



cetb
Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board

Appendix A - Lot 3

TENDER RESPONSE DOCUMENT

Title:	Lot 3 – The Supply and Delivery of Various Operational Training Vehicles to Cork Education and Training Board
eTenders/OJEU Ref:	CFT: 6394595
Closing Date for Submissions:	1st of October 2025 at 13:00 hrs
Contracting Authority:	Cork Education and Training Board
Tenderer Name:	
Contact Email:	
Phone:	

THIS DOCUMENT AND THE ASSOCIATED APPENDICES PROVIDED BY CORK ETB MUST BE USED IN PREPARATION OF YOUR TENDER RESPONSE. FAILURE TO COMPLY WILL RESULT IN YOUR ELIMINATION.

THE TENDER RESPONSE MUST BE UPLOADED AS A ZIP FILE IN ORDER TO PROTECT THE INTEGRITY OF FILE NAMES.

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1. Instruction for Completion

This document **MUST** be used for the submission of tenders.

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

2. Response to the Selection Criteria

2.1 General Contact Information

Tenderer Summary				
Weighting: Pass/Fail				
Pass Requirement: Tenderers must complete this Section				
Organisation Name:				
Contact Name:				
Position:				
Address:				
Telephone (Office):				
Telephone (Mobile):				
Email:				
Website:				
VAT Registration Number:				
Date of Establishment:				
Legal Status (Company, Sole Trader, etc.):				
Is the Tenderer a Small and Medium Enterprise (SME)?	Yes		No	
SMEs are enterprises which employ fewer than 250 persons, and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million				
Is the tenderer a consortium / group of Economic Operators?	Yes		No	
If yes, please provide the following information				
Name/Address	Proposed role in the Contract	Are you relying on them to meet selection criteria, if yes, please identify which criterion.		

2.2 Financial Information – Pass/Fail Criteria

Tax Compliance			
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	
		No	
Tenderer Name:			
Tax Reference Number (PPSN):			
Access Number:			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:		Yes	
		No	
Registration Number:			
Certificate Number:			
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	
		No	
Financial Capacity			
I confirm that our turnover for each of the last three financial years exceeded €2m. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021.			
Financial Year	2024	2023	2022
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 tenderer party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.		Yes	
		No	

Insurances			
I confirm that we have the following insurances in place:			
Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful		Yes	
		No	
I confirm that if successful, where the levels required under the contract or framework 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.			
Signed:			
Position:			
Date:			

2.3 Declaration Bona Fides & Statutory Obligations – Pass/Fail Criteria

Declaration of Bona Fides & Statutory Obligations (Under Public Sector Directive 2014/24/EU - Article 57)			
Weighting: Pass/Fail Pass requirement: Tenderers must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant tenderer 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 tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
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.			
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.		YES	
		NO	
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.		
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading			

information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:

Authorised Signatory:

Name in Block Capitals:

Date:

Position:

2.4 Technical Resources & Capacity – Pass/Fail Criteria

Submissions will be reviewed for relevance and applicants may be excluded on the basis of this review.

Technical Resources and Capacity (manpower, skills and technical resources)

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition:

Tenderers must demonstrate sufficient manpower, skills and technical resources are available to them to support a contract of the nature specified.

*(Outline your technical resources and capacity as part of your response. **Mere affirmation is not sufficient**)*

Tenderers Response:

Sub-Contractors (If relevant)

If relevant, the Tenderer must name all sub-contractors who may be involved in the contract and detail their responsibilities. Tenderers must also demonstrate that any proposed sub-contractors must have the necessary capacity and resources to complete the responsibilities assigned.

*If no sub-contracting requirement, please insert text **“Not Applicable, no subcontractors required for this contract”**.*

Tenderers Response:

2.5 Company Profile – Pass/Fail Criteria

Company Profile

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition:

Tenderers must provide a brief outline of their company/group profile which demonstrates they are actively engaged in the motor industry and are a garage capable of supplying vehicles as per the tender specification.

*(Outline your company profile as part of your response. **Mere affirmation is not sufficient**)*

Tenderers Response:

Core Area of Business:

Range of Services Offered:

Markets Served:**2.6 Health & Safety – Pass/Fail Criteria**

Health & Safety				
Weighting: Pass/Fail				
Minimum requirement to remain eligible in the competition: Tenderers must provide information which demonstrates operation of Health & Safety systems and procedures in line with all relevant Safety, Health & Welfare at Work legislation.				
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:				
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	

2.7 Quality & Assurance – Pass/Fail Criteria

Quality Assurance				
Weighting: Pass/Fail Minimum requirement to remain eligible in the competition: Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether externally certified.				
Do you operate a Quality Management System?	Yes		No	
Manager responsible for Quality:				
Quality management	Externally Certified		In-house	
If externally certified, please provide the following information:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

3. Response to the Award Criteria

3.1 Tenderer's Statement / Form of Tender

TO: Cork Education and Training Board (the "Contracting Authority")

RE: CFT 6394595

I/We have examined the tender documentation and hereby offer to provide **The Supply and delivery of Various Operational Training Vehicles** in accordance with the details contained within the Call for Tender (CFT) document, our Tender Response Document, our Pricing Document and the Criteria D (Ultimate Cost) in the Form of Tender.

I/We confirm that I/we:

- Have priced our tender on the basis of all rates being inclusive of all out-of-pocket expenses (i.e. mileage, subsistence, phone, postage, delivery to CCFET Bishopstown Campus, unpacking and removal of waste) and account / contract management related costs,
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of tenders,
- Agree that you are not bound to accept the most economically advantageous or any tender you may receive
- Agree that the rates stated are maximum prices for the first twelve months of the framework agreement,
- Have read and thoroughly examined the CFT,
- Fully understand the CFT and the Client's requirements,
- Undertake to treat the details of the CFT, its tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the framework agreement has been established between the Contracting Authority and the tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the CFT or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the CFT except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, civil/family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.

- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

Signed:	
Name (in Capital Letters):	
On behalf of:	
Address:	
Telephone (Office):	
Telephone (Mobile):	
Email:	
Date:	

3.2 Response to Qualitative Award Criteria

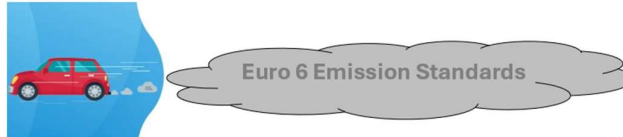
Criteria		Weighting	Maximum Score	Minimum Score Required
A	Quality and Technical	50%	5,000	2,500
Tenderers should set out in detail how the proposed operational training vehicle to be supplied meets or exceeds the minimum specification of requirements set out in Section 5.2 Lot 3: • QTY: 2 SUV vehicles – both vehicles must be the same make and model • 1.6l Diesel • 4 cylinder • Good access to fuel injection components • Adblue system • Beam axle • Electric parking brake (discs) • To be fitted with towbar and 13 pin trailer socket The vehicles overall mechanical and general condition, and its suitability as training vehicle in a training environment. Photographs of the proposed vehicle, external and internal including the engine, can be included. As part of the assessment under this criterion the proposed vehicle must be made available for inspection by training instructors and procurement staff to determine the suitability of the vehicle. All requested details and documentation must be supplied.				

Tenderer should enter their response to Criterion A here.

2 Vehicles Required	
Vehicle Details	Tenderer's Response
Vehicle Make:	
Model:	
Manufacturer Date:	
Note: Both vehicles must be new.	
Requirement	Tenderer's Response
Does the vehicles engine conform with the minimum of the Euro 6 emission standards?	
Is the vehicle fitted with ADAS conforming to EU GRS Regulations?	
Does the vehicle have a 1.6l diesel engine?	
Is the engine a 4 cylinder engine?	

Does the vehicle have an Adblue system?	
Does the vehicle have a beam axle?	
Does the vehicle have an electric parking brake/discs?	
Does the vehicle have a towbar and 13 pin trailer socket fitted?	
Please confirm that copies of the vehicles original workshop repair manuals, maintenance manuals, technical specifications and electrical wiring diagrams will be supplied with the vehicle.	
Please confirm that a least 2 keys will be supplied with each vehicle.	
Please confirm that the vehicle has excellent access the fuel injection components?	
Any additional information you wish to provide in relation to Criterion A can be provided here:	

Criteria		Weighting	Maximum Score	Minimum Score Required
B	Delivery and Aftersales Support	10%	1,000	500
All vehicles are required to be in place no later than close of business on 11th November 2025. Failure to commit to this delivery date will result in automatic disqualification from the tender process. Delivery must include all shipping charges, insurance, customs duties and all aspects as outlined in Delivered Duty Paid (DDP) incoterms. Delivery must be DDP to: CCFET Bishopstown Campus, Rossa Ave., Bishopstown, Cork City, T12 EE94. Tenderers are required to specify the availability, lead-time and warranty for replacement parts for all vehicles will be available if required. Please give details of Delivery and Aftersales Support below.				
Tenderer's Response				

Criteria		Weighting	Maximum Score	Minimum Score Required
C	Sustainability	5%	500	250
To help reduce vehicle exhaust pollutants, all vehicles supplied must conform to a minimum of the Euro 6 standards maximum limit on emissions of no more than 80mg/km of NOx gas.  Please provide details on the steps your organisation has taken to reduce its impact on the environment below? The garages/motor groups Environmental and Sustainability Policy can be provided as part of your response.				
Tenderer's Response				
				

Criteria		Weighting	Maximum Score	Minimum Score Required
D	Ultimate Cost	35%	3,500	N/A
Tenderers are required to outline the cost of each vehicle by completing the Pricing Document (Appendix B) .				

4. Confirmation Check

Relevant Documents Completed				
I confirm that I have completed the relevant elements of this Tender Response Document.	Yes		No	
I confirm that I have completed the Art. 57 declaration contained in this Tender Response Document, and I acknowledge that any changes in the circumstances confirmed in this declaration will be notified immediately to the Contracting Authority.	Yes		No	
I confirm I have responded to all the mandatory requirements in this Tender Response Document - Pass/Fail Criteria	Yes		No	
I confirm that I have read and accept the terms of the Contract and the Framework Agreement Terms and Conditions.	Yes		No	
I confirm I have completed the Form of Tender and signed the Tenderer's Statement	Yes		No	
I confirm that I have responded to all Award Criteria	Yes		No	
I confirm that I have completed the Pricing Document (Appendix B)	Yes		No	

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