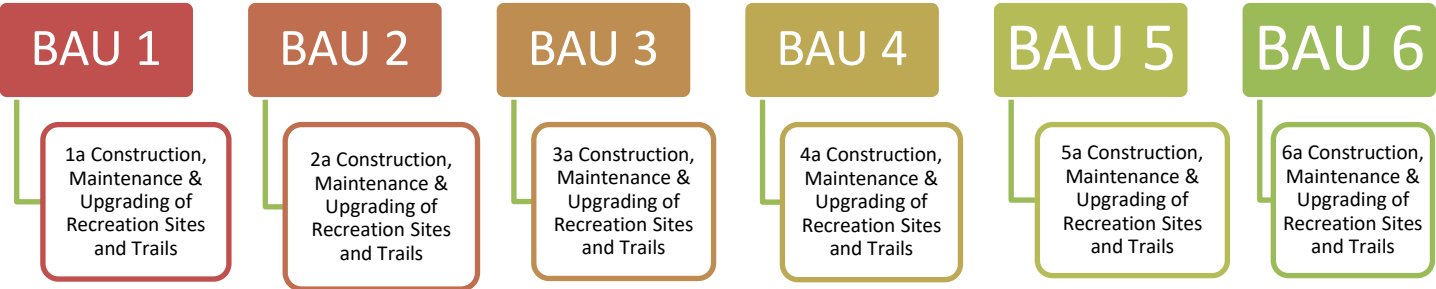


APPENDIX B: Business Area Unit (BAU) and Service Categories

Note: Your selection must be made in Proactis on Question for “BAU Selection”

Please note that you need to select “yes” for BAU’s that you are interested in

Trail Construction and Maintenance Service Categories



APPENDIX C: Training Matrix

 Coillte Health and Safety Training Matrix - Maintenance								
Training Role	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Course 7	Course 8
*Company Director- Non site Access								
**Business Owner Engineering	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA					
	3 Years	2 Years	5 Years					
Construction Project Supervisor	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Safe Pass	Project Supervisor for the Construction Stage (PSCS)			
	3 Years	2 Years	5 Years	4 Years	3 Years			
Chainsaw Operator Harvesting	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Coillte Safety Induction Harvesting	00 21-02 City & Guilds Award in Severing Uprooted or Wind blown Trees using a Chainsaw or Lantra Sever uproot or Wind blown Trees (Multiple) 3155 * Refresher: Lantra Sever uproot or Wind blown Trees (Multiple) 3155			
	3 Years	2 Years	5 Years		3 Years			
Tree Surgeon	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Coillte Safety Induction Harvesting	00 20-07 City & Guilds Award in Accessing a Tree using a Rope and Harness	00 21-06 City & Guilds Award in Aerial Tree Rescue Operations	Award in Aerial Cutting of Trees with a Chainsaw using Free-fall Techniques	00 21-02 City & Guilds Award in Severing Uprooted or Wind blown Trees using a Chainsaw or Lantra Sever uproot or Wind blown Trees (Multiple) 3155
	3 Years	2 Years	5 Years		5 Years	5 Years	5 Years	CS 35 (302)
Excavator Driver Engineering 360	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	360 Excavator Operation - FETAC Award under Construction Skills Certification Scheme	Safe Pass			
	3 Years	2 Years	5 Years	5 Years	4 Years			

Excavator Driver Engineering 180	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	180 Excavator Operation - FETAC Award under Construction Skills Certification Scheme	Safe Pass			
	3 Years	2 Years	5 Years	5 Years	4 Years			
Mini Digger Operations	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Mini Digger Operation - FETAC Award under Construction Skills Certification Scheme	Safe Pass			
	3 Years	2 Years	5 Years	5 Years	4 Years			
Articulated Dumper Operation	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Articulated Dumper Operation - FETAC Award under Construction Skills Certification Scheme	Safe Pass			
	3 Years	2 Years	5 Years	5 Years	4 Years			
Haulier Gravel	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	Safe Pass					
	3 Years	2 Years	4 Years					

***If the site you are working on, is deemed a construction site, you will need to have completed a safe pass course and must add the below role 'Construction Site Operator'.

Construction Site Operator	Manual Handling	Lantra Emergency First Aid at work+Forestry [EFAW+F] or ABA International Emergency First Aid + Forestry [IEFA-F] or Phecc First Aid Responder [FAR]	ERA	Safe Pass				
	3 Years	2 Years	5 Years	4 Years				

The number of years listed under a module indicate how long a certificate is valid for. Refresher courses must be scheduled prior to previous course expiring.

* 'Company Director - Nonsite access' refers to a contractor who will never be on site - for contractors who will be on site; see below**

** 'Business Owner Haulage' refers to a contractor who will be on site but not carrying out any particular operation

*Chainsaw must be refreshed to Lantra standard - see chainsaw notice released (20/10/17)