

INVITATION FOR PANEL MEMBERSHIP

Title:	Establishment of a panel for Arts and Cultural Programming, Event Management, Art Programme Management, and Arts Programme Assessment Services for the Dublin City Arts Office.	
	The Panel will be established with the following 5 Lots:	
	Lot 1	Arts and Cultural Programming and Co-ordination Services
	Lot 2	Arts and Cultural Project Co-ordination Services
	Lot 3	Arts & Cultural Programme/Project Assessment Services – To Assess Applications for Arts Grants
	Lot 4	Event Management Services for Artistic/Cultural Events
Contracting Authority:	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals
	Dublin City Council	
	Panel established under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.	
	The panel will be established for six (6) years with the 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.	
	6176711	
	Monday 28th July 2025	
Issue Date:	Tuesday 19th August 2025 @12 noon Irish time	
	Friday 29th August 2025 @ 12 noon Irish time [this is the deadline for initial applications but the Panel remains open for its life-time]	
	Via messaging facility on www.etenders.gov.ie	
	eTenders only – you must upload your response as a ZIP FILE to protect the integrity of the file names	
	Please note that information relating to this Application, 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.	

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1 Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

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

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 Summary

Contracting Authority	Dublin City Council
Nature of Procurement	Establishment of a panel for Arts, and Cultural Programming, Event Management, Art Programme Management, and Arts Programme Assessment Services for the Dublin City Arts Office in 5 Lots.
Type	Title III Services
Procedure	Panel under Competitive Procedure with Negotiation using the Dynamic Purchasing System tool on eTenders. Applicants should note that this Competition is being run under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the “Regulations”), and accordingly is subject only to limited aspects of the Regulations.
Stage in Procedure	This is the pre-qualification stage for inclusion on the panel.

3 About the Contracting Authority

Dublin City Council is the largest Local Authority in Ireland, employing approximately 6,100 staff. The 2025 Revenue Budget amounts to €1.48 billion, while the three year Capital Programme 2025 to 2027 amounts to €3.348 billion.

Dublin City Council through the Arts Office ‘supports artists, organisations and local communities by delivering experiences that contribute to the city’s cultural life’, with the key aim of ‘creating a vibrant city known for its rich heritage’.

The City Arts Office is part of Dublin City Council’s Culture Recreation and Economic Services Department and holds a specialised remit to:

- Practice the arts - for example, by supporting artists and arts organisations
- Participate in the arts - support individuals and groups who want to develop an arts project, whether community-led or otherwise, or who want guidance in learning about the arts
- Develop audiences for the arts - whether in schools, communities or in business
- Work with other Dublin City Council Sections - to maximise opportunity for the public to engage in the arts, and particularly to improve access to the arts

It is important to note that from the Arts perspective, Public Art covers inter alia visual art, installation art, plays and music.

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.

4 Scope of Requirements

Dublin City Council seeks to establish a Panel for Arts¹, and Cultural Programming, Event Management, Arts and Cultural Programme/Project Co-ordination, and Arts and Cultural Programme Assessment Services for the Dublin City Arts Office.

The Panel will be established with the following 5 Lots:

Lot 1	Arts and Cultural Programming and Co-ordination Services
Lot 2	Arts and Cultural Project Co-ordination Services
Lot 3	Arts & Cultural Programme/Project Assessment Services – To Assess Applications for Arts Grants
Lot 4	Event Management Services for Artistic/Cultural Events
Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals

4.1 Lot 1 Arts and Cultural Programming and Co-ordination Services

Arts and Cultural programming for Dublin City Council involves the creation, development, and execution of dynamic, high quality, innovative and diverse arts and cultural programmes that foster public engagement and cultural participation, reflective of the city’s rich diversity and creative spirit. Arts and Cultural Programmers have a strong understanding of how to connect various artistic forms with diverse audiences, ensuring that arts initiatives are inclusive, accessible, and impactful for the residents, visitors, and communities of Dublin.

4.1.1 Scope of Requirements

Successful Panel members will be required to design the arts and cultural programme, source content and co-ordinate the delivery of the programme. Programmes should be designed and delivered to be emotive, innovative, engaging for the audience to create connectivity and foster an appreciation of the relevant art-form/be thought provoking. It is envisaged that for smaller events one person may be the programmer, and also project manager and/or event manager. However, for larger events the Arts and Cultural Programmer/Co-ordinator may be required to work with the support of an Event Management Company or other contractors in order to delivery on the ambition of the programme/event.

Successful Panel members may be required to deliver one, some or all aspects of the following services:

¹ Arts Act 2003 definition - “arts” means any creative or interpretative expression (whether traditional or contemporary) in whatever form, and includes, in particular, visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and includes any medium when used for those purposes;

Programme Design & Delivery:

- Create, design, and deliver arts programming, including events, exhibitions, festivals, residencies, time-based works, collaborative projects, and site-specific interventions, in line with the Council's vision for the arts and cultural life of Dublin and specific programme/event.
- Execute the programme to a professional standard on the allocated days and times, with due regard for the health and safety of the performer(s) and public/audience alike
- Provide artistic and creative direction prior, during and after programme delivery.
- Work in collaboration with the Arts Office and any other appointed contractors e.g. Event Management company, technical Production supplier etc
- Any other related tasks required for effective Arts and cultural programme design/co-ordination/implementation services

Audience Development and Engagement:

- Develop inclusive programming that responds to the needs of Dublin's diverse communities, ensuring that the arts are accessible and meaningful for a broad range of participants and audiences.
- Tailor programmes to the target audience of the programme/event taking account of demographics and neighbourhoods, encouraging wider participation in arts and cultural activities.
- Any other related tasks required for effective programme design/co-ordination/implementation

Sourcing and Attracting artists:

- Identify, recruit, and collaborate with artists from various disciplines (visual arts, theatre, music, dance, film, etc.).
- Programmes should include equitable payment of artists' fees for their delivery time along with planning, evaluation, documentation and presentation costs.
- Any other related tasks required for effective programme design/co-ordination/implementation

Stakeholder Engagement:

- Cultivate relationships with artists, cultural practitioners, audiences, funders, and local and international partners to facilitate successful programme delivery.

Build and maintain strong relationships with external partners, stakeholders, and community organizations, ensuring diverse collaboration and support for arts initiatives.

- Any other related tasks required for effective programme design/co-ordination/implementation

Marketing & Communications:

- Develop and implement marketing strategies to promote arts programmes and events to a wide public audience to ensure strong visibility and engagement across multiple channels.
- Coordinate press and promotional campaigns to reach target audiences.
- Any other related tasks required for effective programme design/co-ordination/implementation

Securing Programme/Event Space

- Identify and secure appropriate venues, public spaces, and alternative locations within Dublin for programming. Ensure that spaces are accessible and suitable for the artistic works being presented.
- Any other related tasks required for effective programme design/co-ordination/implementation

Programme Co-ordination & Administration:

- Oversee and/or have an ability to work with all aspects of programme delivery, including budget management, contract negotiations, and production coordination. Ensure projects are executed on time, within budget, and meet the Council's quality standards, protocols and procedures.
- Ensure that logistical and administrative tasks related to programming, including scheduling, venue management, and production requirements, are handled efficiently and effectively.
- Any other related tasks required for effective programme design/co-ordination/implementation

Given the wide variety of Arts and Cultural programming within the remit of the Arts Office, selected Panel members will be required to respond to specifications for specific Arts and Cultural programmes/events which fall within the above scope but which could be quite different from each other and may involve one element, some or all of the above depending on the budget available/needs of the festival/extended programme of events.

4.2 Lot 2: Arts and Cultural Project Co-ordination Services

Dublin City Council runs arts development initiatives (in specific communities and city-wide), public art commissions and buildings across the city and wishes to establish a panel of arts project managers that can be offered projects and programmes for delivery and development. Key activities are to support, co-design and deliver arts projects efficiently, effectively and collaboratively with internal Dublin City Council staff across departments, local communities, partners and other stakeholders.

4.2.1 Scope of Requirements

The Contracting Authority seeks to establish a panel to engage the services of providers of Arts and Cultural Project Co-ordination Services within the Dublin City Council administrative area. Successful Panel members will follow a process of engagement and development, guiding projects from conception through to delivery and review. Project Managers act as advocate, broker, negotiator and matchmaker, are strategic thinkers who can take decisions, thrive on the unexpected and manage complex, overlapping priorities. An example and an Arts and Cultural project would be for the new public art commissioning process titled *Citizen Commissioners*. However, Arts projects can be on a smaller or larger scale but will involve co-ordinating a project either from conception through to execution, or at a point within that process.

The successful Panel member will be required to deliver one, some or all of the following as part of Arts and Cultural Project Co-ordination services:

Project Planning and Engagement

- Engage with relevant Dublin City Council staff members, agreed steering groups or other reporting/advisory structures and other relevant stakeholders in support of project development, goals and timescales as required
- Develop a project plan or a plan for the next stages of the project depending on what point the project is at, including a written project methodology with timelines
- Develop and implement engagement processes, call-outs or consultation to inform the development of ideas, participants and resources for projects.
- Build relationships at local level with citizens, community groups and partners
- Schedule and facilitate stakeholder meetings, record outcomes, devise plans in agreement with the relevant stakeholder groups/decision makers
- Work collaboratively to support, co-design and deliver projects that are innovative and inspirational
- Where resources are restricted, collaborate with DCC and stakeholders to manage expectations and be creative with available resources

Artistic Support

- Work to source and/or support commissioned artists in the creation and delivery of the work , agreeing milestones
- Work to collect feedback from artists and other creative partners for documentation and promotion of the process and evolving project
- Acting as a broker between the artist and the commissioner and key stakeholders

Project Coordination and Delivery

- Devise briefs for open calls in collaboration with the relevant group, culminating in the programming of a series of cross artform mini commissions with artists
- Oversee and/or have an ability to work with all aspects of project delivery, including budget management, sub-contract negotiations, and production coordination. Manage events that are planned as part of projects, including coordinating logistics, managing budgets, and liaising with creative and other contractors as relevant to deliver successful and impactful events, incorporating eco-friendly practices such as reducing waste, sourcing local materials, and ensuring energy efficiency.
- Project administration including writing briefs for call outs, processing applications, agreeing engagements, budget management and reporting (including funding reporting and drawdown processes
- Managing permissions and reporting procedures
- Monitoring and evaluation report to assess success and inform future development
Ensure all programme activities take place within a secure and safe environment in line with Dublin City Council's policies and guidelines (e.g. Health & Safety, Child Protection)
- Provide plans and reports as necessary for the City Arts Office and our partners
- Assist in collecting feedback and supporting materials from participants, artists, other relevant stakeholders for documentation and promotion of the Citizen Commissioners scheme

Marketing & Communications:

- Develop a communication strategy/methodology to publicly share the work being done
- Prepare and provide access to and detail on marketing and promotional opportunities that arise from projects; support Public Relations and public awareness campaigns throughout across multiple channels
- Coordinate press and promotional campaigns to reach target audiences.

Space and Site Management:

- Identify and secure appropriate venues, public spaces, and alternative locations within Dublin for programming. Ensure that spaces are accessible and suitable for the artistic works being presented.
- Arrange site visits for site-specific work with artists and appropriate technical and other representatives of the Council
- Where relevant oversee installation including site research and preparation issues in collaboration with lead artists

Health & Safety Compliance

- Adhere to health and safety regulations and ensure that appropriate risk assessments and safety measures are in place for all events and activities.
- Work in line with best practice in relation to Child Protection, Data Protection and other legal requirements of Dublin City Council
- Ensure that the artist and their sub-contractors hold adequate insurances to work on site if appropriate.

Given the wide variety of Arts and Cultural projects within the remit of the Arts Office, selected Panel members will be required to respond to specifications for specific Arts and Cultural projects which fall within the above scope, which could be quite different from each other and may involve one element, some or all of the above depending on the budget available/needs of the project.

4.3 Lot 3: Arts Programme/Project Assessment Services – To Assess Applications for Arts Grants/Expressions of Interest/Variety of Commissions

As part of its annual programme of work Dublin City Council through the City Arts Office receives applications from Artists and Arts Professionals for grant-in-aid, expressions of interest for use of Council owned buildings for Arts purposes and Public Art Commissions under the Public Art Guidelines, and other Arts related programmes and projects. These applications/expressions of interest are assessed in accordance with established and published criteria.

4.3.1 Scope of Requirements

The Contracting Authority seeks to establish a panel to engage the services of providers of Arts and Cultural Assessment Services. We invite applications from economic operators with expertise in Arts Programming, Curatorial Practice, and Public Art, who can assist in the assessment of arts grants, public art commissions, applications or expressions of interest related to the use of city buildings for arts purposes, and any other arts-related submissions to Dublin City Council.

The successful Panel member will be required to deliver one, some or all of the following as part of Arts and Cultural assessment services:

- To review and assess assigned applications for Arts Grants, Public Art Commissions, and other arts-related funding opportunities in accordance with the relevant criteria
- To provide expert assessment and record the assessment conducted including written feedback to be provided to the relevant applicant(s)
- Take account of the strategic goals of Dublin City's cultural and artistic development as part of conducting assessment
- Evaluate proposals for the use of public spaces, building, and venues for artistic purposes, providing a written assessment and feedback
- Offer insight and guidance on proposals for the use of public spaces, buildings, and venues for artistic purposes.
- Collaborate with the Arts Office to ensure a fair, transparent, and impartial assessment process.
- Act professionally, ethically and with impartiality and independence in carrying out the above tasks as assigned
- Adhere to all relevant policies, procedures and protocols which apply in carrying out the above tasks as assigned

Given the wide variety of Arts and Cultural applications/expressions of interest received by the DCC Arts Office, selected Panel members will be required to respond to specifications to carry out assessment services for specific Arts and Cultural grant schemes, open calls etc that fall within the above scope, but which could be quite different from each other and may involve one element, some or all of the above depending on the budget available/needs of the Arts Office.

4.4 Lot 4 – Event Management Services for Artistic/Cultural Events

4.4.1 Scope of Requirements

Dublin City Council seeks to establish a panel to engage high quality, professional and committed Event Management Companies (EMCs) for Event Management Services for Arts and Cultural Events within the Dublin City Council administrative area

It is envisaged that, in the main, most events which may require services under this panel would cater for 50 to 1000 persons. However, members may be required to deliver events for up to five thousand persons or above at any one time, however, for the latter the relevant statutory process will apply.

Events may be in the public domain, indoors or a combination of both.

The events are aimed at celebrating and promoting cultural expression and diversity, and to raise awareness and understanding of these concepts for *wider social cohesion* within Dublin City. This could include events such as pop-up events in city centre or community locations, youth arts events, cultural celebration, indoor conference/seminars and seasonal events such as within 3-5 day festivals.

Successful Panel members will be required to deliver services in various locations and venue types including Civic Centres and amenities, public open green spaces and local park, public city centre domain are examples of locations that may be used, depending on specification of event. Other locations could also be utilised.

Event Management Services

- Successful Panel members may be required to deliver all aspects of the event such as but not limited to the following:
- Provide an Event Management Plan / Health & Safety Plan/ Risk Assessment/ Child Protection/Insurance (Indemnifying Dublin City Council up to €6.5 Million) any other logistical, technical and other requirements necessary to ensure the safe running of the event.
- Provide general event management production and co-ordination services for the necessary event, including all aspects of crowd management, public safety, traffic management and comply with all relevant legislation and codes of practice in relation to outdoor events.
- Provide of all relevant personnel necessary to deliver the event safely including provision for First Aid/Emergency.
- Provide of all appropriate and required infrastructure necessary to deliver the event.
- Liaise and attend meetings with Dublin City Council, statutory agencies and other key stakeholders who will be involved in the delivery of these events, as required
- Apply for an outdoor event license if necessary.
- Intensive notification/liaison with all stakeholders, including businesses and residents (dependent on event)

- Promotion and Marketing of event as appropriate to the size, scale, location and capacity of event site.
- Work as part of a team, including a member of Arts Office and/or appointed Arts and Cultural programmer/co-ordinator to plan, manage and produce the events.
- Engage in post event evaluation with nominated Dublin City Council staff.
- Any other related tasks as part of delivering effective event management services

Given the wide variety of Arts and Cultural programming and events which come within the remit of the Arts Office, selected Panel members will be required to respond to specifications for specific events which fall within the above scope but which could be quite different from each other and may involve one element, some or all of the above depending the nature of the event and internal resources which may be available to meet some of the requirements from within the Contracting Authority or from other more appropriate Panel Lot/DCC procurement facility.

For example, an EMC may be required to work with an appointed Arts and Cultural Programmer/Co-ordinator. A different project may only require a risk assessment and a health and safety office/ stewards/security personnel and/or promotional and marketing activities as Arts Office staff are able to deliver all the other aspects of the event. While another project may require a more comprehensive service apart from stewards who could be provided by the local community of DCC staff. Arts Office will define the exact requirements on a project-by-project basis.

4.5 Lot 5 Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals/Extended Programme of Events

The Contracting Authority seeks to establish a panel to engage the services of providers for the design, development, curation, management and promotion of Arts/Cultural festivals or extended Arts and Cultural programmes of events and Cultural Events within the Dublin City Council administrative area. Examples would include the Brigit and Dublin Lunar New Year festivals. It is intended that these services would be Arts and Cultural Programmer led combined with event management services to provide the full scope of requirements for the larger festivals/extended programmes of events that come within the remit of the DCC Arts Office.

4.5.1 Scope of Requirements

Successful Panel members may be required to deliver the following:

Festival/Programme Design, Development, Curation, Implementation and Management

- Designing a programme for Arts and Cultural Festival Programmes/Extended Programme of Events
- Prepare, devise and issue an open call to invite participants and manage the application process in compliance with relevant DCC policies and protocols. This will include responding to enquiries, applications and through providing relevant support as part of the application process and building the programme.
- Assess applications received via open calls and advise applications of process outcomes
- Developing, Curating and Sourcing of Arts and Cultural Festival Programme and content through direct commissioning (including flagship events/events in the public realm) and through open call or partnership initiatives with key stakeholder organisations (cultural venues/ programmers/institutions and/or embassies), within known and realisable budget.

Note: it is not expected that Dublin City Council would contribute to the programming costs of Open Call third party events, though partnership initiatives for flagship events may incur contribution. All festival events to be co-promoted under the overall Festival/Events Programme banner.

- Co-ordinating and Liaising with all relevant stakeholders, artists and content providers, service suppliers and staff of Dublin City Council as required from the development stages through to completion.
- Devising of an overall programme for the relevant festival to include directly commissioned and affiliated events. The programming should be culturally and community informed and sensitive.

- Produce an overall programme (online and/or printed as appropriate) which lists all of events that showcase the offering by the city's cultural community.
- Provision of a core team of staff to manage all elements of the festival including event management and coordination (for events not secured through open call), administrative, financial/accounting and festival volunteer requirements.
- Budget management including payments to participating programmed artists and the procurement of additional third-party suppliers/Infra-structure/staffing.
- Liaising with and reporting to the DCC Arts Office as part of agreed communication protocols.
- Attend briefing, seminars for festivals/programmes for the purpose of collaboration e.g. a festival with a national/regional context
- Ensuring that all staff and subcontractors have the relevant statutory and regulatory documentation and copies of same can be furnished to Dublin City Council when requested which relate to but are not limited to tax clearance, insurances, health and safety training/certification, security, garda vetting, child protection training,

Festival/Extend Programme of Events Production

- Production and execution of all elements of the directly commissioned programme within known, agreed and realisable budget.
- Identification and rental of key venue/s within known, agreed and realisable budget.
- Supporting the production of the programme through use of Curators, Ambassadors and through partnerships with Artists, Arts Organisations, and existing Arts and Cultural Programming
- Any other related tasks as part of delivering effective programme design, development, curation, implementation and management

Marketing and Promotion

- Production and delivery of an effective Marketing and Promotion Plan for the Festival for audiences with support from programming and industry partners, PR, social media, web, advertising, branding, design).
- Develop promotional content for publication via different media channels including websites, social media etc.

Liaise with parties responsible for content publication on the websites where applicable or take responsibility for website to include content development and publication – this will depend on the festival/event.

- Development and implementation of a branding plan for dressing the City with Festival themed decorations, in consultation and agreement with Dublin City Council.
- For programmes/festivals with national context to liaise with and co-ordinate with other stakeholders on combined marketing/pr initiatives
- Any other related tasks as part of delivering effective programme design, development, curation, implementation and management

Event Management Services

- Provide an Event Management Plan / Health & Safety Plan/ Risk Assessment/ Child Protection/Insurance (Indemnifying Dublin City Council up to €6.5 Million) any other logistical, technical and other requirements necessary to ensure the safe running of the event.
- Provide general event management production and co-ordination services for the necessary event, including all aspects of crowd management, public safety, traffic management and comply with all relevant legislation and codes of practice in relation to outdoor events.
- Provide of all relevant personnel necessary to deliver the event safely including provision for First Aid/Emergency.
- Provide of all appropriate and required infrastructure necessary to deliver the event.
- Liaise and attend meetings with Dublin City Council, statutory agencies and other key stakeholders who will be involved in the delivery of these events, as required
- Apply for an outdoor event license if necessary.
- Intensive notification/liaison with all stakeholders, including businesses and residents (dependent on event)
- Work as part of a team, including a member of Arts Office and/or appointed Arts and Cultural programmer/co-ordinator to plan, manage and produce the festival/extended programme of events
- Any other related tasks as part of delivering effective event management services

Post Delivery of Festival

- Engage in post event evaluation with nominated Dublin City Council staff.
- Any other related tasks as part of delivering effective event management services

Given the wide variety of Arts and Cultural programming and festivals within the remit of the Arts Office, selected Panel members will be required to respond to specifications for specific Arts and Cultural festivals/extended programmes of events which fall within the above scope but which could be quite different from each other and may involve one element, some or all of the above depending on the budget available/needs of the festival/extended programme of events.

4.6 Technical Capacity Requirements

Applicants must demonstrate access to the skills sets set out for each Lot as set out in the Applicant form for the respective Lots. Please note that the skills outlined may reside in the same person e.g. For Lot 2, the Event Controller and the Health and Safety Specialist could be the same person. Applicants are reminded that they may rely on the resources of other entities (3rd parties) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required (see Section 4.13 below). In addition,

4.7 Applying for Multiple Lots

Applicants may apply for more than one panel lot and accordingly, must complete separate applications for each Lot applied for.. It should be noted, however, that where an applicant seeks to be appointed to both panels, they must demonstrate in addition, to possessing the relevant technical capacity that they have a turnover equal to the combined value as set out in the panel documents.

4.8 Numbers Admitted to the Panel

There is no maximum limit to the numbers of Applicants that can be admitted to the various Panels.

There will be an initial call for applications as per the dates on the front cover which will be subject to an initial deadline to allow for processing of applications. However, the panel will remain open for applications for its entire duration. All subsequent applications after the initial call will be processed at periodic intervals.

4.9 Duration of the Panel/s

The panels will be established for **six (6) years with applicants entitled to apply at any time.**

It should be noted that contracts awarded under the Panel(s) may extend past the life of the panel.

4.10 Estimated Value of the Panel/s

The level of expenditure cannot be guaranteed in any given year. The total estimated value of contracts which could be awarded under the Panel Lots over 6 years is as follows:

- Lot 1 - €1 million
- Lot 2 - €1 million
- Lot 3 - €400,000
- Lot 4 - €2 million
- Lot 5 - €5 million

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

4.10.1 Estimated Value of Contracts

Please also note that the likely value of contracts which may be awarded under the Lots are as follows:

- Lot 1 - €1,000 - €75,000
- Lot 2 - €5,000 - €75,000
- Lot 3 - €250 - €12,500
- Lot 4 - €5,000 - €250,000
- Lot 5 – €50,000 - €500,000

It is emphasised that these figures provided are strictly for indicative purposes only and individual contract values could fall outside of the indicative bands in particular where they may be of an extended nature. It is also emphasised, that there is no guaranteed expenditure under this agreement.

4.11 Admission to the Panel

Admission to the panel will be subject to the Applicant passing the Pass / Fail Criteria as set out in Application Form(s). Applicants who meet the minimum qualifying requirements will be placed on the panel subject to verification of self-declared information. In addition, Applicants must also agree to the terms and conditions of the panel by signing a Panel Agreement which will be provided on admission to the panel, and which will include a requirement to:

- Inform the Contracting Authority if they have a prior engagement in another event with a dates conflict when approached for work as part of their membership of the panel.
- Inform the Contracting Authority of any change in personnel put forward for work after being awarded work from the panel and seek approval for alternative staff members to be assigned.
- Provide the Contracting Authority with copies of the relevant insurances on the anniversary of their renewal.
- Confirm agreement to payments being made in instalments at appropriate intervals, where there is a projects/programme/event budget being assigned to an appointed contractor under the Panel.
- Register on eTenders if awarded a contract of >€25k which will be a condition of award of any such contracts. DCC may request evidence of registration.
- Confirm agreement to increase insurance cover and/or put in place additional insurances/insurance cover, where requested by Dublin City Council for particular contracts to be awarded under the panel, due to the risk profile associated with the contract/updated risk assessments. Where this is required, it will be contained in the tender request and be a condition of award.
- Confirm that at least one member of the team of site-based staff (per site) must be competent and certified to administer first aid in accordance with relevant legislative and regulatory requirements. DCC can request all required evidence at any stage of the panel including after establishment **(These only apply to Lots 4 and 5)**
- Confirm that personnel coming within the remit of the Private Security Authority will be compliant with all registration and regulatory requirements applicable. DCC can request all required evidence at any stage of the process including after establishment of the panel. **(These only apply to Lots 4 and 5).**

4.12 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:

- (a) For contracts with a value of less than €12,500 (excl. VAT) these may be awarded directly by the application of specific criteria to invite the most appropriate panel member to carry out the work including:
 - a. nature of the festival/programme/event/project
 - b. complexity of the programming/event/project requirements involved.
 - c. Audience/stakeholder profile of the festival/programme/event/project
 - d. creative profile of panel member(s)
 - e. availability

However, the Contracting Authority reserves the right to conduct a mini-tender with two (2) or more panel members at their discretion.

- (b) For contracts with a value of €12,501 to €49,999 (excl. VAT) at least three (3) tenderers subject to that number qualifying will be identified and invited to tender. These will be identified by selection of the most qualified members on the panel using the criteria set out above. These panel members shall be invited to tender based on the specification of the requirement including pricing and award criteria.
- (c) For contracts with a value greater than €50k (excl. VAT) at least five (5) tenderers subject to that number qualifying will be identified. These will be identified by selection of the most qualified members on the panel using the criteria set out above. These panel members shall be invited to tender based on the specification of the requirement including pricing and award criteria.

Please note that contracts may include single or multiple events in accordance with the value thresholds above.

In the case of mini tenders, panel members shall be invited to tender, and contracts will be awarded to the most economically advantageous tender evaluated through the application of the following award criteria:

Criterion		Range
1	Quality and Expertise of the Team Proposed/Availability and level of resources to meet the timelines and scale of the festival/programme/event/project	0% – 50%
2	Approach and Methodology for the Delivery of the Services specified for the particular festival/programme/event/project	0% – 50%
4	Sustainability Initiatives / Proposals	0% – 50%
5	Ultimate Cost or Fixed Budget Plan	0% – 50%

4.12.1 Right to Negotiate

It should be noted that the Contracting Authority reserves the right to award the contract directly following receipt of initial tenders without recourse to negotiations with individual tenderers.

Where rates offered are considered to be outside of the budget the Contracting Authority reserves the right to negotiate with tenderers on each occasion.

Where negotiation meetings take place, all aspects of the tender submitted may be discussed, including costs. Those tenderers will be afforded an opportunity to submit a Best and Final Offer (BAFO), which will be assessed against the award criteria.

4.12.2 Right to use Different Types of Contracts and Contracting Models

The contracting authority reserves the right to award a contract, contract with options, or a single party framework on foot of the panel competition.

4.12.3 Right to Contract outside of the Panel

The contracting authority also reserves the right to contract with individuals outside of the panel for special projects, in accordance with the procurement rules applicable to the proposed budget / contract value.

4.13 Applications from SMEs/Consortia and Reliance on the Capacity of other Entities

Applicants are reminded that they may rely on the resources of other entities in order to meet criteria and/or deliver elements of the contract requirements on condition that they can prove to the satisfaction of the Dublin City Council that they will have these resources at their disposal when necessary.

Therefore, an Applicant may consist of a grouping of any number of economic operators² where a group come together in whatever form i.e. consortium, joint venture, subcontractors etc. to submit an application in response to this Panel Invitation. Regardless of the legal relationship between them, the Contracting Authority will deal with all matters relating to this competition through the entity the “Prime Applicant” who will carry overall responsibility for the performance of any contracts awarded under the panel, if successful and irrespective of whether or not some tasks are to be performed by a subcontractor or other consortium member.

The Prime Applicant must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact authorised to represent the Applicant and to whom all communications shall be directed.. Correspondence from any other person (including from any subcontractor) **will not** be accepted or responded to.

The Prime Applicant must also identify in their application form for each Lot being applied for all other entities upon whose resources/expertise they may be relying upon to qualify and/or deliver any aspects of services under contracts which may be awarded under the Panel.

² ‘Economic operator’ means any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market; (Art 2(10) of Directive 2014/24/EU).

Where the Applicant consists of a grouping of economic operators and the Applicant is subsequently successful at tender stage the Contracting Authority may require the other members to enter into a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for their contractual performance.

4.14 Contract Management

Performance of service providers will be continually monitored over the term of any contract awarded under the panel. If a service provider's performance is deemed unsatisfactory and the shortcomings cannot be addressed, then they may have the contract terminated and it will be awarded to the next highest scoring submission under the mini competition or alternative method to identify a replacement dependent on the urgency of the service. Termination of a contract can result in the service provider being removed from the panel, with the panel continuing with the remaining members. Quality of service, lead times & user satisfaction will be the main criteria for measuring performance. It is expected that the successful Tenderer(s) will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary.

The Contracting Authority requires tenderers to nominate a dedicated contract manager who will act as the main point of contact for the duration of contracts awarded under the panel. This person shall have the authority to deal with all matters in relation to contracts and be responsible for the satisfactory delivery of the event management services for community, and cultural events in the public domain required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority
- Provide regular reports on performance as agreed with the Contracting Authority
- Meet as and when required to review and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings
- Ensure the relevant invoicing arrangements agreed are implemented.

4.15 Sustainability

The Contracting Authority is committed to the principles of sustainability and climate action including promoting the circular economy and positive social outcomes through its activities, and it encourages the implementation of sustainability principles in its procurement practices and throughout the delivery of all contracts.

5 Instructions to Applicants

For this Application process the Contracting Authority, taking account of the:

- supply base,
- the need to grow the supply base and increase engagement within the Arts community with public procurement opportunities

- the estimated value of each Lot and contract values for work which may be awarded under the Lots
- the use of eTenders for mini-competitions

is permitting Applications for Lots 1, 2 and 3 to also be submitted via the DCC Arts Office Website in addition, to eTenders. On this basis, the following submission protocols apply:

Submission Protocols		DCC Arts Office Website	eTenders
Lot 1	Arts and Cultural Programming and Co-ordination Services	Arts Services Panel (Opportunity) Dublin City Council Arts Office	Yes
Lot 2	Arts and Cultural Project Co-ordination Services	Arts Services Panel (Opportunity) Dublin City Council Arts Office	Yes
Lot 3	Arts & Cultural Programme/Project Assessment Services – To Assess Applications for Arts Grants	Arts Services Panel (Opportunity) Dublin City Council Arts Office	Yes
Lot 4	Event Management Services for Artistic/Cultural Events	n/a	Yes
Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	n/a	Yes

These protocols will be kept under review during the life-time of the panel and may be subject to adaptation/change. Interested parties are encouraged to register with eTenders for public procurement opportunities for DCC and all other contracting authorities.

5.1 Completing the Panel Application Form

When completing the Panel Application Form for the relevant Lot/Lots contained in the Appendices to this Document, Applicants should note the following conditions:

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

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 Application Form 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 Application Form if required.

The Application Form 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 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 will be required to establish legal personality in order to enter into the contract.

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, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

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 Panel Application Form or to request additional information from a Service Provider after the date for submission of completed Panel Application Forms 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.

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

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

5.2 Requests for Clarification/Queries

An application means the submission by an Applicant of a completed Panel Application Form 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, misstatement or omission (negligent or otherwise) in this Document, or any other information given to Applicants.

All queries should be submitted on or before the date on the front cover to enable clarifications to be issued to all interested Applicants prior to the initial deadline date for the receipt of initial applications. **However, please note the Panel remains open for its lifetime to Applications, and Applicants may reapply where they are initially unsuccessful.**

5.2.1 eTenders

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.

5.2.2 Arts Office Website

For those submitted via the Arts Office website, queries can also be submitted via [Arts Services Panel \(Opportunity\) | Dublin City Council Arts Office](#) .Clarifications will also be made available via this dedicated Arts Office Webpage

5.3 Accessing Documents and Submission of Applications (eTenders)

5.3.1 Accessing documents (eTenders)

To download all documents associated with a particular Call for Tender, Economic Operators must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. 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

5.3.2 Submission of Applications (eTenders)

The Contracting Authority is using the postbox facility on eTenders, The eTenders electronic tender facility closes at the stated date and time precisely. It is the responsibility of Applicants to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of the tender.

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

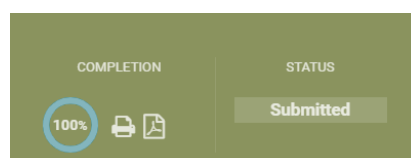
The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council.

In order to facilitate assessment, Applicants are kindly requested to submit a single attachment inclusive of the completed Application Form(s)/ tender(s) and all related appendices. The preferred method for submission is a Zip file in order to protect the integrity of file names.

Economic Operators should note the following when making their submission:

- There is a maximum upload limit of 500MB per submission
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary.
- Applicants who fail to qualify will be entitled to reapply where they are in a position to address the reasons provided for the rejection of their initial application.

In responding to respond to a tender 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 if they wish to be considered for the initial work to be awarded under the Panels. **Applications that are received late or via other means WILL NOT be considered for the initial work to be awarded under the Panels.**

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

5.4 Accessing Documents and Submission of Applications (Arts Office Website)

5.4.1 Accessing documents (Arts Office Website)

The documents can be accessed via [Arts Services Panel \(Opportunity\) | Dublin City Council Arts Office](#)

5.4.2 Submission of Applications (Arts Office Website)

Dublin City Arts Office uses the *Submittable platform for applications. **In order to apply, you must first create a free Submittable account by visiting: <https://manager.submittable.com/signup>**

*The *Submittable* platform works best on Google Chrome, Firefox, and Safari. **Internet Explorer is not supported. When you have created your Submittable account, the relevant application form will be available below .**

When filling out the form, your application will be automatically saved as a draft as you go along which means should you log off and log in, you can continue where you left off. When logging back into Submittable, your draft application is saved under the 'Submissions' tab, then click on 'Saved Drafts'. Should you wish to print your draft application at any stage, simply right click anywhere on the application page and Print. Submittable's submitter collaboration tool enables groups of applicants to work together on collective applications. [Click here to find out how to invite them to collaborate with you on the application.](#)

5.5 Opening and Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria, minimum rules and weightings specified in the Panel Application Form.

Applications will be opened in a closed meeting after the closing date for receipt of Applications in the presence of such persons as The Contracting Authority, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

5.5.1 Clarification of Applications

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

However, it is stressed that the Contracting Authority does not seek clarification where any of the pass requirements set out in the Panel Application Form have not been met.

Therefore, Applicants should pay particular attention to ensure that their applications contain all the required information as even small administrative errors (such as failure to sign or date a declaration) may not be clarified by the Contracting Authority where the required information forms part of the pass requirement.

5.5.2 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.

5.5.3 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).

5.5.4 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 applicants cannot submit under more than one application per Lot.

5.5.5 Sufficiency & Accuracy

Applications will be deemed to have examined all the documents submitted and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

5.5.6 Published Panel Documents - Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting an Application, please email the contact detailed above as soon as possible.

Applicants shall immediately notify Dublin City Council via the methods set out at Section 5.2 above should they become aware of any ambiguity, discrepancy, error or omission in the

published Panel documents. Dublin City Council will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Panel Documents.

The Contracting Authority reserves the right at any time, to update or amend the information contained in the Panel document as the Panel remains open for its lifetime.

5.6 Notification of Evaluation Outcome

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

- a) Letter of Intent of admittance to panel.
- b) Letter of Regret as application is unsuccessful

In the case of contracts of a value of >€25k, awarded under the Panel, award notices will be published via eTenders.

5.7 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.

5.8 Currency and Payments

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. The method of payment used by The Contracting Authority is normally Electronic Funds Transfer.

5.9 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.

5.10 Freedom of Information Act

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them 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.

5.11 Tax Clearance 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 shall be required to supply its Tax Clearance Access Number and Tax Reference Number, where relevant, 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. <mailto:nonrestaxclearance@revenue.ie>

5.12 Withholding Tax

Payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

5.13 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.

5.14 Brand Names, etc.

Please note in relation to this document; where reference is made to a particular make, source, process, trademark, type or patent that this is not to be regarded as a de facto requirement. In all such cases, it should be understood that the reference in question is accompanied by the words "or equivalent".

5.15 European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Application Form. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

Progression to panel will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority when requested. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the panel but may apply again over the lifetime of the panel.

APPENDIX A: PANEL APPLICATION FORM: LOT 1 – Arts & Cultural Arts and Cultural Programming Design, Co-ordination and Content Sourcing Services

Contracting Authority:	Dublin City Council		
Procedure:	Panel under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.		
Duration of Panel	The panel will be established for six (6) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panel, any party who fails to qualify may re-apply at any time.		
Name of Applicant			
Panel / Lots Applied for	Lot 1	Arts and Cultural Programming and Co-ordination Services	
	Lot 2	Arts and Cultural Project Co-ordination Services	
	Lot 3	Arts & Cultural Grant Application/Programme/Project Assessment Services	
	Lot 4	Event Management Services for Artistic/Cultural Events	
	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	

ALL CRITERIA ARE PASS/FAIL CRITERIA

A2. APPLICANT SUMMARY – LOT 1

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.)			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent)			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
If you are not successful in becoming a member of this Panel Lot, please tick Yes or No if you agree to Dublin City Council retaining your contact information for the purposes of communications in relation to other relevant work opportunities which may arise	Yes	No	
Reliance on other Entities (if applicable)			
Are you relying on other entities including subcontractors to meet some/or all of the qualification requirements for this Lot application?			
If yes, please provide details of the other parties being relied upon below and the third-party must be clearly identified throughout the response:			
Details and contributions of Third parties (if applicable):			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party		

Self-Declaration Form (A3-A5) - LOT 1**A3 Tax Compliance****Weighting:** Pass/Fail**Pass Requirement:** Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.**Tax Compliance***Choose any of the options below:***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	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR**Option 2:**

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ³)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR**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
	☐	☐

AND (if applicable)**Tax Compliance Declaration of Third Parties**

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

³ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A4 Financial Capacity– LOT 1

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	Yes	No
I confirm that our turnover exceeded €30,000 per annum in one of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply evidence of financial standing promptly when requested to verify the tenderer party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 .		
Turnover Relating to Lead Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€

A5 Insurances – LOT 1

Declaration to raise insurances when required:

I confirm that if successful in any contracts under the Panel, where the insurance levels required below are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly for the purposes of delivering services under the Panel.	Yes	No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excess	Expiry Date
Employers Liability (not required for sole traders with no employees)	€13 million			
Public Liability	€2.6 million			
Professional Indemnity	€1 million			

I confirm that I will provide the following promptly upon request:

Letter from Insurance Broker confirming that the required insurance forms and levels can be put in place if successful in winning a contract under the Panel

And/or

Evidence of insurances already in place

Yes No

Please note that increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.

Authorised Signatory:		
Name in Block Capitals:		
Position		

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).

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?	Yes	No
		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 - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; 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 applicant 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/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent 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)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure and record all Declarations are completed by all relevant third parties.		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 and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:

Name of Economic Operator:

List relevant 3rd Parties as per list provided in the application above

Authorised Signatory:

Name in Block Capitals:

Position:

A7 Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to at least 1 Arts and Cultural Programmer. Please confirm the number of Arts and Cultural Programmers the applicant has access to. Please note that the Applicant may be the Arts and Cultural Programmer.

Skillset	Number. Applicant has Access to	Minimum Number Required per Lot applied for
Arts and Cultural Programmer		1

A8 Artistic Statement of Suitability – Arts and Cultural Programming and Co-ordination Services

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should set out clearly how they have developed and demonstrated the following skills and experience across previous projects/programmes to demonstrate suitability for appointment to Lot 1 Arts and Cultural Programming and Co-ordination Services:

Artistic Vision/Innovation/ Conceptual Thinking:

- Ability to develop innovative and engaging programming across a broad spectrum of art forms, with a focus on creative risk-taking and exploration of new concepts.
- Experience in designing and delivering high-quality arts programmes that resonate with diverse audiences.

Artist Engagement:

- A proven track record in sourcing, selecting, and attracting a diverse range of artists.
- Established network within the arts sector locally/internationally.

Audience Awareness & Diversity:

- An understanding of how to design arts programmes for different audiences/communities.
- Experience developing inclusive programming that engages people from diverse cultural, social, and economic backgrounds.

Collaboration & Stakeholder Relations:

- Expertise in relationship management with a wide range of stakeholders such as artists, partners, funders, local community organisations, and public bodies.
- Effective collaboration with non-arts sector organizations, facilitating cross-sector partnerships.
- Project management/administrative skills, including budgeting, scheduling, and coordinating the production of arts events.

Marketing & Communications Skills:

- Demonstrable experience in developing marketing plans and clear communication strategies for arts programmes and events including content for different audiences.

Health & Safety/Accessibility

- Implementing health and safety protocols for public events and understanding of risk management in the context of arts programming.
- Experience ensuring compliance with relevant regulations, including accessibility and public safety

This criterion will be evaluated on the totality of your submission. A maximum word limit of 750 words applies.

Projects Cited	Referees ⁴ ; Name, Organisation, Email and Mobile no. [repeat as necessary]

⁴ These referees may be contacted on a confidential basis in relation to these projects to confirm satisfactory delivery

Insert Response here:

A9 Health & Safety

Weighting: Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff in place which support their health and safety compliance at client events. 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	
Person responsible for Health & Safety:				
Health & Safety management	Externally Certified		In-house	

A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration

Weighting: Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Arts Office may require members to meet vetting requirements of Dublin City Council arising thereof. This covers members for work in all areas of Dublin City Council.

I agree to undergo Garda Vetting for Dublin City Council.....

☐

I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration).....

☐

____/____/____

The Arts Office may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

☐

Name of Applicant	
List relevant 3 rd Parties as per list provided in the application above	
Signature	
Date:	

APPENDIX B: PANEL APPLICATION FORM: LOT 2 – Arts/Cultural Project Co-ordination Services

Contracting Authority:	Dublin City Council		
Procedure:	Panel under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.		
Duration of Panel	The panel will be established for six (6) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panel, any party who fails to qualify may re-apply at any time.		
Name of Applicant			
Panel / Lots Applied for	Lot 1	Arts and Cultural Programming and Co-ordination Services	
	Lot 2	Arts and Cultural Project Co-ordination Services	
	Lot 3	Arts & Cultural Grant Application/Programme/Project Assessment Services	
	Lot 4	Event Management Services for Artistic/Cultural Events	
	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	

ALL CRITERIA ARE PASS/FAIL CRITERIA

A2. APPLICANT SUMMARY – LOT 2

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
If you are not successful in becoming a member of this Panel Lot, please tick Yes or No if you agree to Dublin City Council retaining your contact information for the purposes of communications in relation to other relevant work opportunities which may arise	Yes	No	
Reliance on other Entities (if applicable)			
Are you relying on other entities including subcontractors to meet some/or all of the qualification requirements for this Lot application?			
If yes, please provide details of the other parties being relied upon below and the third-party must be clearly identified throughout the response:			
Details and contributions of Third parties (if applicable):			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party		

Self-Declaration Form (A3-A5) - LOT 2

A3 Tax Compliance

Weighting: Pass/Fail

Pass Requirement: Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

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	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ⁵)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

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
	☐	☐

AND (if applicable)

Tax Compliance Declaration of Third Parties

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

⁵ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A4 Financial Capacity– LOT 2

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	Yes	No
I confirm that our turnover exceeded €30,000 per annum in one of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply evidence of financial standing promptly when requested to verify the tenderer party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 .		
Turnover Relating to Lead Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€

A5 Insurances – LOT 2

Declaration to raise insurances when required:

I confirm that if successful in any contracts under the Panel, where the insurance levels required below are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly for the purposes of delivering services under the Panel.

Yes

No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excesses	Expiry Date
Employers Liability (not required for sole traders with no employees)	€13 million			
Public Liability	€2.6 million			
Professional Indemnity	€1 million			
I confirm that I will provide the following promptly upon request:			Yes	No
Letter from Insurance Broker confirming that the required insurance forms and levels can be put in place if successful in winning a contract under the Panel And/or Evidence of insurances already in place				
Please note that increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.				
Authorised Signatory:				
Name in Block Capitals:				
Position				

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 - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; 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 applicant 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/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent 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)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure		Yes	No
		☐	☐

and record all Declarations are completed by all relevant third parties.		
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 and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:		
Name of Economic Operator:		
List relevant 3rd Parties as per list provided in the application above		
Authorised Signatory:		
Name in Block Capitals:		

A7 Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to at least 1 Arts and Cultural Project Co-ordinator. Please confirm the number of Arts and Cultural Project Co-ordinator the applicant has access to. Please note that the Applicant may be the Arts and Cultural Project Co-ordinator.

No. of Lots Applied for		
Skillset	Number. Applicant has Access to	Minimum Number Required per Lot applied for
Arts and Cultural Project Co-ordinator.		1

A8 Artistic Statement of Suitability - Arts and Cultural Project Co-ordination Services

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should set out clearly how they have developed and demonstrated the following skills and experience across previous projects/programmes to demonstrate suitability for appointment to Lot 2 Arts and Cultural Project Co-ordination Services:

Project Management & Arts Administration:

- A proven track record in the successful delivery and management of at least three (3) collaborative arts / cultural / community projects/public art projects in at least one artistic discipline
- Good understanding of processes across a range of artistic disciplines and practices (including strong examples from previous projects)
- Strong project management skills, including budgeting, scheduling, IT and coordinating the production of arts projects.
- Experience managing the operational aspects of arts programs, including marketing, communications, and stakeholder engagement.
- Proficiency in arts administration, including contract management and procurement.
- Experience in negotiating and managing un/conventional spaces for arts projects, including risk management.
- An interest in arts and culture and the provision of cultural experiences at local level

Collaboration & Stakeholder Relations:

- A proven track record in the successful delivery and management of collaborative arts / cultural / community projects/public art projects
- Expertise in relationship management with a wide range of stakeholders, including artists, partners, funders, local community organizations, and public bodies.
- Ability to collaborate effectively with non-arts sector organisations, facilitating cross-sector partnerships.

Marketing & Communications Skills:

- Demonstrable experience in developing marketing plans and clear communication strategies for arts programmes and events including creating compelling content for different audiences.
- Knowledge of digital engagement strategies for arts programming, including virtual events or hybrid formats.

Health & Safety Awareness:

- Experience implementing health and safety protocols for public events and understanding of risk management in the context of Arts and Cultural Co-ordination
- Experience ensuring compliance with relevant regulations, including accessibility and public safety.

This criterion will be evaluated on the totality of your submission. A maximum word limit of 750 words applies.

Projects Cited	Referees ⁶ ; Name, Organisation, Email and Mobile no. [repeat as necessary]

Insert Response here:

⁶ These referees may be contacted on a confidential basis in relation to these projects to confirm satisfactory delivery

A9 Health & Safety -

Weighting: Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff in place which support their health and safety compliance at client events. 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	
Person responsible for Health & Safety:				
Health & Safety management	Externally Certified		In-house	

A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration

Weighting: Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Arts Office may require members to meet vetting requirements of Dublin City Council arising thereof. This covers members for work in all areas of Dublin City Council.

I agree to undergo Garda Vetting for Dublin City Council.....

I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration).....

____/____/____

The Arts Office may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

Name of Applicant	
List relevant 3 rd Parties as per list provided in the application above	
Signature	
Date:	

APPENDIX C: PANEL APPLICATION FORM: LOT 3 – Arts & Cultural Grant Application/Programme/Project Assessment Services

Contracting Authority:	Dublin City Council		
Procedure:	Panel under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.		
Duration of Panel	The panel will be established for six (6) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panel, any party who fails to qualify may re-apply at any time.		
Name of Applicant			
Panel / Lots Applied for	Lot 1	Arts and Cultural Programming and Co-ordination Services	
	Lot 2	Arts and Cultural Project Co-ordination Services	
	Lot 3	Arts & Cultural Grant Application/Programme/Project Assessment Services	
	Lot 4	Event Management Services for Artistic/Cultural Events	
	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	

ALL CRITERIA ARE PASS/FAIL CRITERIA

A2. APPLICANT SUMMARY – LOT 3

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
If you are not successful in becoming a member of this Panel Lot, please tick Yes or No if you agree to Dublin City Council retaining your contact information for the purposes of communications in relation to other relevant work opportunities which may arise	Yes	No	
Reliance on other Entities (if applicable)			
Are you relying on other entities including subcontractors to meet some/or all of the qualification requirements for this Lot application?			
If yes, please provide details of the other parties being relied upon below and the third-party must be clearly identified throughout the response:			
Details and contributions of Third parties (if applicable):			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party		

Self-Declaration Form (A3-A5) - LOT 3

A3 Tax Compliance

Weighting: Pass/Fail

Pass Requirement: Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

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	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ⁷)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

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
	☐	☐

AND (if applicable)

Tax Compliance Declaration of Third Parties

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

⁷ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A4 Financial Capacity– LOT 3

Bank Details	Yes	No
I confirm that I hold a bank account and will submit details of same (bank name and branch, and details of main contact) on request for the processing of payments:	☐	☐
I confirm that as the Lead Party I meet this requirement on my own	☐	☐

A5 Insurances – LOT 3**Declaration to raise insurances when required:**

I confirm that if successful in any contracts under the Panel, where the insurance 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 in place promptly for the purposes of delivering services under the Panel.	Yes	No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excess	Expiry Date
n/a				
Please note that increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.				
Authorised Signatory:				
Name in Block Capitals:				
Position				

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 - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; 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 applicant 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/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent 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)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure and record all Declarations are completed by all relevant third parties.		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 and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:

Name of Economic Operator:	
List relevant 3rd Parties as per list provided in the application above	
Authorised Signatory:	
Name in Block Capitals:	

A7 Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to at least 1 Arts and Cultural Assessor. Please confirm the number of Arts and Cultural Assessors the applicant has access to. Please note that the Applicant may be the Arts and Cultural Assessor.

No. of Lots Applied for		
Skillset	Number. Applicant has Access to	Minimum Number Required per Lot applied for
Arts & Cultural Grant Application/Programme/Project Assessment Services		1

A8 Artistic Statement of Suitability - Arts & Cultural Grant Application/Programme/Project Assessment Services

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should set out clearly how they have developed and demonstrated the following arts and cultural assessment skills to demonstrate suitability for appointment to Lot 3 Arts & Cultural Grant Application/Programme/Project Assessment Services:

- at least 5 years of programming/curatorial and/or 5 years of recognised Artistic practice in any Arts discipline.
- a strong track record in the arts sector in areas such as:
 - arts programming and curating,
 - public art projects and commissions.
 - Artistic and cultural development
- Experience in working with local authorities, arts organisations, and public institutions.
- A broad understanding of the arts landscape,
- a commitment to fostering diversity and inclusion in the arts,
- a passion for supporting the artistic growth of Dublin.
- Experience in conducting formal assessment in accordance with set criteria and including provided clear and constructive feedback in:
 - in further or higher education setting and/or
 - assessing written grant applications and/or
 - public commissioners and/or
 - proposals for the use of public spaces, building, and venues for artistic purposes
 - arts related funding opportunities and/or
 - any other relevant schemes/awards programmes
- Experience providing expert advice/guidance as part of public administrative purposes related to the Arts.
- Ability to act in accordance with appropriate professional and ethical standards
- Ability to act with independence, impartiality and transparency
- Ability to adhere to/implement all relevant plans, policies, procedures and protocols

This criterion will be evaluated on the totality of your submission. A maximum page limit of 3 A4 pages per Assessor using a font size of 11.

Projects Cited	Referees ⁸ ; Name, Organisation, Email and Mobile no. [repeat as necessary]

Insert Response here:

⁸ These referees may be contacted on a confidential basis in relation to these projects to confirm satisfactory delivery

A9 Health & Safety -

Weighting: Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff in place which support their health and safety compliance at client events. 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	
Person responsible for Health & Safety:				
Health & Safety management	Externally Certified		In-house	

A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration

Weighting: Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Arts Office may require members to meet vetting requirements of Dublin City Council arising thereof. This covers members for work in all areas of Dublin City Council.

I agree to undergo Garda Vetting for Dublin City Council.....

I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration).....

____/____/____

The Arts Office may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

Name of Applicant	
List relevant 3 rd Parties as per list provided in the application above	
Signature	
Date:	

APPENDIX D: PANEL APPLICATION FORM: LOT 4 – Event Management Services for Artistic/Cultural Events

Contracting Authority:	Dublin City Council
Procedure:	Panel under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of Panel	The panel will be established for six (6) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panel, any party who fails to qualify may re-apply at any time.
Name of Applicant	

Panel / Lots Applied for	Lot 1	Arts and Cultural Programming and Co-ordination Services	
	Lot 2	Arts and Cultural Project Co-ordination Services	
	Lot 3	Arts & Cultural Grant Application/Programme/Project Assessment Services	
	Lot 4	Event Management Services for Artistic/Cultural Events	
	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	

ALL CRITERIA ARE PASS/FAIL CRITERIA

A2. APPLICANT SUMMARY – LOT 4 – Event Management Services for Artistic/Cultural Events

Weighting: Pass/Fail only.

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.)			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent)			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC ⁹	Yes	No	
Reliance on other Entities (if applicable)			
Are you relying on other entities including subcontractors to meet some/or all of the qualification requirements for this Lot application?			
If yes, please provide details of the other parties being relied upon below and the third-party must be clearly identified throughout the response:			
Details and contributions of Third parties (if applicable):			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party		

⁹ *Definition as per 2003/361/EC The company 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 EUR50million, and/or an annual balance sheet total not exceeding EUR43million.

Self-Declaration Form (A3-A5) - LOT 4

A3 Tax Compliance

Weighting: Pass/Fail

Pass Requirement: Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

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	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ¹⁰)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

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
	☐	☐

AND (if applicable)

Tax Compliance Declaration of Third Parties

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

¹⁰ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A4 Financial Capacity– LOT 4

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	Yes	No
I confirm that our turnover exceeded €100,000 per annum in one of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply evidence of financial standing promptly when requested to verify the tenderer party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 .		
Turnover Relating to Lead Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€

A5 Insurances – LOT 4

Declaration to raise insurances when required:

I confirm that if successful in any contracts under the Panel, where the insurance levels required below are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly for the purposes of delivering services under the Panel.	Yes	No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excess	Expiry Date
Employers Liability	€13 million			
Public Liability	€6.5 million			
Professional Indemnity	€2.6 million			
I confirm that I will provide the following promptly on request: Evidence of insurances in place And/or Letter from Insurance Broker confirming that the required insurance forms and levels can be put in place if successful			Yes	No
Please note that increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.				
Authorised Signatory:				
Name in Block Capitals:				
Position				

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 - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; 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 applicant 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/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent 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)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure and record all Declarations are completed by all relevant third parties.		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 and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:

Name of Economic Operator:

List relevant 3rd Parties as per list provided in the application above

Authorised Signatory:

Name in Block Capitals:

A7 Personnel & Skills – LOT 4

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to the skills sets set out below and the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person e.g. The Health and Safety Specialist and Risk Specialist could be the same person.

Applicants are reminded that they may rely on the resources of other entities (3rd parties e.g. subcontractors) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

Not all events will require all the skilled personnel or quantities listed and some events will require more. However, to ensure the scope of services can be met the following have been identified as minimums. Applicants must guarantee that the personnel listed below shall be fully available. Where a given staff member is not able to do the work indicated, the tenderer must provide a substitute of similar qualifications and experience who is acceptable to the Contracting Authority.

No. of Lots Applied for			
Skillset	Number of Full Time Equivalents (FTE) ¹¹	Number of FTEs provided by 3rd Parties	Minimum Number Required per Lot applied for
Event Manager: Responsible for managing the event which includes planning and co-ordinating.			1
Event Controller: Responsible for ensuring the event is executed on site as planned and agreed to the appropriate standards including Health and Safety			1
Risk Specialist: Responsible for conducting complete risk assessment of events and provide a written report with recommendations. Ability to carry out relevant technical checks as part of risk assessment			1
Health & Safety Officer: Responsible for assessing and advising on matters of Health and Safety protection and compliance as part of event planning. This person can also act as the Health and Safety Officer on site.			1
Marketing and promotion of events personnel (includes social media): Responsible for marketing and promotional activities including on social media and			1

through print media, including leaflets and posters			
Technical support: Responsible for providing the necessary technical support in event set up, deliver including in areas of sound and lighting			1
First Aid: Responsible for providing the relevant first aid response at the event			1
Total			7

A8 Previous Experience – LOT 4

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should refer to instances within the last three years which demonstrate that they have successfully delivered services of a comparable nature, scope, scale, and complexity 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.

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 Authority to judge the similarity of these contracts to the services required.

Applicants are reminded that they may rely on the resources of other entities (3rd parties e.g. subcontractors) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

Not all events will require all the skilled personnel or quantities listed and some events will require more. However, to ensure the scope of services can be met the following have been identified as minimums. Applicants must guarantee that the personnel listed below shall be fully available. Where a given staff member is not able to do the work indicated, the tenderer must provide a substitute of similar qualifications and experience who is acceptable to the Contracting Authority.

Reference Contract #1 – Lot 4				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
No. of Events Managed per annum for this client				
Summary of the event being used as reference				
Outline your role in the event				
Role / identification of 3 rd parties involved in supporting the event				
Number of participants event designed to accommodate		No. of actual attendees		
What were the deliverables and impact of the project				
What were the three key challenges for this project and how were they addressed?				
Describe unexpected challenges encountered and how they were overcome.				
Were all the project timelines/milestones met? If not explain reasons				
Was project delivered within budget? If not explain reasons				
Describe how the following were approached for the event: a) Event Management Plan, b) Risk Assessment, risk management, emergency management and major emergency reporting. c) Crowd Safety and First Aid d) Child Protection e) Liaising with statutory agencies including but not limited to An Garda Síochána, Health Service Executive and Dublin Fire Brigade. f) Evaluation of event afterwards g) Any other elements you think relevant that improved the delivery or could have improved the delivery. Please confine your response to this question to a maximum of 750 words ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.				
Response to this section – please complete outside the box.				

Start here:

Reference Contract #2 – Lot 4				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
No. of Events Managed per annum for this client				
Summary of the event being used as reference				
Outline your role in the event				
Role / identification of 3 rd parties involved in supporting the event				
Number of participants event designed to accommodate		No. of actual attendees		
What were the deliverables and impact of the project				
What were the three key challenges for this project and how were they addressed?				
Describe unexpected challenges encountered and how they were overcome.				
Were all the project timelines/milestones met? If not explain reasons				
Was project delivered within budget? If not explain reasons				
Describe how the following were approached for the event: a) Event Management Plan, b) Risk Assessment, risk management, emergency management and major emergency reporting. c) Crowd Safety and First Aid d) Child Protection e) Liaising with statutory agencies including but not limited to An Garda Síochána, Health Service Executive and Dublin Fire Brigade. f) Evaluation of event afterwards g) Any other elements you think relevant that improved the delivery or could have improved the delivery. Please confine your response to this question to a maximum of 750 words ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.				
Response to this section – please complete outside the box.				

Start here:

Reference Contract #3 – Lot 4				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
No. of Events Managed per annum for this client				
Summary of the event being used as reference				
Outline your role in the event				
Role / identification of 3 rd parties involved in supporting the event				
Number of participants event designed to accommodate		No. of actual attendees		
What were the deliverables and impact of the project				
What were the three key challenges for this project and how were they addressed?				
Describe unexpected challenges encountered and how they were overcome.				
Were all the project timelines/milestones met? If not explain reasons				
Was project delivered within budget? If not explain reasons				
Describe how the following were approached for the event: a) Event Management Plan, b) Risk Assessment, risk management, emergency management and major emergency reporting. c) Crowd Safety and First Aid d) Child Protection e) Liaising with statutory agencies including but not limited to An Garda Síochána, Health Service Executive and Dublin Fire Brigade. f) Evaluation of event afterwards g) Any other elements you think relevant that improved the delivery or could have improved the delivery.				

Please confine your response to this question to a maximum of **750 words** ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.

Response to this section – please complete outside the box.

Start here:

A9 Health & Safety - LOT 4

Weighting: Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff and systems in place which support their health and safety compliance at client events. 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 for Health & Safety:				
--	--	--	--	--

Health & Safety management	Externally Certified		In-house	
----------------------------	----------------------	--	----------	--

If externally certified, please provide the following information [repeat where necessary]:

Name of Certification Body:	
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Date of most recent certification:	
------------------------------------	--

Scope of Certification:	
-------------------------	--

I confirm that evidence of compliance will be provided promptly on request.	Yes		No	
---	-----	--	----	--

Please describe your approach to the management of specific Health & Safety requirements around management of events.				
---	--	--	--	--

A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration

Weighting: Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Arts Office may require members to meet vetting requirements of Dublin City Council arising thereof. This covers members for work in all areas of Dublin City Council.

I agree to undergo Garda Vetting for Dublin City Council.....

☐

I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration).....

☐

____/____/____

The Arts Office may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

☐

Name of Applicant	
List relevant 3 rd Parties as per list provided in the application above	
Signature	
Date:	

APPENDIX E: PANEL APPLICATION FORM: LOT 5 – Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals

Contracting Authority:	Dublin City Council
Procedure:	Panel under Competitive Procedure with Negotiation on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of Panel	The panel will be established for six (6) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panel, any party who fails to qualify may re-apply at any time.
Name of Applicant	

Panel / Lots Applied for	Lot 1	Arts and Cultural Programming and Co-ordination Services	
	Lot 2	Arts and Cultural Project Co-ordination Services	
	Lot 3	Arts & Cultural Grant Application/Programme/Project Assessment Services	
	Lot 4	Event Management Services for Artistic/Cultural Events	
	Lot 5	Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals	

ALL CRITERIA ARE PASS/FAIL CRITERIA

A2. APPLICANT SUMMARY – LOT 5 – Arts and Cultural Programming, Design and Co-ordination Services combined with Event Management – Larger Arts & Cultural Festivals

Weighting: Pass/Fail only.

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.)			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent)			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC ¹²	Yes	No	
Reliance on other Entities (if applicable)			
Are you relying on other entities including subcontractors to meet some/or all of the qualification requirements for this Lot application?			
If yes, please provide details of the other parties being relied upon below and the third-party must be clearly identified throughout the response:			
Details and contributions of Third parties (if applicable):			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party		

¹² ***Definition as per 2003/361/EC** The company 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 EUR50million, and/or an annual balance sheet total not exceeding EUR43million.

Self-Declaration Form (A3-A5) - LOT 5

A3 Tax Compliance

Weighting: Pass/Fail

Pass Requirement: Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

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	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ¹³)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

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
	☐	☐

AND (if applicable)

Tax Compliance Declaration of Third Parties

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

¹³ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A4 Financial Capacity– LOT 5

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	Yes	No
I confirm that our turnover exceeded €200,000 per annum in one of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply evidence of financial standing promptly when requested to verify the tenderer party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 .		
Turnover Relating to Lead Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€

A5 Insurances – LOT 5

Declaration to raise insurances when required:

I confirm that if successful in any contracts under the Panel, where the insurance levels required below are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly for the purposes of delivering services under the Panel.	Yes	No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excess	Expiry Date
Employers Liability (not required for sole traders with no employees)	€13 million			
Public Liability	€6.5 million			
Professional Indemnity	€2.6 million			
I confirm that I will provide the following promptly on request: Evidence of insurances in place And/or Letter from Insurance Broker confirming that the required insurance forms and levels can be put in place if successful			Yes	No
Please note that increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.				
Authorised Signatory:				
Name in Block Capitals:				
Position				

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 - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; 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 applicant 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/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent 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)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure and record all Declarations are completed by all relevant third parties.		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 and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:

Name of Economic Operator:

List relevant 3rd Parties as per list provided in the application above

Authorised Signatory:

Name in Block Capitals:

A7 Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to the skills sets set out below and the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person e.g. The Health and Safety Specialist and Risk Specialist could be the same person.

Applicants are reminded that they may rely on the resources of other entities (3rd parties e.g. subcontractors) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

Not all events will require all the skilled personnel or quantities listed and some events will require more. However, to ensure the scope of services can be met the following have been identified as minimums. Applicants must guarantee that the personnel listed below shall be fully available. Where a given staff member is not able to do the work indicated, the tenderer must provide a substitute of similar qualifications and experience who is acceptable to the Contracting Authority.

No. of Lots Applied for			
Skillset	Number of Full Time Equivalents (FTE) ¹⁴	Number of FTEs provided by 3rd Parties	Minimum Number Required per Lot applied for
Arts and Cultural Programmer: Responsible for the creation, development, and execution of dynamic, high quality, innovative and diverse arts and cultural programmes that foster public engagement and cultural participation, reflective of the city's rich diversity and creative spirit. Arts and Cultural Programmers have a strong understanding of how to connect various artistic forms with diverse audiences, ensuring that arts initiatives are inclusive, accessible, and impactful for the residents, visitors, and communities of Dublin.			1
Event Manager: Responsible for managing the event which includes planning and co-ordinating.			1
Event Controller: Responsible for ensuring the event is executed on site as planned and agreed to the appropriate standards including Health and Safety			1
Risk Specialist: Responsible for conducting complete risk assessment of events and provide a written report with			1

recommendations. Ability to carry out relevant technical checks as part of risk assessment			
Health & Safety Officer: Responsible for assessing and advising on matters of Health and Safety protection and compliance as part of event planning. This person can also act as the Health and Safety Officer on site.			1
Marketing and promotion of events personnel (includes social media): Responsible for marketing and promotional activities including on social media and through print media, including leaflets and posters			1
Technical support: Responsible for providing the necessary technical support in event set up, deliver including in areas of sound and lighting			1
First Aid: Responsible for providing the relevant first aid response at the event			1
Total			8

A8 Previous Experience – LOT 5

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should refer to instances within the last three years which demonstrate that they have successfully delivered services of a comparable nature, scope, scale, and complexity 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.

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 Authority to judge the similarity of these contracts to the services required.

Applicants are reminded that they may rely on the resources of other entities (3rd parties e.g. subcontractors) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

Reference Contract #1 – Lot 5				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
No. of Events Managed per annum for this client				
Size of the Event e.g. target audience numbers				
Artistic/Cultural purpose of the event				
Summary of the event being used as reference				
Outline your role in the event				
Role / identification of 3 rd parties involved in supporting the event				
Number of participants event designed to accommodate		No. of actual attendees		
What were the deliverables and impact of the project				
What were the three key challenges for this project and how were they addressed?				

Describe unexpected challenges encountered and how they were overcome.	
Were all the project timelines/milestones met? If not explain reasons	
Was project delivered within budget? If not explain reasons	
Describe how the following were approached for the event: i. Artistic Programming Approach and Methodology ii. Event Management Plan, iii. Risk Assessment, risk management, emergency management and major emergency reporting. iv. Crowd Safety and First Aid v. Child Protection vi. Liaising with statutory agencies including but not limited to An Garda Siochana, Health Service Executive and Dublin Fire Brigade. vii. Evaluation of event afterwards viii. Any other elements you think relevant that improved the delivery or could have improved the delivery. Please confine your response to this question to a maximum of 750 words ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.	
Response to this section – please complete outside the box.	

Start here:

Reference Contract #2 – Lot 5				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
No. of Events Managed per annum for this client				
Size of the Event e.g. target audience numbers				
Artistic/Cultural purpose of the event				
Summary of the event being used as reference				
Outline your role in the event				
Role / identification of 3 rd parties involved in supporting the event				
Number of participants event designed to accommodate		No. of actual attendees		
What were the deliverables and impact of the project				
What were the three key challenges for this project and how were they addressed?				
Describe unexpected challenges encountered and how they were overcome.				
Were all the project timelines/milestones met? If not explain reasons				
Was project delivered within budget? If not explain reasons				
Describe how the following were approached for the event: i. Artistic Programming Approach and Methodology ii. Event Management Plan, iii. Risk Assessment, risk management, emergency management and major emergency reporting. iv. Crowd Safety and First Aid v. Child Protection vi. Liaising with statutory agencies including but not limited to An Garda Síochána, Health Service Executive and Dublin Fire Brigade. vii. Evaluation of event afterwards viii. Any other elements you think relevant that improved the delivery or could have improved the delivery.				

Please confine your response to this question to a maximum of **750 words** ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.

Response to this section – please complete outside the box.

Start here:

Reference Contract #3 – Lot 5			
Client Name:			
Contact Name:			
Contact email:			
Delivery Date:	From		To
Contract Value:	€		Period value refers to
No. of Events Managed per annum for this client			
Size of the Event e.g. target audience numbers			
Artistic/Cultural purpose of the event			
Summary of the event being used as reference			
Outline your role in the event			
Role / identification of 3 rd parties involved in supporting the event			
Number of participants event designed to accommodate		No. of actual attendees	
What were the deliverables and impact of the project			
What were the three key challenges for this project and how were they addressed?			
Describe unexpected challenges encountered and how they were overcome.			
Were all the project timelines/milestones met? If not explain reasons			
Was project delivered within budget? If not explain reasons			
Describe how the following were approached for the event: i. Artistic Programming Approach and Methodology ii. Event Management Plan, iii. Risk Assessment, risk management, emergency management and major emergency reporting. iv. Crowd Safety and First Aid v. Child Protection vi. Liaising with statutory agencies including but not limited to An Garda Síochána, Health Service Executive and Dublin Fire Brigade. vii. Evaluation of event afterwards viii. Any other elements you think relevant that improved the delivery or could have improved the delivery.			

Please confine your response to this question to a maximum of **750 words** ensuring you address points (a) to (g) above. If any aspect was not relevant, please confirm and/or justification for exclusion.

Response to this section – please complete outside the box.

Start here:

A9 Health & Safety - LOT 5**Weighting:** Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff and systems in place which support their health and safety compliance at client events. 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	
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Manager responsible for Health & Safety:				
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Health & Safety management	Externally Certified		In-house	
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If externally certified, please provide the following information [repeat where necessary]:

Name of Certification Body:	
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Date of most recent certification:	
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Scope of Certification:	
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I confirm that evidence of compliance will be provided promptly on request.	Yes		No	
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Please describe your approach to the management of specific Health & Safety requirements around management of events.				
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A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration**Weighting:** Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Arts Office may require members to meet vetting requirements of Dublin City Council arising thereof. This covers members for work in all areas of Dublin City Council.

I agree to undergo Garda Vetting for Dublin City Council.....

I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration)

____/____/____

The Arts Office may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

☐

Name of Applicant

List relevant 3rd Parties as per list provided in the application above

Signature

Date: