



Comhairle Cathrach Bhaile Átha Cliath Dublin City Council

Qualification Questionnaire to establish a Panel of Providers of Commercial – Accommodation in the Dublin Regional Homeless Executive (DRHE)

(COMPETITIVE PROCEDURE WITH NEGOTIATION TO ESTABLISH A PANEL IN 5 LOTS)

Establishment of a Panel	The Contracting Authority proposes to engage in a process for the establishment of a number of panels for the provision of Commercial - Accommodation Services within the Dublin Regional Homeless Executive (DRHE). A total of 5 Panels will be established for the following 5 areas: Lot 1 – Dublin North in Dublin City Council area Lot 2 – Dublin South in Dublin City Council area Lot 3 – Fingal Co. Co. area Lot 4 – South Dublin Co. Co. area Lot 5 – Dún-Laoghaire Rathdown Co. Co. area.
Procedure	Competitive Procedure with Negotiation to establish a number of Panel, on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of Panel:	The Panels will be established for a maximum period of 3 years
eTenders Resource ID	4100233
Issue Date	4th September 2024
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Completed Questionnaires (Initial Closing Date)	4th September 2027 at 12 noon (Irish time)
Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	

Contents

1. Disclaimer	4
2. Summary	4
3. About the Contracting Authority	5
3.1 Dublin City Council	5
4. Scope of the Panels	6
4.1 Duration of the Panels	6
4.2 Value of the Panels	6
4.3 Admission to the Panels	6
4.4 Awarding Contracts under the Panel	7
4.5 Fees and Inclusive Rates	7
5. SCOPE OF SERVICES	8
5.1 Provision of Services for Single Only facility:	8
5.2 Provision of Services for Couples Only facility:	8
5.3 Provision of Services for Families Only facility:	8
5.4 Building Certification	8
6. INSTRUCTIONS TO APPLICANTS	9
6.1 Queries	9
6.2 Completing the Qualification Questionnaire	9
6.3 Submission of Applications	10
6.4 Evaluation of Applications	11
6.5 Freedom of Information Acts	11
6.6 Interference	11
6.7 Inducement to Purchase	12
6.8 Qualification of Tenders	12
6.9 Confidentiality	12
6.10 Conflict of Interest	12
6.11 Data Protection Act	12
6.12 Tax Clearance Certificate	12
6.13 Irish Legislation	13
6.14 Award Notices	13
APPENDIX A: Qualification Questionnaire	14
A6. Compliance with Fire Standards	20
A7. Compliance with Building Regulations	20
A8. Compliance with Planning Regulations	20
A9. Compliance with GDPR	21

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 organisation 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. Summary

Contracting Authority	Dublin City Council
Nature of Procurement	Establishment of a Panel for provision of Commercial – Accommodation A total of 5 Panels will be established for the following 5 areas: Lot 1 – Dublin North in Dublin City Council area Lot 2 – Dublin South in Dublin City Council area Lot 3 – Fingal Co. Co. area Lot 4 – South Dublin Co. Co. area Lot 5 – Dun-Laoghaire Rathdown Co. Co. area.
Type	Services
Procedure	Competitive Procedure with Negotiation to establish a Panel on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Stage in procedure	This is the first stage of this competitive procedure whereby any interested party may submit an application in order to be considered for inclusion on any of the 5 Panels.
Selection Criteria	As contained in Appendix A to this Document.

3. About the Contracting Authority

3.1 Dublin City Council

Dublin City Council is the democratically elected body governing Dublin City, and is responsible for the social, economic, infrastructural and cultural development of the city. The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g., provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g., libraries, sports facilities parks, community development and housing welfare services).

The City Council also provides emergency services through Dublin Fire Brigade. Employing over 5,900 staff, the City Council's 2024 Revenue Budget amounts to €1.34 billion, while the three-year Capital Programme 2024 to 2026 amounts to €4.245 billion. Council facilities are spread geographically throughout the city and are also located outside the Dublin City Council area. The Council headquarters are located at Wood Quay, Dublin 8.

Further information on Dublin City Council is available at our corporate website: <http://www.dublincity.ie/>

WHAT IS COMMERCIAL - ACCOMMODATION ?

Commercial - Accommodation is an accommodation measure to meet the needs of people who are experiencing homelessness. It is part of a strategy to protect single persons and families from rough sleeping. The overall focus of homeless services is homeless prevention and housing led solutions to homelessness. However, there are increasing numbers of people presenting as homeless and so an interim measure is required. When there is not enough contracted accommodation available, the DRHE uses commercial accommodation. Please note a separate procurement process is available for application relating to the operation of Emergency Accommodation as a long-term strategy. See www.etenders.gov.ie – RFT 3578695.

All accommodation providers are obliged to adhere to the below:

- Planning
- Fire standards
- Building Regulations
- EHO - With reference to Housing (Standards for Rented Houses) Regulations 2017
- DRHE policy on access to accommodation
- GDPR

4. Scope of the Panels

The Contracting Authority proposes to engage in a process for the establishment of a number of Panels for the provision of Commercial - Accommodation Services at centres within the Dublin Regional Homeless Executive (DRHE).

A total of 5 Panels will be established for the following 5 areas:

- Lot 1 – Dublin North in Dublin City Council area
- Lot 2 – Dublin South in Dublin City Council area
- Lot 3 – Fingal Co. Co. area
- Lot 4 – South Dublin Co. Co. area
- Lot 5 – Dún-Laoghaire Rathdown Co. Co. area.

4.1 Duration of the Panels

The Panels will be established for a maximum period of three (3) years. The Panels will be continually open for access during this time. Should the Panels cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the Panels.

Should the value of the Panels be expanded, and/or the duration of the Panels extended, a PIN notice will be published in both instances on eTenders/OJEU clearly indicating the extension and revised value for any extension to the Panels.

Note: The duration of initial contracts awarded under the Panels with individual service providers may range in duration from 6 to 12 months with an option to extend by a further 2 periods of up to 12 months, up to a maximum of 2 years, at the discretion of the Contracting Authority. On occasion longer term contracts may be justified and negotiated.

4.2 Value of the Panels

The current annual budget for the Commercial-Accommodation Service is estimated to be in the region of €50m - €80m.

In order to ensure a compliant process, the estimated maximum value of expenditure under the 5 panels is set at between **€150m to €240m** (i.e., 3 years committed expenditure assuming maximum anticipated usage of the Panels).

Should the value of the Panels be expended, and/or the duration of the Panels extended, a PIN notice will be published in both instances on eTenders/OJEU clearly indicating the extension and revised value for any extension to the Panel system.

This is not in any way a guarantee or commitment on expenditure, purely a figure to ensure that the Panel is available for use over the maximum envisaged period of 3 years and to enable the Contracting Authority to avail of facilities that arise.

4.3 Admission to the Panels

Admission to the Panels for each Lot applied for will be conditional upon the successful Applicants agreeing to the terms and conditions of the Panel, a copy of which will be

provided on admission to the relevant panel, and which will include requirements for the successful Applicants to provide a current Tax Clearance Certificate and relevant Insurance.

Admission to the Panel will also be subject to the Applicant passing all of the Pass/Fail Criteria (A1 to A13) in Appendix A on the basis of meeting all minimum qualifying requirements specified.

N.B. Qualifying for a panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded.

4.4 Awarding Contracts under the Panel

When contracts arise over the duration of the Panels, they may be awarded in accordance with the following:

- (i) The most appropriate location for the needs of the individual
- (ii) The most appropriate provision of necessary commercial accommodation for Singles / Couples / Families in a particular area.
- (iii) Award of Contract will be at the sole discretion of the DHRE and only to Panellists whose nominated accommodation is appropriate to the location needs of the DRHE, meets their published Minimum Accommodation Standards as set out below, and whose daily fee rates represent market rates to deliver against the Value for Money imperative.

In the award of any contract under the Panels, the full scope of services / fees will be subject to agreement by negotiation before any formal contract is agreed.

4.5 Fees and Inclusive Rates

Applicable rates are as agreed with the DRHE, and the City Valuer's Office based on market rates for the type of Commercial accommodation offered.

5. SCOPE OF SERVICES

Dublin Region (Dublin North and South, South Dublin, Fingal & Dun Laoghaire-Rathdown Local Authority Areas) has a requirement for Commercial - accommodation as follows:

A minimum liveable floor area of 5 square metres is required per bedspace.

Facilities proposed will be designated by the Applicant for any of the following discrete categories at 5.1, 5.2 and 5.3 below:

5.1 Provision of Services for Single Only facility:

- Single or multi-occupancy bedroom c/w bathroom facility.

5.2 Provision of Services for Couples Only facility:

- Double occupancy bedroom c/w bathroom facility.

5.3 Provision of Services for Families Only facility:

- Family bedroom c/w bathroom ensuite (i.e., larger rooms or interconnecting rooms to accommodate parent or parents and children i.e., minimum of 4 bed spaces. Bed layouts to be agreed with client prior to opening.

5.4 Building Certification

Applicants must provide the following evidence of certification of their nominated property with their application:

Please refer to the provision of requested information in Appendix A:

- Formal, legal evidence of title (freehold or leasehold) (A5)
- An opinion of compliance from an Architect or Engineer re Planning and building regulations (A7)
- A full Fire Risk Assessment for the property for the proposed use with risks categorised and traffic lighted (A6).
- An opinion of compliance or substantial opinion of compliance from a Fire Consultant re Part B of the building regulations and or Fire Services Act (A6).
- RECI periodic inspection report on all electrical outlets in each property including each unit (A7)
- Gas certification for each gas appliance in the property incl. boiler service record for each boiler (A7) to be provided
- Certification of chlorination and cleaning of the internal water storage system incl. water storage tank(A7)

6. INSTRUCTIONS TO APPLICANTS

6.1 Queries

Every effort has been made to ensure that this Document 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 clarification on any matters must be made via the Messaging Facility on www.etenders.gov.ie. All clarifications/additional information will be issued via the etenders website (www.etenders.gov.ie) and will be made available to all Applicants who have noted their interest on the etenders website.

All queries should be submitted on or before **the closing date identified on the cover of this document** to enable responses to be issued to all interested Applicants prior to the deadline date for the receipt of applications.

6.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix A of 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 and choice of Applicants for entry to the next tendering stage. Only at that subsequent tendering stage will the selected tenderers be invited to tender for the specific requirements of the lot in light of the published award criteria and the Invitation to Tender document.
- 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.
- Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.
- The Qualification Questionnaire must be completed in English or Irish 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.
- 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.
- If the application is from a consortium / joint venture of economic operators they must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party.

- Applicants and/or their consortium members are strictly prohibited from discussing any aspect of their Application to the Qualification Questionnaire with other economic operators 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.

6.3 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com
Phone: +353-818001459

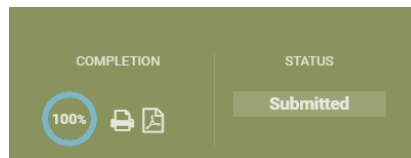
Accessing documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop-down menu
- (e) Complete the “Association with the CfT” tab
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names. It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

6.4 Evaluation of Applications

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire. Those who meet the criteria will be formally admitted to the Panel subject to acceptance of the Panel Terms and Conditions. Those who fail to qualify may re-apply at any time.

6.5 Freedom of Information Acts

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Applicants are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

6.6 Interference

Any effort by the Applicants 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 establishment of the Panels 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.

6.7 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 Panel establishment procedure or showing or forbearing to show favour or disfavour to any person in relation to this Panel establishment 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).

6.8 Qualification of Tenders

Please note that qualifications to applications or subsequent tenders may be considered a counteroffer and may render the tender invalid.

6.9 Confidentiality

The distribution of these documents is for the sole purpose of obtaining applications. The distribution does not grant permission or licence to use the documents for any other purpose.

Applicants are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

6.10 Conflict of Interest

Any conflict of interest involving an Applicant or a member of the Applicant's team in the event of a consortium bid, must be fully disclosed to the Contracting Authority. Any declarable interest involving the Applicant and employees of the Council, or their relatives must be fully disclosed in the response to this tender competition. The term 'declarable interest' shall be interpreted as per section 175 of the Local Government Act, 2001. Failure to disclose a conflict of interest may disqualify an Applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

6.11 Data Protection Act

The Contracting Authority undertakes to comply with the provisions of Regulation EU) 2016/679 of the European Parliament and of the Council, and to also comply with the provisions of the Data Protection Act 2018 (No.7 2018).

The Contracting Authority hereby confirms that it shall implement appropriate technical and organisational measures to ensure and to be able to demonstrate that processing of personal data is performed in accordance with the Regulation.

All Applicants must implement appropriate technical and organisational measures to ensure and to be able to demonstrate that processing of personal data is performed in accordance with the Regulation if requested by the Contracting Authority.

6.12 Tax Clearance Certificate

It will be a condition for appointment to the Panels that the successful tenderer can promptly produce evidence of current Tax Clearance status. See Irish Revenue web site <http://www.revenue.ie/>. Applicants shall submit a signed statement that the company and all proposed sub-Contractors (if applicable), or consortium members (if applicable), are able to produce a valid Tax Clearance status in compliance with Circular (43) 2006 as amended or replaced and that the certificate will be maintained for the duration of the Panel membership.

6.13 Irish Legislation

Applicants should be aware that national legislation applies in matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. All relevant aspects of such legislation must be observed at all times by the successful tenderer.

6.14 Award Notices

In relation to Award Notices, DRHE are invoking Art. 50.4 of Directive 2014/24/EU as prescribed by the approved Dublin City Council Procurement Policy for Emergency Accommodation.

APPENDIX A: Qualification Questionnaire

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.
A2	Lot Selection	Applicants must complete this section clearly indicating the lot and the proposed properties for which they wish to be considered. Applicants can only propose a property for the relevant lot where the property is located
A3	Tax Compliance	Note: Applicants are required to complete a Commercial - Declaration Form. Applicants should note that if invited to join the Panel they must provide evidence of tax compliance and insurances.
A4	Insurance	
A5	Premises Facilities	Applicants must provide information regarding the full range of facilities available at each proposed location including Design Layouts. Applicants must note that they will be required to provide formal, legal evidence of the title (freehold or leasehold) for each facility proposed – at this stage written confirmation from their solicitor is required. Please note that evidence of Title will be required as part of any tender process.
A6	Compliance with Fire Standards	Applicants must provide the requested information in relation to the compliance of the proposed property with Fire Standards
A7	Compliance with Building Regulations	Applicants must provide the requested information in relation to the compliance of the proposed property with Building Regulations
A8	Compliance with Planning Regulations	Applicants must provide the requested information in relation to the compliance of the proposed property with Planning Regulations
A9	Compliance with DRHE Access to Accommodation	Applicants must provide the requested information regarding the full range of facilities available at each proposed property.
A10	Compliance with GDPR	Applicants must provide the requested information in relation to the compliance with GDPR
A11	Health & Safety	Applicants must demonstrate compliance with all the relevant Health and Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.
A12	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified.
A13	Conflict of Interest	Applicants must complete, sign and date this Declaration.

A1. APPLICANT SUMMARY – PRIMARY CONTACT INFORMATION				
Individual or Company Name				
Contact Name				
Position				
Address				
Telephone Office				
Telephone Mobile				
Email				
Date of establishment, if applicable				
Legal Status if any (Company (Ltd.), Partnership, Sole Trader, etc.)				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.				

A2. LOT SELECTION APPLIED FOR (Please indicate the lot applied for by ticking the relevant section below and designating the proposed use (single / couple /family occupancy) for each property proposed.

PLEASE ADD MORE ROWS FOR EACH PROPERTY.

Lot reference	Address(es) of Proposed Property(s)	Single Occupancy	Couple Occupancy	Family Occupancy	Total number of proposed properties
Lot 1 (Dublin North OR Bordering closely with Dublin North)					
Lot 2 (Dublin South OR Bordering closely with Dublin South)					
Lot 3 (Fingal OR Bordering closely with Fingal)					
Lot 4 (South Dublin OR Bordering closely with South Dublin)					
Lot 5 – Dún- Laoghaire Rathdown OR Bordering closely with Fingal					

A3. TAX CLEARANCE DECLARED BY SELF-DECLARATION

Pass requirement: Applicants must complete the Self-declaration below providing information regarding their tax compliance.

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes	
	No	
Tenderer Name:		
Tenderer PPSN/ Tax Reference Number		
Access Number		
OR, I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	
	No	

A4. INSURANCES DECLARED BY SELF-DECLARATION

Pass requirement: Applicants must complete the self-declaration below providing information regarding their insurance compliance.

Insurance Type	Required Level
Employer's Liability (not applicable to Sole Traders)	€13 million
Public Liability	€6.5 million

INSURANCES

I confirm that we have the following insurances in place:

Insurance Type	Level in Place	Details of Any Excess	Expiry Date
Employers Liability (not applicable to Sole Traders)	€		
Public Liability	€		

AND

I confirm that if successful, where the levels required 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 promptly.	Yes		No	
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AND

I confirm that I will provide the following promptly on request at any time prior to the award decision being made: - evidence of insurances in place or - letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		No	
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Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Signed:

Position:

Dated:

NOTE: Please repeat A5 – A8 for each property proposed.

A5. PREMISES DETAILS

Applicants must supply a detailed design layout of each proposed facility including all room measurements for each floor and outline the proposed bed and furniture configuration for each unit. All communal areas/facilities should also show detailed layouts and configurations. Please note that all Layouts are subject to the agreement and approval of the client.

Applicants must note that they will be required to provide formal, legal evidence of the title (freehold or leasehold) for each facility proposed – at this stage written confirmation from their solicitor is required. Please note that evidence of Title will be required as part of any tender process.

Location Address of Facility			
Number of rooms			
Maximum capacity			
Breakdown of room capacity	Room type	Number of Rooms	Max capacity of rooms
	Single Rooms		
	Double Rooms		
	Family Rooms		
	Other room Types		
	Total for Facility		
Catering Facilities on Site Please insert Yes or No (if yes please describe)			
Recreational Facilities on Site Please insert Yes or No (if yes please describe)			
Planning status – please provide copy of planning report summarising the			

relevant class-use, and/or established use			
Timeframe for vacant possession			
Confirmation that a solicitor's letter is enclosed confirming the title of the proposed property legally resides with the applicant.	Yes	No	
(Note: do not apply if you do not have legal title).			

A6. Compliance with Fire Standards

1. Overview of Fire Safety features of the facility			
2. Name of person responsible for Fire Safety			
3. Copies of the following must be provided:	Please confirm		
a) Fire Certificate with any conditions attached			
b) Current Opinion of Compliance with the granted Fire Certificate			
c) Copy of latest Fire Risk Assessment Report			

A7. Compliance with Building Regulations

1. An opinion of Compliance from an Architect/ engineer with regard to Building Regulations and/or BCAR	
2. A current DAC provided, if relevant	

A8. Compliance with Planning Regulations

1. A minimum liveable floor area of 5 square metres provided per bed space	
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A9. Compliance with GDPR

Name of Person responsible for GDPR		
Description of GDPR Systems and processes in place		
Confirmation to provide Copy of Data Protection policy on request	I confirm that I will supply a copy of our Data Protection Policy on request.	
	Signed:	

A10 PERSONNEL AND SKILLS

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: Applicants must provide an Organisation Chart of Personnel Roles to be employed to provide the Commercial Accommodation Service;

NOTE: All staff must be Garda Vetted.

Please provide Organisation Chart

A11 HEALTH AND SAFETY**Weighting:** Pass/Fail only**Minimum requirement to remain eligible in the competition:** Applicants must demonstrate compliance with all the relevant Health and Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it 3 rd party certified or managed in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following native text information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
I confirm that evidence of compliance will be provided promptly on request.	No			
	Yes			
	No			

A12 DECLARATION OF BONA FIDES

In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).

Weighting: Pass/Fail only

Pass requirement: Applicants must complete, sign and date 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.

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 1.1) 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 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		YES	NO
1.1 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?		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	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;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	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;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations			
1.2 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 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
The Economic Operator:		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	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;		
2.1.b	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;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	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;		
2.1.f	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;		
2.1.g	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.		
2.1.h	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		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		

2.1.i	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 - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
DECLARATION RE STATUTORY OBLIGATIONS			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		YES	NO
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in this declaration 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 will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Applicant			
Authorised Signatory			
Name in print or block capitals			
Rank / Position			

Weighting: Pass/Fail only

This declaration must be completed and signed as part of the Application

The Panel member is required to inform the Contracting Authority of any conflict of interest of which it becomes aware during the period of the panel. Any registerable interest involving the Panel member and the Contracting Authority or employees of the Contracting Authority, or their relatives must be communicated to the Contracting Authority immediately. Failure to disclose a conflict of interest may result in the termination of access to the Panels or any contract concluded under the panel.

I hereby declare that the above is an accurate and complete Declaration of all Conflicts of Interest on the part of my business in relation to Panels applied of which I am aware.

I undertake to inform the Contracting Authority of any changes to this Declaration or of any other conflicts of interest which may arise during the lifetime of the Panels .

I accept that the Contracting Authority may take appropriate action in relation to conflicts of interest, and my application may be excluded from providing specific Commercial - Accommodation Services where the effect of the conflict of interest has not been dealt with to the satisfaction of the Contracting Authority.

Name	
Signature	
Date	
Position	
On behalf of	