



APPENDIX A: PRE-QUALIFICATION QUESTIONNAIRE / PANEL APPLICATION FORM

1 General Information

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.

Use of PQQ Response Document

Please note that information relating to this PQQ, 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 accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority has provided a PQQ Response Document uploaded separately on eTenders for Applicants to use in preparing their response to this PQQ. This document and format must be used, failure to use the PQQ Response Document issued may result in your elimination from the competition.

2 About the Contracting Authority

Dublin City Council is the largest Local Authority in Ireland, employing approximately 5,900 staff. The 2024 Revenue Budget amounts to €1.34 billion, while the three-year Capital Programme 2025 to 2026 amounts to €3.348 billion.

The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g. provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g. libraries, sports facilities parks, community development and housing welfare services). The City Council also provides emergency services through Dublin Fire Brigade.

Council facilities are spread geographically throughout the city and are also located outside the Dublin City Council area. The Council headquarters are located at Wood Quay, Dublin 8.

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

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

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

3 About the Panel and Procurement Procedure

The Contracting Authority proposes to engage in a competitive process for the establishment of a Panel for the provision of Event Management Services for Seasonal Arts and Cultural Family Friendly Activations and Pop-ups within the public domain including parks, and public spaces, within the Dublin City Council Administrative Area (**in particular the city centre**) with less than 5,000 attendees in any one place at any one time.

It is emphasised that a Panel constitutes no guarantee to purchase a specific quantity of supplies or services from a particular Economic Operator. Indeed, the Contracting Authority reserves the right to operate outside of the Panel at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the Panel approach has been adopted in order to leverage efficiencies and maximise cost savings over the duration of the Panel.

4 Estimated Value of the Panel

The estimated total value of purchases pursuant to the Panel:

is in the region of €15,000,000 (excl. VAT) over the lifetime of the Panel.

For information purposes only the average contract value under this Panel will be in the range:

Is in the region of €20,000 to €80,000 (excl. VAT)

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

The value of any individual call-off contract awarded under this framework may be significantly higher, than the amounts referenced, depending on the specific requirements for that call-off contract.

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Contracting Authority:	Dublin City Council
Title	Establishment of a Panel for the provision of Event Management Services for Seasonal Arts and Cultural Family Friendly Activations and Pop-ups within the public domain including parks, and public spaces, within the Dublin City Council Administrative Area (in particular the city centre) with less than 5,000 attendees in any one place at any one time.
Procedure:	Panel under Restricted Procedure on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU. Panel under Restricted Procedure 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.
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	

SECTION A – PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The 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.				

A1b Relying on the Capacity of other Entities (see Section 5.8)

Applicants can rely on the capacity of other entities. If the Applicant wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Section A of the PQQ must be completed by those parties, and the Prime Applicant must confirm that if successful that those other parties are available to deliver the services when required and may be required to co-sign the formal Services contract.

Is the Applicant a Prime Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	Yes		No	
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If yes, please provide the information below on the other parties in A1b and provide details below on the type of grouping e.g. consortium, joint venture, subcontracting etc.

Is the Applicant a party upon whom the Prime Applicant is relying upon as part of their application?	Yes		No	
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If yes please furnish a completed Section A of this PQQ to the Prime Applicant for submission

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A1c Reliance on other Entities - Details and Contributions:

Name	Service to be delivered and/or criterion where Applicant is relying on their resources	Section A including all sub-sections completed			
		Y		N	
		Y		N	
		Y		N	

Confirmation that relevant information is provided for all entities upon whose capacity the Applicant is relying upon and their agreement to participate has been secured.

Y		N	
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Self-Declaration Form (A2-A5)
A2 Tax Compliance

Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	
		No	
Tenderer Name:			
Tax Reference Number (PPSN):			
Access Number:			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:		Yes	
		No	
Registration Number:			
Certificate Number:			
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	
		No	

A3 Financial Capacity			
	Minimum Turnover Requirement		
	€750,000		
Financial Capacity – Complete Relevant Section			
I confirm that our turnover exceeded €1,000,000 per annum in any one (1) of the last three financial years.			
Financial Year	2022	2023	2024
Turnover	€	€	€
Month of financial year end			
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)	Yes		
	No		
I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.	Yes		
	No		
I confirm that our turnover exceeded €750,000 per annum in any one (1) of the last three financial years.			

A4 Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€13 million		
Public Liability	€6.5 million		
Professional Indemnity	€2.6 million		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful		Yes	
		No	
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.		Yes	
		No	
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.			
Authorised Signatory:			
Name in Block Capitals:			
Position			

A5 - 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 Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future Applications and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

A6 – Personnel and Skills			
A6 – Personnel and Skills	A6 – Personnel and Skills	A6 – Personnel and Skills	A6 – Personnel and Skills
Skillset	Number of Full Time Equivalents (FTE) ¹	Number of FTEs provided by 3rd Parties	Minimum Number Required
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
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
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
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
Steward: Responsible for ushering/ticketing, directing attendees.			1
Event Security Personnel: Responsible for event security either a door supervisors or security guards			1
First Aid: Responsible for providing the relevant first aid response at the event			1
Total			9

SECTION B – WEIGHTED CRITERIA

B1 PREVIOUS EXPERIENCE

Weighting: 75% (Maximum 7,500 points)

Minimum requirement to remain eligible in the competition (Minimum score 3750 points):

ALL CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Applicants must demonstrate to the satisfaction of Dublin City Council that they have the experience necessary to meet the requirements of the Framework Agreement (including the Call-Off Contracts that may be issued thereunder). In order to demonstrate that the Applicant meets this criterion, each Applicant must submit, by completing the reference contract templates in the PQQ Response Document:

Details of **four (4) reference contracts** which demonstrate, to the satisfaction of Dublin City Council, the Applicant's experience in successfully delivering event management services for outdoor events in the public domain, parks and public spaces with the specific requirements set out at (A) (B) (C) **and** (D) below. Each reference contract must relate to event management services delivered **within the 36 months prior to the deadline for submission of the PQQ responses**. Reference contracts outside this timeframe will not be considered.

Each reference contract must be unique and cannot be duplicated, e.g. repeated annual events will only count as one event.

(A) **Each** reference contract **must**:

- (i) Relate to events with attendees less than 5,000 people in any one place at any one time and located in outdoor events in the public domain, parks and public spaces. Indoor events will not be accepted as a reference contract for this requirement.
- (ii) Demonstrate how the Applicant successfully managed, produced, designed and delivered the reference contract event, including but not limited to:
 - a. Dealing with all relevant stakeholders
 - b. Preparation and production of relevant statutory and applicable documents for (these documents do not need to be provided with the response but should be addressed).
 - c. Highlight the main safety issues associated with the event and how these were addressed.
- (iii) Demonstrate how the Applicant was the lead event organiser for each of the reference contract events. Subcontracted roles will not be accepted as a reference contract for this requirement.

(B) The **four (4)** reference contracts **must** include examples involving public road closures and within outdoor events in either the public domain or parks or public spaces.

(C) No more than **one (1)** of the four (4) reference contracts can relate to an event in a park.

(D) At least **two (2)** of the four (4) reference contracts **must** have an event budget (i.e. turn-key event to include event organisers fee, sub-contractors fees, all administration costs etc.) in excess of €50,000 plus VAT.

(E) At least one (1) of the reference contracts must have taken place in Ireland.

Applicants must use the table format in the PQQ Response Document for their answers and must respond to each element of the table.

In completing the table for each reference project, Applicant's must provide sufficient information to allow Dublin City Council to evaluate whether all of the requirements at (A), (B) (C) (D) and (E) above have been met and whether the services have been successfully delivered. If all the requirements at (A), (B) (C) and (D) are not demonstrated in the response, it shall be marked as a FAIL and the Applicant shall be eliminated from the Competition.

Applicants will note that they are to provide contact details for referees for each reference project. Dublin City Council has the right (but shall not be obliged) to contact the referees to verify the information being provided, without further reference to the Applicant. It is the responsibility of Applicants to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by Dublin City Council.

Internal reference projects (for example, service delivery to another group company) are not permitted.

Dublin City Council may require supporting documentation to verify the details provided by the Applicant and Applicants must provide such supporting information without delay when requested by Dublin City Council. However, where the Applicant is unable, for a valid reason, to provide the requested documentation, the Applicant must inform Dublin City Council of the reason as to why the documentation cannot be supplied and, if Dublin City Council considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of Dublin City Council, that they have the required capacity.

Reference contracts are limited to four (4). If more than four (4) reference contracts are provided, Dublin City Council will only evaluate the first four (4) reference contracts in the order they appear in the PQQ Response Document, the remainder will be ignored.

Reference Contract #1			
Event Title			
Customer Name			
Contract Start Date			
Contract Finish Date (if applicable)			
Event Budget (excl. VAT)			
Did the event have more than 5,000 attendees in any one place at any one time		Yes	No
Total number attending the event			
Location e.g. public domain, parks and public spaces			
Contract reference	Name		
	Address		
	Telephone		
	Email		
Detailed description of the services provided in no more than four (4) x A4 pages demonstrating the impact of the project. Taking account of the features of the reference contract, please provide information demonstrating how the specific requirements set out at (A) were met and, where applicable, how the requirements at (B) (C) (D) and (E) above were met. If any sub-contractors were used, explain what they did and the value (in €) of their work.			

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and they must be clearly identified e.g. referring to the relevant Reference Contract number to which is applies. Any supporting documents provided will not be considered as part of the page limits for the response, however the quantity of any supporting documents should be relevant and reasonable.

Reference Contract #2				
Event Title				
Customer Name				
Contract Start Date				
Contract Finish Date (if applicable)				
Event Budget (excl. VAT)				
Did the event have more than 5,000 attendees in any one place at any one time		Yes		No
Total number attending the event				
Location e.g. public domain, parks and public spaces				
Contract reference	Name			
	Address			
	Telephone			
	Email			
Detailed description of the services provided in no more than four (4) x A4 pages demonstrating the impact of the project. Taking account of the features of the reference contract, please provide information demonstrating how the specific requirements set out at (A) were met and, where applicable, how the requirements at (B) (C) (D) and (E) above were met. If any sub-contractors were used, explain what they did and the value (in €) of their work.				

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and they must be clearly identified e.g. referring to the relevant Reference Contract number to which is applies. Any supporting documents provided will not be considered as part of the page limits for the response, however the quantity of any supporting documents should be relevant and reasonable.

Reference Contract #3				
Event Title				
Customer Name				
Contract Start Date				
Contract Finish Date (if applicable)				
Event Budget (excl. VAT)				
Did the event have more than 5,000 attendees in any one place at any one time		Yes		No
Total number attending the event				
Location e.g. public domain, parks and public spaces				
Contract reference	Name			
	Address			
	Telephone			
	Email			
Detailed description of the services provided in no more than four (4) x A4 pages demonstrating the impact of the project. Taking account of the features of the reference contract, please provide information demonstrating how the specific requirements set out at (A) were met and, where applicable, how the requirements at (B) (C) (D) and (E) above were met. If any sub-contractors were used, explain what they did and the value (in €) of their work.				

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and they must be clearly identified e.g. referring to the relevant Reference Contract number to which is applies. Any supporting documents provided will not be considered as part of the page limits for the response, however the quantity of any supporting documents should be relevant and reasonable.

Reference Contract #4			
Event Title			
Customer Name			
Contract Start Date			
Contract Finish Date (if applicable)			
Event Budget (excl. VAT)			
Did the event have more than 5,000 attendees in any one place at any one time		Yes	No
Total number attending the event			
Location e.g. public domain, parks and public spaces			
Contract reference	Name		
	Address		
	Telephone		
	Email		
Detailed description of the services provided in no more than four (4) x A4 pages demonstrating the impact of the project. Taking account of the features of the reference contract, please provide information demonstrating how the specific requirements set out at (A) were met and, where applicable, how the requirements at (B) (C) (D) and (E) above were met. If any sub-contractors were used, explain what they did and the value (in €) of their work.			

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and they must be clearly identified e.g. referring to the relevant Reference Contract number to which is applies. Any supporting documents provided will not be considered as part of the page limits for the response, however the quantity of any supporting documents should be relevant and reasonable.

B1 Health & Safety

Weighting: Maximum Score 2500 marks/Minimum score 1250

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:				
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.				