

TCC Instructions for Completing the Suitability Assessment Response

1. Please read all sections of the SAQ carefully. This includes SAQ Part 1 and supplements HS 3.4.1 and HS 3.4.2.
Ensure that you understand what it is required to be provided for each section.
2. Where the response is stated as **Declaration Required** there is no need to supply evidence or supporting documentation with the tender. The tenderer must be satisfied that any requirements in these sections can be provided if requested to do so at a later stage.
3. A single signed copy of QW Part 2 shall be provided which covers the response to all sections which are **Declaration Required**. This Declaration states that the tenderer can provide any evidence of requirements of these sections at a later stage if requested to do so by Tipperary County Council.
4. Where the response is stated as **Evidence Required** this evidence must be provided with the tender.
5. The evidence provided for each section must be in a separate PDF file with the section number that the evidence applies to at the start of the filename. If multiple files are provided for a section the filename should begin with the section number and a short identifier of what the file contains. Examples are:
 - 3.4a_a Organogram.pdf
 - 3.4a_b CV Managing Director.pdf
 - 3.4a_c CV Project Manager.pdf
 - 3.4a_d CV Health and Safety Manager.pdf
 - 3.4a_e CV PSCS.pdf
 - 3.4a_f CV TTM Designer.pdf
 - 3.4b_a CV Project Manager.pdf
 - 3.4b_b CV Site Foreman.pdf
 - etc.

6. The length of file names should be kept to the minimum number of characters to identify what the file contains.
7. Please **do not** provide the SAQ response in multiple nested folders with long filenames.
8. All files for the SAQ Response should be put in a single folder with the name "SAQ Response". The folder must be zipped for upload.