

Clarifications with regard to Request for Tenders to Establish a Multi Supplier Framework for the Provision of Legal and Related Services in the Collection of Certain Revenue Debt

Clarifications 09/09/2025		
#	Question	Answer
1.	In relation to page limits in the tender response document, is there a page limit for the CVs to be included in the response? Also, if there is a limit of one page per response, does this mean one full page of a response excluding the question?	Regarding CVs – it is not envisaged that the CV would extend beyond 2 pages in total. Regarding limit of one page – yes, it is expected that the response will encompass one full page exclusive of the question.
2.	Where a Law Firm is an incumbent supplier to the Revenue under the existing Framework for Provision of Legal and Related Services in the Collection of Certain Revenue Debt, is it permitted to cite experience under this contract as one of the contracts to be listed under "Previous Experience" in Section B (Page 7) of the TDR?	The wording of the Request for Tender and the Tender Response Documents outline that the respondent should provide details of delivering legal services similar to those required by Revenue for <u>two other clients or agencies</u> within the last 3 years. It is expected that the respondent would not cite the current contract with Revenue.
3.	Under Award Criterion B, Approach and Methodology to Service Delivery (i) to (iv) inclusive, (Page 13 of the TDR), is it permitted to include attachments over and above the stipulated limit of 1 page for each question, e.g. workflows, process maps, court processes etc?	It is not permitted to include additional attachments. It is envisaged that the respondents should be able to provide adequate information within the prescribed limits.
4.	In relation to the above, the TDR , (page 14), states: "Tenderers should provide a description of their current ICT capabilities and details of how they would adapt their ICT infrastructure to meet Revenue's requirements as set out in the "Solicitor Enforcement Referral System" specification documents within the required timescale.",	It is expected that all respondents should provide a description of their current ICT capabilities. In the case of an incumbent supplier to Revenue under the current framework for the Provision of Legal and Related Services in the Collection of Certain Revenue Debt, the Firm is not required to outline details of how they would adapt their ICT infrastructure to meet Revenue's requirements - it is sufficient to outline that the Firm's current ICT capabilities (as outlined above) are currently operating to Revenue's requirements under the current framework.

	may I ask, where a Law Firm is an incumbent supplier to Revenue on the existing Framework for the Provision of Legal and Related Services in the Collection of Certain Revenue Debt, how should it reply to the above requirement ? Should the incumbent firm, for example, describe its current ICT capabilities and details of how it currently adapts its ICT infrastructure to meet Revenue's requirements as set out in the "Solicitor Enforcement Referral System" ?	
6.	We note per the RFT that tenderers are required to demonstrate satisfactory experience of at least 2 contracts of a similar nature and scale to that required by Revenue. Please confirm if a current contract with Revenue may be used as an example of a tenderer's experience	The wording of the Request for Tender and the Tender Response Documents outline that the respondent should provide details of delivering legal services similar to those required by Revenue for <u>two other clients or agencies</u> within the last 3 years. It is expected that the respondent would not cite the current contract with Revenue.
7.	Can you please consider increasing the maximum number of pages for each of Section B Organisational Details Questions i to iv, Section C Award Criterion A, Questions i to ii, Section C Award Criterion B Questions i to iv and Section C Award Criterion C. At present, the response for each of these questions is limited to 1 to 2 pages dependant on the question. Given the scope of the requirements outlined in the RFT, these page limits may constrain the ability of tenderers to submit sufficiently detailed responses to address the requirements asked. Can you please consider increasing the page limit? Based on experience with other public sector tenders we would suggest a page limit for each individual question of 5 to 8 pages would be appropriate.	Following a review of the document, a decision has been taken to amend the requirements as follows: <u>Section B:</u> i) Max 2 pages ii) Max 2 pages iii) Max 2 pages iv) Max 2 pages <u>Section C:</u> Award Criterion A: i) Max 3 pages Award Criterion B: i) Max 2 pages ii) Max 2 pages iii) Max 2 pages

		iv) Max 2 pages Award Criterion C: Max 3 pages The Tender Response Document has been updated to reflect these changes.
8.	In respect of each individual RFT question at Section B Organisational Details and Section C Award Criterion A to C, can you please confirm if organograms charts diagrams can be included as part of the tender response to supplement the written response, and if same are permitted, whether such organograms charts diagrams can be included in addition to, and not as part of the given page count.	It is not permitted to include additional attachments. It is envisaged that the respondents should be able to provide adequate information within the prescribed limits.
9.	In respect of Section C Award Criterion A, Question i, can you please confirm if the CVs to be provided as part of the tender response are in addition to, and do not form part of, the given page limit for the response to this question.	Yes, the CVs to be provided are in addition to the page limit. A template CV is provided in Appendix 1 of the Tender Response Document.
10.	The template CV provided in Appendix 1 includes three sections headed Biographical Details, Qualification Details: Educational Professional Training Record, and Employment Record. Ordinarily, public sector tenders include a further section headed Specialist Knowledge and Expertise or similar where the relevant experience and skills of the key personnel can be included. Please confirm that tenderers can include a section of this kind in the CVs to be submitted as part of the tender response.	An additional section has been added to the template in order to facilitate entry for "Specialist Knowledge and Expertise". It remains envisaged that the CV would not extend beyond 2 pages in total.
11.	We note that Award Criterion D Environmental Factors refers to the Climate Action Plan 2023. We note that Climate Action Plan 2025 was approved by the Government of Ireland on 15 April 2025. Please	Yes, the Tender should read Climate Action 2025 at this point.

	confirm if the reference to the Climate Action Plan 2023 should be read as meaning the Climate Action Plan 2025.	
12.	Could you confirm whether it is in order for us to insert a table setting out the abbreviations used for our clients' names within the document?	While it is not permitted to include additional attachments, respondents may include tables in their responses. Respondents should be aware that such tables must conform to the font and font size requirements and will be included as part of the page limitations.
Clarifications 2 23/09/2025		
14	In relation to CV's we would be obliged if you could please clarify the following: a) In the interests of fairness(comparing like with like) can you please confirm the maximum number of CV's that can be included; b) How will differing number of CV's be compared on a like for like basis (e.g. Firm A submits 4 CVs and Firm B submits 8 CV's of the same quality will Firm B Score more per se);	a) There is no maximum limit on the number of CV's that can be included, however respondents are advised in the RFT that the CV's should be limited to "relevant staff" as outlined in Award Criterion A, along with a CV for the proposed partner who would assume responsibility for managing the Contract with Revenue if successful. b) Respondents should note that there will be no correlation between a larger number of CV's and a higher score. All CV's will be assessed on merit in line with additional detail provided about the firm itself.
15	In relation to the allocation of work and the "rotation mechanism" referred to on page 3 at 1.6 of the RFT (i.e. the rotation), you might please clarify how this rotation system has worked in practice in the past.	The rotation system has worked satisfactorily and equitably to refer cases between solicitors in an unbiased sequential fashion. The rotation system is contained wholly within the Revenue systems – whereby the referrals to the Framework Members are made on a "round-robin" basis.
16	Please advise / provide some estimate of the number / volume of Irish language cases work required in the current framework we note "while provision of the services in Irish is not a mandatory requirement the ability to provide same may allow for a higher score". Please advise the number of marks available here ? as the word "may" is unclear	While exact figures are unavailable at present, Revenue can advise that less than 20 referrals were made across current Framework Members in the last five years where the taxpayer is noted as an "Irish speaking case" on Revenue systems. The ability to provide services through Irish where necessary, pursuant to the Official Languages Act, 2003 will be assessed, in accordance with the scoring methodology set out in the RFT, under Criterion A as a whole – in line with the assessment of Relevant Experience and Expertise of the Team Proposed to Perform the Debt Collection Services.