



Ambasáid na hÉireann **Embassy of Ireland**

Request for Tenders

General Office Cleaning and Window Cleaning Services for the Embassy of Ireland in Berlin, Germany

Open Procedure

Tender Submission Deadline: 18:00 (German time) on Monday, 20 July 2026

Tenderers should note that ALL communication, clarification questions and tender submissions must be made directly to the Embassy by email to Berlin.Tenders@dfa.ie.

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Request for Tenders for General Office Cleaning and Window Cleaning Services for the Embassy of Ireland in Berlin, Germany

SECTION 1: Statement of Requirements

- 1.1 The Embassy of Ireland in Berlin (“the Embassy”) requests tenders from suitably qualified service providers for general office cleaning, internal and external window cleaning, and associated janitorial/sanitary services for its offices at Jägerstraße 51, 10117 Berlin.

A detailed description of the services required is set out in Appendix I.

- 1.2 The Embassy requires comprehensive general cleaning, janitorial/sanitary and internal and external window cleaning services for the premises subject to the detailed direction and control of the Embassy’s Administration section. Tenderers should note that they will provide cleaning supplies of a mutually agreed quality and will be required to manage and stock this supply. In addition, tenderers will be required to wash kitchen towels on a regular basis. Tenderers will also be required to provide particular care in cleaning frequently-used touch points (door handles, light switches, etc.), as well as possible extra sanitising and disinfecting in cases of increased risk of infection transmission (such as during flu season, Covid-19 infection, etc.).
- 1.3 Tenderers should note that the premises are subject to change, and that the Embassy’s requirements may, therefore, be subject to modification during the lifetime of the contract. Tenderers should also note that the Embassy reserves the right to reduce or increase the requirements during the lifetime of the contract. The selected service provider will be required to cooperate with the Embassy in adjusting services should these situations arise.
- 1.4 The Embassy premises occupies the 2nd floor of the Mendelssohn-Remise at Jägerstraße 51. It comprises offices for over 25 staff, a conference room, an event space, two kitchens, three sets of men’s and women’s restrooms, a shower and storage rooms. The total area is 1,095.94 m².
- 1.5 It is envisaged that the contract will run for an initial term of one year, renewable annually thereafter up to a maximum term of four years, subject always to satisfactory performance and the Embassy’s needs. Any contract arising from this competition would be expected to commence in November 2026. Services are required from the 1st of November 2026.
- 1.6 It is recommended that tenderers carry out site surveys/inspections in order to help them prepare their service and financial proposals. Site visits will be held between 6th and 7th of July 2026. Interested parties may arrange inspections of the premises by contacting the Embassy by email: Berlin.Tenders@dfa.ie

Answers to queries raised during the site inspection will be sent by email to all interested parties.

Standards required for the Services

- 1.7 The selected contractor must actively manage and supervise their staff in close consultation with the Administration section. All services are to be provided to industry best practices. Correct and accurate monthly invoices are to be submitted to the Embassy, giving a clear breakdown of services provided. Tenderers will also be required to provide a police certificate of good conduct for the staff cleaning the premises. Performance will be subject to periodic reviews to be carried out quarterly or as agreed with the Administration.
- 1.8 All services must be provided/carried out at times suitable to the Embassy's hours of business and under the management and direction of the Administration section. General office cleaning will normally be carried out from Monday to Friday from 09:30 am to 11:30 am. Internal and external window cleaning will be required once a year and will be carried out during normal working hours (09:30 – 17:30) subject to advance arrangement with the Embassy.
- 1.9 Where there is unsatisfactory service, providers will be asked to take the necessary steps to ensure that problems are promptly rectified and do not recur. In the event of repeated failures, a written warning will be issued and should this fail to rectify the situation the Embassy reserves the right to terminate the contract with immediate effect, and without any further payment. In addition, the Embassy will reserve the right to withhold payment of all or part of a particular invoice in the event of non-performance of any particular service.
- 1.10 The selected contractor must be compliant with all relevant employment and health and safety legislation, and must hold relevant insurance covering liability for the operation of the contract.
- 1.11 The selected contractor will be required to operate an environmental policy which aims to minimise the impact of their services, materials and processes on the environment. In particular, the contractor must be compliant with all relevant environmental, waste management and hazardous products regulations and must seek to minimise the usage of chemicals and materials that are damaging to the environment, using environmentally-friendly products where practicable.

Transfer of Undertakings (TUPE)

- 1.12 The attention of tenderers is drawn to certain legal provisions relating to the safeguarding of employees' rights in the event of transfers of undertakings, and in particular the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003. The selected contractor will be required to comply fully with their relevant obligations under these Regulations.
- 1.13 The Embassy is not in a position to say how many of its current contractor's personnel, if any, would wish to seek a transfer under the Transfer of Undertakings Regulations (TUPE) to a new service provider. Compliance with Transfer of Undertakings Regulations (TUPE) is a

matter for resolution between incumbent personnel and incoming/outgoing service providers as appropriate.

SECTION 2: Qualification Criteria

Section 2 outlines what tenderers must provide in order to qualify for evaluation under the Award Criteria as specified in Section 3:

- 2.1 Tenderers will be required to demonstrate that they are capable of providing cleaning services to the Embassy. They must therefore provide:
- Details of previous track record and experience delivering cleaning services to clients of a similar nature and scale to those of the Embassy. Tenderers should include two references, which the Embassy reserves the right to contact.
 - Declaration that the tenderer is compliant with all German legislation and regulations regarding health and safety at work and confirmation that the labour inspectorate has not identified any breaches of these regulations and legislation.
 - Evidence of insurance in the form of a letter from their insurer or broker that appropriate levels of employer's liability and public liability insurance are held and will be maintained for the duration of the contract. NB: The letter from the insurer/broker must confirm that the policies will apply in respect of all staff and all services to be carried out on the Embassy's premises, and that the cover extends to general office cleaning and internal and external window cleaning carried out by the tenderer's employees.
 - A police certificate of good conduct confirming security clearance for all staff.
 - Completed Declaration of Bona Fides (Appendix III) accepting the Terms and Conditions of this tender process and contract.
 - Completed Personal Situation Declaration Form (Appendix IV).

Tenderers who fail to provide the above information may be rejected and not evaluated under the Contract Award Criteria.

- 2.2. Tenderers should note that the Embassy may conduct appropriate checks with commercial rating agencies in order to confirm the financial standing of the successful tenderer prior to the award of the contract.

SECTION 3: Contract Award Criteria

For information on the proposals under the individual award criteria on which tenderers will be evaluated, please see Section 4.

- 3.1 Tenders will be evaluated initially to confirm that they are fully responsive and that they meet the qualification criteria set out in Section 2 above. Qualifying tenders will then be evaluated in the light of the contract award criteria. The contract will be awarded to the most economically advantageous tender having regard to the following criteria, weighted as indicated:

Award Criteria	Marks Available
Technical Criteria (70 marks)	
1. Quality of the service proposal outlining: • An understanding of the service requirements; • Resources and capacity to provide a full range of high quality office cleaning and window cleaning; • An environmental policy proposal demonstrating ways to reduce the environmental impact of the cleaning services.	25
2. Quality of the Health and Safety proposal outlining: • Safe work practices; • How risks will be managed (e.g. external window cleaning, use of chemicals etc).	25
3. Reliability and continuity of service outlining: • Relevant skills, expertise, experience and qualification of the staff proposed; • Staff training protocols; • Performance measurement and management; • Communications process, liaison and reporting structure; • Managing staff absences; • Problem resolution and escalation process.	20
Financial Criteria (30 marks)	
4. Total Annual Cost	30
Total Marks	100

Evaluation of each of the technical criteria will be carried out on the basis of the following scoring methodology:

Scoring Methodology

Score	Meaning	Interpretation
90%-100%	Outstanding	A very comprehensive response demonstrating extensive understanding, offering full assurance that the service will be delivered to an outstanding standard. Fully supported tender with no reservations.
80%-89%	Excellent	An excellent response demonstrating excellent understanding, offering assurance that the service will be delivered to an excellent standard. Strongly supported tender.
70%-79%	Very Good	A very good response demonstrating very good understanding, offering assurance that the service will be delivered to a very good standard.
60%-69%	Good	A good response demonstrating good understanding, offering assurance that the service will be delivered to a good standard. Well supported tender.
50%-59%	Satisfactory	An acceptable response demonstrating a minimum understanding, offering assurance that the service will be delivered to a satisfactory standard. Satisfactorily supported tender.
Less than 50%	Unacceptable	Response demonstrates limited understanding with limited or insufficient or no detail with a risk of non-delivery

The cost will be decided as per the Financial Proposal (general office cleaning plus window cleaning plus any additional costs/charges). The tender with the lowest cost will receive the maximum score available (30%) with all others evaluated against this, using the following formula:

Marks for cost will be allocated using the following formula:

Cost Score	=	$\frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}}$	x	Number of Marks Available
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- 3.2 Tenderers must score at minimum 50% of overall marks allocated for the Technical Criteria in order to proceed to financial evaluation stage. Failure to achieve this minimum will result in the tenderer being eliminated from the competition.
- 3.3 The estimated budget for these services over the potential 4-year duration of the contract is €165,000 (exclusive of VAT). Tenderers must understand that this figure is an estimate only based on current and future expected usage.
- 3.4 The Embassy will investigate tenders that they consider abnormally low and will seek explanations from suppliers about the price or cost.

SECTION 4: Required Format and Content of Tenders

- 4.1 Tenderers must address all the Qualification Requirements specified in Section 2 – i.e. signed Declaration of Bona Fides and Personal Situation Declaration Form, references from current similar contracts, safety record and written confirmation from insurer or broker that all required insurances are in place and will apply in the event that a contract is awarded by the Embassy, declaration of compliance with German law and a police certificate of good conduct.
- 4.2 Tenderers must provide a Service Proposal (no more than 5 A4 pages in length) setting out details of the tenderer's proposal and quality of service having regard to the specification set out in Section 1. In preparing the service proposal, tenderers should have particular regard to the contract award criteria and the associated weightings set out in Section 3 of this RFT.
- The service proposal itself must provide clear evidence of the tenderer's resources and capacity to provide a full range of good quality office cleaning and window cleaning services in respect of Embassy premises.
 - Tenderers should include an environmental policy proposal, outlining how they will reduce the environmental impact of their cleaning services.
- 4.3 Tenderers must provide a Health and Safety proposal, outlining how they will ensure safe work practices and detailing how risks will be managed (e.g. external window cleaning, use of chemicals, etc.).
- 4.4 Tenderers must include details on how they propose to ensure the continuity and reliability of the supply of services, for example, how staff absences will be dealt with, etc.
- 4.5 Tenders must include a Financial Proposal in the exact form as set out in Appendix II. The financial proposal must set out an all-in fixed lump sum annual figure for the services together with details of hourly rates, excluding VAT. The figures quoted will be binding for year one of the contract.

- 4.6 The financial proposal must reflect all cleaning, relief, travel, equipment and any ancillary costs that may be incurred in the provision of the services. Claims for additional or extra items arising in the course of the contract will not be entertained, unless such items were not foreseeable at time of tender (e.g. changes in relevant government regulations affecting costs).
- 4.7 Tenders may be submitted in German or English, however English is preferred.
- 4.8 This request for tenders is made in German and English. In case of disharmony between the German and the English version, the English version of the request has priority.

SECTION 5: Conditions Applicable to the Tender Process

- 5.1 The Embassy undertakes to hold confidential any information provided to it on a confidential basis by individuals or others, subject to the Embassy's obligations under law, including the Irish Freedom of Information Act. If for any reason, it is considered that information supplied to the Embassy should not be disclosed because of its sensitive nature, then it is incumbent upon the person or body when supplying the information to make clear this concern and to specify the reasons for the information's sensitivity. The Embassy will consult with any individual or body so supplying sensitive information before making a decision on any FOI request received. However, it should be noted that, ultimately, the decision on whether or not to release information under the FOI is a matter for the Information Commissioner and/or Courts.
- 5.2 Conflicts of interest or potential conflicts of interest, involving a tenderer must be fully disclosed to the Embassy. Any registerable interest involving a tenderer and the Embassy, its officers or their relatives, must be fully disclosed in any proposal submitted, or in the event that such information is not available at the time of submission of proposals, should be communicated to the Embassy immediately upon such information becoming known to the tenderer. The terms "registerable interest" and "relative" shall be interpreted as defined in Section 2 of the Irish Ethics in Public Office Act 1995. Failure to disclose an interest may disqualify a tenderer or invalidate an award of contract, if, in the view of the Embassy, the conflict is of a sufficiently serious nature to warrant it.
- 5.3 The Embassy reserves the right to terminate the tender process at any time prior to the signing of the contract. The Embassy reserves the right not to accept the lowest or any tender. No contractual relationship will arise until such time as a written contract is signed on behalf of the Embassy.
- 5.4 Information supplied by tenderers will be treated as contractually binding. However, the Embassy reserves the right to seek clarification or verification of any such information and also to request additional information from the tenderers.

- 5.5 The Embassy will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work effort.
- 5.6 Tenders must be completed in accordance with the format specified in Section 4. Incomplete tenders or tenders that seek to vary or qualify the stated General Terms and Conditions may be rejected.
- 5.7 Tenders must be submitted via electronic copy to Berlin.Tenders@dfa.ie no later than 18:00 (German Time) on 20 July 2026. Submissions must be in the format outlined in Section 4 of this RFT.

All attachments must be submitted in PDF or Word format. Should files be too big to send, the Embassy should be alerted and a *Sharefile* link will be provided. Links to tender documents via WeTransfer, Dropbox, or other cloud platforms will not be accepted. **Sending your submission by use of more than one email is permitted, so long as each is identified appropriately in the subject header.**

The email (s) should include “Tender for Office Cleaning and Window Cleaning Services” in the subject line(s) and shall clearly indicate contact person, address, phone number and email for any further communication.

Tenderers can submit clarification questions in relation to this request for tenders.

Clarifications should be submitted to Berlin.Tenders@dfa.ie and the deadline for receipt of clarification questions is 18:00 (German Time) on 13 July 2026. The Embassy’s responses to queries and requests for clarification will be anonymised and sent by email to all interested parties.

- 5.8 The tenders will be evaluated by an evaluation team consisting of a minimum of three officials in the manner explained in Section 3 above. Tenderers will be notified of the outcome of the tender evaluation process as soon as possible after its completion. It should be noted that a formal contract cannot be put in place with the successful tenderer until at least 14 days have elapsed following notification of the outcome of the tender process.
- 5.9 Please note that all information relating to this tender will be sent by email from the address Berlin.Tenders@dfa.ie. The Embassy will not accept responsibility for information relayed (or not relayed) via third parties. If the Request for Tenders is in any way altered or edited, the subsequent tender may be inadmissible.

SECTION 6: General Terms and Conditions

- 6.1 The tenderer shall ensure that they are adequately insured on normal and customary terms against the risks which may arise or be occasioned by the work to be carried out and in particular, shall ensure that such insurance includes (without limitation) public liability insurance with an adequate limit having regard to the nature and extent of such work. The tenderer undertakes to furnish the Embassy upon request with copies of all such insurance policies together with evidence that all associated premiums have been duly paid up to date.
- 6.2 The work carried out by the service provider, irrespective of where their offices are located, shall be deemed to be carried out in Embassy of Ireland in Berlin, Germany and shall be governed by the local laws.
- 6.3 The Embassy of Ireland in Berlin, Germany will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.
- 6.4 Information supplied by tenders will be treated as contractually binding. However, the Embassy of Ireland in Berlin, Germany reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Embassy reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise.

The Embassy reserves the right to request additional information from the tenders after the closing date.

- 6.5 The Embassy reserves the right to hold tenderers strictly to the terms and conditions submitted in their tenders and also reserves the right to accept or reject in whole, or in part, any or all tenders in response to this tender. Tenderers are specifically notified that failure to comply with or respond to any part of this tender (other than those elements clearly indicated as optional) may result in rejection of their tender as non-compliant. Tenderers whose tenders are not accepted will be notified in writing on finalisation of the competition.
- 6.6 It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Embassy, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a tender.

Whilst every endeavour has been made to give tenderers an accurate description of the requirements, tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Embassy does not accept responsibility for the tenderers' assessment of the requirements.

- 6.7 The contract may be revoked by the Embassy at any time by giving 31 days' notice in writing to the service provider at their business or registered address.

The contract may be withdrawn and/or terminated for breaches of confidentiality, conflicts of interest or potential conflicts that may come to light or for general unsuitability or inability to execute the contract to the satisfaction of the Embassy and, in particular, to meet the quality standards required for this project.

The Embassy should not be liable for any loss incurred or arising from the revocation of the contract.

- 6.8 The service provider shall be responsible for the delivery of all services provided for within the Contract on the basis of the agreed costs. The Embassy retains the right to withhold payment of fees where a service provider has failed to meet its contractual obligations in relation to the timely delivery of goods and services and/or to an acceptable level of quality.

The progress of the project will be reviewed on an on-going basis and the Embassy may revise its needs at any stage to take account of changing business requirements in the Embassy.

In the event that the assignment must be revised or abandoned, the Embassy of Ireland in Berlin, Germany will make provisions for the termination of the service provider(s)' or proposed associates' contract without liability for the full cost.

The Embassy reserves the right to tender again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.

Appendix I

Services Required

	Services required	Frequency
Kitchen area (staff kitchen and event kitchen)		
Floor	Swept, wet-mopped	Daily
Bins	Emptied Wet-cleaned	Daily Weekly
Bin liners	Replaced	As necessary
Fridge	Emptied and cleaned	Monthly
Countertop and cupboards	Washed down and stains removed	Daily
Sink and surrounding area	Rinsed and stains removed and washing liquid, dishcloths and soap replenished	Daily
Dishwasher	Emptied/filled	Daily
Tiles	Polished	Monthly
Kitchen equipment (microwave, kettle, coffee machines, etc.)	Cleaned	Daily
Door handles and light switches	Cleaned, disinfected, finger marks and stains removed	Daily
Upholstered furniture and chairs	Vacuum-cleaned and dusted	Monthly
Furniture fronts and frameworks	(until 1.80 metres and if accessible) Damp wiped Cobwebs removed	Quarterly As required
Skirting boards	(as far as accessible) Dust wiped	Quarterly
Walls	(above 1.80 metres) Dust wiped	Monthly
Kitchen towels	Washed	As required
Kitchen tables	Cleaned	Daily
Toilets and Shower		
Floors	Swept, wet-mopped with disinfectant, rinsed, janitorial and sanitary items removed and replenished – urinal cakes, toilet paper, air deodorants, paper towels, soap, disinfectants etc.	Daily
Wash basins, urinals & toilet bowls	Rinsed and stains removed stains by using appropriate cleaning material	Daily
Toilet seats	Washed, rinsed and disinfected	Daily
Shower	Rinsed and stains removed	Weekly
Mirrors	Cleaned and left in a streak free condition	Daily

Walls/Tiles	Damp wiped	Monthly/As required
Door handles and light switches	Cleaned, disinfected, finger marks and stains removed	Daily
Bins	Emptied	Daily
Bin Liners	Replaced	Daily
Wall-mounted lights	Dust wiped	Weekly
Furniture fronts and frameworks	(Up to 1.80 metres and as far as accessible) Damp wiped Cobwebs removed	Quarterly As required
Skirting boards	(as far as accessible) Dust wiped	Quarterly
Walls	(above 1.80 metres) Dust wiped	Monthly
Offices, Conference Room, Event Space, Hallway and other Rooms		
Floors	Carpets and dirt trapping mats vacuumed Hard surfaces vacuumed and mopped Spots/stains cleaned in event of spillage	Daily Daily As required
Doors, Desks, tables (wood and glass), counter window and other furniture	Dusted and damp wiped and polished where necessary, polished wood with protective cleaning material	Twice weekly, as required
Bins	Emptied and removed refuse to designated area for disposal or recycling	Daily
Bin liners	Replaced	Daily
Telephones	Damp wiped (with separate cloth)	Weekly
Door handles and light switches	Cleaned, disinfected and removed finger marks and stains	Daily
Table lamps	Dust wiped	Weekly
Window sills and cupboard tops	(Up to 1.80 metres) dusted and damp wiped	Weekly
Coat racks	Dust wiped	Weekly
Upholstered furniture and chairs	Vacuum cleaned and dust wiped	Monthly
Furniture fronts and frameworks	(Up to 1.80 metres and if accessible) damp wiped Cobwebs removed	Quarterly As required
Skirting boards	(as far as accessible) dust wiped	Quarterly
Walls	(above 1.80 metres) dust wiped	Monthly
Public Counter Window	Cleaned inside and out to remove streak and to polish	Twice weekly
Cleaning Equipment and Stores		
Storage Areas	Kept in clean and safe condition	
Materials and Machinery	Stored free from fire hazards	

Lids and Caps	Kept securely on all clearly marked containers	
Window cleaning		
	Internal and external window cleaning	Once per annum on request, during normal working hours (Mon-Fri, 9:30-17:30)

Additional Duties

- Make sure areas are left clean and arranged neatly, especially before and after any meetings / visitors;
- Change calendars on a monthly basis;
- Report any cleaning product / shopping needs and maintenance requirements to local staff.

Appendix II

Financial Proposal

To be completed by tenderers. All prices to be EXCLUSIVE OF VAT.

Tenderers should note that prices may be increased or decreased only on the first anniversary of the Effective Date of the Services Contract and on subsequent anniversaries of the Effective Date thereafter, and then only by the percentage by which the Consumer Price Index has increased or decreased. Any price increase must be agreed in advance with the Embassy.

Service	Cost – Euro (€) (ex VAT)
General Office, internal window cleaning and associated janitorial/sanitary services based on services outlined in Appendix 1 and the hours outlined in Section 1.8	
External window cleaning	
Total Annual Cost (ex VAT)	

Tenderers are also required to provide the following information with their Financial Proposal, these costs will not be part of the evaluation;

Hourly rate for additional hours outside of the standard requirements	
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Appendix III

DECLARATION OF BONA FIDES

We, the undersigned, offer to provide the general office cleaning services for the Embassy of Ireland at the location specified in the Request for Tenders at the fixed costs set out in our financial proposal (Appendix II to the Request for Tenders).

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability. We confirm that we will take full responsibility as prime contractors for the satisfactory performance of any services provided by sub-contractors.

We confirm that we operate in full compliance with all relevant German labour law requirements in respect of remuneration and conditions of employment in the contract cleaning industry and that these rates have been taken into account in preparing our tender. We confirm also that our Financial Proposal takes account of the need for replacement staff to cover sickness and holiday absences.

We confirm that we operate an environmental policy which aims to minimise the impact of our services, materials and processes on the environment. In particular, we confirm that we are compliant with all relevant environmental, waste management, and hazardous products regulations and that we will seek to minimise the usage of chemicals and materials that are damaging to the environment, and use environmentally-friendly products where practicable.

We confirm that our tax affairs are in order and that, if awarded the contract we will be in a position to provide the Embassy with a current valid Tax Clearance Certificate.

We confirm that this tender shall remain irrevocably open for acceptance by you for a period of 3 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and a contract incorporating the terms and conditions of the Request for Tenders has been concluded.

We understand that the Embassy is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

Signature: _____

Printed name:

Name of tenderer: _____

Authorised Officer: _____

Postal Address: _____

Telephone: _____

Email: _____

Appendix IV

DECLARATION OF PERSONAL CIRCUMSTANCES

This Declaration of compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016) **must** be signed by all **Contractors/Suppliers**.

Name of Contractor/Supplier:	
Address:	
Country:	

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

Please enter <u>Yes</u> or <u>No</u> as appropriate to the following statements relating to the current status of your organisation and/or any director or person(s) who has power of representation, decision or control over the organisation.		Yes/No
Mandatory Eligibility Criteria		
1.	The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 th October 2008.	
2.	The Contractor/Supplier has been the subject of conviction by final judgment of 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 Ireland or in accordance with the law of the country within which the Contractor/Supplier is established.	
3.	The Contractor/Supplier has been the subject of conviction by final judgment of fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.	
4.	The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or of inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.	
5.	The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.	

6.	The Contractor/Supplier has been the subject of conviction by final judgment of child labour or 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.	
7.	The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in Ireland or the law of the country within which the Contractor/Supplier is established and this breach has been established by a judicial or administrative decision having final and binding effect in Ireland or in accordance with the law of the country within which the Contractor/Supplier is established.	
If you have answered Yes to Question 7, please provide details of the relevant amount including: a. confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or b. details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender.		

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER'S ORGANISATION.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by -:

Signed: [Original signature]	
Print Name:	
Position:	
E-mail Address:	
Date:	

Appendix V

Reference Contracts Form

Reference Contract 1	Details
Name of Contract	
Client	
Dates Contract Performed	
Value of Contract	
Description of Services Provided	
Demonstrate how this contract is similar to the Contract which is the subject of this Competition	
Contact details for referee (include email, phone and address details) <i>Please note that referees will be contacted for verification purposes. Reference contracts that do not include contact details for referees will not be accepted.</i>	

Reference Contract 2	Details
Name of Contract	
Client	
Dates Contract Performed	
Value of Contract	
Description of Services Provided	
Demonstrate how this contract is similar to the Contract which is the subject of this Competition	
Contact details for referee (include email, phone and address details) <i>Please note that referees will be contacted for verification purposes. Reference contracts that do not include contact details for referees will not be accepted.</i>	

Appendix VI

Terms and Conditions of Cleaning Services Contract

Please note that any contract arising out of this tender competition will be based on the successful tenderers own Service Level Agreement (SLA).

The SLA will incorporate the services outlined in this Request for Tender and the details outlined in the successful Tenderers submission.