

Suitability Assessment Questionnaire

This questionnaire is based on the *QC1 Suitability Assessment Questionnaire for Service Providers* by the Capital Works Management Framework. It is a standard form and contains no project specific information. No other project specific information will be provided at this stage.

Purpose: the completed questionnaire will be assessed on a pass/fail basis in order to determine admittance to the panel. The pass/fail rules applicable are listed under each criterion.

Purpose

This Suitability Assessment Questionnaire (“this Questionnaire”) is issued in relation to a tender competition run under the restricted procedure. Its purpose is to obtain information from Applicants to determine if they are eligible to participate in this tender competition. Applicants, if successful, are invited to participate in a tender competition that may lead to a contract award for those services stated in Section 2.2.1 of the Project Particulars.

In this Questionnaire, the term Applicant is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract. If the role of PSDP or PSCS is required, the entity providing that skill must be an individual (sole) trader or company (i.e. body corporate) that constitutes an acceptable entity for the purpose of this project.

This Questionnaire and any related documents must not be used for any other purpose.

Multiple Participation

If any individual or group of individuals is included in more than one Applicant’s submission for the same contract, a statement should be provided to the effect that the Applicant is aware of this multiple participation and that it has been brought to the attention of all the consortia of which that individual or group is a member.

The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the Contracting Authority may take such steps as it deems appropriate which may include limiting the number of bidding teams with which an entity may participate, disqualifying relevant Applicants or such other steps as it deems appropriate subject to the principles of applicable law.

No liability

The Contracting Authority makes no representation, warranty, or undertaking in or in connection with this Questionnaire or the contents of this Questionnaire unless explicitly stated. The Contracting Authority has not authorised anyone to make any representation in connection with this Questionnaire on its behalf, and Applicants should not rely on any representation purportedly made on the Contracting Authority’s behalf in connection with this Competition. Neither the Contracting Authority nor its officers, employees, or advisers will have any liability in connection with this Questionnaire or the contents of this Questionnaire. Applicants must make their own assessment of the adequacy, accuracy, and completeness of this Questionnaire.

Right to terminate or amend this Competition

The Contracting Authority reserves the right not to proceed with the Competition or any part of it and may terminate the Competition or any part of it at any time, with or without procuring the Works in another way. If this happens, neither the Contracting Authority nor its officers, employees, or advisers will be liable to any Applicant or other person. The Contracting Authority also reserves the right to change any part of this Questionnaire, including the procedures and time limits described in this Questionnaire. The Contracting Authority does not bind itself to accept any outcome of the process described herein and is not obliged to enter into a contract for the Works with anyone.

Costs and No Legal Relationship

Neither the Contracting Authority nor its officers, employees, or advisers have any responsibility for Applicants’ costs or losses in connection with this Competition. This Questionnaire does not create a contract or legal relationship (including, for the avoidance of doubt, any contract about the Competition itself) between any Applicant and the Contracting Authority unless and until the Contract has been entered into including by issue of a Letter of Acceptance or Tender Acceptance (as appropriate) and any conditions precedent to its effectiveness have been met. The exception to this is the obligation upon an Applicant with regard to confidentiality. This Questionnaire will not form part of any Contract unless expressly stated otherwise.

Confidentiality

Applicants must treat this Questionnaire and their participation in the Competition as confidential. Applicants must not disclose any information about the Competition to anyone other than as required for the purpose of responding to this Questionnaire, or as required by law.

Disclosure

The Contracting Authority is entitled to disclose information about this Competition, including the identity of those expressing interest, to any person. If an Applicant considers that any information in its suitability assessment submission is commercially sensitive or confidential, this must be clearly stated, and clear and substantive reasons provided. The Contracting Authority will have regard to such a statement in considering a request for access to the information under the Freedom of Information Acts 2014 (or any other legislation relating to disclosure of information) but is not bound by the Applicant's view and will take such steps as it considers necessary to comply with its obligations under applicable law.

Conflicts of Interest

Any conflict of interest or potential conflict of interest must be fully disclosed to the Contracting Authority as soon as such conflict or potential conflict becomes apparent. This includes, but is not limited to, situations where an Applicant or any of the members of an Applicant which is a consortium, joint venture or partnership, or any entity being relied upon by an Applicant, or any of their advisers, contractors, consultants, servants or agents are currently or have been in the past an adviser, contractor, consultant, servant or agent to the Contracting Authority, or any local or other relevant authority in relation to the works which are the subject matter of this Competition.

Without prejudice to the foregoing, any 'registrable interest' involving the Applicant and the Contracting Authority (and where applicable any elected members of the Contracting Authority or members of the Board of the Contracting Authority), members of the Government, members of the Oireachtas or employees of the Contracting Authority or their relatives must be fully disclosed to the Contracting Authority immediately upon such information becoming known to the Applicant. The terms 'registrable interest' and 'relatives' shall be interpreted in line with the Ethics in Public Office Act, 1995 and the Standards in Public Office Act 2001 as may be amended from time to time.

The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action in relation to any actual or perceived conflicts of interest, which may include (but is not limited to) excluding the Applicant from the Competition, or permitting the Applicant to continue subject to safeguards determined by the Contracting Authority being put in place and observed.

Tax Clearance

It will be a condition of the award of the Contract that the successful Tenderer shall, for the term of the contract, comply with all applicable EU and domestic tax laws. Prior to the award of the Contract arising out of this Competition the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online. Applicants may obtain information regarding their obligations concerning taxation from the Revenue Commissioners (www.revenue.ie).

Irish Law

Irish law is applicable to this Questionnaire and the Irish courts shall have exclusive jurisdiction in relation to any disputes arising from or in connection with this Questionnaire.

Collusion

Applicants' attention is drawn to the Competition Act 2002 - 2019 (as may be amended from time to time) which makes it a criminal offence to collude on prices or terms in a public procurement competition.

Prior Knowledge

Applicants must not make any assumptions that the Contracting Authority has prior knowledge of their organisation or service provision. Applicants will only be evaluated on the information contained in their response to this Questionnaire ("SAQ Submission") (as may be clarified by the Contracting Authority in accordance with this Questionnaire).

If there is a discrepancy between the documents, the PDF version will take precedence.

SECTION 1 PROJECT PARTICULARS:

Services:	Architectural Services
Using the:	Standard Conditions of Engagement for Consultancy Services (Technical COE1)
Regarding:	Application for admittance to a Panel for Architectural Services
Location:	Dublin City Council's Administrative Area

SECTION 2 APPLICANT DETAILS:**2.1 Applicant Details****2.1.1 Main/Lead Applicant Details**

Pass/Fail Rule: Applicants must complete the table below and enter all relevant information. Where information is not applicable, please indicate 'not applicable' in the relevant box.

Regulation (EU) No 833/2014 as amended by Council Regulation (EU) 2022/576 - Sanctions Against Russia			
Applicants are required to declare (by completing the Declaration in Part 2) that the Applicant, any members of the Applicant and entities relied upon do not exceed the limits set in Article 5k of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, as amended by Council Regulation (EU) No 2022/578 of 8 April 2022.	N/A <i>CA Note: Where the Competition is subject to the European Procurement Regulations, the Regulation automatically applies. Select "Yes" above.</i>		
Applicant's Legal Name:			
Address (Registered head Office):			
Address(es) of any other Relevant Office(s):			
Telephone (company):			
Email (Company):			
Date Business Commenced Trading:			
Registration Details (where applicable):	Company Registration No.		Business / Trading No.
	Professional Body Registration /Membership No.		
Name and address of parent company (if applicable):			
Parent company interest in Applicant (e.g. wholly owned by single parent company):			

2.1.2 Main/Lead Applicant's Authorised Representative

Pass/Fail Rule: All Applicants (and in particular groupings, consortium and joint venture applications) must identify a single authorised representative in the table below, to whom all communications in relation to this procurement competition and subsequent panel competitions (if any) will be directed and from whom communications will be accepted. Correspondence from any other person will not be accepted, acknowledged or responded to.

Name of Authorised Representative:			
Position / Job Title			
Address (if different from above):			
Email Address:		Telephone:	

2.1.3 Nature of Applicant

Pass/Fail Rule: Applicants must complete the table below, indicating the nature of the applicant (individuals (sole traders), partnerships, private limited company, public limited company, Joint Venture, subsidiary company etc)

Nature of Applicant:	
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2.1.3.1 Limited Companies, DAC (Public or Private)

Pass/Fail Rule: If applicable, Applicants must complete the table below and enter required details.

Company Registration Number	
Year established	
Number of years actively trading under present name	
Name of Chairman /CEO/MD/ Partner	
Interest of Chairman /CEO/ MD/Partner in other companies	
Changes to group structures or mergers over the past 5 years	

2.1.3.2 Partnership, Consortium or a Joint Venture Company

Pass/Fail Rule: If applicable, Lead member of a Partnership, consortium or any other type of Joint venture to complete the following for **all members** in Partnership, Consortium or Joint Venture company:

Name 1	
Name 2	
Name 3	
Name 4	

Was Consortium or a joint Venture company formed for this project?	
Date of Establishment	
Number of Years actively trading Under Present Name	
Method of financing Consortium or Joint Venture company	

Applicant Note: Where the Applicant is one or more human or legal persons such as a Joint venture, Consortium or partnership, details of **each member** [who is not the Lead member] of the applicant must be provided in Schedule I – Details of Applicant Members.

2.1.4 Additional Applicant Company Details

If required by the CA, additional details of the Applicant's Company are requested below:

2.1.4.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must disclose any potential conflicts of interest or potential perceived conflicts of interest which it might have with any aspect of this procurement process, or this questionnaire, or with any other Applicant. Any declared conflicts of interest

will be considered by Dublin City Council on a case-by-case basis to determine whether any adverse inferences or consequences will occur to the detriment of Dublin City Council and/or the panel.

Conflict of Interest? (Yes / No)	
If Yes, please describe	

2.1.4.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must disclose any potential conflicts of interest or potential perceived conflicts of interest which it might have with any aspect of this procurement process, or this questionnaire, or with any other Applicant. Any declared conflicts of interest will be considered by Dublin City Council on a case-by-case basis to determine whether any adverse inferences or consequences will occur to the detriment of Dublin City Council and/or the panel.

Conflict of Interest? (Yes / No)	
If Yes, please describe	

2.2.1 Mandatory Specialist Skills

Pass/Fail Rule: Applicants must confirm that they can deliver all of the specialist skills listed below, whether in-house or through a sub-consultant. If a sub-consultant is proposed, the name and address for each sub-consultant must be provided.

Mandatory Specialist Skills	Capability (Yes / No)	Please indicate whether specialist skill will be delivered in-house or through a sub-consultant.	Sub-Consultant's Legal Name and Address
Design Team Lead			
Architect			
Employer's Representative			
Design Certifier			
Assigned Certifier			
Project Supervisor for the Design Process			

2.2.2 Optional Specialist Skills

Pass/Fail Rule: Applicants must indicate the range of additional specialist skills (if any) they can deliver whether in-house or through a sub-consultant. If a sub-consultant is proposed, its name and relevant details must be provided.

Optional Specialist Skills	Capability (Yes / No / NA)	Please indicate whether specialist skill will be delivered in-house or through a sub-consultant.	Sub-Consultant's Legal Name and Address
Measured Survey			
Condition Survey			
Conservation Architecture (Specify Grade)			

Fire Safety Design			
Accessibility Audits			
Design for Disability Access Certificate			

2.1.5 Specialist Skills Capabilities

Applicants are reminded that they may rely on the resources of other entities on condition that these are clearly described in this questionnaire and can prove that they will have these resources at their disposal if required under any contract.

2.1.6 Evidence of Technical Capability Criteria

The Applicant should consider carefully responses to subsection 2.2.1 in relation to the type of principal service and specialist skills identified at subsection 2.2.2., in particular:

- Where Specialist Skills are identified in sub-section, these may be provided either by in-house personnel or by specialist subcontractors. Where a subcontractor or in-house expert is proposed for a specialist skill, include separate evidence in response to the criterion.
- Where the principal service applied for is a Design Service or any service with design input (for example Quantity Surveying where the Applicant must demonstrate a level of competence relative to their design input.
- Prior to their appointment, the Successful Tenderer is required to sign the Safety and Health Declaration appropriate to their service provision. MF2.4 is required for general service providers, MF2.5 for PSDP and MF2.6 for PSCS.

SECTION 3 PERSONAL SITUATION

3.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must provide an Applicant's Personal Situation Declaration (Appendix A)¹ signed and witnessed within the past 12 months, together with a signed declaration in the form of Appendix A1.

Completed Appendix A attached (Yes / No)	
Completed Appendix A1 attached (Yes / No)	

Dublin City Council reserves the right to inspect the original copy of Appendix A at any time if considered necessary.

3.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must provide an Applicant's Personal Situation Declaration (Appendix A) signed and witnessed within the past 12 months, together with a signed declaration in the form of Appendix A1.

Sub-Consultant Name	
Completed Appendix A attached (Yes / No)	
Completed Appendix A1 attached (Yes / No)	

Please repeat the above table as necessary for each Sub-Consultant

3.3 Health and Safety

The successful applicant will be required to comply with the Safety, Health and Welfare at Work Act 2005 (Including the Safety Statement requirement) and any subsequent Safety, health and Welfare legislation.

The successful Applicant will also be required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended), particularly where those Regulations apply to the service provision.

Health and Safety competencies for those to whom the Safety, Health and Welfare at Work (Construction) Regulations 2014 (as amended) apply will be assessed as part of Section 2.0 – the Suitability Questionnaire.

¹ In Ireland and the UK this must always be witnessed in the presence of a Commissioner for Oaths or a practicing solicitor. In other jurisdictions where there is no provision for a declaration on oath one of the alternative arrangements appropriate to the jurisdiction can be provided.

SECTION 4 ECONOMIC AND FINANCIAL CAPACITY

4.1 Turnover

Pass/Fail Rule: Applicants must provide objective evidence from an independent source (e.g. an auditor's statement, copy of audited accounts, etc) confirming that during any of the three (3) previous financial years the Applicant's annual turnover was at least €100,000.

Note 1: In the case of a grouping, the rule may be satisfied by the group members as a whole.

Note 2: In the case of sole traders or partnerships, the rule may be satisfied by a letter of confirmation from a senior partner.

Note 3: If the Applicant's date of establishment was more recent than three years, the pass requirement may be satisfied on a pro-rata basis.

	[enter year]	[enter year]	[enter year]
Turnover			
Evidence Attached (Yes/No)			

4.2 Tax Clearance

4.2.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate that either (i) they have written confirmation from the Irish Revenue Commissioners that their tax affairs are in order or (ii) they have applied for such written confirmation.

	Tick one				
I attach a copy of a valid Tax Clearance Certificate from the Irish Revenue Commissioners.					
OR I grant Dublin City Council permission to my verify tax clearance status through Revenue's online facility (https://www.ros.ie/tcc/view.jsp). To this end, I provide the following information <table border="1"> <tr> <td> Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i> </td> <td></td> </tr> <tr> <td> Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i> </td> <td></td> </tr> </table>	Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i>		Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i>		
Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i>					
Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i>					
OR I attach evidence that I have applied for written confirmation from the Irish Revenue Commissioners that my tax affairs are in order. I acknowledge that, if admitted to the panel, it will be a condition precedent to my appointment to any contract that I will provide evidence of a valid Tax Clearance Certificate from the Irish Revenue Commissioners					

4.2.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must demonstrate that either (i) they have written confirmation from the Irish Revenue Commissioners that their tax affairs are in order or (ii) they have applied for such written confirmation.

Sub-Consultant Name:					
	Tick one				
I attach a copy of a valid Tax Clearance Certificate from the Irish Revenue Commissioners.					
OR I grant Dublin City Council permission to my verify tax clearance status through Revenue's online facility (https://www.ros.ie/tcc/view.jsp). To this end, I provide the following information <table border="1"> <tr> <td> Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i> </td> <td></td> </tr> <tr> <td> Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i> </td> <td></td> </tr> </table>	Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i>		Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i>		
Registration Number <i>(as shown on Tax Clearance Certificate or tax clearance access number)</i>					
Certificate Number <i>(as shown on your Tax Clearance Certificate or tax clearance reference number)</i>					

OR I attach evidence that I have applied for written confirmation from the Irish Revenue Commissioners that my tax affairs are in order. I acknowledge that, if admitted to the panel, it will be a condition precedent to my appointment to any contract that I will provide evidence of a valid Tax Clearance Certificate from the Irish Revenue Commissioners	
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Please repeat the above table as necessary for each Sub-Consultant

4.3 Insurances

4.3.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must provide evidence demonstrating that they currently meet the insurance requirements listed below:

	Professional Indemnity	Public Liability	Employer's Liability
Minimum Cover	€1,000,000 (any one event)	€6,500,000 (any one event)	€13,000,000 (any one event)
Maximum level of excess in any one claim below which the Applicant will bear the cost	€5,000 or 2.0% of gross fee turnover whichever is greater	€10,000 for property only with no excess for death, injury or illness.	none
Evidence Attached (Yes/No)			

Please note that a condition of award of contract will be the submission of evidence from the Applicant's Broker or Insurance Company to the Contracting Authority and their insurance broker that the Applicant has the required insurance cover.

Evidence shall be provided on headed paper from contractor's brokers by way of a letter or insurance policy summary schedule document.

Note: Before appointment, the successful Applicant will be required to produce evidence from their Broker or Insurance Company confirming that the Applicant has current professional indemnity insurance cover in the required amount complying with the conditions listed below and that it will be maintained for 6* years after completion of the construction works in respect of the services provided – Model Form MF 2.1 duly completed by the Applicant's broker or insurance company is deemed acceptable evidence for this criterion. (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Professional Indemnity Cover must comply with the following conditions:

- i Level of cover and excess is as stated above;
- ii Cover is provided for legal defence costs in excess of the minimum level of cover;
- iii Cover is provided on an 'each and every' claim basis;
- iv The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- v Cover extends to include claims arising out of the sub-contracting of professional services by the Applicant;
- vi Cover is provided in respect of Joint & Several liability where the service provider is operating in a Joint Venture or a Consortium;
- vii The level of excess is capped at €150,000 in any one year regardless of the number of claims;
- viii The jurisdiction in which claims can be lodged and settled is IRELAND.

*Where the contract is to be executed under hand then a period of 6 years should be sought for the Professional Indemnity Insurance, where the contract is to be executed under seal then a period of 12 years should be sought.

4.3.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must provide information concerning their current insurances (if any).

Sub-Consultant Name			
	Professional Indemnity	Public Liability	Employer's Liability
Minimum Cover			
Maximum level of excess in any one claim below which the Sub-Consultant will bear the cost			
Evidence Attached (Yes/No)			

Please repeat the above table as necessary for each Sub-Consultant

SECTION 5 PREVIOUS EXPERIENCE CAPACITY

5.1 List of projects within the last 5 years

5.1.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must submit a minimum of 4 no. relevant projects where they delivered architectural services within the past 5 years. Projects must demonstrate a range of services to include residential (new build and refurbishment), public realm, precinct improvements, housing, civic, community, recreational, sports, infrastructural improvement master planning, mixed use/commercial etc. For each project listed, Applicants must ensure that an Appendix B3 is completed with detailed information (including graphic materials).

Ref	Project Name	Appendix B3 attached (Yes/No)
1		
2		
3		
4		

5.1.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must submit a minimum of 1 and maximum of 2 projects where they delivered their nominated specialist skills within the past 5 years. For each project listed, each Sub-Consultant must ensure that an Appendix B3 is completed with detailed information (including graphic materials).

Ref	Project Name	Sub-Consultant Name	Appendix B3 attached (Yes/No)
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Please repeat the above table as necessary for each Sub-Consultant

5.2 Previous Experience – Project Type

5.2.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate (through their completed Appendix B3) their experience in at least one of the following project types.

Project Type	Previous Experience (Yes/No/NA)	Project Ref Number (section 5.1.1 above)
New Build		
Refurbishment		
Infra-structural Improvement		
Public Realm		
Precinct Improvement		
Housing		
Civic		
Community		
Recreational		
Workplace fit out & Interiors		
Other		

Note: Applicants are advised to list as many categories as applicable.

5.2.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must demonstrate (through their completed Appendix B3) their experience in at least one of the following project types.

Project Type	Previous Experience (Yes/No)	Sub-Consultant Name(s)	Project Ref Number (section 5.1.2 above)
New Build			
Refurbishment			
Infra-structural Improvement			
Public Realm			

Precinct Improvement			
Housing			
Civic			
Community			
Recreational			
Other			

Note: Sub-Consultant are advised to list as many categories as applicable.

5.3 Previous Experience – Project Works Value

5.3.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate (through their completed Appendix B3) their experience in at least one of the following project works values:

Project Works Value	Previous Experience (Yes/No)	Project Ref Number (section 5.1.1 above)
Less than €300,000 (ex. VAT)		
Between €300,001 to €1 million (ex. VAT)		

Note: Applicants are advised to list as many categories as applicable.

5.3.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must demonstrate (through their completed Appendix B3) their experience in at least one of the following project works values:

Project Works Value	Previous Experience (Yes/No)	Sub-Consultant Name(s)	Project Ref Number (section 5.1.2 above)
Less than €100,000 (ex. VAT)			
Between €100,001 to €500,000 (ex. VAT)			
Between €500,001 to €1 million (ex. VAT)			

Note: Sub-Consultants are advised to list as many categories as applicable.

5.4 Previous Experience – Contract Type

5.4.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate (through their completed Appendix B3) their experience in managing both the tendering process and works contract for at least one type of contract:

Contract Type	Previous Experience (Yes/No)	Project Ref Number (section 5.1.1 above)
PW-CF5 Contract for Minor Building & Civil Engineering works designed by the Employer		
PW-CF6 Public Works Short Form of Contract		
PW-CF8 Public Works Short Form of Investigation Contract		
PW-CF11 Term Maintenance and Refurbishment Contract		
Other (please list)		

Note: Applicants are advised to list as many of the project types which are applicable to them.

5.5 Previous Experience – Specialist Skills

5.5.1 Mandatory Skills

Pass/Fail Rule: Applicants must demonstrate (through their completed Appendix B3) their experience in all of the mandatory skills listed in section 2.2.1.

Mandatory Specialist Skill	Project Ref Number (section 5.1.1 or 5.1.2 above)
Design Team Lead	
Architect	
Employer's Representative	
Design Certifier	
Assigned Certifier	
Project Supervisor for the Design Process	

5.5.2 Optional Skills

Pass/Fail Rule: Applicants must demonstrate (through their completed Appendix B3) their experience in the optional specialist skill being nominated for under section 2.2.2.

Optional Specialist Skill	Project Ref Number
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	(section 5.1.1 or 5.1.2 above)
Measured Survey	
Condition Survey	
Conservation Architecture	
Fire Safety Design	
Accessibility Audits	
DAC	

SECTION 6 PERSONNEL

Note 1: the purpose of this section is to identify whether the Applicant and its sub-consultants have at their disposal the appropriate number and range of staffing.

Note 2: it is emphasised that, at this stage, Applicants are not being asked to propose the specific personnel for the delivery of services. This information will be requested only at the invitation to tender stage when panel members can make an informed decision based on the detailed specification provided and the availability of the panel members' appropriate personnel.

6.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate that they have at their disposal the specified minimum number of suitably qualified and experienced human resources to deliver services.

	Please enter current number	Min Requirement	CV attached for the minimum number (Yes/No)
Architect with: - a degree and professional qualification in Architecture, and - at least 7 years relevant experience post Part 3 / after becoming eligible for registration (or equivalent). At least 3 no years' experience should be at a senior /managerial level.		1	
Architect with: - a degree and professional qualification in Architecture, and - at least 5 years relevant experience post Part 3 / after becoming eligible for registration (or equivalent). OR Architectural Technician with: - a degree or diploma in architectural technology or equivalent qualification, and - at least 5 years postgraduate relevant experience		1	

6.2 Optional Specialist Skills

Pass/Fail Rule: Applicants must demonstrate that they have at their disposal a sufficient number of suitably qualified and experienced human resources to deliver the optional specialist skill listed under section 2.2.2

	Please enter current number	CV attached (Yes/No)
Conservation Architect with: - a degree and professional qualification in Architecture or equivalent, - at least 7 years relevant experience post Part 3 / after becoming eligible for registration (or equivalent), and - accreditation as a Grade III Architect by RIAI or equivalent.		
Conservation Architect with: - a degree and professional qualification in Architecture or equivalent, - at least 7 years relevant experience post Part 3 / after becoming eligible for registration (or equivalent), and - accreditation as a Grade II Architect by RIAI or equivalent.		
Fire Safety Design with: - a relevant professional qualification, and - at least 7 years relevant postgraduate experience in fire safety design services for construction projects		
Accessibility Audits - a relevant professional qualification, - relevant qualification/training in universal design and access in use from an approved body or organisation, and - at least 5 years postgraduate experience for relevant projects		
DAC - a relevant professional qualification, - relevant qualification/training in universal design and access in use from an approved body or organisation, and - at least 5 years postgraduate experience for relevant projects		

Others		
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SECTION 7 QUALITY MEASURES

7.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate that they have a quality policy (whether in-house or 3rd party attested) which provides adequate procedures to manage, review and evaluate the Applicant's performance in the delivery of services at all stages of a construction project.

Attached Quality Policy meeting the pass/fail rule above (Yes/No)	
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7.2 Sub-Consultants

Pass/Fail Rule: Each Sub-Consultant listed in section 2.2 must demonstrate that they have a quality policy (whether in-house or 3rd party attested) which provides adequate procedures to manage, review and evaluate the Applicant's performance in the delivery of services.

Sub-Consultant Name	
Attached Quality Policy meeting the pass/fail rule above (Yes/No)	

Please repeat the above table as necessary for each Sub-Consultant

SECTION 8 TECHNICAL RESOURCES

8.1 Main/Lead Applicant

Pass/Fail Rule: Applicants must demonstrate that they can operate and communicate with the Contracting Authority electronically.

Attached list of IT equipment and software available to the Applicant and which meets the pass/fail rule above (Yes/No)	
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8.2 Sub-Consultants

Pass/Fail Rule: Applicants must demonstrate that they can operate and communicate with the Contracting Authority electronically.

Sub-Consultant Name	
Attached list of IT equipment and software available to the Applicant and which meets the pass/fail rule above (Yes/No)	

Please repeat the above table as necessary for each Sub-Consultant

SECTION 9 DECLARATION

On behalf of the Applicant, I declare that the information contained in this Questionnaire and completed appendices, is true and that we are not guilty of misrepresentation in supplying or failing to supply accurate information. We acknowledge that this information may be verified if we gain entry to the panel, are shortlisted to tender for a project or are the preferred bidder in any subsequent tender competitions.

We confirm that we comply with all applicable provisions of employment law (statute or common law), regulations contract law applicable to our employees. This includes, without limitation, compliance with the Redundancy Payments Act 1967 to 2007, Redundancy Payments Acts 1967 to 2007, Minimum Notice and Terms of Employment Acts 1973 to 2005, Terms of Employment (Information) Act 1994 and 2001, Employment Equality Acts 1998 to 2008, Parental Leave Acts 1998 - 2006, Organisation of Working Time Act 1997, Payment of the Wages Act 1991, Unfair Dismissals Acts 1977 to 2007, Employees (Provision of Information and Consultation) Act 2006, Data Protection Acts 1988 and 2003, Safety, Health and Welfare at Work Act 2005, Industrial Relations Acts 1946 – 2004, Pension Acts 1990 – 2010, Trans-national Information and Consultation of Employees Act 1996 and all other employment related legislation and any reference to a statutory provision includes all re-enactments and modifications of it.

Declare, that insofar as the Project Particulars in the Questionnaire state that Regulation (EU) No 833/2014 as amended by Council Regulation (EU) 2022/576 - Sanctions Against Russia applies, there will be no Russian involvement in the contract exceeding the limits set in Article 5k of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, as amended by Council Regulation (EU) No 2022/578 of 8 April 2022.

In particular, I declare that:

- (i) the Applicant (and none of the Applicant Members) is not a Russian national, or a natural or legal person, entity or body established in Russia;
- (ii) the Applicant (and none of the Applicant Members) is not a legal person, entity or body whose proprietary rights are directly or indirectly owned for more than 50% by an entity referred to in point (i) of this paragraph
- (iii) neither I nor the Applicant is a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in point (i) or (ii) above; and
- (iv) there is no participation of over 10% of the contract value of subcontractors, suppliers or entities whose capacities the Applicant (or Applicant Members) relies on, by entities listed in points (i) to above.

Signed: _____

Dated: _____

For and on behalf of Applicant (signature must be that of a Director/Principal)

NAME: _____

BLOCK LETTERS

TITLE: _____

BLOCK LETTERS

SCHEDULE I APPLICANT MEMBERS

Where an Applicant is a Joint Venture, Consortium or Partnership, each Applicant member, who is not the Lead Member, named in Section 2.1.2.3 must complete the table below. Where additional tables are required, please add additional pages as required to add details of additional members.

Applicant Member Name*:	
Element Responsible for:	
Qualification Criteria responded to:	
Address of Registered Head Office:	
Address(es) of other Relevant Office(s):	
Date Business Commenced Trading:	
Most recent Business Accounting Period From/To	
Business Name**	
Business Address	
Company Registration number***	
Business Registration Number	
Tax Reference Number	
Self-assessment tax returns Accounting Period****	
Business Telephone:	
Company Type:	
Year Established:	
Number of years actively trading under present	
Chairman/CEO/MD	
Name of Interest of Chairman/CEO/MD in other companies:	
Changes to group structures or mergers over the past 5 years:	
Where the member is a subsidiary	
Name and address of parent company and interest parent has in Applicant member company (for example, wholly owned by single parent company):	
Parent Company Registration No.:	
Parent Company Tax Registration No.:	

*State the full name of the Applicant's company as it is registered with the Companies Registration Office (CRO) or equivalent in country of establishment. Refer to the CRO for the requirements for registration of companies.

**State the Applicant's full business name as registered with the CRO (or equivalent in country of establishment). Refer to the CRO for requirements for registration of business names.

***CRO no. or equivalent.

****For Revenue Commissioners or equivalent in other tax jurisdictions.

SCHEDULE II	APPLICANT DETAILS & DECLARATION
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SCHEDULE II – ENTITIES RELIED UPON

Where in Section 2 an Applicant declares that it relies upon the resources of another entities, each entity must complete the tables below and provide the evidence required in Section 1.9 of QC1 or Section 1.6 of QC2, as appropriate. Where additional tables are required, please add additional pages as required to add details of additional members.

Name of Entity Relied Upon by Applicant:	
Element Responsible for:	
Qualification Criteria responded to:	
Address of Registered Head Office:	
Address(es) of other Relevant Office(s):	
Date Business Commenced Trading:	
Most recent Business Accounting Period From/To	
Business Name**	
Business Address	
Company Registration number***	
Business Registration Number	
Tax Reference Number	
Self-assessment tax returns Accounting Period****	
Business Telephone:	
Business Email Address:	
Year Established:	
Name and address of parent company and interest parent has in Applicant member company (for example, wholly owned by single parent company):	
Parent Company Registration No.:	
Parent Company Tax Registration No.:	

*State the full name of the Applicant's company as it is registered with the Companies Registration Office (CRO) or equivalent in country of establishment. Refer to the CRO for the requirements for registration of companies.

**State the Applicant's full business name as registered with the CRO (or equivalent in country of establishment). Refer to the CRO for requirements for registration of business names.

***CRO no. or equivalent.

**** or the equivalent in other tax jurisdictions.

GLOSSARY

Acronyms or capitalised terms used throughout this Questionnaire are defined in this glossary.

Applicant	The term is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract.
Specialist Skill Provider	In this Questionnaire, refers to an entity proposed by the Applicant to provide specialist skills services described in Section 2.4 of the Project Particulars. Note that a Specialist Skill Provider may be: (a) the Applicant itself (or a member of an Applicant which is a Consortium, Joint Venture or Partnership); or (b) a subcontractor.
BC(A)R	Building Control Regulations 1997 – 2021 and any amendments thereto.
CA	Contracting Authority
Candidate/Qualified Candidate	A Candidate is an Applicant who has submitted an SAQ Submission. A Qualified Candidate is a Candidate who has passed the suitability assessment.
Competition	The tender competition to which this Questionnaire relates.
Consortium	An association or combination of businesses or individuals who combine with the purpose of delivering a single objective.
Construction Regulations	Safety, Health and Welfare at Work (Construction) Regulations 2013 and any amendments thereto.
Contract	The Conditions of Engagement that may be awarded by the Contracting Authority for the Services at the conclusion of this Competition.
CRO	Companies Registration Office.
CWMF	The Capital Works Management Framework is mandated by Circular for public sector construction procurement and consists of a suite of best practice guidance, standard contracts and generic template documents available for download at http://constructionprocurement.gov.ie/ .
Designer	Has the meaning given in the Construction Regulations.
ESPD	European Single Procurement Document, which, where required, the Applicant, any members of an Applicant and any entities relied upon by the Applicant or any members of an Applicant, must complete in order to provide a self-declaration in regards to the situations referred to in Regulation 57 of SI 284/2016, and to declare that the Applicant meets the Qualification Criteria in the Competition. An eESPD refers to the electronic version of the ESPD.
European Procurement Regulations	Means SI 284 of 2016 (European Union (Award of Public Authority Contracts) Regulations 2016) or SI 286 of 2016 (European Union (Award of Contracts by Utility Undertakings) Regulations 2016), as may be applicable to the Competition.
Foreign Subsidies Regulation ('FSR').	Regulation (EU) 2022/2560 of the European Parliament and of the Council of 14 December 2022 on foreign subsidies distorting the internal market.
FSR Annex	Annex to this Questionnaire, issued by the Contracting Authority when the Competition is subject to the application of the Foreign Subsidies Regulation.
Joint Venture	A joint venture is a contractual business undertaking involving two or more parties.
OJEU	Official Journal of the European Union.
Partnership	A business that has two or more owners who are individually liable for the entity's actions.
Principal Services	The services described in Section 2.4 of the Project Particulars. Where more than one Principal Service is required, a separate Questionnaire in respect of each Principal Service is issued by the CA.
PSCS	Project Supervisor Construction Stage appointed by the Employer in accordance with the Construction Regulations.
PSDP	Project Supervisor Design Process appointed by the Employer in accordance with the Construction Regulations.
Qualification Criteria	The suitability assessment criteria in Section 3 of this Questionnaire selected by the Contracting Authority to apply in this Competition and are those criteria where "Yes" is marked in the column "Applicable Criterion/Requirement".
Questionnaire	This Suitability Assessment Questionnaire, including annexes and related documents.
Specialist Skills	Those specialist service areas described in Section 2.4 of the Particulars required as part of the principal services.
Tenderer	A person or entity (or group of persons) who submits a tender at the next stage of this Competition.