



Dún Laoghaire-Rathdown County Council

**Request to Participate in Competitive Dialogue
SUITABILITY ASSESSMENT QUESTIONNAIRE**

June 2026

DOCUMENT CONTROL

Dún Laoghaire-Rathdown County Council

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Contracting Authority:
Dún Laoghaire-Rathdown County Council

Address:
Housing Department
County Hall
Marine Road
Dun Laoghaire
Co. Dublin
A96 K6C9

SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ) Contents

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IMPORTANT NOTES:

One SUITABILITY ASSESSMENT QUESTIONNAIRE must be submitted for EACH proposed project.

All sections of the SUITABILITY ASSESSMENT QUESTIONNAIRE must be completed

SECTION 1.0 PROPOSED PROJECT NAME & ADDRESS / LOCATION

1.1 Name

.....
The Candidate may change the Project name during the Competitive Dialogue process.

1.2 Address / Location

.....
Properties anywhere in the Dún Laoghaire-Rathdown County will be considered.

SECTION 2.0 CANDIDATE'S DETAILS

SECTION	DETAILS REQUIRED	CANDIDATES TO FILL IN
2.1	Name of Candidate: (<i>Legal entity; company registration number</i>)	
2.2	Office Address:	
2.3	Name of Candidate's contact person:	
2.4	Candidate's telephone number:	
2.5	Candidates e-mail address:	
2.6	Name and Address and Company Registration Number of parent company: (<i>if any</i>)	
2.7	If other entities/companies are involved/providing resources, or are part of a joint venture arrangement, please provide details of any partnership, consortium or other type of joint venture, including information about the contractual arrangements entered into with such entities, including a copy of the contractual arrangements. The role of each entity, including the candidate, in the delivery of the scheme is to be provided. See sections 3.4.1 and 3.4.3 in Descriptive Document.	
2.8	Name of Authorised Representative of Candidate:	
2.9	Authorised Representative's telephone number:	
2.10	Authorised Representative's e-mail address:	
2.11	Authorised Representative's address:	

SECTION 3.0 TYPE OF PROPOSED PROJECT

TYPE OF PROPOSED PROJECT	TICK WHERE APPROPRIATE
Provide site with planning permission, construct and deliver housing units. This can also be a section of a larger project.	
Provide site, obtain planning permission, construct and deliver housing units. This can also be a section of a larger project.	
Provide site with partially finished housing units, to finish out and deliver.	
Provide site with existing housing units requiring refurbishment, to finish out and deliver.	
Provide site with existing residential, non-residential, commercial or industrial buildings, to convert into housing units.	
IF NONE OF THE ABOVE ARE APPLICABLE TO THE PROPOSAL BEING SUBMITTED THEN THE CANDIDATE MUST ENTER A DESCRIPTION BELOW: 	

SECTION 4.0 PROPERTY OWNERSHIP

SECTION	DETAILS REQUIRED	CANDIDATES TO FILL IN
4.1	Property Owner's Name & Address: <i>(Legal entity; company registration number, if applicable)</i>	
4.2	Who will be named in a contract for sale/lease? <i>(if different to above)</i>	
4.3	Name & Address of Bank or Receiver involved with the site <i>(if applicable)</i> :	
4.4	Bank or Receiver contact person:	
4.5	Bank or Receiver telephone number:	
4.6	Bank or Receiver e-mail address:	
4.7	Has the Bank or Receiver consented to the sale or leasing of the property if they are involved? <i>(if applicable)</i> :	YES/NO/NOT APPLICABLE (delete as appropriate) <i>Provide details of confirmation where applicable</i>
4.8	Has the Bank or Receiver agreed to complete/internal fit-out to Council requirements of the scheme if they are involved? <i>(if applicable)</i> :	YES/NO/NOT APPLICABLE (delete as appropriate)
4.9	Confirm that you will provide clear saleable title for the property	YES/NO (delete as appropriate)

SECTION 5.0 PROPOSED PROJECT DETAILS

5.1	Provide the listed documents	5.1.1 Location map 5.1.2 Photographs of the site 5.1.3 Approved Land Registry Map showing the site 5.1.4 Layout plan – if available 5.1.5 Floor plans – if available 5.1.6 Technical Specifications – if available
SECTION	DETAILS REQUIRED	CANDIDATES TO FILL IN
5.2	<u>FOR SOLUTIONS THAT ARE NEW BUILD OR CONVERSIONS</u> Housing units to be built: 5.2.1 State the estimated duration to complete the scheme from contract award 5.2.2 State the number of housing units in the scheme being submitted 5.2.3 State the type of housing units in the scheme being submitted	 months no. housing units ☐ <i>Houses</i> ☐ <i>Apartments</i> ☐ <i>Other</i> <i>(Insert or tick as appropriate)</i>
5.3	<u>FOR SOLUTIONS THAT ARE PARTIALLY COMPLETE/TO BE REFURBISHMENT</u> Housing units partially built/to be refurbished: 5.3.1 State the estimated duration to complete the scheme from contract award 5.3.2 State the number of housing units in the scheme being submitted 5.3.3 State what percentage of the scheme is already complete 5.3.4 State the type of housing units in the scheme being submitted 5.3.5 Provide details of outstanding works 5.3.6 Which utilities are connected?	 months no. housing units % ☐ <i>Houses</i> ☐ <i>Apartments</i> ☐ <i>Other</i> <i>(Insert as appropriate)</i>

SECTION 6.0 SPECIFIC PLANNING AND SITE INFORMATION

SECTION	DETAILS REQUIRED	CANDIDATES TO FILL IN
6.1	<u>FOR SOLUTIONS WITH PLANNING APPROVAL IN PLACE</u> Date and Number of Grant of Planning Permission What date is the Planning Permission valid to? Is there adequate time to substantially complete the scheme within the Planning Permission validity period?	 (insert date) (insert planning ref. no.) <i>Attach a copy and planning file/decision reference number</i> (insert date) YES/NO (delete as appropriate)
6.2	<u>FOR SOLUTIONS WITH PLANNING APPROVAL IN PLACE</u> Is Part V of PDA 2000 relevant to this residential scheme or part thereof (<i>where applicable</i>)	YES/NO/NOT APPLICABLE (delete as appropriate)
6.3	<u>FOR ALL SOLUTIONS</u> Are the vacant sites or derelict sites levies applicable?	YES/NO/NOT APPLICABLE (delete as appropriate)

SECTION 7.0 SELECTION CRITERIA (refer to SECTION 3.3 of the DESCRIPTIVE DOCUMENT)

MAIN CRITERION	NO.	SUB-CRITERIA	DETAILS REQUIRED MANDATORY MINIMUM REQUIREMENTS. IN THE ABSENCE OF THIS INFORMATION, A CANDIDATE MAY BE EXCLUDED	CANDIDATES SUBMISSION REQUIREMENTS/ ASSESSMENT & RULES
Economic and Financial Standing	7.1	Candidate's Business Turnover	The required minimum average turnover per annum for the last 4 (four) financial years immediately preceding the date of the Descriptive Document is as follows: €12,000,000 – For proposals of greater than 100 housing units €6,000,000 – For proposals between 100 and 50 housing units €3,000,000 – For proposals between 50 and 20 housing units €1,500,000 – For proposals of 20 or fewer housing units The combined total turnover for all members of a consortium must meet the minimum. If only one member of the consortium has the necessary skills, resources and experience for the contract (as per the requirements of this SAQ) that member must have the average minimum turnover required. In this regard the Candidates attention is drawn to the provisions of Section 3.4.1 Consortia or Groupings. A statement of the Candidate's or consortium's turnover for each of the last 4 (four) financial years immediately preceding the date of the Descriptive Document must be provided on request.	Candidates to submit a completed declaration in the form set out at Appendix A or the European single Procurement Document (ESPD) [Refer to Appendix G for the ESPD]. PASS/FAIL Compliance required.
	7.2	Audited financial statements/ accounts	A copy of the audited financial statements/ accounts for each of the last 4 (four) financial years immediately preceding the date of the Descriptive Document must be provided with the SAQ or ESPD.	Candidate to provide the documents requested. PASS/FAIL Compliance required.
	7.3	Candidate Tax Clearance	Candidates must be fully tax compliant and shall submit a tax clearance certificate.	Candidates to submit a completed declaration in the form at Appendix B, or the ESPD. PASS/FAIL Compliance required.

Technical and Professional Ability	7.4	Relevant Candidate experience and track record of Candidate in similar size housing projects	Candidates must provide examples of housing projects delivered successfully within the last 10 (ten) years similar in nature, complexity and volume to the development being proposed to the Council including experience and previous delivery of projects involving stakeholder and community engagement. Minimum requirements that must be met: (a) Example of housing projects of at least 80% in number of units than what is being proposed. (b) Example of a minimum of 2 No. housing projects that individually meet the requirements of 7.1.	Candidates to submit a completed declaration, or declarations, in the form set out at Appendix C. PASS/FAIL
	7.5	Capacity (Manpower)	Candidates must provide a statement of the average annual manpower and management staff for the last 4 (four) years, and Candidates must provide details of the educational and professional qualifications of the personnel proposed for the scheme.	Candidates to submit a completed declaration in the form set out at Appendix D, or the ESPD. PASS / FAIL
	7.6	Health and Safety Competency	The shortlisted Candidates will be required to comply with the Safety, Health and Welfare at Work Act 2005 and all relevant legislation.	Candidates to submit a completed declaration in the form set out at Appendix E, or the ESPD. PASS /FAIL
	7.7	Capacity (Facilities - Site & scheme location and suitability)	Candidates must provide details of the facilities, namely the site, that it will make available to deliver the scheme and demonstrate how the proposed site or scheme is suitable for use for housing by reference to the following requirements.	Candidates to submit all details listed under 'DETAILS REQUIRED'. QUALITATIVE ASSESSMENT A minimum score of 65 must be achieved out of a 100 marks.
	7.7a		<u>NO DETAILS REQUIRED TO BE PROVIDED BY THE CANDIDATE</u> Suitability of the site for Housing under the Council's Housing Delivery Action Plan 2022-2026 on the basis of the Council's housing demand at the location and existing community housing mix: social/private ownership. The Council will award marks based on the existing community housing mix and the Council's housing list. (20 marks available)	Higher scores will be awarded to sites that are located in areas of housing demand, have more likelihood of obtaining planning consent, with low flooding risk, and have better proximity to and availability to amenities.

7.7b		<u>DETAILS TO BE PROVIDED BY THE CANDIDATE</u> Provide details on the suitability and likelihood of achieving planning consent for the housing units under the current Dún Laoghaire-Rathdown County Council's County Development Plan, and include details in relation to fire safety compliance regarding access to the site. (20 marks available)	
7.7c		<u>DETAILS TO BE PROVIDED BY THE CANDIDATE</u> Provide details on the general site and ground conditions including flooding risk. (20 marks available)	
7.7d		<u>DETAILS TO BE PROVIDED BY THE CANDIDATE</u> Provide details in relation to access and transportation features around the site, including public transport availability and road safety considerations. (20 marks available)	
7.7e		<u>DETAILS TO BE PROVIDED BY THE CANDIDATE</u> Provide details in relation to the proximity to and availability of sustainable services, amenities, schools and neighbourhood centre. (20 marks available)	

SECTION 8.0 PERSONAL CIRCUMSTANCES (refer to SECTION 3.4.7 of the
DESCRIPTIVE DOCUMENT)

SECTION	DETAILS REQUIRED	CANDIDATES SUBMISSION REQUIREMENTS
8.1	The Declaration in the form set out in Appendix F , or an ESPD, must be completed and submitted.	Candidates to submit a completed declaration in the form set out at Appendix F , or a completed ESPD.

SECTION 9.0 SUITABILITY ASSESSMENT QUESTIONNAIRE CHECKLIST

SECTION TO BE COMPLETED	TICK
I have completed SECTION 1.0 Scheme Name & Location.	
I have completed SECTION 2.0 Contact Details.	
I have completed SECTION 3.0 Type of Proposed Project, by ticking the description, and where applicable inserting a description that this scheme is being submitted for.	
I have completed SECTION 4.0 Property Ownership, and provided the documentation requested.	
I have completed SECTION 5.0 Proposed Project Details, and provided the documentation requested.	
I have completed SECTION 6.0 Specific Site and Planning Information, where applicable.	
I have completed SECTION 7.0 Selection Criteria and provided the documentation requested.	
I have completed SECTION 8.0 Personal Circumstances, and have provided the documentation requested.	
I have signed SECTION 10.0 Submission Statement, and have attached it to my submission.	
I have completed Appendices A to F and have attached them to my submission. Also Appendix G, if Appendices D and E have not been provided.	

SECTION 10.0 SUBMISSION STATEMENT (SAQ DOCUMENTS)

SECTION	STATEMENT DETAILS
10.1	I confirm that the information that I have submitted is accurate and is a true representation of the property scheme being submitted to Dún Laoghaire-Rathdown County Council for consideration.
10.2	I undertake to provide evidence in support of the criteria in accordance with the declarations, when requested by the Council. I understand that in signing this SUITABILITY ASSESSMENT QUESTIONNAIRE I declare that I meet the standards required in the criteria and failure to submit satisfactory evidence in the form requested and when requested will result in my elimination.
10.3	I understand that Dún Laoghaire-Rathdown County Council in its sole discretion will decide if the proposed scheme is suitable and is not obliged to pursue this proposed scheme.
10.4	I understand that I am responsible for any costs incurred in submitting this questionnaire and participating in this procurement process.
10.5	I have completed Appendices A, B, C, D, E and F forms attached and/or the ESPD herewith.
SIGNATURE:	
NAME:	
CANDIDATE NAME:	
DATE OF SUBMISSION:	

NOTE: All Candidates that have or will express an interest to Dún Laoghaire-Rathdown County Council are advised that the Council reserves the right to reject any particular submission, and shall not be held liable for any costs incurred by any property owner or any other party in making a submission or submitting any tender.

SECTION 11.0 APPENDICES

- APPENDIX A Declaration that Applicant can meet Minimum Standard for Economic and Financial Criteria – Candidate's Business Turnover
- APPENDIX B Declaration of Tax Compliance
- APPENDIX C Certificate of Experience
- APPENDIX D Declaration of Candidate's Education and Professional Qualifications and Manpower
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APPENDIX A:

Declaration that Candidate can meet Minimum Standard for Economic and Financial Criteria – Candidate's Business Turnover

(on letterhead of Candidate)

To: Dún Laoghaire-Rathdown County Council
Housing Department
County Hall, Marine Road
Dun Laoghaire, Co. Dublin
A96 K6C9

**RE: Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue**

SELECTION CRITERIA – S.1: ECONOMIC AND FINANCIAL STANDING – CANDIDATE'S BUSINESS TURNOVER

I declare as a Candidate interested in being assessed for suitability for the above procurement process, that the Candidate has the financial capacity to meet the minimum standards set down for economic and financial standing in the Suitability Assessment Questionnaire for the above competition.

I will provide the required evidence within seven calendar days to support this declaration when requested to do so.

Signature of Declarant

Date

Name in print or block capitals

Position in Company

APPENDIX B:
Declaration of Tax Compliance
(on letterhead of Candidate)

To: Dún Laoghaire-Rathdown County Council
Housing Department
County Hall, Marine Road
Dun Laoghaire, Co. Dublin
A96 K6C9

RE: Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue

SELECTION CRITERIA – S.3: ECONOMIC AND FINANCIAL STANDING – CANDIDATE’S TAX CLEARANCE

I declare as a Candidate interested in being assessed for suitability for the above procurement process, that the Candidate is fully tax compliant and I further declare that I shall provide such valid and current tax clearance certificates within seven calendar days to support this declaration when requested to do so.

Signature of Declarant

Date

Name in print or block capitals

Position in Company

APPENDIX C:
Certificate of Experience

(on letterhead of Candidate)

Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue

Complete this form for each example of experience.

PREVIOUS PROJECT/CONTRACT EXPERIENCE	
Example Number:	
Name of Project/ Contract	
Client Name	
Client Address	
Client Contact Person	
Position of Client Contact Person	
Telephone number & e-mail address of Client Contact Person	
Description of Project/Contract (please include units number and type, nature, complexity and volume)	
Value of Project/Contract	
Start, End and Duration of Project/Contract	
Role provided by the Candidate (please include details of how risk was managed)	

How does this demonstrate experience and previous delivery of housing projects and Stakeholder and community engagement competency of the Candidate?	

APPENDIX D:

Declaration of Candidate's Education and Professional Qualifications and Manpower

(on letterhead of Candidate)

To: Dún Laoghaire-Rathdown County Council
Housing Department
County Hall, Marine Road
Dun Laoghaire, Co. Dublin
A96 K6C9

**RE: Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue**

SELECTION CRITERIA – S.5: CAPACITY (MANPOWER) - EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS AND MANPOWER AND FACILITIES

I declare as a Candidate interested in being assessed for suitability for the above procurement process I will provide details of the average annual manpower and management staff for the last four years and the educational and professional qualifications of the personnel proposed for this project as requested under sub-criterion S.5.

I will provide the required evidence within seven working days to support this declaration when requested to do so.

Signature of Declarant

Date

Name in print or block capitals

Position in Company

APPENDIX E:

Declaration of Health and Safety

(on letterhead of Candidate)

To: Dún Laoghaire-Rathdown County Council
Housing Department
County Hall, Marine Road
Dun Laoghaire, Co. Dublin
A96 K6C9

**RE: Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue**

SELECTION CRITERIA – S.6: TECHNICAL AND PROFESSIONAL ABILITY CRITERIA - HEALTH AND SAFETY COMPETENCY

I declare as a Candidate interested in being assessed for suitability for the above procurement process, that the Candidate shall comply with the Safety, Health and Welfare at Work Act 2005 and all other applicable health and safety requirements. I further declare that I shall provide such information as is requested in relation to the Candidate and other proposed entities to enable the Council to assess the competency of the Candidate and such entities.

I will provide the required evidence within seven calendar days to support this declaration when requested to do so.

Signature of Declarant

Date

Name in print or block capitals

Position in Company

APPENDIX F:

Declaration as to Personal Circumstances of Candidate

(on letterhead of Candidate)

**RE: Dún Laoghaire-Rathdown County Council
Request to Participate in Competitive Dialogue**

NAME OF CANDIDATE: _____

ADDRESS: _____

I, _____, having been duly authorised by the Candidate, sincerely declare compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016) and that:

1. The Candidate is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations;
2. The Candidate is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
3. Neither the Candidate, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Council can demonstrate) in the course of its or their business;
4. The Candidate has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other state in which the Candidate is located;
5. The Candidate has not been guilty of grave, professional misconduct, serious misrepresentation or omission in providing information to a public buying agency, including the Council;
6. The Candidate (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, child labour and other forms of human trafficking, terrorist offences or of being a member of a criminal organisation; and

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

Signature of Declarant

Date

Name in print or block capitals

Position in Company

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

(signed)
Practising Solicitor/Commissioner for Oaths

APPENDIX G:
European Single Procurement Document (ESPD)
[\(on letterhead of Candidate\)](#)

Download this form from the eTenders.

END OF DOCUMENT