

Suitability Assessment Questionnaire

This questionnaire is based on the *QC1 Suitability Assessment Questionnaire for Service Providers* by the Capital Works Management Framework.

Purpose: the completed questionnaire will be assessed on a pass/fail basis in order to determine admittance to the panel. The pass/fail rules applicable are listed under each criterion.

SECTION 1 PROJECT PARTICULARS:

Services:	Archaeological Consultancy Services
Using the:	COE2 Standard Conditions of Engagement for Consultancy Services (Archaeology) or other terms and conditions as appropriate
Regarding:	Application for admittance to a Panel for Archaeological Consultancy Services
Location:	Dublin City Council's Administrative Area

SECTION 2 APPLICANT DETAILS:

2.1 Applicant Details

2.1.1 Main/Lead Applicant/ Archaeology Consultant Details

Pass/Fail Rule: Applicants must complete the table below and enter all relevant information. Where information is not applicable, please indicate 'not applicable' in the relevant box.

Applicant's Legal Name:			
Address (Registered head Office):			
Address(es) of other Relevant Office(s):			
Date Business Commenced Trading:			
Registration Details (where applicable):	Company Registration No.		Business / Trading No.
	Professional Body Registration /Membership No.		
Name and address of parent company (if applicable):			
Parent company interest in Applicant (eg, wholly owned by single parent company):			

2.1.2 Main/Lead Applicant's Authorised Representative

Pass/Fail Rule: All Applicants (and in particular groupings, consortium and joint venture applications) must identify a single authorised representative in the table below, to whom all communications in relation to this procurement competition and subsequent panel competitions (if any) will be directed and from whom communications will be accepted. Correspondence from any other person will not be accepted, acknowledged or responded to.

Name of Authorised Representative:			
Position / Job Title			
Address (if different from above):			
Email Address:		Telephone:	

2.1.3 Nature of Applicant

Pass/Fail Rule: Applicants must complete the table below, indicating the nature of the applicant (individuals (sole traders), partnerships, private limited company, public limited company, Joint Venture, subsidiary company etc)

Nature of Applicant:	
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2.1.3.1 Limited Companies (Public or Private)

Pass/Fail Rule: If applicable, Applicants must complete the table below and enter required details.

Company Registration Number	
Year established	
Number of years actively trading under present name	
Name of Chairman /CEO/MD/ Partner	
Interest of Chairman /CEO/ MD/Partner in other companies	
Changes to group structures or mergers over the past years	

2.1.3.2 Consortium or a Joint Venture Company

Pass/Fail Rule: If applicable, Applicants must complete the tables below and enter the name and address of all Consortium/Joint Venture company members:

Name and Address 1:	
Name and Address 2:	
Name and Address 3:	
Name and Address 4:	

Was Consortium or a joint Venture company formed for this project?	
Date of Establishment	
Number of Years actively trading Under Present Name	
Method of financing Consortium or Joint Venture company	

2.1.4 Additional Applicant Company Details

2.1.4.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must disclose any potential conflicts of interest or potential perceived conflicts of interest which it might have with any aspect of this procurement process, or this questionnaire, or with any other Applicant. Any declared conflicts of interest will be considered by Dublin City Council on a case-by-case basis to determine whether any adverse inferences or consequences will occur to the detriment of Dublin City Council and/or the panel.

Conflict of Interest? (Yes / No)	
If Yes, please describe	

2.1.4.2 Lead Applicant Mandatory Skills

Pass/Fail Rule: Applicants must provide **evidence** that they can deliver all of the mandatory requirements listed below.

Archaeological Consultancy – Mandatory requirements	Evidence MUST be provided.
Applicants must demonstrate evidence of the following: • License eligible archaeologist with 10 years' experience of directing and managing licensed excavations to completion including final report production, accession of artefacts and archives. • Possess a high standard of technical training and experience appropriate to the nature of the work undertaken, including project management experience. • Experience of working on relevant urban projects. • Knowledge of relevant national archaeological legislation and guidelines/policy. • Knowledge of relevant national and local planning legislation and guidelines/policy. • Resources to undertake and complete relevant urban projects. • Knowledge and/or experience of Grant Funded projects. • Knowledge of relevant international legislation, policy and best practice guidelines.	

2.1.5 Specialist Skills

Pass/Fail Rule: Applicants must confirm **by way of a declaration** that they can deliver all of the specialist skills listed below, whether in-house or through a sub-consultant on a project by project basis. If a sub-consultant is proposed, its name and address must be provided. A Declaration is sufficient at this stage of the process and evidence is not required at present but will be sought on a project-by-project basis.

Specialist Skills	Capability (Yes / No)	Will specialist skill will be delivered in-house or through a sub-consultant? Provide relevant qualifications	Sub-Consultant's Legal Name and Address
Environmental sampling processing & environmental analysis as outlined in <i>TII Palaeo-environmental Sampling Guidelines: Retrieval, analysis and reporting of plant macro-remains, wood, charcoal, insects and pollen from archaeological excavations</i> (Transport Infrastructure Ireland, 2015)			
Dating Specialists, including for example – isotopic, carbon 14, dendrochronology, Bayesian analysis			
Osteoarchaeology, as outlined in <i>The Treatment of Human Remains: Technical Paper for Archaeologists</i> , Institute of Archaeologists of Ireland, 2004			
Research and archival specialists, including for example - historians, lecturers, researchers, archivists, archaeological illustration and interpretation			
Survey specialist, including for example – geophysical, drone, Geographic Information System (GIS), graveyard survey			
Artefact identification/analysis/conservation including for example - stone and mortar, pottery, lithics, conservator			
Built heritage and/or industrial archaeology specialist with experience of working on projects in the Dublin City Council area			

Experience in project managing Community Archaeology projects, including excavation, tours, lectures, public engagement			
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SECTION 3 PERSONAL SITUATION

3.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must provide an Applicant's Personal Situation Declaration in the form of Appendix A signed and witnessed within the past 12 months.

Completed Appendix A attached (Yes / No)	
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Dublin City Council reserves the right to inspect the original copy of Appendix A at any time if considered necessary.

SECTION 4 ECONOMIC AND FINANCIAL CAPACITY

4.1 Turnover

Pass/Fail Rule: A declaration is sufficient at this stage of the process however when requested to do so Applicants must provide objective evidence from an independent source (e.g. an auditor's statement, copy of audited accounts, etc) confirming that during any of the three (3) previous financial years the Applicant's annual turnover was at least €50,000.

Note 1: In the case of a grouping, the rule may be satisfied by the group members as a whole.

Note 2: In the case of sole traders or partnerships, the rule may be satisfied by a letter of confirmation from a senior partner.

Note 3: If the Applicant's date of establishment was more recent than three years, the pass requirement may be satisfied on a pro-rata basis.

	[enter year]	[enter year]	[enter year]
Turnover			
Declaration (Yes/No)			

4.2 Tax Clearance

4.2.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate that either (i) they have written confirmation from the Irish Revenue Commissioners that their tax affairs are in order or (ii) they have applied for such written confirmation.

		Tick one
I attach a copy of a valid Tax Clearance Certificate from the Irish Revenue Commissioners.		
OR I grant Dublin City Council permission to my verify tax clearance status through Revenue's online facility (https://www.ros.ie/tcc/view.jsp). To this end, I provide the following information		
Registration Number (as shown on Tax Clearance Certificate or tax clearance access number)		
Certificate Number (as shown on your Tax Clearance Certificate or tax clearance reference number)		

OR I attach evidence that I have applied for written confirmation from the Irish Revenue Commissioners that my tax affairs are in order. I acknowledge that, if admitted to the panel, it will be a condition precedent to my appointment to any contract that I will provide evidence of a valid Tax Clearance Certificate from the Irish Revenue Commissioners	
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4.3 Insurances

4.3.1 Main/Lead Applicant

Pass/Fail Rule: A declaration is sufficient at this stage of the process however when requested to do so Applicants must provide evidence demonstrating that they currently meet the insurance requirements listed below:

	Professional Indemnity	Public Liability	Employer's Liability
Minimum Cover	€1,500,000	€6,000,000	€13,000,000
Maximum level of excess in any one claim below which the Applicant will bear the cost	€10,000 or 1.5% of gross fee turnover whichever is greater	€10,000 for property only with no excess for death, injury or illness.	none
Declaration (Yes/No)			

Note: Professional Indemnity Cover must comply with the following conditions:

- i Level of cover and excess is as stated above;
- ii Cover is provided for legal defense costs in excess of the minimum level of cover;
- iii Cover is provided on an 'each and every' claim basis;
- iv The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- v Cover extends to include claims arising out of the sub-contracting of professional services by the Applicant;
- vi Cover is provided in respect of Joint & Several liability where the service provider is operating in a Joint Venture or a Consortium;
- vii The level of excess is capped at €150,000 in any one year regardless of the number of claims;
- viii The jurisdiction in which claims can be lodged and settled is IRELAND.

Please note particular insurance requirements will be set out on a project-by-project basis

SECTION 5 PREVIOUS EXPERIENCE CAPACITY

5.1 List of projects within the last 5 years

5.1.1 Main/Lead Applicant/Archaeology Consultant

Pass/Fail Rule: Applicants are required to have ten years' satisfactory experience relevant to the post. Applicants are further required to provide satisfactory evidence of 3 projects where they have provided similar services in the last 5 years. Projects should demonstrate the following:

- License eligible archaeologist with 10 years' experience of directing and managing licensed excavations to completion including final report production, accession of artefacts and archives.
- Possess a high standard of technical training and experience appropriate to the nature of the work undertaken, including project management experience.
- Experience of working on relevant urban projects.
- Knowledge of relevant national archaeological legislation and guidelines/policy.
- Knowledge of relevant national and local planning legislation and guidelines/policy.
- Resources to undertake and complete relevant urban projects.
- Knowledge and/or experience of Grant Funded projects.
- Knowledge of relevant internationally legislation, policy and best practice guidelines.

RULE: The 3 projects referenced don't necessarily have to demonstrate each of the above on each project, but experience of each element must as a minimum be demonstrated across the 3 projects as a whole.

Ref	Project Name	Appendix B3 attached (Yes/No)
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2		
3		

SECTION 6	DECLARATION
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On behalf of the Applicant, I declare that the information contained in this Questionnaire and completed appendices, is true and that we are not guilty of misrepresentation in supplying or failing to supply accurate information. We acknowledge that this information may be verified if we gain entry to the panel, are shortlisted to tender for a project or are the preferred bidder in any subsequent tender competitions.

We confirm that we comply with all applicable provisions of employment law (statute or common law), regulations contract law applicable to our employees. This includes, without limitation, compliance with the Redundancy Payments Act 1967 to 2007, Redundancy Payments Acts 1967 to 2007, Minimum Notice and Terms of Employment Acts 1973 to 2005, Terms of Employment (Information) Act 1994 and 2001, Employment Equality Acts 1998 to 2008, Parental Leave Acts 1998 - 2006, Organisation of Working Time Act 1997, Payment of the Wages Act 1991, Unfair Dismissals Acts 1977 to 2007, Employees (Provision of Information and Consultation) Act 2006, Data Protection Acts 1988 and 2003, Safety, Health and Welfare at Work Act 2005, Industrial Relations Acts 1946 – 2004, Pension Acts 1990 – 2010, Trans-national Information and Consultation of Employees Act 1996 and all other employment related legislation and any reference to a statutory provision includes all re-enactments and modifications of it.

Signed: _____

Dated: _____

For and on behalf of Applicant (signature must be that of a Director/Principal)

NAME: _____

BLOCK LETTERS

TITLE: _____

BLOCK LETTERS