



Tender Response Document (TRD) COSTS

**For the Provision of a
Cyber Security Awareness Training Lot 1**

HSE Ref: 28054 eTenders Ref: 8540544

**For
HEALTH SERVICE EXECUTIVE**

**This document should be read in conjunction with the
Invitation to Tender, Tender Response Document QUALITY and Tender Response
Document Selection Criteria**

FOREWORD

The purpose of this document is to inform and enable potential Tenderers to make a submission. The onus is on the Tenderer to provide the information requested in the document. The Tenderer should inform themselves as to the closing date for queries and the closing date for submissions.

Note:

- It is imperative that all questions in the Tender Document are completed in the format provided as in this Document.
- If you have any queries or problems completing this document please email the HSE contact via eTenders.
- For general information on HSE refer to www.hse.ie

Best Practices to Avoid Late Submissions:

- Early Submission: Aim to submit tenders well before the deadline to avoid last-minute issues.
- Technical Checks: Ensure all technical requirements for submission are met and tested in advance.
- Clear Communication: Maintain clear communication with the contracting authority to understand all submission requirements and deadlines.

Part A: Instructions to Tenderers

1. All fields in this Tender Response Document where applicable should be completed by the Tenderers.
2. Tenderers should ensure to carefully read the ITT procurement documents associated with this Competition before completing and submitting this Tender Response Document ("TRD").
3. Tenderers **must** complete and submit all documentation requested in this ITT Response in full. The Tenderer's response to this section will be evaluated using the Award Criteria. Responses will be assessed on the basis of the information provided, taking into account all aspects of the specified service and the information requested.
4. Tenderers **should not** include a cover sheet and/or an executive summary in the Tender Response Document ("TRD") document. Please note a cover sheet and/or an executive summary **WILL NOT BE EVALUATED.**
5. The Tender Response Document ("TRD") must be submitted in English.

Part B: Tenderers Details

Name of Tenderer	
Address	
Contact Name for this ITT	
Contact Mobile Number	
Email	

Part C: Award Criteria Response Section COSTS

Instructions to Tenderers when completing the TRD:

- Tenderers must answer all elements of each question.
 - Fields and tables may be expanded or duplicated as necessary.
 - Tenderers are requested to provide comprehensive yet concise responses to each Award Criteria question, and address the HSE's requirements.
1. The Procurement Evaluation Group (PEG) will review all Tender responses to the HSE Statement of Requirements, including additional supporting documents provided.
 - 1.1. All appendices and artefacts must be clearly referenced within the tenderer's response.
 - 1.2. For any requirement in a Tenderer's response, any references to appendices, artefacts or other sections of a Tenderer's response must be clearly referenced in the requirements tenderer's response section.
 - 1.3. Hyperlinks to appendices or external websites or additional reading material (unless stated) will not be accepted.
 - 1.4. Embedded documents or unclear screen shots will not be accepted. These should be provided as clearly referenced appendices
 - 1.5. The cover letter will not be evaluated.
 - 1.6. For the avoidance of doubt, the PEG will not consider information included in another section of a tender unless the relevant information is clearly and specifically cross referenced in the section being evaluated.
 - 1.7. Where there is a restriction on word limits. This will be clearly marked for the Tenderer.
 - 1.8. Where a page limit applies, the font Name and Size is indicated to clarify, e.g. the same font size as the document provided, or a specific size, e.g. Arial Font Size 10 single line spacing.

Sub Criteria – Costs – 45 %:

Cost for HSE for the Service for 3 Years initial term - 45%

Maximum Marks Available: 450

Minimum Marks Required: N/A

Pricing Table Lot 1 Simulated Email Phishing Service and Custom Cybersecurity Training & Awareness Training - HSE Cost for Years 1 - 3

Tenderers please note:

- The Fixed Total Cost quoted in Pricing Table Lot 1 must be **inclusive of all costs associated with the services contract.**
- **The Budget available for Lot 1 for the duration of the contract (3 years) is €675,000 excl VAT. Any tenderer's response that exceeds the Budget will be eliminated from the tender process.**
- Price quoted must be expressed in **Euro only** and exclusive of VAT.
- Tenderers must quote for all 4 items in Pricing Table Lot 1 or their tender will be deemed non-compliant and eliminated from the process. i.e.
 1. Licence Costs
 2. On Boarding Costs
 3. Custom Cybersecurity Training & Awareness Course development Costs
 4. Optional Bespoke Service Costs Daily Rate
- The pricing format and in particular the Tenderer's costs quoted in the tender response shall remain **fixed for the duration of the Contract.**
- After the initial 3 year period two 12-month extensions can be applied and services must be provided at the same or lesser rates, as quoted for the 3 year initial term.
- Costs for the provision of the services as set out in **Invitation to Tender Section F Specification of Requirement and the Tender Response Document QUALITY must be included in the Pricing Table**

Pricing Table Lot 1 Simulated Email Phishing Service and Custom Cybersecurity Training & Awareness Training			
Period	Simulated Email Phishing Service Licence Costs The design, delivery and reporting of between 12 – 20 simulated email phishing campaigns per year to 110,000 HSE staff per campaign € Cost Ex VAT	Simulated Email Phishing Service On Boarding Costs Full cost for onboarding the service in the HSE € Cost Ex VAT	€ Total Cost Ex VAT
Year 1	€	€	€
Year 2	€	€	€
Year 3	€	€	€
Fixed Total Cost HSE excluding VAT:	€	€	€
VAT Rate applicable			
Fixed Total Cost HSE including VAT:	€	€	€
Custom Cybersecurity Training & Awareness Course development Costs Full costing for the development of a 10 minute custom cybersecurity training course. Breakdown must be shown as follows e.g. 10 days @ €500 per day = €5,000 € Cost Ex VAT			
Fixed Total Cost HSE excluding VAT:	€		
VAT Rate applicable			
Fixed Total Cost HSE including VAT:	€		
Optional Bespoke Services Costs Daily Rate € Cost Ex VAT			€

The Cells highlighted in Green will be used to evaluation costs in the Award Criteria.

SECTION D TENDERER'S OBLIGATIONS & DECLARATIONS

D.1 Statement of Compliance

- The Tenderer agrees to submit this tender in accordance with the tender documents and all other relevant information referenced in the tender documentation and warrants that their proposal is fully compliant with all mandatory requirements, regulations and legislation in the tender documents.

- Additionally, the tenderer agrees that all its bid documents and responses to the aforementioned tender will, at the option of the HSE, become a legally binding and essential portion of the final contract between the tenderer (if selected) and the HSE. The Tenderer further agrees to respect the tendering process and not to engage in predatory pricing if his/her tender submission is unsuccessful.
- The Tenderer understands that failure to comply with this requirement may adversely affect inclusion on future bid lists.

D.2 Confirmation of Communication Protocol

- We wish to acknowledge receipt of the Invitation to Tender and acceptance of the prevailing HSE Standard Conditions of Contract and any additional terms detailed in the Invitation to Tender and Agreement and pertinent to the above competition.
- We also wish to confirm acceptance of Communications Protocol as outlined in this invitation to provide a Tender and competition rules document for the above competition.

D.3 Certificate of Bona Fide Tender

- The essence of tendering is that the client shall receive confidential bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a confidential and bona fide tender, intended to be competitive, and that we have not confided with or made any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable time for this letter any of the following acts: -
 - Communicating to a person other than the person calling for this tender the amount or approximate amount of the proposed tender.
 - Entering into any arrangement or agreement with any other person that he shall refrain from proposing or as to the amount of any tender to be submitted.
- Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
- In this certificate the word "person" includes any person(s) and anybody or association, corporate or unincorporated; and "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not, and the plural includes the singular.
- Tenders' particular attention is drawn to the application of the Competition Act 2002 (as amended). The Competition Act makes it a criminal offence for Tenders to collude on prices or terms in a public tendering procedure. Should the Contracting Authorities become aware of direct or indirect communications, through trade associations or otherwise, between tenders relating to contract conditions or which might facilitate price collusion, it shall be the policy of the Contracting Authorities to disqualify such tenders and to notify the matter to the Competition Authority with the recommendation that action be taken against the tenderers involved.

D.4 Confidentiality

- The Health Service Executive undertakes to hold confidential any information provided by applicants in response to this notice subject to their obligation under Law. The HSE, however, may share information received with relevant Government Departments, who are subject to Freedom of Information Act, which came into force on 21st April 1998.

- Applicants should state if any of the information supplied by them in response to this notice, is confidential or commercially sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applications should state why they consider the information to be confidential or commercially sensitive.
- If applicants consider that none of the information supplied by them is confidential or commercially sensitive, they should make a statement to that effect.

Tender Reference	Information	Reason for commercial sensitivity	Proposed duration of commercial sensitivity

D.5 Tenderer Declaration

Tenderers who fail to sign the declaration below (without qualification or amendment) will be excluded from the Tender Process.

The undersigned as an officer of the stated Tenderer:

1. Declares that the Tenderer has not been the subject of any of the offences set out in article articles 57 and its derivatives of directive 2014/24/EU
2. Agrees to the HSE's Tender Competition Rules available to download on: www.hse.ie
3. Accepts that the Contract, without material variation as judged by HSE, will form the basis of the contract.
4. Confirms that the Tender fully meets or exceeds those (minimum) requirements as specified by HSE.
5. Agrees that the Tender Documents and Tender will, at the option of HSE, become legally binding and an essential portion of the Contract, if awarded.
6. Declares that the Tenderer has no material conflict of interest affecting the scope of the Contract.
7. Declares that the Tender takes account of the obligations relating to employment protection and working conditions that are in force in the place where the works are to be carried out or the service is to be supplied.
8. Is prepared to put in place additional levels of insurance, if required and requested by HSE.
9. Agrees to the HSE's Supplier Charter available to download on: www.hse.ie
10. If awarded the Contract agrees to provide such management reports and other information as may be required by HSE, HIQA or other relevant bodies from time to time.
11. Certifies that this is a bona fide Tender, intended to be competitive, and that the Tenderer has not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person(s).

Additionally Tenderers are required to confirm whether:

- (1) The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.

Tenderers Response: _____

- (2) The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Tenderers Response: _____

The table below must be signed by an Officer duly authorised on behalf of the Tenderer:

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 future tenders.

Signed: (Authorised Officer)	
Block Capitals:	
Position in Company	
Supplier:	
Registered Office:	
Date:	

Tenderers Checklist

Number	Item	Check
1	Late Tenders will not be accepted, have you noted the submission closing date and time?	
2	Have you completed the Statement of Requirements response sections of this document in full?	
3	Have you completed and signed the Compulsory Pricing schedule?	
4	Have you completed and signed Section D Tenderers Obligations?	
5	Tenderers must indicate if they have used AI in preparing their response. This is for information only.	