An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Tender Response Document (Open Procedure)

Title:	The establishment of a single party framework agreement for the provision of General Recruitment services for the Health and Safety Authority
Contracting Authority Ref.	Health and Safety Authority
eTenders CfT Resource ID:	6792190
Closing Date for Submissions:	Wednesday 10th December 2025 at 12 noon (Local Time)
Organisation Name:	
Contact Name:	
Contact Email:	

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1 Instruction for Completion

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

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

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

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

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

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

2 Response to the Selection Criteria

2.1 General Contact Information

Weighting: Pass/Fail **Pass requirement:** Tenderers must complete this Section.			
Organisation official name:			
Contact Name:			
Position:			
Address:			
Telephone (Office):			
Telephone (Mobile):			
Email:			
Website:			
VAT Registration Number:			
Date of Establishment:			
Legal Status (Company, Sole Trader, etc.):			
Companies Registration Number (or equivalent based on country of establishment)		Country of Establishment if outside Ireland	

Please answers the following questions with 'Yes' or 'No':	Yes	No
1) Is the Tenderer a Small and Medium-size Enterprise (SME) as defined in the European Commission's Recommendation 2003/361/EC[1]?	☐	☐
2) Is the tenderer a consortium / group of Economic Operators?	☐	☐
3) Is the Tenderer a Lead Tenderer acting on behalf of a group of economic operators regardless of legal form of grouping?	☐	☐
4) Is the Tenderer relying upon another entity including other parts of a multi-national group or partnership or sub-contractors to meet some/or all of the qualification requirements under the selection criteria?	☐	☐
5) Is the Tenderer only relying on the other entity(s) to deliver services under the framework(s)/contract(s)?	☐	☐
6) Does the Lead Tenderer confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?	☐	☐

If the answer to any of the above questions 4 and 5 is 'Yes', full details of the other parties relied upon must be provided below by the Lead Tenderer. Please note that where this entity is being relied upon, this must be clearly identified, where relevant, throughout the Tender Response.	
Please describe the type of grouping (e.g. multi-national company, partnership,	

[1] 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.

consortium, joint venture, subcontracting etc.)	

Details and contributions of other parties:			
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party	The third-party is clearly identified throughout the response	
		Yes	**No**
		☐	☐
		☐	☐
		☐	☐

2.2 Financial Information – Pass/Fail Criteria

Tax Compliance		
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes	☐
	No	☐
Tenderer Name:		
Tax Reference Number (PPSN):		
Access Number:		
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes	☐
	No	☐
Registration Number:		
Certificate Number:		
Option 3: I confirm that I have applied / intend to apply for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	☐
	No	☐

Tax Compliance of Third Parties		
I confirm that where requested I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations.	**Yes**	**No**
	☐	☐

Financial Capacity			
I confirm that our turnover exceeded €400,000 per annum in one of the last three financial years. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021.			
Financial Year	**2024**	**2023**	**2022**
Turnover	€	€	€
Month of financial year end			

I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: (Evidence of turnover for the past three financial years)	Yes	☐
	No	☐
I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the tenderer party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.	Yes	☐
	No	☐

Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		
Cyber Liability	€		

I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes	☐
	No	☐
I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes	☐
	No	☐

Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Signed:	
Position:	
Date:	

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

Declaration of Bona Fides & Statutory Obligations (Under Public Sector Directive 2014/24/EU - Article 57)			
Weighting: Pass/Fail **Pass requirement:** Tenderers must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant tenderer under each heading. This must be completed by each group member.			
Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).			
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?	**Yes**	**No**
		Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;	☐	☐
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;	☐	☐
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;	☐	☐
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;	☐	☐
1.1e	the subject of a conviction for money laundering or terrorist financing;	☐	☐
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;	☐	☐
1.2	**Non-payment of taxes or social security obligations** Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.	☐	☐

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	**Yes**	**No**
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;	☐	☐
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;	☐	☐
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;	☐	☐
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;	☐	☐
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;	☐	☐
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;	☐	☐
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.	☐	☐
2.1h	• is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or • has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or	☐	☐
2.1i	has undertaken to: • unduly influence the decision-making process of the contracting entity, or	☐	☐

	• obtain confidential information that may confer upon the tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

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 tender.	**Yes**	**No**
		☐	☐

This Declaration is made for the benefit of the Contracting Authority
I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	

2.4 Personnel & Skills– Pass/Fail Criteria

Personnel & Skills			
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Tenderers must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person, but **at a minimum no less than 10 resources should be provided**.			
Skillset	**Number of Full Time Equivalents (FTE)**	**Number of FTEs provided by 3rd Parties**	**Minimum Number Required**
Account / Service Delivery / Operations Manager			1
Deputy Account / Service Delivery / Operations Manager			1
Senior Recruitment Consultants / Specialists (> min 7+ years' experience)			3
Recruitment Consultants / Specialists, (min 3 – 7+ years' experience)			2
Researcher			2
Assessment Specialists / Occupational Psychologist			1
Qualified Assessors			2
Administrator			2
Total			N/A

Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that tenderers can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.

2.5 Previous Experience - Pass/Fail Criteria

Previous Experience
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition**: Tenderers must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply the general recruitment services, as set out in the RFT, Section 3, if their Tender is successful. In order to demonstrate that the tenderer meets this criterion, each tenderer must submit, by completing the reference contract templates below: Details of **three (3) reference contracts** which demonstrate, to the satisfaction of the Contracting Authority, the tenderer's experience in successfully delivering a recruitment service demonstrating the requirements as set out in the RFT Section 3 and the specific requirements set out at below. Each reference contract must relate to services delivered **within the 36 months prior to the deadline for submission of tender responses.** Reference contracts outside this timeframe will not be considered. At least one of the three (3) reference contracts must[2]: (i) Relate to an organisation with a similar profile to the Contracting Authority; (ii) Demonstrate how the tenderer provided the full range of recruitment services similar to those in the RFT, Sections 3.2 and 3.3 of to a client across a range of roles and multiple competitions. (iii) Demonstrate how the tenderer provided capacity to deliver at scale. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract and that the services have been successfully delivered.
The contracts listed should be chosen to demonstrate the tenderer's skills, efficiency, experience and reliability in the relevant areas of expertise. **Note #1:** All fields in the TRD should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, tenderers must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required. **Note #2:** In completing the table for each reference project, Tenderers must provide sufficient information to allow the Contracting Authority to evaluate whether all of the requirements at above have been met and whether the services have been successfully delivered. **Note #3:** Where the tenderer is a grouping relying on the resources of others to meet the previous experience requirement, one (1) of the projects must be from the third party identified in Section 2.1. **Note #4:** Tenderers will note that they are to provide contact details for referees for each reference project. The Contracting Authority has the right to contact the referees to verify the information being provided, without further reference to the Tenderer. It is the responsibility of Tenderers to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by the Contracting Authority. Tenderers should note that the

[2] Note to Tenderers: (i), (ii) and (iii) can be demonstrated by different reference contracts, but each of them must be demonstrated.

Contracting Authority may at its discretion contact all referees or referees for the successful Tenderers only.

Note #5: The Contracting Authority may require supporting documentation to verify the details provided by the Tenderer and Tenderers must provide such supporting information without delay when requested by the Contracting Authority. However, where the Tenderer is unable, for a valid reason, to provide the requested documentation, the Tenderer must inform the Contracting Authority of the reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, that they have the required capacity to deliver the services.
Note #6: Tenderers must note that this is a pass/fail criterion and the Contracting Authority may deem a tender inadmissible based on the feedback received from the referees indicated in the submission, where applicable.

Reference Contract #1				
Title of Contract				
Client / Recipient of services				
Most recent contract/formal agreement start date			**End Date**	
Duration of relationship				
Role of Tenderer			**% of overall effort provided**	
Role of 3rd parties (if applicable)			**% of overall effort provided**	
Name of 3rd parties involved				
Contract Value excluding VAT		€		
Contract reference details	**Name**			
	Address			
	Telephone			
	Email			

Detailed description of the services provided in **no more than three (3) x A4 pages** demonstrating the impact of the project.

Taking account of the features of the contract, please provide information demonstrating comparability with the framework being awarded under this procurement in accordance with the requirements set out in the RFT Section 3. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. Tenderers are also referred to the specific requirements set out above.

If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role.

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and these must be clearly identified e.g. referring to the relevant Reference Contract number to which it applies.

Reference Contract #2				
Title of Contract				
Client / Recipient of services				
Most recent contract/formal agreement start date			**End Date**	
Duration of relationship				
Role of Tenderer			**% of overall effort provided**	
Role of 3rd parties (if applicable)			**% of overall effort provided**	
Name of 3rd parties involved				
Contract Value excluding VAT		€		
Contract reference details	**Name**			
	Address			
	Telephone			
	Email			

Detailed description of the services provided in **no more than three (3) x A4 pages** demonstrating the impact of the project.

Taking account of the features of the contract, please provide information demonstrating comparability with the framework being awarded under this procurement in accordance with the requirements set out in the RFT Section 3. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. Tenderers are also referred to the specific requirements set out above.

If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role.

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and these must be clearly identified e.g. referring to the relevant Reference Contract number to which it applies.

Reference Contract #1				
Title of Contract				
Client / Recipient of services				
Most recent contract/formal agreement start date			**End Date**	
Duration of relationship				
Role of Tenderer			**% of overall effort provided**	
Role of 3rd parties (if applicable)			**% of overall effort provided**	
Name of 3rd parties involved				
Contract Value excluding VAT		€		
Contract reference details	**Name**			
	Address			
	Telephone			
	Email			

Detailed description of the services provided in **no more than three (3) x A4 pages** demonstrating the impact of the project.

Taking account of the features of the contract, please provide information demonstrating comparability with the framework being awarded under this procurement in accordance with the requirements set out in the RFT Section 3. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. Tenderers are also referred to the specific requirements set out above.

If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role.

Please use this free text page(s) for your response.

Tenderers may upload supporting documents as separate documents with their response, and these must be clearly identified e.g. referring to the relevant Reference Contract number to which it applies.

2.6 Health & Safety Pass/Fail Criteria

Health & Safety				
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Tenderers 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**	☐

2.7 Quality Assurance – Pass/Fail Criteria

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

2.8 Environmental Management Systems – Pass/Fail Criteria

Environmental Management Systems				
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Tenderers 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**	☐

2.9 Professional Requirements

Professional Requirements
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Tenderers must provide a declaration that they are operating in accordance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service. For the purposes of tender submission, the declaration below is all that is required to be submitted. The Contracting Authority reserves the right to seek such supporting documentation as it considers appropriate from tenderers.

Declaration re: Professional Requirements		
	Yes	**No**
We confirm that we operate in accordance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service.	☐	☐
This Declaration is made for the benefit of the Health and Safety Authority I certify that the information provided in these declarations 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:	

2.10 Data Hosting

Data Hosting
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** For the purposes of hosting data, Tenderers must demonstrate capability to access to data centres located within the European Economic Area (EEA), or any country determined to offer an adequate level of data protection by an adequacy decision of the European Commission , and which are subject to the provisions of European Union law in relation to data storage and transmission and where the data centres have been certified to ISO 27001 or equivalent. For the purposes of tender submission, tenderers must complete the Annexes (1, 2 and 3) below. The Contracting Authority reserves the right to seek such supporting documentation as it considers appropriate from tenderers.

ANNEX 1 (DATA PROCESSING ANNEX)

This Annex sets out the Description of the Personal Data Processing activity (i.e. for the lifecycle of the Agreement for the provision of general recruitment services for the duration of this Agreement.

Description of the Personal Data Processing Activity – General Data Protection Regulation (the "GDPR")	
Subject Matter:	
Nature & Purpose of the Processing:	
Duration of the Processing:	The timeframe here should reflect the
Categories of Data Subjects:	
Types of Personal Data:	
Will the delivery of these Services involve Sub-Contracting?	
Will the Personal Data be transferred outside of the EEA?	

Security Measures (Technical and Organisational):	
Name and Contact Details of the Supplier's Data Protection Officer (the Suppliers "DPO"):	
Secure destruction or Return of the Personal Data at the end of the provision of Services:	

ANNEX 2

TECHNICAL AND OPERATIONAL MEASURES

Security of the Personal Data

[Supplier must insert details of its Security Measures here (both Technical and Physical). Details should include, for example, Server Disaster Recovery Plans, Back-Ups, Cloud, Business Continuity Plans, Critical Infrastructure Plans, Information Security Certification, etc.].

ANNEX 3 (DETAILS OF SUB-PROCESSORS)

Insert either [Yes] - The Supplier is not using a Sub-Processor(s). This Annex is therefore not applicable.

Or

Insert either [No] - The Supplier is using a Sub-Processor(s) and the details of these Sub-Processor(s) is set out in the table below.

Where the **SUPPLIER** is using a **SUB-PROCESSOR(S)**, the **SUPPLIER** must provide the names and contact details of all **SUB-OPROCESSOR(S)**.

A list of the **SUPPLIER'S SUB-PROCESSOR(S)** are as follows:

List of Sub-Processor(s) – Compliance with CHAPTER IV – Controller and Processor – General Data Protection Regulation (the "GDPR")	
Company Name of Sub-Processor:	**Contact Point:**

3 Response to the Award Criteria

3.1 Form of Tender – Cost for Evaluation Purposes (Criterion A)

To:	
From:	
Subject:	

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender (RFT) document.

Cost for Evaluation Purposes	Total Fee proposed (excl. VAT)
Total Cost for Evaluation Purposes (Figure from 'Costs for Evaluation' **Cell J11**) from TRD PS General Recruitment Services (Excel workbook)	€0.00

Note: Relevant in Frameworks: The figures above are notional volumes and provide no guarantee of work to be awarded under this framework agreement. It is being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

I/We confirm that I/we:

- Have priced our tender on the basis of all rates being inclusive of all out of pocket expenses (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs,
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of tenders,
- Agree that you are not bound to accept the most economically advantageous or any tender you may receive,
- Agree that the rates stated are maximum prices for the first two (2) years of the framework agreement,
- Have read and thoroughly examined the RFT,
- Fully understand the RFT and the Client's requirements,
- Undertake to treat the details of the RFT, its tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the framework agreement has been established between the Contracting Authority and the tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the RFT or contained in any supplementary information or which could reasonably be inferred therefrom,

- Have found no errors, omissions, conflicts or ambiguities in the RFT except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, civil/family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.
- As a condition of award, it shall be the successful tenderer's sole responsibility to ensure they have taken account of all obligations under the Contract including supply chain and related risk factors.

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

3.2 Response to Qualitative Award Criteria

Criterion B	Weighting	Maximum Marks	Minimum Marks 50%
	25%	2,500	1,250
Title	**Methodology for delivery of the services addressing the scope of services**		
Description	Tenderers must clearly describe in their TRD how they will deliver the service and are referred to the RFT, Sections 3.1, 3.2 and 3.3 of the RFT. Tenderers are required to provide their responses to each of the sub-criterion B.1 and B.2 below. **Note to Tenderers:** There are two (2) sub-criteria under this award criterion. Each sub-criterion has its own marks and will be assessed separately. Tenderers must achieve a minimum of 1,250 marks between all of the sub-criteria to remain eligible in the tender competition.		

Award Sub Criterion B1:
Overall Methodology for delivery of the services addressing the scope of services
(1,000 Total Marks Available)

Instructions:

Tenderers must set out in their response their proposed methodology for the delivery of the services set out in the RFT, section 3.3. The more robust the Contracting Authority considers the methodology to be, the higher the response is likely to score.

Tenderers must limit their response to this section (i) to **four (4) x A4 pages**.

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response for award sub-criterion B1.

Award Sub Criterion B2:
Assessing Talent Sourcing and Attracting Strategies and Tactics
(1,500 Total Marks Available)

Instructions:
Tenderers must clearly describe in their TRD their sourcing and attraction strategies and are referred to Section 3.1, 3.2 and 3.3.

Using the two job specifications, uploaded separately to eTenders as pdf documents **'Job Specification No.1' and 'Job Specification No.2'**, as typical sample roles that might be awarded as a call-off contract under the framework for external recruitment please set out your proposed talent sourcing and attraction strategy and methodologies for each of the roles.

Tenderers should address each role separately describing the following in detail:

(a) Their overall proposed talent sourcing and attraction strategy for each role and at a minimum addressing:
- Where they would propose to look and find suitable applicants based on the requirements set down for each of the roles;
- The most suitable networks, communication channels, techniques and tools they would propose to utilise to source and attract applicants and to advertise and promote each of the roles;
- What they would propose to do/how they would propose to access, reach and approach potential applicants for each role.

(b) The challenges and risks, if any, they consider might arise in sourcing and attracting suitable applicants/candidates and outline how they would propose to address them for each of the roles.

Responses to the requirement in this sub-criterion B2 will be scored based on the level of confidence they give the Contracting Authority that the sourcing and attraction strategies will deliver suitable candidates. The more confidence the response gives the Contracting Authority, the higher the response is likely to score.

Max page limit of two (2) A4 pages per job specification, minimum 10 font size.

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response for award sub-criterion B2.

Criterion C	Weighting	Maximum Marks	Minimum Marks 50%
	25%	2,500	1,250
Title	**Quality and Balance of Proposed Team**		
Description	*Tenderers must clearly describe in their TRD the quality and balance of their proposed resources and are referred to the RFT, Section 3.4* Tenderers shall submit a team organisational chart identifying the teams and core team members proposed to provide the recruitment services. Tenderers must submit CVs (not to exceed two (2) A4 pages and using the format in the TRD) for each identified member, clearly setting out their individual roles and responsibilities. Please complete the CV tables in the Tender Response Document. Tenderers should note the following in relation to the proposed team members: (i) Senior Recruitment Consultants / Specialists are expected to have approximately 7+ years' experience, and Recruitment Consultants / Specialists are expected to have approximately 3+ years' experience. (ii) Lead Recruitment Consultants proposed should have the relevant expertise, experience and level of seniority as described throughout this RFT and commensurate with recruiting for roles at the different grades/levels i.e., it is generally expected that Senior Recruitment Consultants would be assigned to call-off contracts awarded for HEO / Grade II and above and Recruitment Consultants assigned to grades below.		

Please complete the summary table for all proposed personnel and their roles / responsibilities.

Name	Role	Confirmation CV has been provided.
		☐
		☐
		☐
		☐
		☐

Team Organisation Chart included - tick Yes or No **(Please submit with your tender response)**	**Yes**		**No**	

CVs of Team – please complete the CVs for all proposed team members here:

Format of CV for Team Members	
Name	
Role on the team	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained)	
Years' experience as a Nominated Resource	
Detail experience **relevant to role on the team**, with examples of specific projects where the relevant experience has been gained. Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	

*Please use this free text page(s) (i.e. **do not** type in the box) for your response.*

Tenderer's Response starts here...

Criterion D	Weighting	Maximum Marks	Minimum Marks 50%
	10%	1,000	500
Title	**Contract Management**		
Description	*Tenderers must clearly describe in their TRD how they will deliver the service and are referred to Section 3.5* **<u>Contract Management Requirements:</u>** Tenderers are required to submit CVs in the format set out in the Tender Response Document (TRD) for the proposed Account Manager and the Deputy Account Manager demonstrating their relevant contract management experience. These roles can be carried out by members of the proposed overall team. Tenders will be scored on the basis of the account management skills, expertise and experience demonstrated in the CVs submitted. The greater the account management skills, expertise and experience demonstrated, the higher the Tender is likely to score. **<u>Service Level Agreement Requirements:</u>** Tenderers are required to provide a proposed draft Service Level Agreement (SLA) for the Contracting Authority which will describe in detail how they propose to provide high-quality and professional recruitment services to the Contracting Authority and should address the execution, performance, monitoring and delivery of the recruitment services required. At a minimum, the proposed SLA should address the following aspects of service delivery: • Quarterly or regular management reports that may include such information as statistics, data on ongoing monitoring, tracking, commentary and analytics on overall performance or individual call-off contracts and recruitment campaigns • Key Performance Indicators information (KPIs) that will be measured and reported on to include the content, nature and frequency of reporting. These will be agreed between the parties prior to completion of the SLA. • Contract Management – overall management of contract • Service Credits for non-performance of agreed service levels • Communication Plan and Escalation Procedures • Formal Complaints Procedure • Information and data management requirements for Call-Off contracts as outlined in RFT, Section 3.3.2.9. • Provide an overview of an Exit Management Plan for activities and information transfer involved for execution at the		

	conclusion of this framework. The Exit Management Plan might include a list of tasks and timelines for execution including appropriate solutions for the ready access, supply and transfer of relevant data, information, and collateral, if any, to the Contracting Authority on the conclusion of the framework. The draft SLA provided should also: • provide a sample of proposed quarterly or regular management reports to the Contracting Authority; • set out your methodology for communicating with other relevant stakeholders within the Contracting Authority including the Finance Department; • include your approach to urgent queries (see minimum response times required in the table in the RFT, section 3.5.3 below). Tenders will be scored on the level of confidence their proposals give the Contracting Authority that a high-quality service will be delivered (whilst at a minimum meeting the minimum response times outlined in section RFT, Section 3.5.3 below). The more confidence the Contracting Authority has that the proposals will deliver a high-quality service, the higher the Tender is likely to score. **Tenderers must limit their response to six (6) A4 pages. Please note this criterion will be evaluated in its totality and no sub criteria are used.**

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box above) for your response.

(i) CV of Account Manager proposed

Format of CV for Account Manager	
Name	
Role on the team	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained)	
Years' experience as a Account Manager	
Detail experience **relevant to role on the team**, with examples of specific projects where the relevant experience has been gained. Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	

(ii) Service Level Agreement

Please insert here your response to the Service Level Agreement Requirements:

Criterion E	Weighting	Maximum Marks	Minimum Marks 50%
	10%	1,000	500
Title	**Specific Sustainability Measures**		
Description	*Tenderers are referred to the RFT, Section 3.6.* Tenderers are required to propose sustainability measures that are concrete and pertinent to the scope of this Framework Agreement to minimise the specific sustainability impacts arising from the delivery of the service. For each proposed measure, tenderers must detail in their response: i. Who will be responsible for implementing the measure; ii. How it will be monitored and reported on to the Contracting Authority; iii. The process/methodology that will be used to support the actions; Please note, the proposed additional measures must be specific and relevant to the contract, fully demonstrated, and verifiable, to obtain marks. Targets must be measurable and be reported on, showing steady improvements over a specific period. Tenders will be scored based on the scope, level of detail and verifiability of the measures proposed together with the level of confidence these give the Contracting Authority that specific sustainability measures will be delivered. The more confidence the Contracting Authority has that the proposals will deliver specific sustainability measures, the higher the Tender is likely to score. Any sustainability measures accepted by the Contracting Authority will form part of the terms and conditions of the framework agreement with the successful tenderer.		

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response.

4 Confirmation Check

Relevant Documents Completed				
I confirm that I have completed the relevant elements of this Tender Response Document	Yes	☐	No	☐
I confirm that I have completed the pricing schedule and populated the total into the Form of Tender in this TRD	Yes	☐	No	☐
I confirm that I have completed the Art. 57 declaration, and all other declarations contained in this Tender Response Document, and I acknowledge that any changes in the circumstances confirmed in these declarations will be notified immediately to the Contracting Authority.	Yes	☐	No	☐
I confirm that I have read and accept the terms of the Contract and/or the Framework Agreement Terms and Conditions.	Yes	☐	No	☐
I confirm that I have opted to provide a completed European Single Procurement Document in place of Selection Criteria / Art. 57	Yes	☐	No	☐
Where I have used an ESPD, I confirm that I will provide all relevant information promptly on request.	Yes	☐	No	☐