



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Request for Applicants to Participate in a Dynamic Purchasing System (DPS) for the provision of Category Partner Supply Services

Request for Applicants to Participate in a Dynamic Purchasing System for	The supply and delivery of Category Partner Supply Services
Contracting Authority	Trinity College Dublin, The University of Dublin
Duration of DPS	Five years
eTenders RFT ID	6860214
Issue Date	28 October 2025
Closing Date for Queries	14 November 2025 14:00 hours
Contact for Queries	Messaging facility on www.etenders.gov.ie
Closing Date / Time for Receipt of Initial Applications	28 November 2025 14:00 hours
Closing Date for Ongoing Applications (relevant to those who miss the initial deadline)	The DPS will operate for a five-year period and is open to applications throughout that period, it will be re-advertised on eTenders on an annual basis.
<i>Please note that information relating to this Invitation to Tender, 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 cannot accept responsibility for information relayed (or not relayed) via third parties.</i>	

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1 Disclaimer

This Request for Applicants to Participate (“**RFATP**”) 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 RFATP thoroughly. While all reasonable steps have been taken to ensure that the information set out in the RFATP 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 RFATP 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 the RFATP, or for the information contained in the RFATP 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 Contracting Authority has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority, the Provost, Fellows, Scholars and its and their 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, without liability, to discontinue the procurement process (or any part thereof) at any time and prior to the formal expiry of the DPS as advertised. Where the Contracting Authority decides to end the DPS before its expiration, all Applicants will be notified of this decision and an award notice of DPS termination will be published on eTenders.

The Contracting Authority reserves the right to procure the services which are the subject of the DPS by alternative means if, in the opinion of the Contracting Authority and at its sole discretion, it appears that the services can be more advantageously procured. In addition, the Contracting Authority reserves the right to amend this RFATP, its requirements and any information contained herein at any time by notice in writing to the Applicants.

The Contracting Authority, its officers, employees, agents and professional advisers will bear no liability whatsoever to anyone whether participating in this procurement process or not and, for the avoidance of doubt, will not be liable for any costs or losses incurred howsoever arising in connection with this procurement process, including, without limitation, any loss of profit or other economic loss.

2 Introduction

2.1 General

This public procurement competition is being conducted in accordance with the European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. 284 of 2016).

2.2 About the Contracting Authority

Trinity College Dublin, The University of Dublin (hereinafter referred to as the “**Contracting Authority**”) is the authority responsible for this procurement.

Trinity is home to over 22,000 undergraduate and postgraduate students across all the major disciplines.

Our main city centre campus is located in the heart of Dublin City Centre and is home to historic buildings dating from the University’s establishment as well as some of the most cutting-edge teaching and research facilities in Ireland.

Students at Trinity College Dublin benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities and Social Sciences; Health Sciences and Science, Technology, Engineering & Mathematics.

The pursuit of excellence through research and scholarship is at the heart of Trinity College Dublin’s education and our researchers have an outstanding publication record and a strong record of grant success

It is the policy of the Contracting Authority to encourage participation on a fair and equal basis by Small and Medium Enterprises (“**SMEs**”) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

2.3 Background and Scope of Requirements

Trinity attracts over 1,500,000 visitors annually, 75% of whom are from outside the country. Trinity was recognised as Europe’s Leading Academic Tourist Attraction at the recent World Travel Awards 2025.

Trinity and The Book of Kells branded merchandise is currently available via two retail outlets on campus. These are the Trinity Library Shop, located in the Old Library building, adjacent to the Book of Kells Exhibition and the Book of Kells Experience Building.

The location of the Book of Kells Experience Shop may change in the future due to internal developments. In addition, Trinity may create additional pop-up locations for retail, as has been the case in previous years.

The Book of Kells Experience Shop is an integral part of the Library and Trinity’s activities and operates as a not-for-profit entity.

Trinity manages its intellectual property as a means of contributing to its continued activities. Specifically, Trinity and The Book of Kells official merchandise will continue to be made available to a much wider public than is currently the case.

The intended outlets will be in the premier tourist and domestic markets in Ireland, North America and other markets that Trinity deems to be suitable, based on visitor demographic trends emerging from its core Book of Kells exhibition business.

The targeted markets, in order of importance, are;

- a. Tourist Market in Ireland
- b. North American Markets
- c. Domestic Market in Ireland
- d. Other international Markets

These markets may be served through various distribution channels including, but not exclusively;

- a. Bricks & Mortar Retailers
- b. Online Retailers
- c. Shopping Channels
- d. Mail Order Catalogues
- e. Other Business Models

The Contracting Authority invites requests to participate from Applicants for appointment to a DPS for the provision of Category Partner Supply Services including sourcing, logistics and marketing, to its Gift Shop. In addition, the Contracting Authority's subsidiary, Trinity Brand Commercial Services Ltd, will link with those who are successful in competitions run under the DPS to progressively manage and develop commercial sales and opportunities in the domestic and international markets in outlets outside the Trinity College campus.

The DPS will be divided into 5 categories (each a "**Category**") as described below. Applicants can apply for any or all of the Categories.

CATEGORY 1 - CLOTHING		
<i>Annual purchases (estimate only)</i>	€1,100,000	
LOT 2 - SOUVENIRS/GIFTWARE		
<i>Annual purchases (estimate only)</i>	€810,000	
LOT 3 - JEWELLERY		
<i>Annual purchases (estimate only)</i>	€450,000	
LOT 4 - PRINT		
<i>Annual purchases (estimate only)</i>	€93,000	
LOT 5 – ARTISAN / HERITAGE		
<i>Annual purchases (estimate only)</i>	€500,000	

The Contracting Authority estimates that the aggregate expenditure on the items to be covered by the DPS may amount to the sums shown above (excluding VAT) over the first year of the operation of

the DPS. Applicants should note that above figures are estimates only based on current and future expected usage.

The Contracting Authority reserves the right to operate outside of the DPS at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the DPS approach has been adopted in order to leverage efficiencies and maximise cost savings over the duration of the DPS.

3 Rules relating to the DPS Establishment and Operation

3.1 Duration of the DPS

The DPS will be established for five years. The DPS will be continually open for access. Should the DPS cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the DPS.

3.2 Estimated Value of the DPS

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases to be made by the Contracting Authority pursuant to the DPS is approximately €3,800,000 (excl. VAT) per annum and €19,000,000 (excl. VAT) for the expected duration of the DPS across all Categories.

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

3.3 Overview of Admission to the DPS and Subsequent Award of Contracts

A DPS is a two-stage electronic process that the Contracting Authority is using to streamline the procurement of the Category Partner Supply Services. The purpose of this initial stage is to set up the DPS by pre-qualifying successful Applicants. Once the DPS is established the Contracting Authority will issue Requests for Tender for its specific requirements in respect of each Category.

3.3.1 Stage 1 - Admission to the DPS

Stage 1 of the DPS is retrospective in nature. It assesses what Applicants have done in the past by reference to selection criteria. All Applicants who meet the selection criteria (set out in Appendix A) shall be admitted to the DPS provided that they sign a DPS Agreement in the form to be provided by the Contracting Authority. The selection criteria in Appendix A shall apply to all Categories. Following the initial establishment of the DPS, the system re-opens and remains open to receive applications to participate from new and previously unsuccessful applicants.

Applicants must complete the Qualification Questionnaire at Appendix A and submit the Qualification Questionnaire before the closing date for receipt of initial applications.

Applicants should note that it is not necessary to submit costs/fees to qualify as a DPS member.

3.3.2 Stage 2 - Award of Contracts under the DPS

Stage 2 involves the Contracting Authority inviting DPS members to tender for specific Request for Tender (“RFT”) contracts. Contracts will be awarded by reference to the award criteria set out in the RFT. The award criteria will be;

- i. Business Development
- ii. Product Development
- iii. Distribution Channels
- iv. Design
- v. Capacity
- vi. Promotional & Merchandising Strategy
- vii. Order Fulfilment
- viii. Sustainability

As the DPS has been divided into Categories, the Contracting Authority will invite all DPS members to a particular Category to submit a tender for that Category.

Applicants should note that qualifying for the DPS does not constitute an award of a contract nor does it indicate that any contract will be awarded under the DPS.

The Contracting Authority reserves the right, at any time during the term of the DPS, to require DPS members to submit renewed and updated versions of the self-declarations set out in Appendix A. The Contracting Authority also reserves the right to seek and obtain verification of an Applicant's/DPS member's compliance with the selection criteria prior to admission to the DPS, prior to the award of any contract under the DPS, and throughout the term of the DPS.

3.4 Electronic Procurement

The DPS will be hosted on the eTenders web platform. All communications arising out of or in connection with the DPS will be by electronic means only. No hard copy documents will be issued or accepted by the Contracting Authority and all communications with the Contracting Authority must be via the eTenders platform.

4 Instructions to Applicants

4.1 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic postbox, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority takes no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

4.1.1 Accessing documents

It is important to note that you must ensure you associate your company with this competition in the first instance. To do this you must do the following:

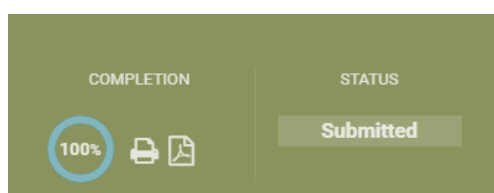
- (a) Log-in to the system (www.etenders.gov.ie)
- (b) Locate the competition using the Advanced Search function, searching by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop-down menu
- (e) Complete the "Association with the CfT" tab
- (f) This will then provide you with a link to "Tender" under the Show CfT Menu (even though this is an application stage).

4.1.2 Submitting your Response

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

Please note that the screen may say **OFFLINE** - this is a technical feature of eTenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through and click on the Submit button.

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above and an email from eTenders, you have not submitted your response.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

An application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

Every effort has been made to ensure that this RFATP contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this RFATP, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error or omission (negligent or otherwise) in this RFATP, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made via the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website. Applicants should note that the Contracting Authority will not respond to individual Applicants privately.

All queries should be submitted in accordance with that time and date as indicated on the front page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the closing date for the receipt of applications.

4.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to the DPS. In order to ensure that entry to the DPS is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.

This document is not a contract, or part of a contract, or an offer to make a contract. The Contracting Authority has no obligation to enter into a contract with any Applicant.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by an Applicant unless previously agreed in writing by the Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.3 Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria and rules as specified in the Qualification Questionnaire. It is anticipated that the Contracting Authority will complete its evaluation of initial applications to the DPS within 10 working days if receipt of an application, though this period may be extended by the Contracting Authority on notice to the relevant Applicant(s).

4.4 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

4.5 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of the contract shall have their application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.6 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

4.7 Conflict of Interest

Any conflict of interest or potential conflict of interest on the part of an Applicant (or any member thereof in the event of a consortium bid), individual employees, agents or sub-contractors of an Applicant must be fully disclosed in writing to the Contracting Authority as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest the Contracting Authority may invite Applicants to propose means by which the conflict might be removed.

Any registrable interest involving the Applicant and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the Applicant, in the event of this information only coming to an Applicant's attention after the submission of a bid and prior to admittance to the DPS. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995.

The Contracting Authority will, in its absolute discretion, decide on the appropriate course of action where a conflict or potential conflict arises which may, in appropriate circumstances, include eliminating an Applicant from the competition or terminating any contract entered into by an Applicant.

4.8 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this competition may be liable to be disclosed.

Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its commercial sensitivity or confidentiality. If Applicants consider that certain information is not to be disclosed because of its commercial sensitivity or confidentiality Applicants should, when providing such information, clearly identify same and specify the reasons for its commercial sensitivity or confidentiality. If Applicants do not identify information as commercially sensitive or confidential, it is liable to be released in response to a Freedom of Information request without further consultation with the relevant Applicant. The Contracting Authority will, where possible, consult with Applicants about commercially sensitive or confidential information so identified before making a decision on a request under the Freedom of Information Act 2014.

The Contracting Authority cannot guarantee that any information provided by Applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.9 Confidentiality

Any information given to Applicants by the Contracting Authority is confidential information. Applicants shall not disclose such information other than in accordance with any obligations under law or on a strictly confidential basis to such person whom the Applicant needs to consult for the purpose of preparing its application.

Applicants shall comply promptly with any instruction issued by the Contracting Authority to destroy and/or return any information given to it and to confirm in writing to the Contracting Authority once such instruction has been complied with.

4.10 Tax Compliance

It will be a condition of award of contract that the successful DPS member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the Applicant acknowledges and agrees that the Contracting Authority has the permission of the Applicant to verify its tax cleared position online.

4.11 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded by the Contracting Authority.

The contract(s) awarded on foot of this process will be governed by Irish law.

4.12 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of a Qualification Questionnaire. However, Applicants are entitled to reapply on the basis of a new membership structure in the case of consortiums or groupings. It should be noted that a lead applicant cannot submit under more than one application.

4.13 Notification of the Evaluation

All Applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications. Potential outcomes can be:

- (a) Letter of Intent of admittance to the DPS
- (b) Letter of Regret

Note: Unsuccessful Applicants may reapply at any time.

4.14 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful Applicants as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful Applicants.

Appendix A: Questionnaire Summary

Ref.	Pass/Fail Criteria	Pass Requirements
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.
A2	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A5).
A3	Financial Capacity	Applicants should note that the Contracting Authority reserves the right to verify self-declarations regarding tax compliance, financial capacity and insurance prior to admission to the DPS and/or award of any contract under the DPS and at any time during the term of the DPS.
A4	Insurance	
A5	Self-Declaration of Financial Information	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified.
A6	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified.
Technical Criteria		
A7	Health Safety &	Applicants must demonstrate compliance with all the relevant Health and Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.
A8	Quality Assurance	Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.
A9	Environmental Systems	Applicants must demonstrate compliance with all the relevant Environmental legislation. The Contracting Authority reserves the right to seek further information to verify compliance.
A10	Previous Experience	Applicants should refer to instances within the previous three years which demonstrate that they have successfully delivered services of a comparable nature and scale on three (3) occasions. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.

QUALIFICATION QUESTIONNAIRE – APPENDIX A

Contracting Authority:	Trinity College Dublin, The University of Dublin
Title:	Dynamic Purchasing System for the Supply of Category Partner Supply Services
Procedure:	DPS under restricted procedure
Duration of Panel:	5 years
Name of Applicant:	
This Application refers to:	The supply and delivery of Category Partner Supply Services
Closing Date for Queries:	14 November 2025 14:00 hours
Closing Date / Time for Receipt of Initial Applications:	28 November 2025 14:00 hours
Contact for Queries:	Messaging facility on www.etenders.gov.ie

Appendix A – Questionnaire Response

A1 – Applicant Summary				
Weighting: Pass/Fail Pass Requirement: Applicants must complete this Section. The Applicant must currently supply at least one type of product in the Category which it is applying for.				
Organisation Name (and any previous names in the last 5 years):				
Name and details of the organisation's authorised representative:	Name: Position: Email: Telephone:			
Address and registered office address (if different):				
Telephone (Office):				
Website:				
VAT Registration number:				
Date of Establishment:				
Legal Status (Company, Sole Trader, etc.):				
Category/Categories which the Applicant is applying for:				
Details of the products in the Category/Categories which the Applicant is applying which the Applicant currently supplies:				
Is the Applicant a subsidiary of another organisation?	Yes		No	
If the Applicant is a subsidiary of another organisation, what interest does the	Wholly owned by a single ultimate		Other (please specify including	

parent have in the Applicant?	parent company		percentage holdings)	
Is the Applicant 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 Applicant a consortium / group of Economic Operators?	Yes		No	
If yes, please provide the following information				
Name	Legal Status		Service to be Delivered	
Each member must be clearly identified where appropriate throughout the questionnaire.				

A2 – Tax Compliance**Weighting:** Pass/Fail**Pass requirement:** Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance.**A3 – Financial Capacity****Weighting:** Pass/Fail**Pass requirement:****(a)** Confirmation of the Applicant's turnover during each of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.**(b)** Confirmation of financial standing ensuring the Applicant 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.

- Evidence of these statements will be required prior to confirmation of acceptance to the DPS.
- In the case of an Applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead applicant. Where group members are relying on the lead applicant's financial capacity, self-declaration / evidence will only be required of the lead.
- In the case of firms more recently established evidence of pro-rata turnover will suffice.

A4 - Insurance**Weighting:** Pass/Fail**Pass requirement:** Applicants must complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
-----------------------	-----------------------

Employer Liability	€13,000,000 or foreign currency equivalent
Public Liability	€6,500,000 or foreign currency equivalent
Product Liability	€6,500,000 or foreign currency equivalent
Professional Indemnity	€1,000,000 or foreign currency equivalent

A5 – Self Declaration for Financial Information			
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			
Please confirm your turnover per annum in each of the last three financial years.			
Please note: Start Up businesses may apply for this DPS and should include n/a for each year they do not have turnover.			
Financial Year	2024	2023	2022
Turnover	€	€	€
Month of financial year end			
I confirm that I will provide evidence of turnover promptly on request at any time prior to formal admission to the DPS	Yes		
	No		
I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the Applicant 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	€		
Product 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 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 reserves the right to verify self-declarations regarding financial capacity prior to admittance to the DPS and/or award of any contract under the DPS.			
Signed:			
Position:			
Date:			

A6 – 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 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;		
1.1e	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;		
1.1f	the subject of a conviction of 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;		
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 Directive 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 Directive 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;		

2.1i	has undertaken to: - unduly influence the decision-making process of the contracting authority, 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
These Declarations are 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:			
Position:			

Technical Criteria

A7 – Health & Safety

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation. 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:				
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	

A8 QUALITY ASSURANCE MEASURES

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.

If externally certified, please provide details of:

Name of certification body:	
Date of certification:	
Scope of certification:	
Please set out high level detail on your quality assurance measures:	
Date of first certification:	
Date of most recent renewal:	
Name of person responsible for quality management:	
Please attach copy of Quality Management System certificate with submission	
If you do not have an externally certified system but do have an in-house system , please provide details of the processes and procedures for ensuring quality assurance in existence.	

A9 – Environmental Management Systems

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Environmental legislation and guidelines. The Contracting Authority reserves the right to seek further information to verify compliance.				
Do you comply with all relevant Environmental legislation?	Yes		No	
Manager responsible for Environmental Systems:				
Environmental 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	

A10 PREVIOUS EXPERIENCE**Weighting:** Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should refer to instances within the last **three** years which demonstrate that they have successfully delivered contracts of a comparable nature and scale on **three (3)** occasions. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.

The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.

Reference Contract #1

Client Name:				
Contact Name:				
Contact Email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the DPS, please provide information demonstrating comparability with the scope. Mere affirmation will not be sufficient.				
Any other relevant information:				

Reference Contract #2

Client Name:				
Contact Name:				
Contact Email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the DPS, please provide information demonstrating comparability with the scope. Mere affirmation will not be sufficient.				
Any other relevant information:				

Reference Contract #3				
Client Name:				
Contact Name:				
Contact Email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the scope of the DPS, please provide information demonstrating comparability with the scope. Mere affirmation will not be sufficient.				
Any other relevant information:				