



**OPEN PROCEDURE
REQUEST FOR TENDER
BERTH 4 UPGRADES
DÚN LAOGHAIRE HARBOUR**

Subject of Quotation

A contractor is required to undertake a series of upgrade works on Berth 4 in Dún Laoghaire Harbour. The role of PSCS is also required.

Key Dates

Issue Date

17th June 2026

Closing Date for Queries

8th July 2026

Closing Date for Quotations

14th July 2026

Contact for Queries

VIA www.etenders.gov.ie ONLY

Format for submission of quotations – use the Quotation Response Document provided

VIA www.etenders.gov.ie ONLY

CONTENTS

1.1	The Contracting Authority	3
1.2	Small and Medium Enterprise Participation.....	3
2.1	Specification of Requirements	5
2.2	Delivery Locations	6
2.3	Options	6
2.4	Pricing	6
2.5	Review of Performance	6
3.1	Suitability	7
3.2	Award Criteria	7
(a)	Closing Date.....	9
(b)	Submission of Quotations.....	9
(c)	Currency and Payments	9
(d)	Confidentiality.....	10
(e)	Conflict of Interest	10
(f)	Freedom of Information Acts	10
(g)	Data Protection	10
(h)	Tax Clearance Certificate	11
(i)	Withholding Tax.....	11
(j)	Interference and Inducement to Purchase	11
(k)	Notification of Evaluations	11
(l)	Award to Runner-up	11
(m)	Replacement Personnel	12
(n)	Copyright.....	12
(o)	Responsibility of Successful Party.....	12

1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Dún Laoghaire Rathdown County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.dlrcoco.ie

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and/or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF REQUIREMENT

Introduction

Berth 4 in Dún Laoghaire Harbour is a busy berth for operational reasons. The berth deck surface has fallen into a state of disrepair and is approximately 155m long and 4.3m wide. The berth deck comprises of a non-uniform tarmacadam surface. A series of manhole chambers and ducting run along a portion of the Berth with some external lighting in place.

Dún Laoghaire Rathdown County Council wishes to appoint a Contractor to undertake a series of upgrade works, such as:

- Upgrade the Berth surface with a concrete finish
- Extend the ducting to the end of the Berth
- Supply and install a series of external lighting upgrades
- Supply and install additional ducting
- Supply and install 3 ladders along the edge of the pier

Further detail is provided in Section 2.1 of the RFT and the pricing document.

The role of Project Supervisor Construction Stage (PSCS) is also required.

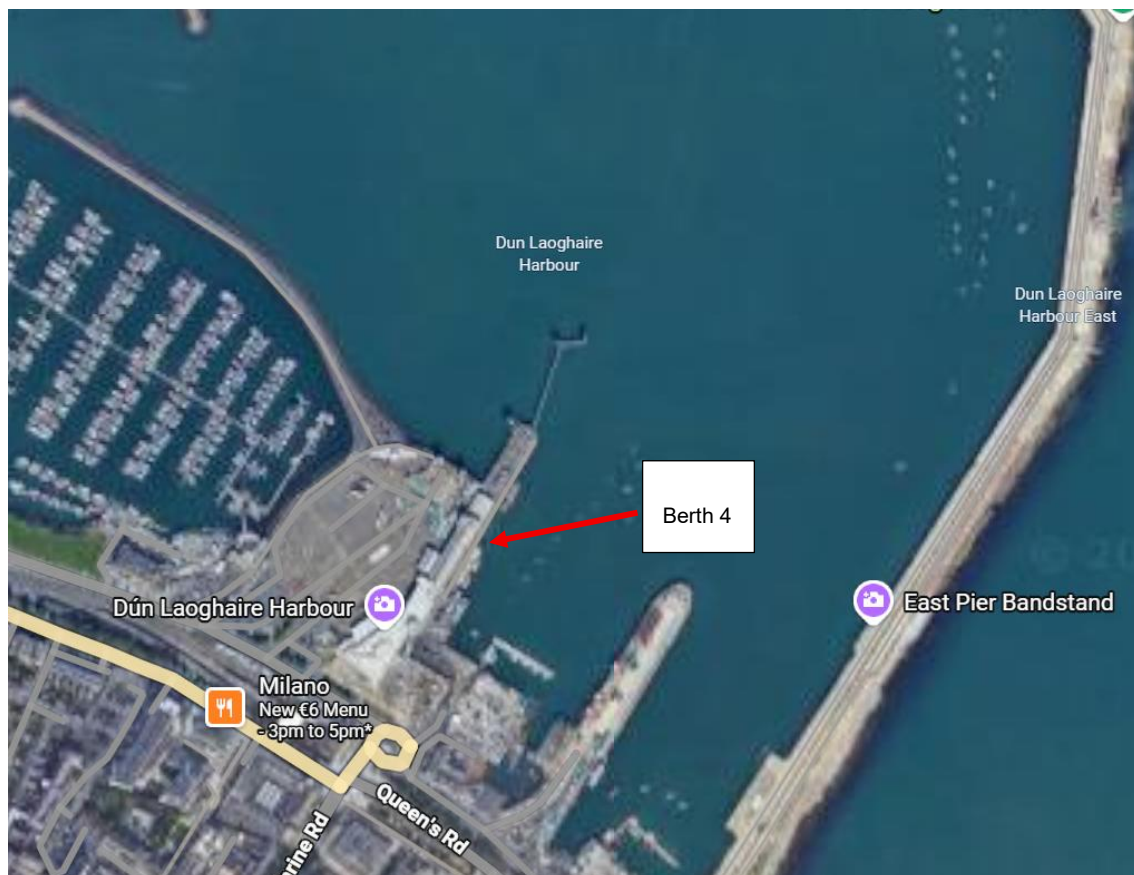


Figure 2.0 Site Location: Berth 4 Dún Laoghaire Harbour

2.1 Specification of Requirements

Dún Laoghaire Rathdown County Council is seeking quotations for a contractor to undertake the following tasks, please refer to the pricing document for a full list of required works:

- The existing surface of Berth 4 comprises of tarmac and it patched in places. Berth 4 will need to be planed and a concrete surface is to be laid in its place.
- The new concrete surface is to be 200mm deep with steel reinforcement.
- Berth 4 consists of a series of chambers for ducting. The ducting run needs to be extended to the end of the berth. An additional ducting run is also required along the length of Berth 4. Please refer to the pricing document for further details.
- Three external lighting poles are positioned along the berth. The existing lighting poles are to be removed and 10 new lighting poles are to be installed.
- Two ladders are currently attached to the edge of the berth. Both ladders are to be removed and three new ladders are to be supplied and installed.
- A hydrant is situated on the berth. A new tap is to be connected into the main line feeding the hydrant and the tap is to be mounted on the berth.

Timescale

Berth 4 is used for tendering Cruise Ship passengers into the Harbour. The last Cruise Ship is scheduled for the 25th September, therefore the section of Berth 4 that is used by the Cruise Ship Passengers (From CH1 to CH 6) cannot be worked on until after the 25th September. The area between CH 7 and CH 14 can be worked on after the 1st of September. Please refer to the mark-up in Appendix A for CH references.

The project is being funded as part of a grant and the conditions of the grant require that the project is fully completed and invoiced before the 23rd of October 2026. Therefore, the onsite works and invoicing will have to be planned carefully.

2.2 Delivery Locations

Via www.etenders.gov.ie only

2.3 Options

No additional requirements are envisaged.

2.4 Pricing

The tenderer shall submit a fixed lump-sum tender bid (inclusive of all disbursements). The Tenderer should note that the award criterion shall be the most economically advantageous tender & tenders will be assessed on price element 90% and 10% for Green criteria.

2.5 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance and quality of service and turnaround time will be the main criteria for measuring performance.

2.5.1 Account Management

Firms submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

2.5.2 Invoicing

Invoices shall be submitted by the successful firm on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a The Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier.

3. EVALUATION CRITERIA

3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant firms. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Tender Response Document (TRD).

- (a) General company information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the firm/party is appropriately insured.
- (d) Confirmation via declaration that the firm is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

3.2 Award Criteria

The contract will be awarded on the basis of cost, quality and green criteria as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The Tenderer should note that the award criterion shall be the most economically advantageous tender & tenders will be assessed on 10% Green Criteria and the price element awarded at 90%. The following criteria will be applied:

Criterion A		Weighting	Maximum Marks
Cost Criterion		90%	900
Description	The tenderer shall submit a fixed lump-sum tender bid (inclusive of all disbursements). The role of PSCS for the project is to be included. Please complete the pricing document provided.		
Criterion B		Weighting	Maximum Marks
Green Criterion		10%	100
Description	Tenderers are required to supply evidence of the company's commitment to sustainable policies and to the implementation of these policies as follows (1-2 pages maximum): • Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation). • Outline the practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment.		

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Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	
Cost for the tender being evaluated	B
Maximum Points available for Cost	C
Formula employed	$\frac{C}{B} \times A$

Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail.

1A Request for Tender Services

1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and a fail.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and a fail.

4. FORMAT OF RESPONSE

Service Providers are required to complete the separate pricing document (Criterion A) and are to provide a response to the Green Public Procurement (Criterion B) element.

Please ensure you read the Instructions to Firms Tendering as detailed in Section 5.

5. INSTRUCTIONS FOR FIRMS TENDERING

(a) Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

(b) Submission of Quotations

Quotations should be submitted the **via email to** www.etenders.gov.ie

All queries regarding this quotation should be submitted to www.etenders.gov.ie. Queries should be raised as soon as possible and in any case by date listed on the title page of this document.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

(c) Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful firm. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

(d) Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Firms are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

(e) Conflict of Interest

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the firm and The Contracting Authority or employees of The Contracting Authority or their relatives must be fully disclosed in the quotation submission or should be communicated to The Contracting Authority immediately upon such information becoming known to the firm, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a firm or invalidate an award of contract, depending on when the conflict of interest comes to light.

(f) Freedom of Information Acts

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(g) Data Protection

Firms are required to comply with all directions of the Contracting Authority with regard to:

- (i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);
- (ii) local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities

- (iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
- Data Protection Acts, 1988 and 2003 and
 - All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

(h) Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

(i) Withholding Tax

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

(j) Interference and Inducement to Purchase

Any effort by the firm to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(k) Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

(l) Award to Runner-up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, The Contracting Authority considers that the successful party has not met its obligations, The Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

(m) Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to The Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of The Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

(n) Copyright

The Contracting Authority will have copyright ownership of any material developed for use by The Contracting Authority under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful firm).

(o) Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.