



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

INVITATION FOR PANEL MEMBERSHIP

Contracting Authority:	Dublin City Council
Establishment of Panels for:	Consultant Arborist Services to include Arbortack recording
Procedure:	Panel under Restricted procedure
Maximum Value	€220,000
Duration of Panel:	The panel will be established for 3 years with option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panels, any party who fails to qualify may re-apply at any time.
eTenders CFT ID:	4847506
OJEU ref:	
Issue Date:	
Closing Date for Queries:	March 10 th 2025
Closing Date / Time for receipt of Completed	March 27 th 2025
Contact for Queries:	Messaging facility on www.etenders.gov.ie
Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal 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.	

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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 prior to the formal expiry as advertised – to end the Panel before the expire, all applicants will be notified and an award notice of panel termination will be published on eTenders.

2 About the Contracting Authority

2.1 The Contracting Authority

Dublin City Council herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Dublin City Council is the largest Local Authority in Ireland, employing approximately 6,100 staff. The 2024 Revenue Budget amounts to €1.34 billion, while the three year Capital Programme 2024 to 2026 amounts to €4.245 billion.

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.

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.

Dublin City Council is responsible for the social, economic, infrastructural and cultural development of the city. The range of services provided by Dublin City Council could best be summarised by listing the programme group structure used by central government to classify the activities of all local authorities as follows:

- Housing & Building
- Road Transportation & Safety
- Development Incentives & Controls
- Environmental Protection
- Recreation & Amenity
- Education, Health & Welfare
- Miscellaneous Services

The panel of Consultant Arborists shall apply to all Dublin City Council departments in the delivery of the aforementioned services. Further information is available at our corporate website www.dublincity.ie

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

2.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the 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 tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

3 Scope of Requirements

3.1 Stage in Procedure

The Contracting Authority wishes to invite applications from appropriately qualified, skilled and experienced consultant arborists for inclusion on a Panel for Consultancy Services for Arborists. This is the first stage of the procedure whereby all interested parties may submit a response, but only those meeting the selection criteria will be deemed eligible for inclusion on the panel.

Dublin City Council is seeking to appoint an appropriately qualified, skilled and experienced consultant arborist to conduct ground level tree surveys of trees at risk as arises on public roads, parks and open spaces under the Council's control, for the purposes of tree risk management and to assist with the drawing up a planned programme and schedule of tree maintenance works. Dublin City Council wishes to ensure that its tree resource is managed in a way that reflects good practice, minimises risks to people and property; and protects the health and vitality of its tree resource. The Council's policy with regard to tree management is outlined in its tree management policy 'Living with Trees'. Please refer to Appendix 1 for a more detailed breakdown of requirements

3.2 Contracting Authorities entitled to use the Panel

It is intended that the Panel will only be used by Dublin City Council.

3.3 General Requirements

Details of scope of the panel and examples of contracts likely to arise are set out below.

Scope of Panel

Design and Construction Stage Works which shall require delivery standards as per BS5837:2012 for consultant arborist services inclusive of, *Professional written reports, Arboricultural Tree Survey drawings as per BS 5837:2012, Tree Constraints Plan, Arboricultural Impact Assessment and Tree Protection Plan to autocad and pdf standards. Provision of photo evidence of typical construction constraints that may negatively impact existing Tree population.

Ability to advise on Tree risk assessment and tree pit design. The Consultant Arborist shall be versatile and experienced in collaborating with a range of other professionals. All Arboriculture personnel must be suitably qualified, trained and trusted to deliver high quality work.

Tree survey information must be recorded on Dublin City Tree Maintenance App: Arbortrack. The uploading of this app is free and Dublin City Park Services will provide Login details.

Examples of Contracts Likely to Arise

Task 1. Arboricultural Survey (include inputting onto Arbortrack Tree management software) & Tree Constraints Plan

A survey of all trees (to include inputting data onto Arbortrack Management Software) on or within influencing distance of the proposed works will be undertaken in line with BS5837:2012 Trees in relation to design, demolition and construction - Recommendations.

On completion of the survey prepare a Tree Constraints Plan that will provide a graphical representation of the constraints and opportunities posed by trees. The purpose of the plan is to allow the design team to prepare and develop a site layout which is informed by critical constraints and opportunities posed by trees.

An accompanying schedule to summarise the data collected during the survey.

Task 2. Arboricultural Impact Assessment and Tree Impact Plan

- Demonstrate compliance with planning policy in relation to trees.
- Detail how the design has been influenced by existing trees.
- Assess the impact of the detailed design proposal upon trees (e.g. incursions of all works within RPAs (Root Protection Areas)).
- Provide recommendations for mitigation in conjunction with DCC Parks department for alternative designs and/or where tree removals are necessary to achieve the proposed layout

Task 3. Arboricultural Site-Specific Method Statement for works around Trees and Tree Protection Plan.

Arborist shall comment on the plant machinery and equipment proposed to be used by the contractor. The report shall include site-specific Arboricultural Method Statements outlining measures that will be adopted during construction to ensure tree protection. The method statements shall be accompanied by a Tree Protection Plan illustrating measures that will be adopted during construction to ensure tree protection.

At Construction Stage Supervise all works taking place inside the Tree root protections areas to ensure contractor works follow the required written Arborist methodology and Protection plans been implemented.

Provision of written weekly report with supportive photographic evidence. Show attention to detail, uphold high standards and demonstrate good judgement.

Poor practice delivered by the contractor must immediately be reported to the employer representative

These works between tasks may not be concurrent as varying projects programme may become interrupted or delayed without foresight.

4 Rules relating to the Panel Establishment and Operation

4.1 Duration of the Panel

The panel will be established for three (3) years. The panel will be continually open for access. Should the panel 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 panel.

4.2 Estimated Value of the Panel

The level of expenditure cannot be guaranteed in any given year. However, the estimated value of individual contracts pursuant to the panel is approximately €12,400 (excl. VAT).

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure.

4.3 Admission to the Panel

Admission to the panel 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 Professional Indemnity Insurance.

Admission to the panel will also be subject to the Applicant passing all of the criteria on the basis of meeting all minimum qualifying requirements.

4.4 Awarding Contracts under the Panel

Qualifying for a panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded. When contracts arise over the duration of the panel they may be awarded in accordance with the following:

- (i) selection of all qualified members of the panel;

In the case of mini-tender, all members shall be invited to tender on the basis of a specification. Contracts will be awarded to the most economically advantageous tender evaluated using the specific award criteria, which will be made known to those invited to participate in the mini-tender – this may be on the basis of price only, or a mix of price and quality related criteria.

4.5 Fees and Inclusive Rates

Applicants should note that all fees will be determined on a contract-by-contract basis and will be paid on an all-inclusive rate. Additional payments for travel and subsistence will not be made under any circumstances.

5 Instructions to Applicants

5.1 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 postbox, 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

5.1.1 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:

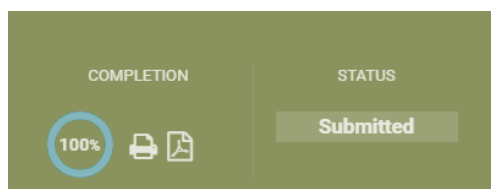
- (a) Log-in to the system (www.etenders.gov.ie)
- (b) Locate the competition using the Advanced Search function, searching by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition 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 (even though this is an application stage).

5.1.2 Submitting your Response

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

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 and click on the Submit button.

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 and an email from eTenders, you have not submitted your response.

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.

An Application, means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

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 or omission (negligent or otherwise) in this document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made by via the messaging portal on eTenders 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 potential Applicants who have noted their interest on the eTenders website.

All queries should be submitted in accordance with that time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

5.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire 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 panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, 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.

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.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

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.

5.3 Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria and rules as specified in the Qualification Questionnaire.

5.4 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.

5.5 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.

5.6 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).

5.7 Currency and Payment

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be euro (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

5.8 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. 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.

5.9 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request 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 request or while 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 or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). 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.

5.10 Tax Compliance

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by the Contracting Authority.

By supplying these numbers, the successful Panel member, acknowledges and agrees that the Contracting Authority has the permission of the successful panel member to verify its tax cleared position online.

5.11 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to the Contracting Authority.

The contract(s) awarded on foot of this process will be governed by Irish law.

5.12 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any applicant that makes any change to its composition after submission of a Qualification Questionnaire. However, applicants are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings. It should be noted that lead applicant cannot submit under more than one application.

5.13 Notification of the Evaluation

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications. Potential outcomes can be:

- (a) Letter of Intent of admittance to panel
- (b) Letter of Regret

Note: Unsuccessful applicants may reapply at any time.

5.14 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

Appendix A: Questionnaire Summary

Ref.	Pass/Fail Criteria	Pass Requirements
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	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender.
A3	Financial Capacity	
A4	Insurance	
A5	Self-Declaration of Financial Information	Applicants must complete, sign and date this Declaration. Non-compliant applicants under any of the headings will be automatically disqualified.
A6	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant applicants under any of the headings will be automatically disqualified.
Technical Criteria		
A7	Personnel & Skills	Applicants must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.
A8	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.
A9	Previous Experience	Applicants should refer to instances within the previous five years which demonstrate that they have successfully delivered services of a comparable nature and scale on three (3) occasions. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.
A10	Professional Registration	Applicants must demonstrate that all individuals are professionally accredited by the appropriate national body.



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

APPENDIX A: PRE-QUALIFICATION QUESTIONNAIRE / APPLICATION FORM

INVITATION FOR PANEL MEMBERSHIP

Contracting Authority:	Dublin City Council
Procedure:	Panel under Restricted Procedure in accordance with Directive 2014/24/EU.
Duration of Panel	The panel will be established for three (3) years with the option for additional annual advertising to recruit certain skills if required.
Name of Applicant	
Contracting Authority:	Dublin City Council

Appendix A – Questionnaire

A1 – Applicant Summary

Weighting: Pass/Fail

Pass Requirement: Applicants must complete this Section

Organisation Name:				
Contact Name:				
Position:				
Address:				
Telephone (Office):				
Telephone (Mobile):				
Email:				
Website:				
VAT Registration number:				
Date of Establishment:				
Legal Status (Company, Sole Trader, etc.):				
Is the Applicant a Small and Medium Enterprise (SME)?	Yes		No	
SMEs are enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million				
Is the applicant a consortium / group of Economic Operators?	Yes		No	
If yes, please provide the following information				
Name	Legal Status		Service to be Delivered	
Each member must be clearly identified where appropriate throughout the questionnaire.				

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance.

A3 – Financial Capacity

Weighting: Pass/Fail

Pass requirement:

Confirmation of financial standing ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

- Evidence of the above statement will be required prior to confirmation to the panel.
- In the case of an applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead applicant. Where group members are relying on the lead applicant's financial capacity, self-declaration / evidence will only be required of the lead.

A4 - Insurance

Weighting: Pass/Fail

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
Employer Liability	€13 million
Public Liability	€6.5 million
Professional Indemnity	€1 million

Insurances provided by vendors must be authorised for this jurisdiction.

A5 – Self Declaration for Financial Information

Tax Compliance

Option 1:

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:

Tax Reference Number (PPSN):

Access Number:

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)

To this end, please confirm:

Yes

No

Registration Number:

Certificate Number:

Option 3:

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request

Yes

No

Financial Capacity

I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

Yes

No

Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		
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		
I confirm that if successful, where the levels required under the contract are higher than those currently in		Yes	

our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	No	
Please note that the Contracting Authority reserves the right to verify self-declarations regarding financial capacity prior to admittance to panel and/or award of any contract under the panel.		
Signed:		
Position:		
Date:		

A6 – Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

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	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	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;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	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;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations 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? 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. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	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		
2.1i	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 the 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
These Declarations are 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 Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

Technical Criteria

A7 – Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.

All Arboricultural personnel must be suitably qualified, trained and trusted to deliver high quality work

Skillset	Number of Full Time Equivalents (FTE)	Number of FTEs provided by 3rd Parties	Minimum Number Required
An approved qualified Arborist with a minimum qualification of Level 5 (HND or Foundation degree (FDSC) Arboriculture) on the UK framework of qualification or similar.]			1
Report Writing Skills			1
Total			n/a

Applicants are reminded that they may rely on the resources of other entities on condition that they are fully described, and that applicants can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.

A8 – Health & Safety

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & 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	
Manager responsible and their qualification in Health & Safety:				
Health & Safety management	Externally Certified		In-house	
If externally certified, please provide the following information:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				

I confirm that evidence of compliance will be provided promptly on request.	Yes		No	
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A9 PREVIOUS EXPERIENCE				
Weighting: Pass/Fail				
Minimum requirement to remain eligible in the competition: Applicants should refer to instances within the last five years which demonstrate that they have successfully delivered contracts of a comparable nature and scale on three (3) occasions. An example should include contracts where a minimum of 200 trees were assessed delivering a Tree Survey& Constraints Plan, Impact Assessment & Impact Plan and Arboriculture Site Specific Method Statement and Tree Protection Plan as per BS:5837:2012 The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.				
The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise. All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, applicants must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.				
Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the panel, please provide information in relation to the following, demonstrating comparability with the scope. Mere affirmation will not be sufficient.				
Number of trees assessed to BS:5837:2012 standards				
Any other relevant information:				
Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the panel, please provide information in relation to the following, demonstrating comparability with the scope. Mere affirmation will not be sufficient.				

Number of trees assessed to BS:5837:2012 standards				
Any other relevant information:				
Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the panel, please provide information in relation to the following, demonstrating comparability with the scope. Mere affirmation will not be sufficient.				
Number of trees assessed to BS:5837:2012 standards				
Any other relevant information:				

A12 PROFESSIONAL REGISTRATION
Weighting: Pass/Fail
Minimum requirement to remain eligible in the competition: Applicants must demonstrate that all individuals are members of the Arboricultural Association (or equivalent).
If professionally accredited, please provide details of:
Name of accredited individual:
Name of accreditation body:
Date of accreditation:
Please attach copies of relevant documentation