



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Tender Response Document (TRD)

Provision of Linen Hire and Laundry Services

On behalf of:

Trinity College Dublin, The University of Dublin

Ref: TCD-26-C2385

Please Insert Tenderer Name below:

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RFT Contact – Tenderers Details

Name of Tendering Company	Click here and insert details
Contact Name for this RFT	Click here and insert details
Telephone Number	Click here and insert details
Email Address	Click here and insert details
Company Correspondence Address	Click here and insert details



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PART A – SELECTION CRITERIA

A1: Tenderer Summary

Weighting: Pass/Fail Only

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

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



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A2: European Single Procurement Document (ESPD)

Weighting: Pass/Fail Only

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

An Electronic version of ESPD can be completed at www.etenders.gov.ie

Or a Soft copy uploaded with the tender document set :

4. ESPD European Single Procurement Document – provision of Vending machine Services – TCD-26-C2385



A3: Declaration of Personal Circumstances

Weighting: Pass/Fail Only

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

Re: Provision of Vending Machine

On behalf of:

Trinity College Dublin, The University of Dublin

NAME: _____

ADDRESS: _____

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

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



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

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

Signature of Declarant

Name of Declarant in print or block capitals

Declared before me by _____ who is personally

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

personally known to me) at _____

this _____ day of _____ 20____.

(signed) _____

Practising Solicitor/Commissioner for Oaths



A4: Tenderers Statement

Weighting: Pass/Fail Only

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

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

TENDERERS' STATEMENT

TO: [Insert name of Contracting Authority] (the "Contracting Authority")

RE: Request for Tenders for the Supply of [Insert type of services required]

Having examined your Request for Tenders (the "RFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Services Contract, we hereby declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract to execute the Services Contract at Appendix 5 to the RFT and the Confidentiality Agreement at Appendix 6 to the RFT.
3. We accept all the Selection and Award Criteria as set out in Part 3 of the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender.
5. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out at Part 2 of the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.10.3 of the RFT.
8. We shall, if awarded any Services Contract under the RFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.



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10. We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
11. The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

SIGNED

Company

(Authorised Signatory)

Print name

Address

Date



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A5: Third Party Letter of Undertaking

Weighting: Pass/Fail Only

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



A6: Declaration of Financial & Economic Capacity

Weighting: Pass/Fail Only

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

The minimum yearly turnover of the Tenderer should meet or exceed: **€100,000** for each lot tendered for.

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

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

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

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



Turnover			
I confirm that we have the requisite minimum yearly turnover of for the applied contract for as outlined below.			
Provision of Linen Hire and Laundry Services. €100,000 for each lot applied for.			
Lot 1. €100,000			
Lot 2. €100,000			
Lot 3. €100,000			
Year	2024	2023	2022
Turnover €			
I confirm that the statements of turnover are included in this submission and are provided by a registered auditor.			
Signed:			

A signed letter from the tenderers auditors MUST be submitted with the tender submission confirming turnover for the years listed above.



A7: Insurances

Weighting: Pass/Fail Only

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

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

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



A8: Previous Contracts

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must supply details of at least three (3) comparable contracts of a similar nature, scale and complexity to the services required under this framework agreement. The comparable contracts must have been substantially operated within the past 3 years.

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

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



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



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



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A9: Health and Safety Statement

Weighting: Pass/Fail Only

In relation to the criteria candidates must demonstrate that they comply with all health and safety legislative requirements and implement and adhere to best practice health and safety in the workplace.

Tenderers **MUST** submit a copy of candidates QA Health & Safety statement providing details of the health and safety policies, procedures and systems maintained by the candidate.

Health and Safety Statement



PART B – AWARD CRITERIA

A: Contract Mobilisation and Contract Management Plan

Weighting: 2,500 marks

Pass Requirement: Minimum marks required is 1,500. (Response limited to 5 x A4 Pages)

Tenderers are requested to provide a detailed response to the following criterion to enable the Evaluation Team to fully assess and understand the proposed approach, methodology, resources, and overall capability to deliver the requirements of the contract. Responses should be clear, specific, and tailored to the needs of Trinity College Dublin, demonstrating how the proposed solution will achieve the objectives and service standards set out within the tender documentation

Proposed Approach to Provision of Services:

- Describe in detail your organisation's approach to the mobilisation of services for this contract, with particular regard to, but not limited to, the mobilisation plan and the steps undertaken following contract award, including the provision of new stock, site surveys, site familiarisation, establishment of operational procedures, assembly of the key delivery team, allocation of roles and responsibilities, communication processes, and measures implemented to ensure a smooth and efficient commencement of services.
- Describe the delivery process to be utilised by your organisation from receipt of order from a Client under this contract to on- site delivery.
- Please address lead in time requirements for the delivery of complete orders and order tracking.
- Describe the fleet management procedures that will be used under this contract to ensure sufficient operational capacity is maintained to fulfil requirements across the contract.

Proposed contract management plan:

- Tenderers are required to provide details of the proposed Account Manager and the account management structure that will be in place for the duration of the contract. The response should outline the proposed management approach, including key roles and responsibilities, lines of communication, reporting arrangements, escalation procedures, performance monitoring, and the measures that will be implemented to ensure effective contract management, service continuity, and ongoing stakeholder engagement throughout the contract term

Goods Returns, Client Complaints, Escalation Procedures and Corrective Actions:

- A summary of how all Goods complaints, their investigation, conclusion, resolution and subsequent corrective actions and / or preventative actions are managed within the Tenderer's business must be included in your response
- Communication protocols in place in relation to Goods returns to ensure that the client at the delivery locations and Head Offices are fully aware of an on-going investigations and final outcomes.



Returns policy

- Tenderers must outline their return policy and procedures for identifying, segregating, and managing linens that are deemed unfit for use due to wear, damage, staining, contamination, or failure to meet the required quality standards. The response should detail the process for reporting such items, the method used to verify their condition, and the arrangements for crediting, replacing, or otherwise compensating the Contracting Authority for unusable linen.

Insert response to Criteria A here



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Insert response to Criteria A here



B: Capacity, Delivery Schedules and Logistics

Weighting: 2,500 marks

Pass Requirement: Minimum marks required is 1,500. (Response limited to 5 x A4 Pages)

Methodology for Ensuring Continuity of Supply:

- Describe how quality will be managed for the duration of this contract
- Describe how you propose to manage the Clients' requirements, including how non-conformance is detected and corrective actions are put in place within your business
- Describe the stock levels that are proposed to be held for the goods, the stock review frequency and inventory replenishment procedures including timelines for monitoring same.

Disaster Recovery Proposals:

- Describe alternative distribution capabilities including warehousing and logistics that will ensure there are no stock shortages
- Describe computer system back up for order capture from the client delivery locations and stock replenishment from the Tenderer's suppliers
- Describe communication protocols to the clients at delivery locations and Head Offices to ensure that they are fully aware of the relevant updates on the Tenderers continuity of supply in the event of a disaster.

Please provide a detailed overview of your order packing and distribution process for linen supplies. The response should include, but not be limited to,

- The packaging materials utilised, measures implemented to minimise waste and environmental impact
- Tenderers must outline the maximum weight limits applied to laundry bags, trolleys, or containers and confirm how they ensure that all deliveries are capable of being safely transported by operatives of the contracting authority, including where access requires movement up or down flights of stairs.

The Contracting Authority requires that all bags and containers supplied are of a weight and size that can be safely carried and handled in accordance with current health and safety guidelines

Insert response to Criteria B here



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Insert response to Criteria B here



C: Sustainability Features and Proposals

Weighting: 1,000 marks

Pass Requirement: Minimum marks required is 600 (Response limited to 4 x A4 Pages)

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

Environmental Considerations:

- Any recent fleet upgrades or plans for fleet upgrades to increase the proportion of low or zero-emission vehicles used in delivery of the Services
- Measures to reduce or eliminate local environmental impacts at sites of laundry processing, including litter, visual and noise pollution
- Measures to reduce / re-use water in the laundry of linen, workwear, curtains and dust mats etc
- Equipment and procedures which maximise process energy efficiency
- Staff training and awareness programmes on energy efficiency
- Details of methodology used to ensure compliance with legislative requirements
- Details of methodology for recording and managing all required documentation i.e. safety data sheets, technical data sheets etc
- Details of initiatives to reduce packaging and plastics in service delivery
- Details of sustainability measures within the supply chain
- Details of Useful Life of Tenderers Linen, Workwear, Curtains and Dust Mat products
- Tenderers should also outline any sustainable packaging initiatives or practices adopted as part of their operations.

Scope 1 and 2 reporting:

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

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

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

NetPositive Admin: admin@netpositivefutures.co.uk

Please confirm compliance to providing Scope 1 and Scope 2 data



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Insert response to Criteria C here



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Insert response to Criteria C here



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D: Cost – Ultimate Cost of Offering

Weighting: 4,000 marks

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

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

See Appendix 2 – Pricing Schedule