

Annex 2: Tender Response Document (TRD)

CfT for the Establishment of multiple supplier framework agreement for the provision of CEG Application Evaluation panel to review and technically evaluate project applications for the Communities Energy Grant (CEG) scheme.

- The Tender Response Document should be completed in the following font: Calibri Style, font size 11, with single line spacing.
- Tenderers must ensure that they meet all Selection Criteria in Section 7.1 of the Call for Tender before completing Annex 2.
- All tenderers are required to complete Annex 2 Tender Response Document, submissions in any other formats are not eligible for assessment.
- **One Tender Response Document should be completed by each organisation or consortia.**
- The Cost Table must be completed.
- To ensure tenders meet the required qualitative standards, tenders must score at least 60% of the maximum marks, this is equivalent to the minimum score permissible, in respect of each of the criteria 1 and 2 of the Award Criteria.
- Submissions that fail to meet any of the minimum Award Criteria (1 or 2) will not be evaluated for Award Criterion 3 – Cost of Service.
- Failure to complete the Tender Response Document in full for a Lot may invalidate the submission for that Lot and the Tenderer may be eliminated from the tender competition subject to the discretion of SEAI.
- Please note that the terms “Request for Tender” and “Call for Tender” are used interchangeably and have the same meaning, similarly, the terms “RFT” and “CFT” are used interchangeably and have the same meaning.

Checklist for tenderers

Section 1	Section 2 Selection Criteria	Section 3 Award Criteria – Qualitative Criteria (600 marks)	Section 4 Award Criteria – Pricing Schedule(s) (400 marks)
• Company Details • Tenderers’ Statement • Declarations of personal status	• ESPD (online recommended) • Turnover • Insurance • Details of Technical and Professional Capacity	• Complete details pertaining to criteria 1 and 2 • Competency Matrix • Attach a CV for <u>each</u> individual proposed	• Complete details Cost of Service criterion / Pricing Schedule(s) • Signed Statement of Compliance



Note: Please ensure that your tender submission also includes all the information outlined in the Call for Tender document and in particular, Section 8 of the document:

- An online ESPD. Note that for a consortium, an ESPD must be completed by each consortium member and uploaded by the prime consortium member
- *Confirmation of turnover
- *Valid insurance certificates or Statement that Tenderer will obtain appropriate insurance levels, if successful, prior to Contract signing
- *eTax clearance details, relevant tax reference number and tax clearance access number (TCAN)

Section 1 General Information

Company Details

Tendering Party Name (legal name):		
Legal Address of Tenderer		
Contact Person:		
Position:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable		
VAT Registration No:		
Company Registration Number:		
Legal Structure – partnership, limited company, etc.		
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC		
Definition as per 2003/361/EC <i>The category 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 EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.</i>		
Brief Overview of Organisation including services, supplies offered and markets served		
Name of other parties forming part of the tender submission:		
Name:	Proposed Role	Confirmation Relevant information provided for each party

Tenderers' Statement

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

TENDERERS' STATEMENT

TO: Sustainable Energy Authority of Ireland (SEAI) (the "Contracting Authority")

RE: SEAI Call for Tender - Establishment of a multiple supplier framework agreement for the Establishment of multiple supplier framework agreement for the provision of CEG Application Evaluation panel to review and technically evaluate project applications for the Communities Energy Grant (CEG) scheme

Having examined your Call for Tenders (the "CfT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Framework Agreement, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Section 3 of the CfT.
2. We accept all of the Terms and Conditions of the CfT and the terms of the Services Contract / Framework Agreement and agree if admitted to the Framework to execute the Services as outlined in the Services Contract / Framework Agreement.
3. We accept all the Selection and Award Criteria as set out in Section 7 of the CfT.
4. We agree to provide the Contracting Authority with the Services in accordance with the CfT and our Tender.
5. We agree that, if admitted to the Framework / awarded the Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law outlined in the CfT.
6. We confirm that we have complied with all requirements as set out at Part 2 / Section 3 of the CfT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified in the CfT.
8. We shall, if admitted to the Framework / awarded the Services Contract under the CfT, have in place on the Effective Date, and will maintain for the duration, of the Services Contract / Framework Agreement all insurances (if any) as required by Section 2.21 / Section 7.1.3C of the CfT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, SEAI, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.
10. We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
11. The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).



SIGNED

Company name

(Authorised Signatory)

Print name

Address

Date



Tenderers' Statement Appendix A: Foreign Subsidies Regulation

Tenderers are referred to the provisions of Regulation (EU) 2022/2560 of the European Parliament and of the Council on Foreign Subsidies distorting the Internal Market, in addition to Commission Implementing Regulation (EU) 2023/1441, and their obligation to comply therewith. In particular, tenders and candidates should note the requirements under Articles 28 and 29 of Regulation (EU) 2022/2560 relating to the prior notification or declaration of a foreign financial contribution, where the estimated value of the public procurement procedure is equal to or greater than the applicable financial thresholds set out therein.

Where the estimated value of the public procurement procedure is equal to or greater than the financial threshold set out at Article 28 of Regulation (EU) 2022/2560, economic operators are required to comply in full with their obligations under both that Regulation and Implementing Regulation (EU) 2023/1441. In that regard, economic operators are required to complete the relevant form of declaration or notification that apply to their particular circumstances.



Tenderers' Statement Appendix A: Schedule A – Declaration of no foreign financial contributions

[To be completed by notifying parties where the value of the procurement procedure is equal to or greater than the financial thresholds in Article 28 of Regulation (EU) 2022/2560 and where the notifying party has **not** been in receipt of any foreign financial contributions]

TO: Sustainable Energy Authority of Ireland (SEAI) (the “Contracting Authority”) RE: Request for Tenders for the Establishment of multiple supplier framework agreement for the provision of CEG Application Evaluation panel to review and technically evaluate project applications for the Communities Energy Grant (CEG) scheme

We hereby declare that none of the notifying parties has been in receipt of any foreign financial contributions within the meaning of Regulation (EU) 2022/2560.

SIGNED

Notifying Party

(Authorised Signatory)

Print name

Address

Date



Tenderers' Statement Appendix A:
Schedule B – Declaration that any foreign financial contributions
are non-notifiable having regard to the de minimis threshold

[To be completed by notifying parties where the value of the procurement procedure is equal to or greater than the financial thresholds in Article 28 of Regulation (EU) 2022/2560 and where the notifying party has been in receipt of foreign financial contributions that do not exceed *de minimis* aid as defined in Article 3(2) of Regulation (EU) 1407/2013 (i.e. €200,000) per third country over any consecutive three years period]

Form FS-PP relating to the notification of financial contributions in the context of public procurement procedures pursuant to Regulation (EU) 2022/2560

1. Description of the public procurement (Section 1 of Form FS-PP)

2. Information about notifying parties (Section 2 of Form FS-PP)

3. Declaration (Section 7 of Form FS-PP)

None of the notifying parties have received foreign financial contributions notifiable under Chapter 4 of Regulation (EU) 2022/2560



4. Attestation (Section 8 of Form FS-PP)

The notifying party(ies) confirm(s) that, to the best of their knowledge and belief, the information given in this declaration is true, correct, and complete, that true and complete copies of documents required by this Form FS-PP have been supplied, that all estimates are identified as such and are their best estimates of the underlying facts, and that all the opinions expressed are sincere.

The notifying party(ies) confirm that they are aware of the provisions of Article 33 of Regulation (EU) 2022/2560 concerning fines and periodic penalty payments.

Date:

[Signatory 1]

[Signatory 2]

Name:

Name:

Organisation:

Organisation:

Position:

Position:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

Signed:

Signed:



Tenderers' Statement Appendix A:

Schedule C – Declaration of non-notifiable foreign financial contributions (valued between €200,000 and €999,000 in the last three years preceding the declaration)

[To be completed by notifying parties where the value of the procurement procedure is equal to or greater than the financial thresholds in Article 28 of Regulation (EU) 2022/2560 and where the notifying party has been in receipt of foreign financial contributions which are valued between €200,000 and €999,000 in the last three (3) years preceding the declaration. Notifying parties are required to complete Table 2 below and they may aggregate the foreign financial contributions without indicating their values.]

Form FS-PP relating to the notification of financial contributions in the context of public procurement procedures pursuant to Regulation (EU) 2022/2560

1. Description of the public procurement (Section 1 of Form FS-PP)

2. Information about notifying parties (Section 2 of Form FS-PP)

3. Declaration (Section 7 of Form FS-PP)

None of the notifying parties have received foreign financial contributions notifiable under Chapter 4 of Regulation (EU) 2022/2560



4. Attestation (Section 8 of Form FS-PP)

The notifying party(ies) confirm(s) that, to the best of their knowledge and belief, the information given in this declaration is true, correct, and complete, that true and complete copies of documents required by this Form FS-PP have been supplied, that all estimates are identified as such and are their best estimates of the underlying facts, and that all the opinions expressed are sincere.

The notifying party(ies) confirm that they are aware of the provisions of Article 33 of Regulation (EU) 2022/2560 concerning fines and periodic penalty payments.

Date:

[Signatory 1]

[Signatory 2]

Name:

Name:

Organisation:

Organisation:

Position:

Position:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

Signed:

Signed:

**Table 2**

For reporting of foreign financial contributions which are of a value between €200,000 and €999,000 in the last three (3) years preceding the declaration

Third Country	Brief Description of the financial contributions
Country A	
Country B	
Country C	
Country D	



Tenderers' Statement Appendix A:

Schedule D – Declaration of non-notifiable foreign financial contributions (valued between €1,000,000 and €3,999,000 in the last three years preceding the declaration)

[To be completed by notifying parties where the value of the procurement procedure is equal to or greater than the financial thresholds in Article 28 of Regulation (EU) 2022/2560 and where the notifying party has been in receipt of foreign financial contributions which are valued between €1,000,000 and €3,999,000 in the last three (3) years preceding the declaration. Notifying parties are required to complete the table below. They must list all foreign financial contributions received, to include all non-notifiable foreign contributions received in the last three (3) years preceding the declaration.]

Form FS-PP relating to the notification of financial contributions in the context of public procurement procedures pursuant to Regulation (EU) 2022/2560

1. Description of the public procurement (Section 1 of Form FS-PP)

2. Information about notifying parties (Section 2 of Form FS-PP)

3. Declaration (Section 7 of Form FS-PP)

None of the notifying parties have received foreign financial contributions notifiable under Chapter 4 of Regulation (EU) 2022/2560.



4. Attestation (Section 8 of Form FS-PP)

The notifying party(ies) confirm(s) that, to the best of their knowledge and belief, the information given in this declaration is true, correct, and complete, that true and complete copies of documents required by this Form FS-PP have been supplied, that all estimates are identified as such and are their best estimates of the underlying facts, and that all the opinions expressed are sincere.

The notifying party(ies) confirm that they are aware of the provisions of Article 33 of Regulation (EU) 2022/2560 concerning fines and periodic penalty payments.

Date:

[Signatory 1]

[Signatory 2]

Name:

Name:

Organisation:

Organisation:

Position:

Position:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

Signed:

Signed:

**Table**

For reporting of foreign financial contributions which are of a value between €1,000,000 and €3,999,000 in the last three (3) years preceding the declaration, to include all non-notifiable foreign contributions.

Third Country	Type of Financial Contribution (FC)	Brief Description of the purpose of the FC and the granting entity	Estimated value of the FC
Country A			
Country B			
Country C			
Country D			

Tenderers' Statement Appendix A:

Schedule E – Notification of Foreign Financial Contributions

[To be completed by notifying parties where the value of the procurement procedure is equal to or greater than the financial thresholds in Article 28 of Regulation (EU) 2022/2560 and where the notifying party has been in receipt of aggregated foreign financial contributions in the three (3) years prior to notification, valued equal to or greater than €4M per third country].

1. Description of the public procurement (Section 1 of Form FS-PP)

2. Information about notifying parties (Section 2 of Form FS-PP)

3. Foreign Financial Contributions – (Section 3 of Form FS-PP)

3.1 For the purposes of this section 3.1, the notifying party(ies) should report foreign financial contributions falling into the scope of Article 5(1), points (a), (b), (c) and (e) of Regulation (EU) 2022/2560, which are amongst the most likely to distort the internal market.

3.1.1. In order to allow the Commission to determine whether a foreign financial contribution has been granted to an undertaking that was ailing within the meaning of Article 5(1)(a) of Regulation (EU) 2022/2560, notifying parties should indicate whether any of the following conditions were met at any point of time in the three years prior to the notification.

3.1.1.1. Is the notifying party a limited liability company, where more than half of its subscribed share capital has disappeared as a result of accumulated losses?

☐ yes ☐ no

3.1.1.2. Is the notifying party a company where at least some members have unlimited liability for the debt of the company, and where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses?

☐ yes ☐ no

3.1.1.3. Is the notifying party subject to collective insolvency proceedings or does it fulfil the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors?

☐ yes ☐ no

3.1.1.4. In the case the notifying party in question is not an SME:

3.1.1.4.1. has the notifying party's book debt to equity ratio been greater than 7,5 for the past two years

and

3.1.1.4.2. has the notifying party's EBITDA interest coverage ratio been below 1,0 for the

past two years?

☐ yes ☐ no

3.1.1.5. If the reply to any of the questions in sections 3.1.1.1 to 3.1.1.4 was 'yes' in relation to any of the notifying parties, please indicate whether during the period in which the undertaking in question was ailing, it received any foreign financial contributions that may have contributed to restore its long-term viability (including any temporary liquidity assistance designed to support that restoration of viability) or to keep that party afloat for the short time needed to work out a restructuring or liquidation plan.

Notifying party(ies) ☐ yes ☐ no

3.1.1.6. If the reply to any of the questions in sections 3.1.1.1 to 3.1.1.4 was 'yes' in relation to any of the notifying parties, indicate if there is a restructuring plan capable of leading to the long-term viability of that party and if this restructuring plan includes a significant own contribution by the notifying party and provide details of that plan.

3.1.1.7. If the reply to any of the questions in points 3.1.1.1 to 3.1.1.4 was 'yes', please substantiate the answer, including references in the answer to the supporting evidence or documents that are to be provided in annexes (such documents may include, but are not limited to, the notifying party's latest profit and loss account statements with balance sheets, or court decision opening collective insolvency proceedings on the company or documents providing evidence that the criteria for being placed under insolvency proceedings at the request of creditors under national company law are met, etc.).

3.1.2. Has the notifying party been in receipt of a foreign financial contribution in the form of an unlimited guarantee for the debts or liabilities of the undertaking, namely without any limitation as to the amount or the duration of such guarantee (Article 5(1)(b)) of Regulation (EU) 2022/2560.

☐ yes ☐ no

3.1.3. Has the notifying party been in receipt of an export financing measure that is not in line with the OECD Arrangement on officially supported export credits (Article 5(1)(c)) of Regulation (EU) 2022/2560.

☐ yes ☐ no

3.1.4. Has the notifying party been in receipt of a foreign financial contribution enabling an undertaking to submit an unduly advantageous tender on the basis of which the undertaking could be awarded the relevant contract (Article 5(1)(e)) of Regulation (EU) 2022/2560.

☐ yes ☐ no

- 3.2.** For each foreign financial contribution equal to or in excess of EUR 1 million granted to the notifying parties in the three years prior to the notification that may fall into any of the categories of Article 5(1), points (a) to (c) and (e) of Regulation (EU) 2022/2560, the notifying party must provide the following information and provide supporting documents:
- 3.2.1. Form of the financial contribution (e.g. loan, tax exemption, capital injection, fiscal incentive, contributions in kind, etc.).
 - 3.2.2. Third country granting the financial contribution. Specify also the granting public authority or entity.
 - 3.2.3. Amount of each financial contribution.
 - 3.2.4. Purpose and economic rationale for granting the financial contribution to the party
 - 3.2.5. Whether there are any conditions attached to the financial contributions as well as its use.
 - 3.2.6. Describe the main elements and characteristics of those financial contributions (e.g. interest rates and duration in the case of a loan).
 - 3.2.7. Explain whether the financial contribution confers a benefit within the meaning of Article 3 of Regulation (EU) 2022/2560 to the undertaking to which the foreign financial contribution has been granted. Please explain why, with reference to the supporting documents provided under Section 6 (below).
 - 3.2.8. Explain whether the financial contribution is limited in law or in fact, within the meaning of Article 3 of Regulation (EU) 2022/2560, to certain undertakings or industries. Please explain why, with reference to the supporting documents provided under Section 6 (below).
 - 3.2.9. Explain if the financial contribution is granted only for operating costs exclusively linked with the public procurement at stake.
- 3.3** Having regard to foreign financial contributions not falling within the categories set out in Section 3.1 above, notifying parties are required to provide an overview of the foreign financial contributions equal to or in excess of EUR 1 million granted to the notifying parties in the three years prior to the notification that do not fall into any of the categories of Article 5(1), points (a) to (e) of Regulation (EU) 2022/2560. In that regard, notifying parties are required to complete Table 1 below. Notifying parties should follow the instructions provided at Section 8 (Annex II) of Commission Implementing Regulation (EU) 2023/1441.

Table 1

Information to be included in Table 1 below by notifying parties.

- (i) Group the different financial contributions per third country and per type, such as direct grant, loan/financing instrument/repayable advances, tax advantage, guarantee, risk capital instrument, equity intervention, debt write-off, contributions provided for the non-economic activities of an undertaking (see recital 16 of Regulation (EU) 2022/2560), or other.
- (ii) Include only those countries where the estimated aggregate amount of all financial contributions per country granted in the three years prior to the notification (calculated according to point (iv) below is EUR 4 million or more.

- (iii) For each type of financial contribution, provide a brief description of the purpose of the financial contributions and the granting entities.
- (iv) Quantify the estimated aggregate amount of financial contributions granted by each third country in the three years prior to the notification in the form of ranges, as specified in the notes to the Table below. For the calculation of this amount, the following considerations are relevant:
- (a) Take into account foreign financial contributions falling into the categories of Article 5(1) of Regulation (EU) 2022/2560 and on which information has been provided under Sections 3.1 and 3.2 (above) and;
 - (b) do not take into account foreign financial contributions excluded according to points (v) and (vi) below
- (v) Notifying Parties do not need to include (in the Table below) a description of the following foreign financial contributions:
- (a) Deferrals of payment of taxes and/or of social security contributions, tax amnesties and tax holidays as well as normal depreciation and loss-carry forward rules that are of general application. If these measures are limited, for example, to certain sectors, regions or (types of) undertakings, they have to be included.
 - (b) Application of tax reliefs for avoidance of double taxation in line with the provisions of bilateral or multilateral agreements for avoidance of double taxation as well as unilateral tax reliefs for avoidance of double taxation applied under national tax legislation to the extent they follow the same logic as the provisions of bilateral or multilateral agreements.
 - (c) Provision/purchase of goods/services (except financial services) at market terms in the ordinary course of business, for example the provision/purchase of goods or services carried out following a competitive, transparent and non-discriminatory tender procedure.
 - (d) Foreign financial contributions below the individual amount of EUR 1 million.
- (vi) The foreign financial contributions that may be relevant for the assessment of each public procurement may depend on a number of factors such as the sectors or activities involved, the type of financial contributions or other specificities of the case. In light of these specificities, the Commission may request additional information where it considers such information necessary for its assessment.

Third Country	Type of Financial Contribution (FC)*	Brief Description of the purpose of the FC and the granting entity**	Total Estimated value of the FC granted***
Country A			
Country B			
Country C			
Country D			

Note: please provide a separate table for each of the notifying parties. Third countries and, where possible, types of contributions, should be ordered by total amount of foreign financial contribution, from the highest to the lowest.

* Identify the financial contributions grouping them by type: such as direct grant, loan/financing instrument/repayable advances, tax advantage, guarantee, risk capital instrument, equity intervention, debt write-off, contributions provided for the non-economic activities of an undertaking (see recital 16 of Regulation 2022/2560), or other. (

** General description of the purpose of the financial contributions included in each type and of the granting entity(ies). For instance, 'tax exemption for the production of product A and R & D activities', 'several loans with State-owned banks for purpose X', 'several financing measures with State investment agencies to cover operating expenses/for R & D activities', 'public capital injection in Company X'.

*** Use the following ranges: 'EUR 45-100 million', 'EUR > 100-500 million', 'EUR > 500-1 000 million', 'more than EUR 1 000 million'

4. Justification for absence of unduly advantageous tender – (Section 4 of Form FS-PP)

4.1 For any of the foreign financial contributions enabling an undertaking to submit an unduly advantageous tender on the basis of which the undertaking could be awarded the relevant contract (Article 5(1)(e) of Regulation (EU) 2022/2560), are there any elements which can be adduced to demonstrate that the tender is not unduly advantageous directly or indirectly due to the financial contribution(s) received, including the elements referred to in Article 69(2) of Directive 2014/24/EU.

In that regard, notifying parties should detail any elements that in their view may demonstrate that their tender is not unduly advantageous.

4.2 The elements may in particular refer to:

- 4.2.1. The economics of the manufacturing process, of the services provided or of the construction method;
- 4.2.2. The technical solutions chosen or any exceptionally favourable conditions available to the tenderer for the supply of the products or services or for the execution of the work;
- 4.2.3. The originality of the work, supplies or services proposed by the tenderer;
- 4.2.4. Compliance with applicable obligations in the fields of environmental, social and labour law;
- 4.2.5. Compliance with obligations regarding subcontracting.

5. Possible Positive Effects - (Section 5 of Form FS-PP)

5.1 If applicable, notifying parties should list and substantiate any possible positive effects on the development of the relevant subsidised economic activity on the internal market. Notifying parties should also list and substantiate any other positive effects of the foreign subsidies, such as broader positive effects in relation to the relevant policy objectives, in particular those of the Union, and specify when and where those effects have or are expected to take place. Notifying parties should provide a description of each of those positive effects.

6. Supporting Documentation – (Section 6 of Form FS-PP)

Notifying parties are required to provide the following for each notifying party:

- 6.1. Copies of all the supporting official documents relating to the financial contributions that may fall into any of the categories of Article 5(1), points (a) to (c) and (e) of Regulation (EU) 2022/2560 pursuant to Section 3.1.
- 6.2. Copies of the following documents prepared by or for or received by any member of the board of management, the board of directors or the supervisory board:

Analyses, reports, studies surveys, presentations and any comparable documents discussing the purpose, use and economic rationale of the foreign financial contributions that may fall into any of the categories of Article 5(1), points (a) to (c) and (e) of Regulation (EU) 2022/2560.

Provide the same documents prepared by or for or received by the entity granting the foreign financial contribution to the extent that they are in your possession or that they are publicly available.
- 6.3. An indication of the internet address, if any, at which the most recent annual accounts or reports of the notifying party(ies) are available, or if no such internet address exists, copies of the most recent annual accounts and reports.
- 6.4. Where the notifying party(ies) provide(s) justifications of the absence of an undue advantage of the tender by filling in Section 4 of this form, they also need to provide documentation for the period covering the three years preceding the notification, substantiating the adduced elements. Such documentation may include, inter alia, as relevant: (a) tax declarations for the period under review, including copies of company tax returns and VAT returns, (b) business plans and market research underlying the decision to participate in the public procurement procedure.

7. Attestation (Section 8 of Form FS-PP)

The notifying party(ies) confirm(s) that, to the best of their knowledge and belief, the information given in this declaration is true, correct, and complete, that true and complete copies of documents required by this Form FS-PP have been supplied, that all estimates are identified as such and are their best estimates of the underlying facts, and that all the opinions expressed are sincere.

The notifying party(ies) confirm that they are aware of the provisions of Article 33 of Regulation (EU) 2022/2560 concerning fines and periodic penalty payments.

Date:

[Signatory 1]

[Signatory 2]

Name:

Name:

Organisation:

Organisation:

Position:

Position:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

Signed:

Signed:

Declaration as to Personal Circumstances of Tenderer

Re: Request for Tenders for the Establishment of multiple supplier framework agreement for the provision of CEG Application Evaluation panel to review and technically evaluate project applications for the Communities Energy Grant (CEG) scheme

NAME: [\[Click here and insert name\]](#)

ADDRESS: [\[Click here and insert address\]](#)

I, [\[Click here and insert name of Declarant\]](#), of [\[Click here and insert name of entity\]](#) do solemnly and sincerely declare that:

1. I am a [\[insert role of Declarant\]](#) of [\[Click here and insert name of entity\]](#) and am authorized by [\[Click here and insert name of entity\]](#) to make this declaration which relates to a tender ("the Tender") submitted by [\[Click here and insert name of entity\]](#) in response to an CFT dated titled [\[insert description of competition\]](#) published by SEAI ("the Contracting Authority").
2. Neither [\[Click here and insert name of entity\]](#) nor any person who is a member of the administrative, management or supervisory body of [\[Click here and insert name of entity\]](#) nor any person who has powers of representation, decision or control in [\[Click here and insert name of entity\]](#) has:
 - a. ever been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
 - b. ever been the subject of a conviction for 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 the national law of the Contracting Authority or the law of the state in [\[Click here and insert name of entity\]](#) is established.
 - c. ever been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
 - d. ever been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
 - e. ever been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
 - f. ever been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
3. [\[Click here and insert name of entity\]](#):
 - a. is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.
 - b. has carried out the preparation of the Tender independently.

4. [\[Click here and insert name of entity\]](#):
 - a. has, in the performance of all public contracts, complied with applicable obligations in the field of environmental social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
 - b. is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
 - c. is not guilty of grave professional misconduct.
 - d. has not entered into agreements with other economic operators aimed at distorting competition.
 - e. is not aware of any conflict of interest due to its participation in the Competition;
 - f. has not had any prior involvement in the preparation of the Competition;
 - g. has not 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.
 - h. is not 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 for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) .
 - i. has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

5. [\[Click here and insert name of entity\]](#) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same);

6. The origin of goods connected to the Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same);

7. Any subcontractor, supplier or other entity on whose capacity [\[Click here and insert name of entity\]](#) relies as part of the Tender does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).



I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

Signature of Declarant

Declared before me by _____ who is personally known to me

(or who is identified to me by _____ who is personally known to me) or*

at _____ this _____ day of _____ 20

(signed)

Practising Solicitor/Commissioner for Oaths

****Please include such other form of identification used to identify the Declarant as permitted by the Statutory Declarations Act, 1938 (as amended)***

Section 2 Selection Criteria

(PASS / FAIL CRITERION)

Selection Criteria	Rule	Qualifying Threshold
Previous Experience	Areas of expertise - tenderers should have strong experience in energy engineering work for the following: • Energy related projects in Plant processing or production facility • Heat pump technology • Demonstrate experience in a wide field of renewable technology • Electrical or other energy related engineering experience Tenderers should provide an example (one example) of work in an energy related field listed above or equivalent field. The example must demonstrate the experience they have of delivering projects of a similar size, nature and complexity within the past three years.	Pass/Fail

Include 1 project example

- Delete **red text** contained within the table in your tender response.
- **Maximum 3 pages for Project Example**

Evidence for this Selection criteria must be completed in the template below.

Project Example 1	
Project Title	
Contracting Period	Insert timeline of project commencement and completion. Projects must be completed within the last 3 years
Activities undertaken	Referring to the relevant descriptions provided in Section 3: Requirements and Specification of the Call for Tender document, list the relevant tasks undertaken as part of this project example

Project Description	Describe the project & provide evidence that your organisation has provided services of a similar scale, nature and complexity to the services requested as indicated above.
Contract Value	
Client Organisation Name	
Client Contact Details	Contact Name: Email: Phone:

Note: SEAI reserves the right to contact any of the above clients without further contact with the Tenderer.

It is the Tenderer's responsibility to clearly identify one example for this CfT. Failure to do so could invalidate the Tenderer's submission.

The evidence of the supporting qualification documentation for the information requested in the Tables above must be submitted and clearly identified as part of the Tenderer's Submission.

Section 3 Award Criteria

See Section 7.2 of the Call for Tender for further details.

Minimum Qualitative Score Required

To ensure tenders meet the required qualitative standards, tenders must score at least 60% of the allocated marks, this is equivalent to the minimum score permissible, in respect of each of the criteria 1 and 2 of the Award Criteria in order to progress to evaluation of the cost criterion.

1. Demonstrate understanding of the Approach and Methodology of the requirements (*Minimum marks required 210, Maximum marks available 350*).

In their response to this criterion, Tenderers should:

- Demonstrate an understanding of the required Services, as outlined in **Appendix 1** (Requirements and Specifications), and how the particular expertise of the Tenderer could be applied in providing the Services;
- Provide specific details of their approach and methodology for performing and delivering each element of the Services as outlined in **Appendix 1** (Requirements and Specifications). Tenderers should include, where relevant, details of how they have successfully delivered comparable services and how any learnings gained would be applied in their performance of the Services to this competition; and
- Describe the key issues to be addressed and managed as part of the Services as outlined in **Appendix 1** (Requirements and Specifications).

Response

**2. Quality, level and detail of demonstrated relevant experience of the personnel to deliver this contract.
(Minimum marks required 150, Maximum marks available 250).**

In their response to this criterion, Tenderers should propose resources for the delivery of the services under this competition, detailing their expertise in relation to the specifications and requirements outlined in **Appendix 1**.

Proposed Team

In response to this criterion, Tenderers should provide the following details in order to demonstrate the suitability of the proposed team(s):

- The structure of the proposed team (which may be described in the form of a chart) showing the proposed role and reporting arrangements for each team member;
- The roles and responsibilities for each team member detailing their individual role in respect of the services required by SEAI;
- The identity of the key point of contact with SEAI and proposals for his/her/their interaction with SEAI; and
- A curriculum vitae (CV) for each key member of the proposed team, demonstrating the suitability of the proposed team members to perform their assigned tasks, including availability, qualifications, skills, and experience relevant to the requirements of this CfT.
- The Competency Matrix (see next section) must be completed for the Proposed Team and for each Team Member Proposed

Response

Competency Matrix

Areas of Company Competency Technical Skills of Proposed Team

Names of Individuals of Proposed Team (must match with the Names of Resource in Pricing Table in Section 4)	Grade of Resource - Senior Engineer (to have 5 or more years of engineering or related experience)	E - Expert (5+ years direct experience) K - Knowledgeable (2 -5 years' direct experience) C - Competent (up to two years' direct experience)		
Technical Area		E	K	C
Fabric Upgrades				
Retrofit of dwellings and SR54				
Passive House Standards				
Building Energy Management Systems (BEMS)				
Lighting				
Motors and Drives				
Information and Communications Technology (ICT)				
Heating and Electricity Provision	Co-generation			
	Wind Turbines			
	Boilers and Controls			
	Photovoltaic Systems			
	Biomass Boilers			
	Solar Thermal Collectors			
	Heat Pumps			
Heating, Ventilation and Air-conditioning (HVAC) Control Systems				
Transport	Electric and Alternative Fuel Vehicles			
	Fleet Monitoring			
Electromechanical Systems	General			
	Voltage Stabilisation			
Refrigeration and Cooling				
Catering and Hospitality Specific Technologies				
IPMVP certification				

Data Centre Efficiency Design & Retrofit				
Areas of Company Competency		E	K	C
Energy Auditing				
SME				
Commercial /Public				
Domestic				
Renewable				
ESCO				
Energy Management Systems				
M&V				
Additional competencies		E	K	C
Water Structures				
Environmental				
Waste				
Transport				
Project Communication				
Planning				
Project Management				
SEAI EEOS				
Thermal				
Electrical efficiency				
Renewable Tech				
Strategic Design				
Research Healthcare				
NZEB				
Power Project Financing				
Funding Application Evaluation				
Energy credits/savings Calculations				

Areas of Competency Technical Skills of Individual Team Members

Note: This section must be completed for EVERY Team Member being proposed. CV's should also be provided. (Add more tables as required)

1) Name of Consultant	
Job Title & Grade	
Relevant Professional Qualifications. (Course name, course provider, date)	
Energy or other relevant qualifications. (e.g. Certified Energy consultant, memberships of professional bodies etc)	
Years' experience as an energy consultant	

Availability	
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2) Name of Consultant	
Job Title & Grade	
Relevant Professional Qualifications. (Course name, course provider, date)	
Energy or other relevant qualifications. (e.g. Certified Energy consultant, memberships of professional bodies etc)	
Years' experience as an energy consultant	
Availability	

3) Name of Consultant	
Job Title & Grade	
Relevant Professional Qualifications. (Course name, course provider, date)	
Energy or other relevant qualifications. (e.g. Certified Energy consultant, memberships of professional bodies etc)	
Years' experience as an energy consultant	
Availability	

4) Name of Consultant	
Job Title & Grade	
Relevant Professional Qualifications. (Course name, course provider, date)	
Energy or other relevant qualifications. (e.g. Certified Energy consultant, memberships of professional bodies etc)	
Years' experience as an energy consultant	
Availability	

3. **Cost of Service (Maximum marks available 400)**

Complete pricing schedule, Section 4

Where a pricing schedule is incomplete the tender response may be eliminated from the tender competition at the discretion of SEAI.

Section 4 - Pricing Schedule

THIS Pricing Schedule MUST BE COMPLETED AND RETURNED BY ALL TENDERERS.

Where a pricing schedule is incomplete the tender response may be eliminated from the tender competition at the discretion of SEAI.

Where a pricing schedule is missing or blank, the entire submission will be deemed to be non-compliant.

NOTE: ALL rates are to be fixed for the entire duration of the framework/contract including any extension.

Consulting Profiles and Descriptions:

Consulting Profile	Indicative characteristics
Senior Consultant / Senior Manager	Recognised expert in specialist field(s) with a proven and extensive track-record of valued and high-quality consultancy delivery. Highly experienced manager of a project and client portfolios, and a great familiarity and appreciation of the public sector, current policy and political issues. Fully engaged in all aspects of project planning, bidding, budgeting, project management, risk management, project delivery and quality assurance, and in leading and managing teams and developing the experience and capability of others. Likely to have more than 10 years' experience as a professional consultant.
Junior Consultant	Professional consultant with extensive experience and with areas of specialist capability and expertise. Well-practised in client-facing roles, and significant involvement in the management of projects and teams. Likely to have more than 3 years' experience as a professional consultant.

The following weightings will be applied to the daily rates for cost evaluation purposes.

Cost Table			
A	B	C	D
Job Title & Grade	Daily Rate of Resource inclusive of all expenses (ex VAT), over the	* Set % time weighting per resource for tender evaluation in red below. If not all roles are proposed as per SEAI roles below, use formula to calculate the pro rata weightings.	^Total average daily rate Ex VAT (daily rate x % time proposed) or B multiply by C

	framework (4 years)	Pro rata weighting = SEAI Grade weighting x 100 / Sum of grade weightings for proposed grades	
Senior Consultant/ Senior Manager	€	80%	
Junior Consultant	€	20%	
<u>Total Weighted Daily Rate**</u>			€
Calculation notes to assist tenderers Senior Consultant / Senior manager rate 80% time weighting + Junior Consultant rate 20% time weighting			

**Total Weighted Daily Rate is the sum of column D.

Total Weighted Daily Rate will be used for tender evaluation purposes.

The Daily Rate per grade of resource will be used under the framework for payment purposes and this is required to be supported by timesheets for the duration of the framework and any extensions thereafter.

Resource Cost Table		
Name of Resource	Job Title & Grade	*Daily Rate Inclusive of all expenses (ex VAT)
	Senior Consultant/ Senior Manager	€
	Junior Consultant	€

Add Rows as required

* The same Daily Rate must apply across all Resources for the same Job Title and Grade.

All resources proposed must be outlined in the table above.

Notes:

Please provide the **fixed** daily cost (for the duration of the contract) in respect of each individual being proposed (the Resources).

Note 1: The Daily Rate of the Resources will be used for the duration of the framework.

Note 2: It is stressed that SEAI will not set up a retainer with the successful tenderer/s. Instead, payments will be made based on actual billable hours pre-approved by SEAI and invoiced on completion of pre-agreed deliverables.

Note 3: Daily rates should be inclusive of all costs incurred in the delivery of the service, including out of pocket expenses, travel, subsistence, administrative costs and ancillary expenses and costs of every description.

Note 4: SEAI awards its contracts on the basis of fixed prices. Submitted tenders should confirm that quoted prices hold good for 12 months after the closing date for receipt of tenders.

In preparing their proposals, tenderers should take note of the below. Specifically, tenderers should state:

- a) The total fixed price for delivering the requirements set out in the Pricing Schedule
- b) The costs must be in euros.
- c) The tenderer should indicate clearly any discounts to which SEAI may be entitled, including:
 - Public sector discounts
 - Early payment discounts
 - Any other discounts.
- d) The costs shall be exclusive of all taxes including VAT. VAT and other appropriate taxes shall be quoted separately where appropriate and at the appropriate rate. Where VAT is not applicable this should be explicitly stated.
- e) The daily rate being charged in respect of each proposed person to be involved in the services. Hourly rates are calculated by SEAI on the basis of 7.5 hours per day. SEAI will not pay for more than 7.5 hours per day;
- f) Unquantified costs will not be accepted.
- g) SEAI will not be responsible for any errors on the calculation of the costs provided in response to this CfT. It is the responsibility of tenderers to ensure that the costs quoted are correct and properly calculated.
- h) Price must be fixed for the duration of the contract (including any extensions). The pricing format and in particular the tenderer's costs and rates quoted in the tender response shall remain fixed for the duration of the Contract.
- i) Where a pricing schedule is incomplete the tender response may be eliminated from the tender competition at the discretion of SEAI.
- j) Price must include all costs.
- k) Travel costs, travel time, subsistence, mileage and other incidental expenses are not reimbursed by SEAI

When invoicing, the Contractor must quote the Purchase Order Number on all its invoices sent to the Client.

All invoices must be emailed to Accounts.Payable@seai.ie with the Purchase Order number clearly referenced.

SEAI as a public body is compliant with European Directive 2014/55/EU in relation to eInvoicing, and as such over the course of this contract may require that the successful tenders submit their invoices to SEAI in electronic format which may include but not limited to; sending electronic invoices to SEAI's selected system "Celtrino PEPPOL Connect"



Electronic invoices are machine-readable invoices which can be processed automatically and digitally by the recipient are considered to be compliant with the European standard on electronic invoicing. An image file is not considered to be an electronic invoice for the purpose of the directive.



Statement of Compliance

To:	SEAI
From:	
Re:	CEG Application Evaluation panel

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Tender Document and the attached Detailed Breakdown of Charges and Expenses for the Lots we have tendered for.

I/We confirm that I/we

- Have tendered daily fees which are maximum rates for the duration of the framework and are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and contract management related costs;
- Will keep this offer for the 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 duration of the framework agreement.
- Have read and thoroughly examined the Tender Document;
- Fully understand the Tender Document and SEAI's requirements;
- Undertake to treat the details of this Call to Tender and our Tender as private and confidential;
- Acknowledge that acceptance by SEAI 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 SEAI 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 services required under the framework agreement;
- Have completed the Pricing Schedule;
- Have included all elements necessary for the performance of the specified services, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom;
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of SEAI 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; and
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.

Signed:			
Name (in Capital Letters):			
Title:			
On behalf of (Company Name):			
Address:			
Telephone:		Fax:	
Email:		Date:	