Request for Tender (RFT)

Supply of 4 Wheelchair Accessible Vehicles with up to 7 Passenger Seats Plus Driver's Seat.

For

HSE West and Northwest Mental Health

HSE 28238

N.B.

If you have any queries or problems completing the document please raise a query via the messaging facility on www.etenders.gov.ie as soon as possible.

Tender Title	Supply of 4 Wheelchair Accessible Vehicles with up to 7 Passenger Seats Plus Driver's Seat, for Mental Health
HSE Ref	HSE 28238
Introduction:	The Health Service Executive (HSE) wishes to invite Tender's to submit proposals for the Supply of 4 Wheelchair Accessible Vehicles with up to 7 Passenger Seats plus Driver's Seat. The Vehicles must be delivered to Galway Roscommon MHS, St. Brigid's Campus, Ballinasloe, Co. Galway H53 N243. The Vehicles required must be capable of accommodating 7 adult passengers plus driver when no wheelchair on board and 4 adult passengers plus driver when wheelchair on board. The HSE reserves the option, at its sole discretion and subject to funding, to purchase up to four additional vehicles based on the pricing submitted as part of this tender, within a period of 12 months from contract award. This option shall not oblige the HSE to purchase any additional vehicles. The Successful tenderer will be required to provide visual specification check and test drive of proposed Vehicles. It is the HSE's intention that this contract will be awarded to a single Service Provider.
Contract Duration	A Once off Purchase Order for four Vehicles. HSE West and Northwest Mental Health will issue the Purchase Order.
Procurement Procedure	The HSE will conduct this competitive tender process using an Open Procedure. Tenderers should note that the value of this contract is above the threshold applicable to EU Directive 24/2014/EU.
Tender Document Pack	The Tender Document pack for this tender consists of the following documents: • Request for Tender (RFT); • Tender Response Document (TRD); • Appendix (1) – Cost Proposal Tenderers should note that the HSE Standard Terms for Supplies & Services V8.4 and the HSE Tender Competition Rules V14 both apply to this process. Tenderers can request copies of these documents from the HSE via the electronic messaging system on www.etenders.gov.ie within the "Messaging Service". Tenderers are required to submit their proposals by completing and returning the TRD.
CPV Code	34100000-8 Motor Vehicles 34115200-8 Motor Vehicles for the transport of fewer than 10 persons 34110000-1 Passenger Vehicles

Completed Tenders	1. Tenderers must submit completed tender proposals via the eTenders portal "Create your tender online" option on the eTenders portal only on www.etenders.gov.ie 2. The HSE will not be able to accept responses via the "Messaging Service", i.e. as an attachment to a message. Only responses submitted via the "Create your tender online" option will be accepted for evaluation. 3. As the HSE has no access or view from the supplier's perspective on the eTenders portal, the HSE's advice would be to contact eTenders directly on 0818 0014 59, for any assistance required in uploading tender responses onto the eTenders portal. 4. Uploading of tender responses is time locked. Receipt of submissions is not possible after the official closing deadline. 5. The onus is on the Tenderer to allow ample time to ensure the tender response is uploaded and successfully submitted prior to the closing date and time specified in this document. 6. Responses will not be accepted beyond the specified deadline. Avoid last minute problems by rehearsing the tender submission process well in advance of deadline. 7. Tender responses will not be accepted in hard copy or by electronic means other than via www.etenders.gov.ie . 8. The following document formats are acceptable: Microsoft Word 2010, Microsoft Excel 2010 and earlier; PDF (all versions).
Closing Date	16th July 2026 @ 15:00 hrs
Queries Deadline	9th July 2026 @ 15:00 hrs All queries and requests for clarifications must be made via the electronic messaging system on www.etenders.gov.ie Please note responses to queries will be automatically sent to the specific email address registered by the Tenderer on www.etenders.gov.ie. The electronic messaging alerts will contain unique links to a Tenderer's message archive on the site where they can be accessed and viewed.

Note:

- It is imperative that all questions in the Tender Response Documents are completed in the format provided as the Tender Response Document will be used as the basis for evaluation and award.
- For general information on HSE refer to www.hse.ie
- Defined terms used in this Request for Tender include defined terms contained in the Tender Competition Rules V14 available at www.hse.ie. This Request for Tender should be read in conjunction with the Tender Competition Rules V14.

- As a guidance document, this document is not intended to be definitive and if there is any issue that requires clarification, this should be raised via the electronic messaging system on www.etenders.gov.ie

SECTION 1: GENERAL INFORMATION

1.1 The purpose of this RFT is to provide Tenderers with the information that they need to decide whether to submit a tender.

1.2 All reasonable care was taken to ensure that the information set out in this RFT is true and accurate in all material respects as at the time of publication. However, no warranty or representation is given as to the accuracy or completeness of this information. The HSE does not accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.

1.3 The HSE will not be liable or responsible for any opinion, statement, or conclusion contained in, or any omission from this RFT or for any other written or oral communication made available during the course of this process. No representation or warranty is made in respect of such statements, opinions or conclusions.

1.4 The HSE reserves the right to amend this RFT and any information contained herein. Any such changes shall be notified via the e-Tenders post-box at www.etenders.gov.ie.

1.5 None of the information set out herein will constitute a Contract Agreement, or part of a Contract Agreement, or an offer to enter into a Contract Agreement, between the HSE and any Tenderer. Nothing in this RFT is, nor shall be relied upon as, a promise or representation as to the HSE's ultimate decision in relation to the award of any Contract Agreement(s) pursuant to this RFT.

1.6 The HSE reserves the right to take such steps as it considers appropriate, including but not limited to: changing the timetable relating to this process; rejecting any, or all, of the tenders received; abandoning this process (or any part of it) at any time.

1.7 No legal relationship or other obligation shall arise between any Tenderer and the HSE unless and until a Contract Agreement has been executed between said Tenderer and the HSE following the tender process.

1.8 The tendered prices shall remain valid for 6 months and shall be effective from the closing date for receipt of tenders under this tender process.

1.9 The tendered price of the successful Tenderer shall remain fixed for the Term unless otherwise agreed by the HSE.

1.10 The HSE reserves the right to review the suitability of the successful Tenderer at any point up to the award of contract to ensure that there has been no material change to the standing of the successful Tenderer from that provided at the time of the submission of tenders, or any time in the interim.

1.11 Tenderers are advised that the HSE is subject to the Freedom of Information (FOI) Acts, 2014. If a Tenderer considers that any of the information supplied in their tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.

1.12 Any conflict of interest or potential conflict of interest on the part of a Tenderer or any other entity associated with a Tenderer's tender, must be fully disclosed to the HSE as soon as the conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the HSE may invite Tenderers to propose means by which the conflict might be removed. The HSE will, in its absolute discretion, decide on the appropriate course of action.

1.13 The laws of the Republic of Ireland are applicable to this process. The courts of the Republic of Ireland shall have exclusive jurisdiction in relation to any disputes arising from this process.

1.14 If there is any part of this RFT that is unclear or where the Tenderer feels that it puts them at an unfair disadvantage, the Tenderer should immediately contact the HSE via the electronic messaging system on www.etenders.gov.ie.

1.15 Tenderers may be asked to make a presentation of their proposals, attend a clarification meeting with the HSE or host a site visit by the HSE as part of the assessment of tenders. In such cases, all the Tenderers costs and expenses shall be borne by the Tenderer.

1.16 The HSE shall not be responsible for any payment in connection with any expenses which may be incurred by the Tenderer(s) in the preparation and submission of their tender. Any costs associated with the submission of a tender in response to this RFT are the sole responsibility of the Tenderer submitting the tender and will not be reimbursable.

1.17 In no circumstances shall the HSE, its servants and/or agents incur any liability or responsibility arising out of or in respect of the issue of this RFT.

1.18 No enforceable commitment of any kind, contractual or otherwise will exist unless and until a formal written contract has been executed by the HSE and the successful Tenderer.

1.19 The HSE may cancel a tender process at any time prior to a contract being executed arising from such tender process. Any notification of preferred bidder status by the HSE shall not give rise to any enforceable rights by the any Tenderer.

1.20 Tenderers must provide sufficient information in their tender to demonstrate their capabilities under each of the questions in the TRD. Tenderers must complete all questions in the TRD in full as these responses will be used as part of the evaluation process. Information provided elsewhere (e.g. addendums, etc.), should be clearly cross referenced to the question to which they relate. Information which is not clearly cross-

referenced, or which is provided in response to other questions in the TRD, will not be taken into consideration in the evaluation of the response to the relevant question.

1.21 Tenderers should note that, in order to meet any of the Minimum Eligibility Criteria set out in the tender, a Tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In the event that a Tenderer wishes to rely on the capacities of another entity, it must in that case prove to the HSE that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.

1.22 Tender responses may be submitted by a consortium or joint venture, provided that the submission clearly states which Tenderers are proposed to be members of the consortium, which are to be sub-contractors and that all participants of the consortia or joint venture are jointly and severally liable for the fulfilment of the terms of the contract.

1.23 The HSE reserves the right to seek additional clarifications from Tenderers in connection with its assessment of their submissions, but will not be held liable for any costs incurred in this regard by Tenderers.

1.24 For general information on HSE refer to www.hse.ie

SECTION 2: BACKGROUND

2.1

The HSE acting on behalf of HSE West and Northwest Mental Health "Ballinasloe, Co. Galway wishes to conduct a tender process to establish a new contract for the purchase of 4 Wheelchair Accessible Vehicles with up to 7 Passenger Seats Plus Driver's Seat. The vehicles are required to replace an aging fleet. Access to new vehicles with up to 7 passenger seats & wheelchair accessibility. Necessary to support and ensure the safe transportation of service users and residents to appointments and community based activities, supporting continued service delivery within the community.

The HSE reserves the option, at its sole discretion and subject to funding, to purchase up to four additional vehicles based on the pricing submitted as part of this tender, within a period of 12 months from contract award. This option shall not oblige the HSE to purchase any additional vehicles.

SECTION 3: SPECIFICATION OF REQUIREMENTS

The Vehicle Standard Specification must include the following:

3.1 The vehicles must be Wheelchair Accessible Vehicles, with seating for up to 7 adult Passenger plus driver's seat when no wheelchair is carried, and 4 adult passengers plus driver seat when wheelchair is carried.
3.2 The vehicles must be a new model of reputable manufacturer, it is expected there will be less than 100 km on the odometer at delivery
3.3 The vehicle must have the following minimum dimensions for the wheelchair space: 1,200mm length and 1,350mm headroom.
3.4 The vehicles Engine must be Diesel.
3.5 The Vehicles Engine must be Minimum capacity of 1.5 litres (1500cc)
3.6 The vehicles Transmission must be manual.
3.7 The Vehicles Steering position must be on the right hand side of the vehicle.
3.8 The Vehicles Steering must be power assisted and adjustable adaptive cruise control
3.9 The Vehicles must have seating for front and back seat passengers.
3.10 The Vehicles must be fitted with a wheelchair locking device and include seat belts which enable the passenger to be restrained both diagonally across the chest and laterally across the abdomen (stomach) to ensure optimal passenger safety.
3.11 The Vehicles must have electric Wheelchair lifts and internal handholds.
3.12 The vehicles must display internationally recognised accessibility symbol on the rear of the vehicles.
3.13 The Vehicles must facilitate access for a person seated in a wheelchair and shall have a minimum unobstructed opening of 745mm wide by 1,250mm high.
3.14 The Vehicles must have a spare wheel
3.15 The Vehicles must be metal, composite or fibreglass construction designed for maximum visibility and ease of entry and egress.
3.16 The Vehicles Glass in the windscreen must be laminated in all Vehicles.
3.17 The Vehicles Headrests must be provided in all Vehicles.
3.18 The Vehicles interior lights must be provided in all Vehicles.
3.19 The Vehicles must be provided with floor mats of suitable quality for all the seating areas.

3.20 The Vehicles seat belts fitted must be certified by an approved supplier of the restraint systems and shall be compliant with ISO 10542.
3.21 The Vehicles must have all instruments / equipment required under current or pending E.U. Regulations for its size and use.
3.22 The Vehicles electric Lifts provided on each vehicle must be of sound construction, securely fixed to the WAV when in use and capable of bearing the weight of a wheelchair and passenger.
3.23 The Vehicles Exterior must be fitted with wing/door mirrors.
3.24 The Vehicles supplied must be uniform in colour - (non-uniform colour will also be considered).
3.25 The Vehicles must have Driver and Passengers Airbags - At a minimum, vehicles supplied under this contract must be fitted with driver and front passenger side airbags. Details of any additional airbags should be provided.
3.26 The Vehicles must have foldable steps for passenger use which closes into the vehicle, please specify is it electric/manual
3.27 The Vehicles must have sliding doors for passenger use.
3.28 The Vehicles must be suitable for drivers with a B type licence.
3.29 The vehicles must have Wipe able seats / easy clean
3.30 The Vehicles must have Parking assist system including rear facing cameras, Crash warning system
3.31 While diesel engines are specified to meet operational requirements, vehicles should demonstrate best-in-class efficiency and emissions performance within this category.

SECTION 4: PROVISION ADDRESSING OBLIGATIONS AND RESPONSIBILITIES UNDER THE CHILDREN FIRST ACT 2015.

4.1 Where any of the successful Tenderer's Personnel and/or sub-contractors carry out any work or activity, a necessary and regular part of which consists mainly of the successful Tenderer's Personnel or sub-contractors having access to, or contact with children in any of the types of establishments listed in Schedule 1 of the Children's First Act 2015 (which for the avoidance of doubt includes any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children), the services provided by the successful Tenderer shall be regarded as "Relevant Services" for the purposes of the Children First Act, 2015 (the "Children First Act") and the successful Tenderer shall comply with all applicable obligations arising under the Children First Act and the Children First National Guidance for the Protection and Welfare of Children 2017.

4.2 Where Clause 4.1 is applicable, the successful Tenderer shall:

4.2.1 carry out a Child Safeguarding Risk Assessment in accordance with Section 11 (1) and (2) of the Children First Act;
4.2.2 ensure a Child Safeguarding Statement (reviewed in last 24 months) is in place, is displayed in a prominent place and is furnished to all staff, as per Section 11 (3-10) of the Children First Act;
4.2.3 ensure that a procedure for maintaining a list of Mandated Persons (as per Schedule 2 of the Children First Act) is in place;
4.2.4 ensure that Mandated Persons (as per Schedule 2 of the Children First Act) have been identified and informed of their role ;
4.2.5 ensure that a Child Protection & Welfare Policy is in place;
4.2.6 ensure that all staff and relevant volunteers have completed the HSE e-Learning Module "An Introduction to Children First"; and

4.2.7 ensure that the HSE Children First Implementation and Compliance Self-Audit Checklist has been completed and is available on request.

4.3 Without prejudice to Clause 4.1 above, upon request from the HSE, the successful Tenderer shall, irrespective of whether the Services it provides are regarded as "Relevant Services" within the meaning of the Children First Act, provide reasonable assistance to the HSE so that the HSE can undertake appropriate risk assessments and put in place appropriate controls to safeguard children from harm as part of the HSE's Child Safeguarding Risk Assessment and Child Safeguarding Statement, which controls may include requiring the successful Tenderer's Personnel and/or sub-contractors to be Garda Vetted in accordance with the relevant clause of the Contract Agreement, undertake assigned Children First training and adhere to applicable HSE Child Protection and Welfare policies (as applicable).

SECTION 5: INSURANCE AND TAX COMPLIANCE

5.1 The successful Tenderer shall be required to hold for the term of the Contract, insurances of the type and to the level specified below:

Type of Insurance	Indemnity Limit
Employer's Liability	€12.7 million for any one claim or series of claims arising out of a single occurrence (where required, if self- employed this is not necessary)
Product Liability	€6.5 million for any one claim or series of claims arising out of a single occurrence
Public Liability	€6.5 million for any one claim or series of claims arising out of a single occurrence
In the case of Employer's Liability and Public Liability Insurances, an indemnity to Principals clause must be included.	

5.2 Tenderers are asked to provide, as part of their tender response, written confirmation that they hold or will hold, if successful, the above types and levels of insurance. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer prior to the award of (and shall be a condition of) the contract.

5.3 Prior to the award of the contract, the successful Tenderer will be required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners or equivalent body. Alternatively, the Tenderer may supply the certificate and registration numbers, as they appear on the Tax Clearance Certificate, to facilitate online verification of their tax status.

SECTION 6: MINIMUM ELIGIBILITY AND AWARD CRITERIA

The evaluation of tender responses will be conducted in the following stages:

6.1 Minimum Eligibility Criteria

6.1.1 Tenderers who do not, in the opinion of the HSE, confirm and/or demonstrate compliance with any of the Minimum Eligibility Criteria in Table 6 below will be excluded from further consideration.

6.1.2 Compliance with each of the Minimum Eligibility Criteria must be effective from the date of tender submission.

Main Criteria	Sub-Criteria	Minimum Eligibility Pass/Fail
European Single Procurement Document (ESPD)	**Part III of the ESPD**	*Confirm that none of the Exclusion Criteria listed in Part III of the ESPD applies to the Tenderer or any other Economic Operators who form part of the tender response (see Part G of the TRD).*
Tenderer Declaration	**Tenderer Declaration**	*Confirm that the tender has been submitted consistent with the requirements set out in the Tenderer Declaration. (See Part F of the TRD).*
Children's First Act Declaration	**Children's First Act Declaration**	*Where applicable and if relevant, confirm that all applicable requirements arising pursuant to the Children's First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children 2017 shall be complied with. (See Part I of the TRD).*
Economic and Financial Standing	**Overall Turnover of Tenderer's Organisation**	*Confirm that the turnover of the Tenderer, or if a consortium or joint venture, that the combined turnover of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of 400,000 per annum in each of the last three years.*
Specification Requirements	**Vehicle Requirements**	*Tenderers must confirm that the Vehicle provided will be in compliance with all of the requirements set out in Section 3 Specification of Requirement of this RFT.*
Insurance	**Insurance**	*Confirm compliance with the Insurance level of cover set out in Section 5 of this RFT.*

6.1.3 Please note Tenderers are **not** required to complete and return an ESPD with their tender response. It will be sufficient for Tenderers to self-certify compliance with the requirements of Part III of the ESPD in Part F of the TRD.

6.1.4 If the tender is submitted by a consortium or joint venture, then if any of the exclusion criteria listed at Part III of the ESPD applies to any of the members of the consortium or joint venture or where any of the members of the consortium or joint venture fails to demonstrate its reliability

despite the existence of a relevant exclusion ground, then that tender will be excluded from further consideration in this tender process.

6.1.5 Compliance with each of the requirements contained in the ESPD must be effective from the date of the tender submission.

6.2. Award Criteria

6.2.1 Tenders that confirm and/or demonstrate compliance with the Minimum Eligibility Criteria (and are not otherwise excluded) will be evaluated to determine which presents the most economically advantageous tender for the purposes of ranking the tenders received. Tenders will be evaluated using the award criteria and associated weightings outlined below:

Main Criteria	Weighting	Marks
Warranty	15%	150
Delivery Lead Time	15%	150
Environmental & Sustainability	10%	100
Ultimate Cost Total Cost of Vehicles x 4	60%	600
Total	**100%**	**1000**

SECTION 7: EVALUATION PROCESS

7.1

Tenders will be evaluated in terms of the quality of responses under each Award Criteria and the extent to which they meet and exceed the stated requirements. Based on the assessments of the responses under each criteria, tenders will be awarded a rating score in accordance with the following table:

Rating	Rating Score	Description
Excellent Response	5	Clear demonstration and explanation of each factor. Response provides confidence that the solution will fully meet requirements. Excellent fit to HSE requirement. Capabilities and methodologies of operation set out in clear, unambiguous detail.
Very Good Response	4	Demonstrated capabilities and a very good fit to the HSE requirement. Very good detail provided. Satisfies all minimum requirements.
Good Response	3	Demonstrated capabilities and a good fit to the HSE requirement. Good detail provided. May not fully satisfy all minimum requirements
Fair Response	2	The deficiencies in the response leading to some cause for concern. Some detail provided but only a high level response. Does not fully satisfy all minimum requirements. May not fully satisfy all minimum requirements.
Poor Response	1	Significant deficiencies in the response leading to considerable cause for concern. Very limited detail provided. Does not fully satisfy minimum requirements
No Response	0	No response provided

7.2 The maximum rating score achievable is 5/5 per Award Criteria. The rating score will then be converted into the equivalent mark based on the weighting for that Award Criteria.

7.3 The evaluation will then compare each tendered total cost for the four vehicles.

7.4 The lowest tendered cost for the four vehicles shall be awarded the maximum marks available under the cost criteria.

7.5 The marks for Ultimate Cost for each tender shall be calculated using the following formula:

$$\frac{\text{Total Marks for Cost} \times \text{Lowest Tendered Cost}}{\text{Tendered Cost}} = \text{Marks achieved for Ultimate Cost}$$

7.6 The total marks achieved for each Award Criteria will be added to the marks achieved for Ultimate Cost to determine the overall marks awarded for each tender.

7.7 Tenderers will be required to provide the above evidence, and any other information which may be required, within the timeframe specified by the HSE.

7.8 The HSE does not bind itself to accept the lowest cost tender, and will not pay any compensations whatsoever in connection therewith. It reserves the right to reject in whole or in part, any or all tenders received.

7.9 Tender responses will be evaluated in their own right. No recognition will be given to information previously submitted. No unsolicited communications from Tenderers will be entertained during the evaluation period.