



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Tender Response Document (TRD)

For

Provision of Tea and Coffee Products

For

Trinity College Dublin, University of Dublin

On behalf of:

**Trinity College Dublin, The University of
Dublin**

Ref: TCD-26-C2287

Please Insert Tenderer Name below:

*****All tender response files must be submitted in a zip folder to protect naming conventions***



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PART A – SELECTION CRITERIA

A1: Tenderer Summary

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must complete this section. If the Tenderer is a grouping/consortium, the Lead Tenderer must complete the Tender Response Document, all other members must provide an ESPD.

Tenderer's Organisation Name			
Contact Name			
Position			
Address			
Phone			
Email			
Date of establishment			
Legal Status (if any) (Company [Ltd], Partnership, Sole Trader, etc.)			
Is the Tenderer a group of economic operators? <i>If Yes, please provide the following information:</i>	Yes		
	No		
If your answer is "Yes", please provide the following information:	Name	Portion of project to be delivered	Separate Questionnaire enclosed?
	1.		
	2.		



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A2: European Single Procurement Document (ESPD)

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a completed eESPD. Where the Tenderer is a grouping/consortium, an eESPD must be completed for each group member.

Submission of a completed ESPD is mandatory for this competition. Tenderers may complete the ESPD via the eTenders portal or by completing and submitting the attached ESPD document contained within the tender document set



A3: Declaration of Personal Circumstances

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a completed and signed Declaration of Personal Circumstances. The Declaration must be provided by each group member in the case of a grouping/consortium.

Re: Provision of tea and Coffee products

On behalf of:

Trinity College Dublin, The University of Dublin

NAME: _____

ADDRESS: _____

I, _____ *[insert name of Declarant]* having been duly authorised by _____ *[insert name of entity]*, sincerely declare that _____ *[insert name of entity]* itself or any person who has is a member of the administrative, management or supervisory body of _____ *[insert name of entity]* or has powers of representation, decision or control in _____ *[insert name of entity]* –

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Authority or _____ *[insert name of entity]*.
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
- (f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.
- (h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement.



- (i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (j) Is not guilty of grave professional misconduct.
- (k) Has not entered into agreements with other Economic Operators aimed at distorting competition.
- (l) Is not aware of any conflict of interest due to its participation in the Competition;
- (m) Has not had any prior involvement in the preparation of the Competition;
- (n) Is not guilty of 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.
- (o) Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail to submit supporting documents in respect of this Competition as required under Article 59 of Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement.
- (p) Has not undertaken to unduly influence the decision-making process of the Authority in respect of the Competition or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

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

Signature of Declarant

Name of Declarant in print or block capitals

Declared before me by _____ who is personally

known to me (or who is identified to me by _____ who is

personally known to me) at _____

this _____ day of _____ 20____.

(signed) _____

Practising Solicitor/Commissioner for Oaths



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A4: Third Party Letter of Undertaking

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a Third-Party Letter of Undertaking where the Tenderer intends to rely on third party resources to meet the financial or technical selection criteria or to perform the contract. The Third-Party Letter of Undertaking must be provided on company headed paper.



A5: Declaration of Financial & Economic Capacity

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a declaration in relation to certified turnover for the previous three (3) financial years (2024, 2023, 2022). These statements of turnover should be provided by a registered auditor. Tenderers should submit an appropriate declaration to satisfy this requirement.

The minimum yearly turnover of the Tenderer should meet or exceed:

Lot 1. €420,000

The aggregated turnover for all members of a consortium or joint venture must meet the turnover requirement set above. If only one member has the skills, resources and experience for the services, then that member must have an average turnover that demonstrates financial capacity for the services as set out in the tender documentation.

The Contracting Authority reserves the right to investigate and to carry out detailed financial evaluations of a Tenderer under this criterion up to and prior to the any award of contract to assess the financial robustness of the Tenderer.

Tenderers must also provide evidence of an up-to-date Tax Clearance Certificate.

Tax Clearance		Please confirm	
(A) I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order. The Contracting Authority can verify your tax clearance status through Revenue's online facility at https://www.revenue.ie/itp/view.jsp . To this end, please confirm:		Yes	
		No	
Do you grant the Contracting Authority permission to verify your tax status online via revenue.ie?		Yes	
		No	
Applicant Name:			
Applicant PPSN/ Tax Reference Number			
Access Number			
OR (B) I confirm that I currently hold a valid tax clearance certificate	Registration Number		
	Certificate Number		
OR (C) I confirm that I have applied for an Irish Tax Clearance Certificate which will be made available on request.		Yes	
		No	
Signed:			



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Turnover			
I confirm that we have the requisite minimum yearly turnover of for lots applied for as outlined below.			
Lot 1. €420,000			
Year	2024	2023	2022
Turnover €			
I confirm that the statements of turnover are included in this submission and are provided by a registered auditor.			
Signed:			



A6: Insurances

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must confirm that the following insurances are in place or can be put in place if successful in the award of the contract.

- Employers Liability: €13,000,000
- Public Liability: €6,500,000
- Product Liability: €6,500,000

Insurances			
(A) I confirm that we have the following insurances in place.			
Insurance Type	Level in Place	Details of Any Excess	Expiry Date
Employers Liability	€13million		
Public Liability	€6.5million		
Product Liability	€6.5million		
AND			
(B) I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.			
AND			
I confirm that I will provide the following promptly on request at any time: • evidence of insurances in place or • letter from Insurance Broker confirming that the required levels could be put in place if successful			
Signed:			



A7: Previous Contracts

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must supply details of at least two comparable contracts of a similar nature, scale and complexity to the services required under this concession agreement. The comparable contracts must have been substantially operated within the past 5 years.

The contracts provided must demonstrate the Tenderers' skills, experience and successful delivery of similar services. It is imperative that the contracts submitted are of a similar nature, scale and complexity to that of the services required under this framework agreement.

Contract A	
Name of contract	[•]
Counterparty	[•]
Dates contract performed.	[•]
Value of contract	[•]
Nature of services performed: Tenderers should describe the scale, nature and complexity of the services provided having regard to the requirements under this concession agreement as outlined in the Invitation to Tender Document. Tenderers must outline the services provided under this contract.	[•]
Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.	[•]
Service Location/Locations	[•]
Referee contact name	[•]
Referee Position	[•]
Referee Contact number	[•]
Referee Email address	[•]



Contract B	
Name of contract	[•]
Counterparty	[•]
Dates contract performed.	[•]
Value of contract	[•]
Nature of services performed: Tenderers should describe the scale, nature and complexity of the services provided having regard to the requirements under this concession agreement as outlined in the Invitation to Tender Document. Tenderers must outline the services provided under this contract.	[•]
Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.	[•]
Service Location/Locations	[•]
Referee contact name	[•]
Referee Position	[•]
Referee Contact number	[•]
Referee Email address	[•]



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A8: HACCP Certification / Health and Safety Statement

Weighting: Pass/Fail Only

Candidates must demonstrate adherence on their own part, and that of their subcontractors, to a regulatory system such as Hazard Analysis and Critical Control Point (HACCP) that provides a systematic preventative approach to biological, chemical and physical hazards in food production and processing. HACCP to be submitted.

Tenders must submit their companies ***Health and Safety Statement***

Tenderers must complete and return Document **5. Supplier Audit Questionnaire 2026**
And all applicable certifications

Tenders must provide Certificate/Approval of certified registered premises



PART B – AWARD CRITERIA

A: Contract & Service Requirements – Contract Management Plan

Weighting: 1,000 marks

Pass Requirement: Minimum marks required is 600.

Maximum of three (2) A4 pages, *Any information provided beyond the maximum page count specified within this tender response document will not be read, reviewed, or taken into account during the evaluation process.*

Tenderers must submit a clear and comprehensive proposed contract management plan that demonstrates the Tenderer's proposed methodology in respect of the management of the supply and delivery of the Goods both during the initial implementation phase of a Goods Contract and throughout the Term of a Goods Contract.

Your response must include details of the resources including account management and logistical personnel that the Tenderer proposes to assign to mobilise and manage the Goods Contract and must demonstrate:

- How during the initial implementation of the Goods Contract, the Tenderer will engage with the Client to determine requirements in relation to goods delivery
- Provide a detailed timeline for mobilisation of the contract from date of award to first delivery made to the contracting authority
- Proposed account manager and proposed team and structure
- The Account Manager's details and experience in a multi-site location, including the accounts managers role and responsibilities
- Tenderer's commercial approach to growing revenue to include marketing/branding of the coffee areas and promotions in the Client's locations
- Tenderer's approach and mobilisation plan to include initial customer teaser campaign and ongoing customer engagement campaigns and promotion throughout the life of contract

Insert response to Criteria A here - expand section as needed



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Insert response to Criteria A here - expand section as needed



A1: Customer Service & Support Plan

Weighting: 1000 marks

Pass Requirement: Minimum marks required is 600.

Maximum of three (3) A4 pages in font size 12. *Any information provided beyond the maximum page count specified within this tender response document will not be read, reviewed, or taken into account during the evaluation process.*

Tenderers must demonstrate an ability to ensure the provision of consistently high-quality vending service on behalf of the Contracting Authority; Your response should include but not be limited to the following.

- Tenderers must provide a detailed description of the customer service and support plan being offered to TCD, including (but not limited to) the following:
- A summary of how all alerts/advisories/complaints, their investigation, conclusion, resolution and subsequent corrective actions and/or preventative actions are managed within the Tenderer's business must be included in your response
- Communication protocols in place in relation to Client complaints to ensure that the Clients at all delivery locations and head offices are fully aware of on-going investigations and final outcomes.
- Management information reporting and how this information will be produced, reports must include all items purchased including but not limited to, Product code, Product description. Unit of Measure, unit price per product code, Reporting should also be made available for reporting on KPI's, On time deliveries, late deliveries, full deliveries, partial deliveries

Insert response to Criteria A1 here - expand section as needed



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Insert response to Criteria A1 here - expand section as needed



B: Product Placement. Machine Installation Services and Training

Weighting: 1,500 marks

Pass Requirement: Minimum marks required is 900

Maximum of four (4) A4 pages in font size 12. *Any information provided beyond the maximum page count specified within this tender response document will not be read, reviewed, or taken into account during the evaluation process.*

In relation to the following, candidates must be able to demonstrate an ability to provide an effective, efficient and responsive supply service to the Contracting Authority. Tenderers must submit a clear and comprehensive methodology for the positioning (the removal of all packaging and positioning of the equipment in the desired locations), installation (connection of the piece of equipment to all of the required services) and commissioning (the testing of all services and equipment prior to its usage) of goods.

Tenderers must:

- An outline of the processes that will be followed taking full account of all health and safety requirements outlined under the Safety, Health and Welfare at Work (General Application) Regulations (SI.299 of 2007) during all stages of the equipment installation and commissioning process.
- Equipment support protocols including how your company deals with equipment issues post installation and timings involved.
- The proposed training protocol prior to the Client staff taking control of the use of the new equipment and any subsequent training that maybe required/provided.

Insert response to Criteria B here - expand section as needed



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Insert response to Criteria B here - expand section as needed



C: Contract Delivery Schedules, Warehouse facilities, Distribution and Fleet Management

Weighting: 1,500 marks

Pass Requirement: Minimum marks required is 900

Maximum of Seven (7) A4 pages in font size 12. *Any information provided beyond the maximum page count specified within this tender response document will not be read, reviewed, or taken into account during the evaluation process.*

Tenderer's Proposed Methodology for Ensuring Continuity of Supply and Reliable Deliveries

In relation to the following, candidates must be able to demonstrate an ability to provide an effective, efficient and responsive supply service to the Contracting Authority. Candidates must demonstrate that they have the capacity to provide a customer focused approach in the delivery of TCD's contractual requirements, in conjunction with their other contractual commitments.

Tenderers must:

- Submit details of proposed standard delivery schedules
- Indicate how they can deliver any item ordered within (1) One working day.
- Indicate delivery timelines for the items in Appendix 2 pricing Document can be met within one working day.
- Indicate their approach and processes to handling of urgent delivery requests

Tenderer's Proposed Methodology for Ensuring Continuity of Supply and Stock Holding

Tenderers must submit a clear and comprehensive proposed methodology for ensuring continuity of supply and reliable deliveries of Goods throughout the term of a goods Contract, demonstrating their warehouse capabilities, distribution capabilities, as well as their fleet maintenance procedures, to ensure the non- occurrence product shortages and late deliveries as well as their process for reviewing same, including but not limited to:

- Provide full distribution capability, including all warehousing locations that will be utilised.
- Provide all facilities details within tenderers warehousing capabilities, dry stores, cold Stores etc.
- The proposed vehicle fleet for implementation of deliveries to TCD. List vehicles cold storage capability.
- Ability to provide logistical capability for urgent/special requests.
- Methodology for management and maintenance of vehicle fleet, so as to ensure that deliveries are not delayed due to logistics issues.

Insert response to Criteria C here - expand section as needed



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Insert response to Criteria C here - expand section as needed



D: Sustainability Features and Proposals

Weighting: 1,000 marks

Pass Requirement: Minimum marks required is 600

Maximum of Five (5) A4 pages in font size 12. *Any information provided beyond the maximum page count specified within this tender response document will not be read, reviewed, or taken into account during the evaluation process.*

Trinity College Dublin, university of Dublin aspires to be a global leader in University sustainability, Tenderers must detail how their equipment, services and overall engagement with the university will serve to secure this goal of sustainability.

Tenderers must detail how their initiatives, equipment, services and overall engagement with the University will serve to secure the Universities Sustainability Agenda.

Tenderers should consider our four goals for food sourcing with regard to sustainability

1. Grown organically or with minimum pesticides, insecticides, etc.
2. Products sourced preferentially where humane treatment of animals can be demonstrated.
3. Food products are produced/processed in facilities that are resource efficient
4. Provision of increased plant-based foods and evidence of low Greenhouse Gas emissions (GHG)
 - Fair-trade or ethically sourced products only

Tenderers must provide evidence of any Environmental Certifications held, such as ISO14001, ISO50001, EMAS, or any relevant accreditations for this requirement

List any significant environmental initiatives (and evidence of such initiatives) undertaken by the tenderer relevant to this contract.

Suppliers are required to provide food products packaged in a form which reduces waste to a minimum while still ensuring the safety and preservation of food. Packaging materials must be either reusable, recyclable or compostable at point of use, except where food safety considerations would prevent this. Individual portions should only be provided where explicitly requested by the contracting authority.

Tenderers **MUST** commit to submitting Scope 1 and Scope 2 GHG emissions data for the previous calendar year via Trinity's Emission Collection Tool. This requirement must be met by no later than the first business day of October each year. If this data is not currently available, tenderers must set out in their tender submission, the means by which they propose to meet this requirement by no later than 12 months from the date of contract award. In the event that a successful tenderer fails to meet these contract data requirements, Trinity reserves the right to terminate the contract.

TCD's emissions tool provider (currently NetPositive Futures) is available to support you.

Register on this tool: <https://netzero.net-positive.org/>

NetPositive Admin: admin@netpositivefutures.co.uk

Please confirm compliance to providing Scope 1 and Scope 2 data



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Insert response to Criteria D here - expand section as needed



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Insert response to Criteria D here - expand section as needed



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E: Cost – Ultimate Cost of Offering

Weighting: 4,000 marks

Tenderers are to complete the pricing schedule provided. The marks for cost will be allocated on the basis of the formula set out below.

The complete response to the criteria D will be scored tender amount in question divided by highest amount multiplied by the available marks.

See Document 4. Appendix 2 – Pricing Schedule

All highlighted cells in Yellow & Green **MUST** be completed. No highlighted cell should be left blank or without a value. If any highlighted cell in any worksheet is left blank, this will result in the Tenderer being eliminated from the Competition in question.

Tenderers must ensure that all proposed unit of measure pack sizes are the same as, or equivalent to, those listed in Column J (Current Unit of Measure) of the Pricing Worksheet.

*****All tender response files must be submitted in a zip folder to protect naming conventions***