

SKIBBEREEN STEAM MILL

# SUITABILITY ASSESSMENT QUESTIONNAIRE

TO BE ASSESSED UNDER A OPEN PROCEDURE





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**1.0**

**PART 1- INFORMATION FOR TENDERERS, PROJECT  
PARTICULARS & SUITABILITY ASSESSMENT  
QUESTIONNAIRE**

# Suitability Assessment Questionnaire

*for*

Click or tap here to enter text.
Click or tap here to enter text.

## **PART 2**

### Applicant Details and Declaration

Used to respond to QC1 or QC2

## PART 2: Applicant Details & Declaration

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### 1.0 General

This document is used to respond to either QC1 or QC2. The Applicant must complete the relevant parts of this Part 2.

### 2.0 Applicant Details

#### 2.1 Applicant

Only the Applicant or the Lead Member of an Applicant (where an Applicant is a Joint Venture, Consortium or Partnership) must complete this Section 2.1. Where the Competition is for a design team to be led by a particular design team member, the lead design team member should set the drop-down menu to read "Lead Applicant".

Name of Applicant:	Click or tap here to enter text.
Address of Registered Head Office:	Click or tap here to enter text.
Address(es) of Other Relevant Office(s):	Click or tap here to enter text.
Date Business Commenced Trading:	Click or tap here to enter text.
Company Telephone:	Click or tap here to enter text.
Company Email Address:	Click or tap here to enter text.

Fill in this box if the company is a subsidiary.

Name and address of parent company and interest parent has in Applicant's company (e.g. wholly owned by single parent company):
Click or tap here to enter text.

## PART 2: Applicant Details & Declaration

### 2.2 Applicant's Authorised Representative (if different from 2.1)

Only the Applicant, or the Lead Member of an Applicant (where an Applicant is a Joint Venture, Consortium or Partnership), must complete this Section 2.2.

There is no need to enter address, telephone and email if identical to company details in 2.1.

Name of Authorised Representative:	Click or tap here to enter text.
Representative's Address:	Click or tap here to enter text.
Representative's Telephone:	Click or tap here to enter text.
Representative's Email Address:	Click or tap here to enter text.

### 2.3 Nature of Applicant

Applicant Note: only the Applicant, or the Lead Member of an Applicant (where the Applicant is a Joint Venture, Consortium or Partnership), must complete this Section 2.3.

Nature of Applicant (e.g. partnership, sole trader, private limited company, public limited company, Joint Venture):	Click or tap here to enter text.
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Complete the relevant box below

<b>Limited Company (Public or Private)</b>	Click or tap here to enter text.
Company Registration Number:	Click or tap here to enter text.
Year established:	Click or tap here to enter text.
Number of years actively trading under present name:	Click or tap here to enter text.
Name of Chairman/CEO/MD/Partner:	Click or tap here to enter text.
Interest of Chairman/CEO/MD/Partner in other companies:	Click or tap here to enter text.
Changes to group structures or mergers over the past 5 years:	Click or tap here to enter text.

This box below is to be filled in only by the Lead Member of a Partnership, a Consortium or any other type of Joint Venture:

<b>Partnership, Consortium or a Joint Venture company</b>	
Names of all members in Partnership, Consortium or Joint Venture company:	Click or tap here to enter text.
Was Partnership, Consortium or a Joint Venture company formed for this project?	Click or tap here to enter text.
If you answered 'No' above, state number of years actively trading under present name:	Click or tap here to enter text.
Method of financing Partnership, Consortium or Joint Venture company:	Click or tap here to enter text.

Applicant Note: Where the Applicant is one or more human or legal persons such as a Joint Venture, Consortium or Partnership, details of **each member** [who is not the Lead Member] of the Applicant must be provided in Schedule I – Details of Applicant Members.

## PART 2: Applicant Details & Declaration

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### 2.4 Additional Applicant Company Details<sup>1</sup>

If required by the CA, additional details of the Applicant's Company are requested below.

Click or tap here to enter text.

Click or tap here to enter text.

### 2.5 Reliance on the Capacity of Other Entities<sup>2</sup>

Only the Applicant or the Lead Member of the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership) must complete this Section 2.5.

Is the Applicant, or any member of the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership), relying on the capacity of other entities (including Specialist Skill Providers, where a Specialist Skill Provider **is not** the Applicant itself), for the purposes of meeting any of the Qualification Criteria in this Competition? (Enter Yes or No).

Click or tap here to enter text.

Applicant Note: Where the Applicant relied upon the capacity of other entities, details of each entities relied upon must be provided in Schedule II – Entities Relied Upon.

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<sup>1</sup> CA – set out any additional details required in the first row. The Applicant completes the second row. If not in use, enter N/A.

<sup>2</sup> As described in Section 1.9 of QC1 or Section 1.6 of QC2 (Reliance on Resources) as appropriate.

## PART 2: Applicant Details & Declaration

### SCHEDULE I - APPLICANT MEMBERS

Where an Applicant is a Joint Venture, Consortium or Partnership, each Applicant member, who is not the Lead Member, named in Section 2.3 must complete the table below. Where additional tables are required Click the "+" symbol that becomes visible at the end of table when you are completing a form-field to add details of additional members.

<b>Applicant Member Name<sup>3</sup>:</b>	Click or tap here to enter text.
Element responsible for:	Click or tap here to enter text.
Qualification Criteria responded to:	Click or tap here to enter text.
Address of Registered Head Office:	Click or tap here to enter text.
Address(es) of Other Relevant Office(s):	Click or tap here to enter text.
Date Business Commenced Trading:	Click or tap here to enter text.
Most recent Business Accounting Period From/To	Click or tap here to enter text.
Business Name <sup>4</sup>	Click or tap here to enter text.
Business Address	Click or tap here to enter text.
Company Registration Number <sup>5</sup>	Click or tap here to enter text.
Business Registration Number	Click or tap here to enter text.
Tax Reference Number	Click or tap here to enter text.
Self-assessment tax returns Accounting Period <sup>6</sup>	Click or tap here to enter text.
Business Telephone:	Click or tap here to enter text.
Business Email Address:	Click or tap here to enter text.
Company Type:	Click or tap here to enter text.
Year established:	Click or tap here to enter text.
Number of years actively trading under present	Click or tap here to enter text.
Chairman/CEO/MD:	Click or tap here to enter text.
Name of Interest of Chairman/CEO/MD in other companies:	Click or tap here to enter text.
Changes to group structures or mergers over the past 5 years:	Click or tap here to enter text.
Where the member is a subsidiary	
Name and address of parent company and interest parent has in Applicant member company (for example, wholly owned by single parent company):	Click or tap here to enter text.
Parent Company Registration No.:	Click or tap here to enter text.
Parent Company Tax Reference No.:	Click or tap here to enter text.

<sup>3</sup> State the full name of the Applicant's company as it is registered with the Companies Registration Office (CRO) or equivalent in country of establishment. Refer to the CRO for requirements for registration of companies.

<sup>4</sup> State the Applicant's full business name as registered with the CRO (or equivalent in country of establishment). Refer to the CRO for requirements for registration of business names.

<sup>5</sup> CRO No. or equivalent.

<sup>6</sup> for Revenue Commissioners or equivalent in other tax jurisdictions.

## PART 2: Applicant Details & Declaration

### SCHEDULE II - ENTITIES RELIED UPON

Where in Section 2.5, an Applicant declares that it relies upon the resources of other entities, each entity must complete the tables below and provide the evidence required in Section 1.9 of QC1 or Section 1.6 of QC2, as appropriate. Where additional tables are required, click on the "+" symbol that appears at the end of table when you are entering details in the right hand column).

<b>Name Of Entity Relied Upon by Applicant<sup>7</sup>:</b>	Click or tap here to enter text.
Element responsible for:	Click or tap here to enter text.
Qualification Criteria responded to	Click or tap here to enter text.
Address of Registered Head Office:	Click or tap here to enter text.
Address(es) of Other Relevant Office(s):	Click or tap here to enter text.
Date Business Commenced Trading:	Click or tap here to enter text.
Most recent Business Accounting Period	Click or tap here to enter text.
Business Name <sup>8</sup>	Click or tap here to enter text.
Business Address	Click or tap here to enter text.
Company Registration Number <sup>9</sup>	Click or tap here to enter text.
Business Registration Number	Click or tap here to enter text.
Tax Reference Number	Click or tap here to enter text.
Self-assessment tax returns Accounting Period for Revenue <sup>10</sup>	Click or tap here to enter text.
Business Telephone:	Click or tap here to enter text.
Business Email Address:	Click or tap here to enter text.
Name and address of parent company and interest parent has in Applicant member company (for example, wholly owned by single parent company):	Click or tap here to enter text.
Parent Company Registration No.:	Click or tap here to enter text.
Parent Company Tax Reference No:	Click or tap here to enter text.

<sup>7</sup> State the full name of the Applicant's company as it is registered with the Companies Registration Office (CRO) or equivalent in country of establishment. Refer to the CRO for requirements for registration of companies.

<sup>8</sup> State the Applicant's full business name as registered with the CRO (or equivalent in country of establishment). Refer to the CRO for requirements for registration of business names.

<sup>9</sup> CRO No. or equivalent

<sup>10</sup> or the equivalent in other tax jurisdictions

## PART 2: Applicant Details & Declaration

### 3.0 APPLICANT DECLARATION

On behalf of [Click or tap here to enter text.](#), I

- a) confirm that all data subjects whose personal data is provided in the SAQ Submission have consented to the processing of such personal data by us, the Applicant, 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;
- b) declare that as at the date of submission of the SAQ Submission, the Applicant meets all requirements or minimum standards (as appropriate) set out in the Qualification Criteria;
- c) confirm that for those Qualification Criteria in the Questionnaire, where the response type is marked "Declaration Required", supporting documentation to substantiate the declaration made at b) above will, where requested, promptly and within the timeframe specified, be provided;
- d) confirm that for those Qualification Criteria in the Questionnaire, where the response type is marked "Evidence Required", the required evidence is included in the SAQ Submission;
- e) confirm that, insofar as required in Section 2.1 of the Project Particulars in the Questionnaire:

A completed ESPD for the Applicant, each member of a Consortium, Joint Venture or Partnership, and any entity being relied upon for the purposes of this Questionnaire is included in the SAQ Submission;  
or

A completed Appendix A for the Applicant, each member of a Consortium, Joint Venture or Partnership, and any entity being relied upon for the purposes of the Questionnaire, is included in the SAQ Submission;

- f) disclose the following registrable interests<sup>11</sup> involving the Applicant, members of the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership), entities relied upon by the Applicant or any member of the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership), subcontractor(s) and the Contracting Authority, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority;

[Click or tap here to enter text.](#)

- g) disclose the following conflict of interest or potential conflict of interest<sup>12</sup> on the part of the Applicant, members of the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership), entities relied upon by the Applicant (where the Applicant is a Consortium, Joint Venture or Partnership), subcontractor or individual employee(s) or agent(s) of an Applicant, or members of the Applicant, entities relied upon, subcontractor(s);

[Click or tap here to enter text.](#)

- h) Declare, that insofar as the Project Particulars in the Questionnaire state that Regulation (EU) No 833/2014 as amended by Council Regulation (EU) 2022/576 - Sanctions Against Russia applies, there will be no Russian involvement in the contract exceeding the limits set in Article 5k of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, as amended by Council Regulation (EU) No 2022/578 of 8 April 2022.

In particular, I declare that:

- (i) the Applicant (and none of the Applicant Members) is not a Russian national, or a natural or legal person, entity or body established in Russia;
- (ii) the Applicant (and none of the Applicant Members) is not a legal person, entity or body whose proprietary rights are directly or indirectly owned for more than 50% by an entity referred to in point (i) of this paragraph;

<sup>11</sup> Enter "NIL" to declare the Applicant has no registered interests to declare; or enter details of registered interests

<sup>12</sup> Enter "NIL" to declare the Applicant has no conflicts of interests to declare; or enter details of conflicts of interest interests

## PART 2: Applicant Details & Declaration

- (iii) neither I nor the Applicant is a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in point (i) or (ii) above; and
  - (iv) there is no participation of over 10% of the contract value of subcontractors, suppliers or entities whose capacities the Applicant (or Applicant Members) relies on, by entities listed in points (i) to (iii) above.;
- i) declare that insofar as the Project Particulars states that the Foreign Subsidies Regulation applies to the Competition that the Applicant has completed and enclosed form FS-PP in accordance with the FSR Annex;
- j) declare that the Applicant is not guilty of misrepresentation in supplying or failing to supply the information requested in response to the Questionnaire.

**Signed<sup>13</sup>:**

**Date:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

For and on behalf of the Applicant

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<sup>13</sup> Only the Applicant or the Lead Member of Applicant signs this Declaration and the signature must be that of a Director/Principal.

**2.0**

**PART 2- SUITABILITY ASSESSMENT QUESTIONNAIRE  
APPLICANTS DETAILS AND DECLARATION**

# **Suitability Assessment Questionnaire**

*for*

An Architect-Led Multi-Discipline Service Provider

Skibbereen Steam Mill

*to be assessed under an*

**Open Procedure**

## **PART 1**

Information for Tenderers, Project Particulars and  
Suitability Assessment Questionnaire

Document ID QC2 v3.2

Suitability Assessment for Service Provider  
Open Procedure  
Document Reference ID-QC2 v.3.2  
25<sup>th</sup> November 2025

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# NOTES FOR CONTRACTING AUTHORITIES

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## Preparing this Document

The Suitability Assessment Questionnaire document comprises two separate parts.

**Part 1**, this document, which is completed by the Contracting Authority and uploaded to eTenders to provide the information for Applicants about the project, the submission requirements and the Qualification Criteria that will be applied to determine the suitability of Applicants to perform the services. .

**Part 2**, which is completed by Applicants, having been prepared and uploaded to eTenders by the Contracting Authority along with Part 1. The Contracting Authority is required to complete the cover page and section 2.4 where Applicant details are required in addition to those specified.

Part 1 contains the three sections:

- Section 1 Information for Applicants, which requires no input from the Contracting Authority.
- Section 2 Project Particulars, which gives details of the project and the Contracting Authority's requirements for the submission of the response to the Questionnaire ("the SAQ Submission"), the rules of tender and particulars thereof are in the Instructions to Tenderers which accompany this Questionnaire.
- Section 3 Suitability Assessment Criteria, which sets out the Qualification Criteria that apply in the Competition which Applicants are required to meet in order to permit their Tender to be evaluated. This section must be prepared by the Contracting Authority by selecting appropriate suitability assessment criteria to apply as Qualification Criteria and setting minimum standards under each such criterion that are proportionate to the project in question and the type of response that the Applicant is required to provide. Where it is deemed appropriate, the Contracting Authority may specify those criteria for which Applicants may declare that they meet the standards required under such criteria. Where this is a permitted response, Applicants must be able to provide evidence in support of such declarations promptly should this be requested at any stage by the Contracting Authority.

Part 2, Applicant Details and Declaration also contains three sections:

- Section 1 General.
- Section 2 Applicant Details, which is used to collect basic information about the Applicant and any sub-contractor proposed to provide a specialist skill or other entities upon whom the Applicant relies in order to meet the requirements of any Qualification Criteria in Part 1 of the Questionnaire. If the Contracting Authority requires further details in addition to the standard details therein, the Contracting Authority must specify these requirements in section 2.4 prior to issuing Part 2. The Applicant must complete Section 2.
- Section 3 Applicant Declaration, the Applicant must complete and sign Section 3 and provide any evidence or information required by Part 1 of this Questionnaire.

The Questionnaire is issued as a protected MS Word form (text other than form fields is protected).

## **IMPORTANT NOTICE FOR APPLICANTS**

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### **Purpose**

This Suitability Assessment Questionnaire (“this Questionnaire”) is issued in relation to a tender competition run under the open procedure. Its purpose is to obtain information to carry out a suitability assessment of Applicants responses so as to establish if they should go forward to tender evaluation that may lead to a contract award for those services stated in Section 2.4 of the Project Particulars.

In this Questionnaire, the term Applicant is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract. If the role of PSDP or PSCS is required, the entity providing that skill must be an individual (sole) trader or company (i.e. body corporate) that constitutes an acceptable entity for the purpose of this project.

This Questionnaire and any related documents must not be used for any other purpose.

This Questionnaire should be read in conjunction with the Instructions to Tenders (“the Instructions”) issued with this Questionnaire.

Applicants must also review the Instructions to Tenderers documentation and should note that the general competition rules and Contracting Authority reserved rights set out therein (e.g. with regard to query process) apply equally to this Questionnaire.

### **Multiple Participation**

If any individual or group of individuals is included in more than one Applicant’s submission for the same contract, a statement should be provided to the effect that the Applicant is aware of this multiple participation and that it has been brought to the attention of all the consortia of which that individual or group is a member.

The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the Contracting Authority may take such steps as it deems appropriate which may include limiting the number of bidding teams with which an entity may participate, disqualifying relevant Applicants or such other steps as it deems appropriate subject to the principles of applicable law.

## GLOSSARY

Acronyms or capitalised terms used throughout this Questionnaire are defined in this glossary.

<b>Applicant</b>	The term is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract.
<b>Specialist Skill Provider</b>	In this Questionnaire, refers to an entity proposed by the Applicant to provide specialist skills services described in Section 1.4 of the Particulars.  Note that a Specialist Skill Provider may be:  (a) the Applicant itself (or a member of an Applicant which is a Consortium, Joint Venture or Partnership); or  (b) a subcontractor.
<b>BC(A)R</b>	Building Control Regulations 1997 – 2021 and any amendments thereto.
<b>CA</b>	Contracting Authority
<b>Candidate/Qualified Candidate</b>	A Candidate is an Applicant who has submitted a Tender. A Qualified Candidate is a Candidate who has passed the suitability assessment.
<b>Competition</b>	The tender competition to which this Questionnaire relates.
<b>Consortium</b>	An association or combination of businesses or individuals who combine with the purpose of delivering a single objective.
<b>Construction Regulations</b>	Safety, Health and Welfare at Work (Construction) Regulations 2013 and any amendments thereto.
<b>Contract</b>	The Conditions of Engagement that may be awarded by the Contracting Authority for the Services at the conclusion of this Competition.
<b>CRO</b>	Companies Registration Office.
<b>CWMMF</b>	The Capital Works Management Framework is mandated by Circular for public sector construction procurement and consists of a suite of best practice guidance, standard contracts and generic template documents available for download at <a href="http://constructionprocurement.gov.ie/">http://constructionprocurement.gov.ie/</a> .
<b>Designer</b>	Has the meaning given in the Construction Regulations.
<b>ESPD</b>	European Single Procurement Document, which, where required, the Applicant, any members of an Applicant and any entities relied upon by the Applicant or any members of an Applicant, must complete in order to provide a self-declaration in regards to the situations referred to in Regulation 57 of SI 284/2016, and to declare that the Applicant meets the Qualification Criteria in the Competition. An eESPD refers to the electronic ESPD.
<b>European Procurement Regulations</b>	SI 284 of 2016 (European Union (Award of Public Authority Contracts) Regulations 2016) or SI 286 of 2016 (European Union (Award of Contracts by Utility Undertakings) Regulations 2016), as may be applicable to the Competition.
<b>Foreign Subsidies Regulation (FSR)</b>	Regulation (EU) 2022/2560 of the European Parliament and of the Council of 14 December 2022 on foreign subsidies distorting the internal market.

## GLOSSARY

<b>FSR Annex</b>	Annex to this Questionnaire, issued by the Contracting Authority when the Competition is subject to the application of the Foreign Subsidies Regulation.
<b>Joint Venture</b>	A joint venture is a contractual business undertaking involving two or more parties.
<b>OJEU</b>	Official Journal of the European Union.
<b>Partnership</b>	A business that has two or more owners who are individually liable for the entity's actions.
<b>Principal Services</b>	The services described in Section 2.4 of the Project Particulars. Where more than one Principal Service is required, a separate Questionnaire in respect of each Principal Service is issued by the CA.
<b>PSCS</b>	Project Supervisor Construction Stage appointed by the Employer in accordance with the Construction Regulations.
<b>PSDP</b>	Project Supervisor Design Process appointed by the Employer in accordance with the Construction Regulations.
<b>Qualification Criteria</b>	The suitability assessment criteria selected by the Contracting Authority in Section 3 of this Questionnaire to apply in this Competition and are those criteria where "Yes" is marked in the column "Applicable Criterion/Requirement".
<b>Questionnaire</b>	This Suitability Assessment Questionnaire, including annexes and related documents.
<b>Specialist Skills</b>	Those specialist service areas described in the Section 2.4 of the Particulars required as part of the principal services.
<b>Tenderer</b>	A person or entity (or group of persons) who submits a tender

## SECTION 1: INFORMATION FOR APPLICANTS

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### 1.1. INTRODUCTION

This Section 1 contains information in relation to the completing this Questionnaire.

Section 2, Project Particulars (“the Project Particulars”), set out the submission requirements and summarises the key features of the service provision such as the Principal Services required, Specialist Skills required, any known particular risks, etc. Applicants should read this information carefully before submitting their response to this Questionnaire (“the SAQ Submission”). The associated Tender documents will provide greater detail on the scope of the service provision. The Project Particulars also state whether the grounds for exclusion contained in Regulation 57 (Exclusion Grounds) of SI 248/2016 (and any additional grounds for exclusion) apply to this Competition.

Section 3, Suitability Assessment Criteria sets out the minimum standards under the Qualification Criteria that the Applicant must meet in order to pass the suitability assessment. In an open procedure the Qualification Criteria are assessed on a Pass/Fail basis. Where a response to the Questionnaire fails to meet the minimum standards set out in Section 3, then the relevant Applicant will be eliminated from further participation in the Competition. The Applicant must follow the instructions set out in the Questionnaire and submit the information required in the format described otherwise the submission may be declared invalid.

### 1.2. SUITABILITY ASSESSMENT SUBMISSION REQUIREMENTS

Applicants must complete and submit the following documents (“the SAQ Submission”):

- (i) Part 2 of this Questionnaire; and
- (ii) where the Project Particulars state that grounds for exclusion in Regulation 57 of SI 284/2016 apply to this Competition, a self-declaration regarding the Tenderer’s circumstances either in the form of an ESPD, or Appendix A, as stated in the Project Particulars; and
- (iii) any evidence or other supporting documentation required by this Questionnaire.

#### **Completing Part 2 of the Questionnaire**

The Tenderer must always complete and submit Part 2 of this Questionnaire (in addition to providing any evidence or supporting documentation required by this Questionnaire). In Part 2, Tenderers must provide information on the Tenderer’s organisation(s) and, where applicable, any entities upon whose capacity they rely for the purpose of meeting the requirements of any of the Qualification Criteria in Part 1.

The Tenderer must always complete and sign the Declaration in Part 2, otherwise the SAQ Response may be declared invalid. In addition, in competitions above the EU thresholds, the Applicant shall also complete an ESPD. The Declaration in Section 3 must still be completed and signed even where the Tenderer has submitted an ESPD.

Where an ESPD is required to be submitted, the Tenderer must complete Parts II (Information concerning the economic operator), Part III (Exclusion Grounds), Part IV $\alpha$  (Selection Criteria) and Part V (Concluding Statement) of the ESPD. Part IV $\alpha$  is completed by selecting “YES” to confirm that the Tenderer meets the Qualification Criteria in the Competition.

Tenderers may use an existing ESPD, provided however that their circumstances have not changed since the ESPD was originally completed.

## SECTION 1: INFORMATION FOR APPLICANTS

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### **Providing Evidence**

Where evidence is required to be submitted as part of the SAQ Response, the Tenderer must only provide evidence that is current up to the date of submission of the SAQ Response.

Failure to submit the required evidence with the SAQ Response may result in exclusion from this Competition.

Where the required means of submission of the SAQ Response is by electronic submission, the Contracting Authority reserves the right to inspect any original hardcopy signed documents.

### **1.3. SAQ SUBMISSIONS WHERE MULTIPLE PRINCIPAL SERVICE PROVIDERS ARE REQUIRED**

Where there are multiple Principal Service Providers required under Section 2.4 of the Project Particulars, a separate Questionnaire will be prepared by the Contracting Authority for each Principal Service Provider. The corresponding Part 2 of each such Questionnaire of each such Questionnaire must always be completed by the Applicant for the Principal Service in question, and the responses to the separate Questionnaires collated by the Lead Applicant and returned as a single Suitability Assessment Submission.

Where a single entity applies for more than one Principal Service, they do not need to respond to criteria 3.2 and 3.3a – 3.3g (as may be applicable) for each Questionnaire, provided they submit the required information in one of their responses and reference it in all of their responses to the Suitability Assessment Questionnaire(s).

### **1.4. SAQ SUBMISSIONS BY CONSORTIA, JOINT VENTURES OR PARTNERSHIPS**

Where an Applicant is a Consortium, Joint Venture or Partnership, each member of the Consortium, Joint Venture or Partnership must respond to the applicable sections of Section 3 of this Questionnaire and (and Part 2) and the responses are submitted as a single SAQ Submission by the Lead Member.

Where Applicants are required to submit a completed ESPD, each member of a Consortium, Joint Venture or Partnership, and any entity being relied upon for the purposes of this Questionnaire, each member of the Applicant must submit a completed ESPD.

### **1.5. SPECIALIST SKILL PROVIDERS**

Where specialist skills (as identified in Section 2.4 of the Particulars) are required, these may be provided either by the Applicant itself or by specialist sub-consultants and in both cases, evidence required should accompany the Application as instructed in the Questionnaire. Where evidence is provided in support of any criteria, the Applicant must reference the criterion to which it refers.

Where an Applicant proposes that a sub-consultant undertakes a specialist skill, such an entity will be treated as an entity being relied upon by the Applicant, and the requirements of Section 1.6 below and Section 3.2 Reliance on Resources of the Instructions to Tenderers, apply to such an entity. Where an Applicant is required to submit an ESPD, the entity relied upon by the Applicant for a specialist skill must also submit an ESPD.

The Contracting Authority reserves the right to require a collateral warranty in the form of MF 2.3 *Collateral Warranty for Sub-Consultants* for any sub-consultant providing the Specialist Skills listed in the Project Particulars.

## SECTION 1: INFORMATION FOR APPLICANTS

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### 1.6. RELIANCE ON RESOURCES

Where, in order to meet any applicable criteria in Section 3.3 (Financial and Economic Standing) (including for the avoidance of doubt, with respect to evidence of turnover), and/or in Section 3.4 (Technical Capability) of this Questionnaire, an Applicant (or any member of an Applicant which is a Joint Venture, Consortium or Partnership) relies on the capacities of other entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, for example, but not limited to, a parent company and/or a subcontractor/sub-consultant, including a specialist skill provider who is not the Applicant itself, the entity being relied upon shall provide a response to the applicable Sections of this Part 1 and Part 2, and where the ESPD applies to this Competition, the entity shall complete an ESPD.

The Applicant will be required to demonstrate to the satisfaction of the Contracting Authority that the capacities relied upon will actually be available to the Applicant if it is awarded the Contract.

For the purposes of demonstrating that the resources relied upon will be available at this stage of the Competition, the Contracting Authority will accept<sup>1</sup>:

- a letter in the form of Appendix 1 to this Questionnaire – *Letter from entity relied upon*; or
- a completed ESPD signed by the entity being relied upon (where an ESPD applies in this Competition).

If availability of capacities is not established to the satisfaction of the Contracting Authority, the Contracting Authority will assess the suitability of the Applicant without taking into account the capacities of such an entity or entities.

The Applicants attention is drawn to the requirements of Section 3.2 Reliance on Resources in the Instructions to Tenderer for further detail in relation to requirements to provide contractual commitments at contract stage.

### 1.7. RESPONDING TO QUALIFICATION CRITERIA

The qualification criteria that will be used in evaluating SAQ Submissions to see if they pass the suitability test are set out in Section 3 and are those criteria where “Yes” is marked in the column “Applicable Criterion/Requirement”. All are simple Pass/Fail criteria – these are requirements that must be met in full and, if passed, the Applicant will satisfy the suitability test. If a criterion is failed, the Applicant is eliminated from the tender competition. Where specialist skills and Health and Safety sub-criteria are included in any criterion, then these too must be passed, otherwise the Applicant will be eliminated from the tender competition.

The Applicant must follow the instructions and respond as required by the following titles under the ‘Response’ heading for each criterion:

Where the response for a qualification criterion is marked as Response: **EVIDENCE REQUIRED**, in addition to providing the completed Part 2 of this Questionnaire, Applicants must provide the information specified. Applicants should not purport to have responded to any such criterion solely by having provided the completed Part 2 of this Questionnaire (and/or an ESPD [where an ESPD is required]). The evidence submitted must prove that the Applicant meets the relevant criterion as of the date of submission of the Applicant's Tender. Failure to submit the required evidence with the SAQ Submission may result in exclusion from the Competition.

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<sup>1</sup> Alternate evidence may be acceptable to the Contracting Authority

## SECTION 1: INFORMATION FOR APPLICANTS

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Where the response for a qualification criterion marked as Response: **DECLARATION REQUIRED**, it shall suffice for the purposes of responding to this Questionnaire for the Applicant to complete the Declaration in Part 2 of this Questionnaire, and may also respond by way of the ESPD, where an ESPD is required. The Declaration in Part 2 of this Questionnaire will be required even if the Applicant is also submitting an ESPD. The Contracting Authority may, at any time, request supporting documentation substantiating any declaration made in respect of any or all such criteria. Supporting documents must prove that the Applicant meets the relevant criteria as of the date of submission of the Applicant's Tender. Where the Contracting Authority requests supporting documentation substantiating any declaration made in respect of any or all such criteria, the supporting documents must be provided promptly and within the timeframe specified by the Contracting Authority. Failure to provide the requested supporting documentation within the timeframe specified may result in exclusion from the competition.

Where the response for a qualification criterion marked as Response: **NOT REQUIRED**, Applicants should not provide the information.

### 1.8. GROUNDS FOR EXCLUSION

#### 1.8.1 Regulation 57 of 284/2016

**Note:** Where a Competition is subject to the application of European Procurement Regulations, Regulation 57 (Exclusion Grounds) of SI 284/2016 will automatically apply. Where a Competition is not subject to the application of the European procurement regulations, a Contracting Authority may elect to apply the grounds for exclusion in Regulation 57 in SI 284/2016 in the Competition. The position for the Competition is set out in the Project Particulars.

The grounds under which the Contracting Authority may exclude an Applicant, any member of an Applicant, or any entity relied upon by the Applicant, from participation in this Competition are set out below.

Where grounds for exclusion apply in the Competition, the Applicant, each member of the Applicant (where the Applicant is a Joint Venture or Consortium or Partnership); and, any entity being relied upon by the Applicant (or any member of the Applicant) (including Applicant's Specialist Skill Providers), must provide a declaration regarding the situations referred to below by completing an ESPD or Appendix A as stated in the Project Particulars.

The term 'Applicant' as used below refers to each of (a) the Applicant (b) a member of the Applicant (where an Applicant is a Joint Venture, Consortium or Partnership) (c) any entity being relied upon by the Applicant.

Subject always to the provisions of Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016):

- (a) if:
  - (i) the Applicant is in one of the situations listed in Regulations 57(1) or 57(3) of SI 284 of 2016; or
  - (ii) a member of the administrative, management or supervisory body of the Applicant/member of the Applicant, or a person having powers of representation, decision or control therein, is in one of the situations listed in Regulation 57(1) of SI 284 of 2016,the Applicant shall be excluded from the Competition;
- (b) if the Applicant (or any member of the Applicant, in the case of a Joint Venture, Group or Consortium), is in any of the situations listed in Regulation 57(4) or 57(8) of SI 284 of 2016

## SECTION 1: INFORMATION FOR APPLICANTS

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selected by the Contracting Authority for the purposes of this Competition, the Applicant may be excluded from the Competition.

Any Applicant which is in one of the situations referred to above must provide details of any factors or circumstances which it believes are relevant to the Contracting Authority's assessment of whether the existence of these grounds should lead to the exclusion of the Applicant. For example, where an Applicant is in one of the situations referred to above but has taken measures which it believes are sufficient to demonstrate its reliability, that Applicant may provide evidence of such measures to the Contracting Authority for consideration. Applicants should note that, with regard to the situations listed in (a) above, the circumstances which the Contracting Authority may take into account before deciding whether or not to exclude an Applicant are prescribed by law, and Applicants are directed to Regulation 57 of the 2016 Regulations in this regard.

If an entity being relied upon is in one of the situations listed above, the Contracting Authority may require that the Applicant replaces such entity with another entity which is not in any of these situations. In the event that the entity cannot be replaced with another entity to whom the grounds do not apply (including where the Contracting Authority concludes that to permit such replacement would be contrary to law), the Contracting Authority reserves the right to eliminate the Applicant from the Competition.

Where grounds for exclusion apply in the Competition, the Applicant, each member of the Applicant and any entity being relied upon by the Applicant (or any member of the Applicant, including specialist skill providers who are not the applicant itself), must provide a self-declaration regarding the situations referred to above in the form of an ESPD (where the Competition is subject to the application of the European Procurement Regulations), or, by completing the self-declaration in the form of Appendix A – Self Declaration re Regulation 57 (where the Competition is not subject to the application of the European Procurement Regulations), as specified in the Project Particulars.

**Note:** The Contracting Authority may, at any time during the Competition, require the Applicant to provide the confirmation in MF 2.7 *Declaration Under Oath/Solemn Oath*, and where the Declaration Under Oath/Solemn Oath pre-dates the date of submission, Applicants must also provide the confirmation in MF 2.8 *Confirmation Oath Still Valid*.

### 1.8.2 ADDITIONAL GROUNDS FOR EXCLUSION

The Contracting Authority reserves the right to exclude any Applicant from the Competition should the Contracting Authority be of the view that entry into the Contract with such Applicant (bearing in mind any Applicant members (where the Applicant is a Consortium, Joint Venture or Partnership), entities relied upon or sub-consultants) would be contrary to any applicable law or regulation, including any applicable sanctions regimes.

Where required in the Particulars, Applicants shall be required to disclose in their SAQ Submission any issues giving rise to possible sanctions applications.

### 1.8.3 FOREIGN SUBSIDIES REGULATION

Where the Project Particulars state that Regulation (EU) 2022/2560 of the European Parliament and of the Council of 14 December 2022 *on foreign subsidies distorting the internal market* - (the Foreign Subsidies Regulation) - applies to the Competition, (having regard to the estimated value of the Contract<sup>2</sup>), the FSR Annex forms part of this Questionnaire.

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<sup>2</sup> Where the estimated value of the contract is above €250m [or the equivalent in Lots (€125m)]

## SECTION 2: PROJECT PARTICULARS

### 2.1. REQUIREMENTS IN RELATION TO THE SAQ SUBMISSION

<b>Exclusion Grounds (Regulation 57 of SI 284/2016)</b>	
Tenderers (and members of the joint venture, consortium, partnership and entities relied upon) must complete and submit a self-declaration in relation to Regulation 57 (Exclusion Grounds) of SI 284/2016 the form of:	an ESPD
<b>Regulation (EU) No 833/2014 as amended by Council Regulation (EU) 2022/576 - Sanctions Against Russia</b>	
Tenderers are required to declare, by completing in declaration in Part 2, that the Tenderer, any members of the Tenderer and entities relied upon do not exceed the limit set in Article 5k of Council Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's destabilising the situation in Ukraine, as amended by Council Regulation (EU) No 2022/578 of 8 April 2022.	N/A
<b>The Foreign Subsidies Regulation (EU) 2022/2560 of the European Parliament and Council of 10 July 2023 - on foreign subsidies distorting the internal market (the FSR)</b>	
Does the Foreign Subsidies Regulation apply to this Competition?	N/A

### 2.2 NOT USED

### 2.3 NOT USED

## SECTION 2: PROJECT PARTICULARS

### 2.4 Principal Services Required

<p>Principal Service: Single service provider, Architectural Design Services lead multi discipline design team (with specialist skills provided either by the service provider or acting as sub-contractors to the service provider).</p> <p>(Note: where it is proposed to provide specialist skills by sub-contractors to the service provider, collateral warranties with the contracting authority will be required)</p>	<p>Code: Architectural Design Services [Lead consultant] (ADS)</p> <p>Conservation Architect (CA)</p> <p>Landscape Architect (LA)</p> <p>Employer's Representative (ER)</p> <p>Civil &amp; Structural Engineering (C&amp;S Eng)</p> <p>Conservation Accredited Civil &amp; Structural Engineer (CA Eng)</p> <p>Mechanical Engineer &amp; Electrical Engineer (M&amp;E Eng)</p> <p>Specialist Lighting Design Engineer (SLD Eng)</p> <p>Quantity Surveyor, (QS)</p> <p>Fire Safety Consultant (FSC)</p> <p>Disabled Access Consultant (DAC)</p> <p>Interpretative Designer/Historian/Curator &amp; Artist (IDHCA)</p> <p>Ecologist (Eco)</p> <p>Planning Consultant Services (PCS)</p> <p>Project Supervisor Design Stage (PSDP)</p> <p>Design Certifier (DC)</p> <p>Assigned Certifier (AC)</p>
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## SECTION 2: PROJECT PARTICULARS

Scope of Service:	The consultant(s) appointed will be required to meet the requirements and deliver the requirements set out in the contract / tender documents.
Specialist Skills required	CA / LA / ER / C&S Eng / CA Eng / M&E Eng / SLD / QS / FSC / DAC / IDHCA / Eco / PCS / PSDP / DC / AC

### 2.5 Other Services

Title of Other Services
N/A

### 2.6 Health and Safety

#### 2.6.1 Project Categorisation for Health and Safety Competence Assessment

Project categorization for purpose of assessment of the role of Principal Service Provider or Specialist Skill Provider where such skills are required under Section 2.4 of the Project Particulars:	<b>Type 3<sup>3</sup></b>
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The successful Tenderer will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the Safety Statement requirement.

The successful Tenderer will also be required to comply with the Construction Regulations particularly where the Construction Regulations apply to the service provision.

Health and Safety competencies for those to whom the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply will be assessed as part of Section 3 – the Suitability Assessment Questionnaire.

<b>Areas of the works involving Particular Risks known to the Contracting Authority at the time of issue<sup>4</sup>:</b>
Not identified at this time Particular risks will be identified on a project specific basis

<sup>3</sup> Type 1 applies to projects that have a value of <€1M (Exclusive of VAT); Type 2 applies to projects that have a value of > €1M and < €10M (Exclusive of VAT); and Type 3 applies to projects that have a value > €10M (Exclusive of VAT). However considerations in relation to the H&S risk must also be taken into account in deciding on the project type. If there is a high H&S risk the category may need to be higher than that indicated by the project value above. The category of project chosen then governs decisions to be made about criteria and requirements in Section 2 of the form.

<sup>4</sup> Particular Risks are defined at Schedule 1 to the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended). **Please note that the list provided under that Schedule is not exhaustive.**

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

### Contracting Authority's Assessment Scheme

CA Note: in the table below confirm which of the criteria are applicable by choosing from the options available under the column titled 'Applicable'. State the manner in which the criterion should be answered in the column titled 'Response'. Select the type of evaluation from the column titled 'Evaluation' or N/A where the criterion is not applicable.

Applicants: The table below summarises the qualification criteria that will apply to your service provision, what you are required to submit in response to each criterion and how the criteria will be assessed – in an open procedure it will always be assessed on a pass/fail basis. Where a criterion requires documentary evidence to be submitted, the relevant criterion will set out the extent of documentation and how it should be submitted.

No.	Requirement/Criterion	Applicable	Response	Evaluation
3.1	Not Used <sup>5</sup>			
3.2	PROFESSIONAL OR TRADE REGISTER	No	Not Required	N/A
3.3	<b>FINANCIAL &amp; ECONOMIC STANDING</b>			
3.3a	Annual Turnover (Service)	Yes	Declaration Required	Pass/Fail
3.3b	Balance sheet or Extracts from a Balance Sheet	No	Not Required	N/A
3.3c	Banker's Letter	No	Not Required	N/A
3.3d	Other Financial/Economic Information/References	No	Not Required	N/A
3.3e	Prof. Indemnity Insurance	Yes	Declaration Required	Pass/Fail
3.3f	Public Liability Insurance	Yes	Declaration Required	Pass/Fail
3.3g	Employer's Liability Insurance	Yes	Declaration Required	Pass/Fail
3.4	<b>TECHNICAL CAPABILITY (Service Provider's Competency)</b>			
3.4a	Qualifications (Managerial)	Yes	Declaration Required	Pass/Fail
3.4b	Qualifications (Personnel)	Yes	Declaration Required	Pass/Fail
3.4c	Services over the Past 3/5/7 <sup>6</sup> Yrs	Yes	Declaration Required	Pass/Fail
3.4d	Measures for Ensuring Quality	Yes	Declaration Required	Pass/Fail
3.4e	Average Annual Manpower over the Past 3 Years	No	Not Required	N/A
3.4f	Technical Equipment Available	No	Not Required	N/A
3.4g	Technicians or Technical Bodies	No	Not Required	N/A
3.4h	Environmental Management Measures	No	Not Required	N/A

<sup>5</sup> This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds) in relation to the competition, refer to the Instructions for Tenderers.

<sup>6</sup> As selected in the criterion

### SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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3.4i	Supply Chain Management & Tracking Systems	No	Declaration Required	N/A
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## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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### 3.1 NOT USED<sup>7</sup>

### 3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER<sup>8</sup>

**Response: NOT REQUIRED**

**Criterion Applicable: NO**

Applicants must be enrolled on a professional or trade registers in accordance with Annex XI of Directive 2014/24/EU and meet the supplemental requirements (if any) as identified by the Contracting Authority below.

The evidence required to pass this criterion is proof of enrolment on a relevant professional or trade register in accordance with in accordance with Article 80 of Directive 2014/25/EU (and Regulation 85 of the European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and Article 58 of Directive 2014/24/EU (and Regulation 58 of the European Union (Award of Public Authority Contracts) Regulations 2016) and the supplemental requirements (if any) as identified by the Contracting Authority below.<sup>9</sup>

### 3.3 EVIDENCE OF ECONOMIC AND FINANCIAL CAPACITY

*Note: Information under Criterion 3.3 (and associated sub-criteria 3.3a – 3.3g) must be provided by the Applicant and/or, by the entity relied upon by the Applicant for the purpose of meeting the requirements of the relevant sub-criteria (as applicable).*

#### 3.3a EVIDENCE OF TURNOVER

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

*CA Note: You may change the requirement for the response to this criterion (in text field below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.*

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<sup>7</sup> This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds, refer to the Section 1.8 of Information for Applicants.

<sup>8</sup> Enrolment on a professional or trade register should not be confused with being a member of the Royal Institute of the Architects of Ireland, the Association of Consulting Engineers of Ireland or any other similar body.

<sup>9</sup> In Ireland, the economic operator may be requested to provide a certificate from the Registrar of Companies or the Registrar of Friendly Societies or, where the economic operator is not so certified, a certificate stating that the person concerned has declared on oath that the economic operator is engaged in the profession in question in the country in which the economic operator is established, in a specific place under a given business name.

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Minimum Turnover			
Area of Service / Business:	Overall Average Turnover to include other areas of business	Average Minimum Turnover:	Average Maximum Turnover:
Principal Service Provider			
ADS	N/A	€700,000.00	N/A
Specialist Skills Providers			
CA	N/A	€ 150,000.00	N/A
LA	N/A	€ 100,000.00	N/A
ER	N/A	N/A	N/A
C&S Eng	N/A	€ 600,000.00	N/A
M &E Eng	N/A	€ 600,000.00	N/A
SLD	N/A	€ n/a	N/A
QS	N/A	€ 300,000.00	N/A
FSC	N/A	€ 100,000.00	N/A
DAC	N/A	€ 100,000.00	N/A
IDHCA	N/A	N/A	N/A
Eco	N/A	N/A	N/A
PCS	N/A	N/A	N/A
PSDP	N/A	€ 100,000.00	N/A
DC	N/A	N/A	N/A
AC	N/A	N/A	N/A

*Combined total turnover for all members of a consortium must meet the minimum turnover. If only one member has the skills, resources and experience for the work, that member must have an average turnover that demonstrates financial capacity for the work.*

A Declaration is acceptable at this stage of the process. When requested to do so, tenderers MUST submit the required evidence within 7 calendar days. Failure to return the required

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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evidence within the advised time scale may result in the tenderer being eliminated from the competition.

Minimum standard – The minimum average turnover limits for the last 3 previous financial years are stated in the above schedule. Provide an original letter which is dated and signed by either your external accountant or professionally accountable Head of Finance. The letter will state clearly the Applicant's annual turnover for the last three financial years. Please note, that the latest annual figure must relate to the financial year end that fell within the last 12 months. Where the annual accounts have not been finalised, this must be clearly stated in the letter.

### 3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET

Response: NOT REQUIRED

Criterion Applicable: NO

### 3.3c BANKER'S LETTER

Response: NOT REQUIRED

Criterion Applicable: NO

### 3.3d FINANCIAL STATEMENTS OR EXTRACTS FROM FINANCIAL STATEMENTS

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Response: **NOT REQUIRED**

Criterion Applicable: **NO**

### 3.3e PROFESSIONAL INDEMNITY INSURANCE

Response: **DECLARATION REQUIRED**

Criterion Applicable: **YES**

Before appointment, the successful Tenderer will be required to produce evidence from their Broker or Insurance Company confirming that the Tenderer has current professional indemnity insurance cover in the required amount complying with the conditions listed below and that it will be maintained for 6<sup>10</sup> years after completion of the construction works in respect of the services provided – Model Form MF 2.1 duly completed by the Tenderer’s broker or insurance company is deemed acceptable evidence for this criterion. (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Cover may be provided on an "EACH AND EVERY" or on an "ANNUAL AGGREGATE" basis. However, Applicants should note that where professional indemnity insurance is provided on an "ANNUAL AGGREGATE" basis the Contracting Authority will review the situation regarding the availability of professional indemnity insurance on an "EACH AND EVERY" basis with the successful Tenderer, on an annual basis, as described in the Tender. Any Specialist Skill Providers shall also have the benefit of a similar provision.

(i) Level of cover and excess as stated below for the Principal Service Provider:

Minimum level of Professional Indemnity Insurance complying with the conditions below:	Cover on Each and Every claim basis	Cover on an Annual Aggregate basis
	€ 2,000,000.00 <sup>11</sup>	€ 2,400,000.00 <sup>12</sup>
Maximum level of excess in any one claim below which the Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

(ii) Level of cover and excess as stated below for Specialist Skill Providers;

<sup>10</sup> Where the contract is to be executed under hand then a period of 6 years should be sought for the Professional Indemnity Insurance, where the contract is to be executed under seal then a period of 12 years should be sought.

<sup>11</sup> If no value is entered it shall be read as €1,250,000 (One million and two hundred and fifty thousand Euro)

<sup>12</sup> If no value is entered it shall be read as €1,500,000 (One million and five hundred thousand Euro)

### SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Minimum level of Professional Indemnity Insurance complying with the conditions below:		
Specialist Skill Provider	Cover on Each and Every claim basis	Cover on an Annual Aggregate basis
Landscape Architect (LA)	€ 1,000,000.00	€ 1,200,000.00
Civil & Structural Engineering (C&S Eng)	€ 1,000,000.00	€ 1,200,000.00
Conservation Accredited Civil & Structural Engineer (CA Eng)	€ 1,000,000.00	€ 1,200,000.00
Mechanical Engineer & Electrical Engineer (M&E Eng)	€ 1,000,000.00	€ 1,200,000.00
Specialist Lighting Design Engineer (SLD Eng)	€ 1,000,000.00	€1,200,000.00
Quantity Surveyor, (QS)	€ 1,000,000.00	€ 1,200,000.00
Fire Safety Consultant (FSC)	€ 1,000,000.00	€ 1,200,000.00
Disabled Access Consultant (DAC)	€ 1,000,000.00	€ 1,200,000.00
Interpretative Designer/Historian/Curator & Artist (IDHCA)	€ 1,000,000.00	€ 1,200,000.00
Ecologist (Eco)	€ 1,000,000.00	€ 1,200,000.00
Planning Consultant Services (PCS)	€ 1,000,000.00	€ 1,200,000.00
Project Supervisor Design Stage (PSDP)	€ 1,000,000.00	€ 1,200,000.00
Design Certifier (DC)	€ 1,000,000.00	€ 1,200,000.00
Assigned Certifier (AC)	€ 1,000,000.00	€ 1,200,000.00
Employer's Representative (ER)	€ 1,000,000.00	€ 1,200,000.00
CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
Maximum level of excess in any one claim below which the Specialist Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

- (iii) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- (iv) The jurisdiction in which claims can be lodged and settled includes IRELAND.

Entities issuing PII insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland, or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either;

- i. evidence that professional indemnity insurance (PII) meeting the requirements set out above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary using Model Form 2.1; or,
- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have professional indemnity insurance or does not have professional indemnity insurance meeting the professional indemnity insurance requirements set out above.

### 3.3f PUBLIC LIABILITY INSURANCE

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current public liability insurance cover complying with the requirement(s) set out below.

Minimum level of Public Liability Insurance required in respect of any one accident:	€ 6500000 <sup>13</sup>
Maximum level of excess for property only* for any one incident below which the Service Provider will bear the cost:	€ 10,000

**\* No excess is permitted in respect of death, injury or illness.**

Each team member must have Public Liability Insurance which indemnifies Cork County Council to a value of not less than € 6,500,000.00

<sup>13</sup> If no value is entered it shall read as €2,600,000 (Two million and six hundred thousand Euro)

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Entities issuing public liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- i. evidence that public liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or
- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have public liability insurance or does not have public liability insurance meeting the requirements set out above.

### 3.3g EMPLOYER'S LIABILITY INSURANCE

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current Employer's Liability insurance cover complying with the requirement(s) set out below.

Minimum level of Employer's Liability Insurance required in respect of any one accident:

€ 13,000,000.00<sup>14</sup>

Each team member must have Employers Liability Insurance which indemnifies Cork County Council to a value of not less than € 13,000,000.00

Entities issuing employers liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- i. evidence that employer's liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or
- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have employer's liability insurance or does not have employer's liability insurance meeting the requirements set out above.

<sup>14</sup> If no value is entered it shall read as €13,000,000 (Thirteen million Euro) – No excess is permitted on Employer's Liability Insurance

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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### 3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

The Applicant should consider carefully responses to subsection 3.4 in relation to the type of principal service and specialist skills identified at **Section 2.4** of the Project Particulars, in particular:

- Where *Specialist Skills* are identified in **Section 2.4** of the Project Particulars, these may be provided either by the Applicant itself or by specialist subcontractors. Irrespective of whether a subcontractor or the Applicant itself is proposed for a specialist skill, separate evidence in response to the criterion must be provided by the entity proposed to undertake the specialist skill area.
- Where the principal service applied for is a *Design Service* or any service with design input (for example Quantity Surveying where the Applicant must demonstrate a level of competence relative to their design input<sup>15</sup>) the Health and Safety sub-criteria under each of the criteria 3.4a – 3.4g inclusive must be addressed by the Applicant and where applicable, the Specialist Skill Provider.
- Prior to their appointment, the Successful Tenderer is required to sign the Safety and Health Declaration appropriate to their service provision. MF2.4 is required for general service providers, MF2.5 for PSDP and MF2.6 for PSCS.

#### 3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1a. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1a in order to be evaluated under 3.4a.

An Applicant who can demonstrate adequate training and qualifications for its managerial staff but cannot demonstrate appropriate experience will not be deemed adequate.

#### Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of their management staff, including the curricula vitae of the management staff and the organization structure in accordance with the requirements identified below.

Contracting Authority Entered Information:

Principal Service Provider

Criterion 3.4 a is Not Applicable,

Criterion 3.4.1 a Safety And Health Supplement is Applicable, please refer to section 3.4.1 a <sup>16</sup>

#### Specialist Skills Providers

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<sup>15</sup> “designer” means a person engaged in work related to the design of a project; “design” means the preparation of drawings, particulars, specifications, calculations and bills of quantities in so far as they contain specifications or other expressions of purpose, according to which a project, or any part or component of a project, is to be executed; *Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended)*

<sup>16</sup> CA to include clearly measurable pass/fail requirements

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4a – Specialist Skills Providers*' where the response above is 'Evidence Required'.

### **3.4.1a SAFETY AND HEALTH SUPPLEMENT**

**NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4a if it is for a Principal Service or under 3.4a Specialist Skills if it is to be a Specialist Skill.**

Management staff of Applicant (including Specialist Skill providers) to whom the Construction Regulations apply must comply and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Construction Regulations with particular regard to the service provider's duties under those Regulations. The course should be approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

Contracting Authority Entered Information:

Applicable to Principal Service Provider - ADS

(a) In addition to the recommended standards set out above, the competency of those with an input into the design of the project should be demonstrated by way of attendance at a course introducing the principles of the Safety Health and Welfare at work (Construction) Regulations 2006 - 2013 by the person or persons providing the service, which is run by one of the professional bodies or other reputable training organisation, which addresses the duties of the service provision in relation to construction under the health and safety regulations.

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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### 3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

Response: **DECLARATION REQUIRED**

Criterion Applicable: **YES**

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1b. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1b in order to be evaluated under 3.4b.

An Applicant who can demonstrate adequate training and qualifications for its personnel but cannot demonstrate appropriate experience will not be deemed adequate.

#### Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of the Applicant's personnel proposed for the principal service, including the curricula vitae of the personnel in accordance with the requirements identified below.

Contracting Authority Entered Information:

Principal Service Provider

Criterion 3.4 b is Not Applicable,

Criterion 3.4.1 b Safety And Health Supplement is Applicable, please refer to section 3.4.1 b

<sup>17</sup>

#### Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4b – Specialist Skills Providers*'.

#### 3.4.1b SAFETY AND HEALTH SUPPLEMENT

**NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4b if it is for a Principal Service or under 3.4b Specialist Skills if it is to be a Specialist Skill.**

Personnel of Applicant proposed for the principal service (and any Specialist Skills Providers) to whom the Construction Regulations apply must comply with and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Construction Regulations with particular regard to the service provider's duties under those Regulations. The course should be

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<sup>17</sup> CA to include clearly measurable pass/fail requirements

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

Contracting Authority Entered Information:

Applicable to Principal Service Provider - ADS

Applicable to Specialist Skills Provider - CA/LA/C&S Eng/CA Eng/M&E Eng/  
SLD/QS/FSC/DAC

(a) In addition to the recommended standards set out above, the competency of those with an input into the design of the project should be demonstrated by way of attendance at a course introducing the principles of the Safety Health and Welfare at work (Construction) Regulations 2006 - 2013 by the person or persons providing the service, which is run by one of the professional bodies or other reputable training organisation, which addresses the duties of the service provision in relation to construction under the health and safety regulations.

Applicable to Specialist Skills Provider - PSDP

(b) In addition to the recommended standards set out above, the competency of those delivering the PSDP service for the project should be demonstrated by way of the satisfactory completion of a course by the person or persons providing the PSDP service, which is run by one of the professional bodies or other reputable training organisation, which addresses the duties of the PSDP in relation to construction under the Safety, Health and Welfare at Work (Construction) Regulations 2006 - 2013.

### 3.4c LIST OF TECHNICAL SERVICES PROVIDED OVER THE PAST 5 YEARS

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1c. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1c in order to be evaluated under 3.4c.

A Contracting Authority may only require an Applicant to submit a list of services provided over a maximum period of 3 years. However a Contracting Authority may take into account services delivered over a longer period if appropriate. The period specified in the sub-criterion title above is the period

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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within which the applicant may submit evidence of its technical services provided, it is not mandatory that technical services be evidenced for the whole period. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

### Principal Service Provider

The minimum standard is satisfactory experience in providing technical services on projects of a similar scale, nature and complexity to the one for which applications are being assessed. (This does not mean to stipulate projects that are identical to the project that is the subject of this Questionnaire.)

Evidence of delivery of technical services should be provided in the form of a list of commissions carried out over the period set out above in the format set out in Appendix B1. These commissions should indicate how the service provider delivered the service. The applicant should provide a Certificate of Satisfactory Execution (Appendix B3) for any project listed on Appendix B1 if so requested by the Contracting Authority. Appendices B1 and B3 should only be submitted with the tender if the response above is 'Evidence Required'. Where a declaration is permitted, evidence in support of the declaration is only required when requested by the Contracting Authority.

Any supplementary requirements stated below should be submitted as set out by the Contracting Authority.

Contracting Authority Entered Information:

Principal Service Provider

Criterion 3.4 c is Not Applicable,

Criterion 3.4.1 c Safety And Health Supplement is Applicable, please refer to section 3.4.1 c

### Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4c – Specialist Skills Providers*'.

Contracting Authority Entered Information:

Specialist Skills Provider

Criterion 3.4 c is Not Applicable,

Criterion 3.4.1 c Safety And Health Supplement is Applicable, please refer to section 3.4.1 c

#### **3.4.1c SAFETY AND HEALTH SUPPLEMENT**

**NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of Construction Regulations– Criteria related to Project Supervisors (where applicable) are set out under 3.4c if it is for a Principal Service or under 3.4c Specialist Skills if it is to be a Specialist Skill.**

Applicants (including any Specialist Skills Providers) must notify the Contracting Authority of any enforcement actions, legal proceedings, accidents, fatalities or incidents associated with any lapse in the discharge of their duties under the Construction regulations within the last 3 years. If any of the above apply, Applicants must identify the steps taken to prevent such lapses from reoccurring.

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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**\*\*Contracting Authority Entered Information\*\*:**

Applicable to ALL DESIGNERS - (Principal Service Providers & Specialist Skills Providers) as defined under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2006 - 2013 (SHWW)

Designers - If requested by the Contracting Authority, Applicants are required to submit a Design Risk Assessment along with Appendix B3 for a project of similar scale and complexity listed in Appendix B1.

### 3.4d MEASURES FOR ENSURING QUALITY

**Response: DECLARATION REQUIRED**

**Criterion Applicable: YES**

#### **Principal Service Provider**

Applicants must provide, when requested by the Contracting Authority, a description of the technical facilities and measures used by the applicant to ensure quality of service including any study and research facilities, including measures used by the applicant for ensuring quality both in the administration of the service and in the delivery of a high-quality end-product.

#### Minimum Standard

A written statement setting out how the service provider manages, reviews and evaluates their performance. It should include references to record keeping, Continuing Professional Development and how up-to-date information relevant to their particular service is accessed. A brief description of their Information Technology systems and policies should also be provided.

**\*\*Contracting Authority Entered Information\*\*:**

APPLICABLE TO PRINCIPAL SERVICE PROVIDER - Architectural Design Services (ADS)

Evidence to be submitted -

Tenderers are required to provide details of their current Quality Management System (QMS) , tenderers must demonstrate that they have the administrative, management systems & procedures in place (i.e. quality statements, quality assurance, quality control procedures, etc.) to manage all stages of the project.

#### **Specialist Skills Providers**

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4d – Specialist Skills Providers*'.

### 3.4.1d SAFETY AND HEALTH SUPPLEMENT

**NOTE:** This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations Service or under 3.4d Specialist Skills if it is to be a Specialist Skill.

### 3.4e AVERAGE ANNUAL MANPOWER OVER THE PAST 3 YEARS

**Response:** NOT REQUIRED

**Criterion Applicable:** NO

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement scheduling the average number of persons providing the services annually and the number of persons employed by the service provider in managerial positions during the immediately preceding 3 years in accordance with the requirements (if any) identified by the Contracting Authority below. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

#### Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4e – Specialist Skills Providers*'.

### 3.4.1e SAFETY AND HEALTH SUPPLEMENT

**NOTE:** This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations– Criteria related to Project Supervisors (where applicable) are set out under 3.4e if it is for a Principal Service or under 3.4e Specialist Skills if it is to be a Specialist Skill.

### 3.4f TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT

**Response:** NOT REQUIRED

**Criterion Applicable:** NO

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement of technical equipment that would be available to assist in the delivery of the required technical services in accordance with the requirements (if any) identified by the Contracting Authority below.

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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### Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4f – Specialist Skills Providers*'.

#### 3.4.1f SAFETY AND HEALTH SUPPLEMENT

**NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4f if it is for a Principal Service or under 3.4f Specialist Skills if it is to be a Specialist Skill.**

### 3.4g TECHNICIANS OR TECHNICAL BODIES AVAILABLE

**Response: NOT REQUIRED**

**Criterion Applicable: NO**

Applicants must provide evidence, when requested by the Contracting Authority, in the form of a list of the relevant technicians or technical bodies (other than in-house specialists or specialist subcontractors identified for specialist skills listed at subsection 1.4) whom the service provider can call on in order to provide the service or whom the service provider is going to use in relation to quality control. These should comply with the requirements (if any) identified by the Contracting Authority below.

### Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4g – Specialist Skills Providers*'.

#### 3.4.1g SAFETY AND HEALTH SUPPLEMENT

**NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations– Criteria related to Project Supervisors (where**

## SECTION 3: SUITABILITY ASSESSMENT CRITERIA

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applicable) are set out under 3.4g if it is for a Principal Service or under 3.4g Specialist Skills if it is to be a Specialist Skill.

### 3.4h ENVIRONMENTAL MANAGEMENT MEASURES

Response: NOT REQUIRED

Criterion Applicable: NO

The evidence required to pass this criterion should be in accordance with the requirements identified below (or, if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

**CA REQUIREMENT:**

### 3.4i SUPPLY CHAIN MANAGEMENT AND TRACKING SYSTEMS

Response: NOT REQUIRED

Criterion Applicable: NO

The evidence required to pass this criterion should be in accordance with the requirements identified below (or, if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

**CA REQUIREMENT:**

**Appendix 1:**

**Letter of Undertaking from entity being relied upon- Refer to Section 1.6**

[On letterhead of entity being relied upon]

<b>To:</b>	[Name and address of Contracting Authority]
<b>Regarding:</b>	[Title of contract]
<b>Date:</b>	

A Dhaoine Uaisle

We refer to the tender for the above contract submitted by

[Name of Tenderer]
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We confirm that, if the above contract is awarded to the above-named Applicant, we will make the capacities relied upon available to the Applicant. We also confirm that, if the Applicant is awarded the contract, we will execute a contractual commitment to that effect in the form described in the relevant warranty/guarantee. In particular we confirm that:

- a) where we have been relied upon for financial or economic standing criteria, we confirm we will execute and deliver to you a guarantee in the form of a Reliance Guarantee<sup>18</sup>; or
- b) where we are we have been relied upon for technical competency criteria we confirm that we will execute and deliver to you a warranty in the form of a Reliance Warranty<sup>19</sup> or Collateral Warranty<sup>20</sup> (as required by the Contracting Authority). Where we have been relied upon for educational or professional qualifications, or with regard to relevant professional experience, we confirm that we will perform the works or services to which those qualifications or experiences relate.

Is sinne, le meas

**Signed by**

*Authorised signature of entity  
being relied upon*

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<sup>18</sup> Model Form 2.9 Reliance Guarantee

<sup>19</sup> Model Form 2.10 Reliance Warranty

<sup>20</sup> Model Form 2.3 Collateral Warranty for Sub-Consultants

**Appendix 2**

**Letter from Insurance Undertaking/Insurance Intermediary where evidence is required for sub-criteria 3.3e, 3.3f or 3.3g**

To:	[Name and address of Applicant]
Regarding:	[Title of Contract]
Date:	

A Dhaoine Uaisle,

We confirm that we are

- a) an insurance undertaking authorised by the Central Bank of Ireland; or
- b) an insurance intermediary authorised by the Central Bank of Ireland; or
- c) an insurance intermediary registered in the EU/EEA for the purposes of Directive 2009/138/EC; and
- d) we meet any other requirements for an insurance undertaking or insurance intermediary set out in the relevant Qualification Criterion relating to the provision of the insurance type stated below.

We confirm we have insurance facilities in place, which would enable us to provide to the above named entity with (*insert insurance type and limit amount as appropriate*)

- Professional indemnity Insurance in the required amount of [€] euros on [annual aggregate/each and every claim] basis
- Public Liability Insurance in the required amount of [€] euros
- Employers Liability Insurance in the required amount of [€] euros

and meeting any other requirements in the relevant Qualification Criteria for insurances<sup>21</sup>.

Therefore, subject to a satisfactory application, we expect that insurance cover can be issued within 4 weeks of the receipt by us of the relevant application, subject to our normal terms and conditions. We understand you will be giving a copy of this letter to

[Name of Contracting Authority]

We look forward to receiving an application from you if your tender is successful.  
is sinne, le meas

[Signature]

\_\_\_\_\_  
Director  
Name of Insurance Undertaking/Insurance Intermediary

<sup>21</sup> i.e. criterion 3.3e (Professional Indemnity Insurance), 3.3f (Public Liability Insurance), or 3.3g (Employer's Liability Insurance).

**3.0**

**APPENDICES**

# European Single Procurement Document (ESPD)

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## European Single Procurement Document (ESPD)

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### Part I: Information concerning the procurement procedure and the contracting authority

The information in Part 1.A must be filled in by the Contracting Authority.

	Information about the Procurement Procedure and the Contracting Authority	Answer
1.A.1	Name of the contracting authority <sup>(1)</sup>	Click here and insert details]
1.A.2	Title of the competition	Click here and insert details]
1.A.3	Short description of the competition <sup>(2)</sup>	Click here and insert details]
1.A.4	File reference number attributed by the contracting authority or contracting entity (if applicable) <sup>(3)</sup>	Click here and insert details]

All other information in all sections of the ESPD to be filled in by the economic operator.

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*1 Information to be copied from Section 1, point I.1, of the relevant notice. In case of joint procurement, please indicate the names of all involved procurers.*

*2 See points II.1.1 and II.1.3 of the relevant notice*

*3 See point II.1.1 of the relevant notice*

## Part II: Information concerning the economic operator

### II.A: INFORMATION ABOUT THE ECONOMIC OPERATOR

	Identification	Answer
2.A.1	Name	[Click here and insert details]
2.A.2	VAT number, if applicable If no VAT number is applicable, please indicate another national identification number, if required and applicable	[Click here and insert details]
2.A.3	Postal Address	[Click here and insert details]
2.A.4	Contact person or persons <sup>(4)</sup>	[Click here and insert details]
2.A.5	Telephone	[Click here and insert details]
2.A.6	E-mail	[Click here and insert details]
2.A.7	Internet address (web address) (if applicable)	[Click here and insert details]
	General Information	Answer
2.A.8	Is the economic operator a Micro, a Small or a Medium-Sized Enterprise <sup>(5)</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.A.9	If the answer to 2.A.8 is <b>yes</b> , please confirm the size of the enterprise	Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/>
2.A.10	<b>Only in case the procurement is reserved <sup>(6)</sup></b> , is the economic operator a sheltered workshop, a 'social business' <sup>(7)</sup> , or will it provide for the performance of the contract in the context of sheltered employment programmes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.A.11	If the answer to 2.A.10 is <b>yes</b> , please complete (a) and (b) below:	
	(a) What is the corresponding percentage of disabled or disadvantaged workers?	[Click here and insert details]

<sup>4</sup> Please repeat the information concerning contact persons as many times as needed.

<sup>5</sup> Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium sized enterprises, (OJ L 124, 20.5.2003, p36)

This information is required for statistical purposes only

**Micro enterprises:** enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.

**Small enterprises:** an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR10 million

**Medium enterprises:** enterprises which are neither micro nor small and which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50million, and/or an annual balance sheet total not exceeding EUR 43 million.

<sup>6</sup> See contract notice point III.1.5

<sup>7</sup> i.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

	(b) Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	[Click here and insert details]
2.A.12	If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
2.A.13	If the answer to 2.A.12 is <b>yes</b> , please complete (a) to (e) below and answer the remaining parts of this Section 2.A, Section 2.B and, where relevant, 2.C, complete Part V, where applicable, and, in any case, fill in and sign Part VI.	
	(a) Please provide the name of the list or certification and the relevant registration or certification number, if applicable	[Click here and insert details]
	(b) If the certificate of registration or certification is available electronically, please state the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
	(c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list <sup>(8)</sup>	[Click here and insert details]
	(d) Does the registration or certification cover all of the required selection criteria?  If the answer in this 2.A.13 (d) is <b>no</b> , please complete the missing information in Part IV.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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<sup>8</sup> The references and the classification, if any, are set out on the certification.

	<p>(e) <b>ONLY if this is required in the relevant notice or procurement documents:</b></p> <p>Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtain it directly by accessing a national database in any Member State that is available free of charge?</p> <p>If the documentation in this 2.A.13 (e) is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation</p>	<p>[Click here and insert details]</p> <p>[Click here and insert details]</p>
	<b>Form of Participation</b>	<b>Answer</b>
2.A.14	Is the economic operator participating in the procurement procedure together with others <sup>(9)</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If the answer to 2.A.14 is <b>yes</b> , please ensure that the others concerned provide a separate ESPD form.	
2.A.15	If the answer to 2.A.14 is <b>yes</b> , please also complete (a) to (c) below:	
	(a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks)	[Click here and insert details]
	(b) Please identify the other economic operators participating in the procurement procedure together	[Click here and insert details]
	(c) Where applicable, name of the participating group	[Click here and insert details]
	<b>Lots</b>	<b>Answer</b>
2.A.16	Where applicable, indication of the lot(s) for which the economic operator wishes to tender	[Click here and insert details]

<sup>9</sup> Notably as part of a group, consortium, joint venture or similar.

## II.B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

*Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:*

	Representation, if any	Answer
2.B.1	Full Name	[Click here and insert details]
2.B.2	Position/Acting in the capacity of	[Click here and insert details]
2.B.3	Postal Address	[Click here and insert details]
2.B.4	Telephone	[Click here and insert details]
2.B.5	E-mail	[Click here and insert details]
2.B.6	If needed, please provide detailed information on the representation (its forms, extent, purpose...)	[Click here and insert details]

## II.C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

	Reliance	Answer
2.C.1	Does the economic operator <b>rely on</b> the capacities of other entities in order to meet the selection criteria for this Competition as set out in part 3.2 of the RFT?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.C.2	If the answer to 2.C.1 is <b>yes</b> , please:	
	(a) List the entities concerned	[Click here and insert details]
	(b) <b>Please also provide a separate ESPD form for each of the entities concerned</b> , setting out the information required under Parts 2.A and 2.B, all of Part III and Part IV of the ESPD, <b>duly filled in and signed by the entities concerned</b> .  Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.	

**II.D. INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY**

	Subcontracting	Answer
2.D.1	Does the economic operator intend to subcontract any share of the contract to third parties, <b>but does not rely</b> on those third parties in order to meet the selection criteria for this Competition as set out in part 3.2 of the RFT?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.D.2	If the answer to 2.D.1 is <b>yes and in so far as known</b> , please:	
	(a) List the subcontractors	[Click here and insert details]
	(b) <b>Please also provide a separate ESPD form for each of the subcontractors concerned</b> , setting out the information required under Parts 2.A, 2.B and all of Part III of the ESPD <b>duly filled in and signed by the subcontractors concerned</b> .	

## Part III: Exclusion grounds

### III.A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Regulation 57 (1) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016, sets out the following reasons for exclusions:

1. Participation in a criminal organisation <sup>(10)</sup>;
2. Corruption <sup>(11)</sup>;
3. Fraud<sup>(12)</sup>;
4. Terrorist offences or offences linked to terrorist activities <sup>(13)</sup>;
5. Money laundering or terrorist financing <sup>(14)</sup>;
6. Child labour and other forms of trafficking in human beings <sup>(15)</sup>.

	Grounds relating to criminal convictions	Answer
3.A.1	<p>Has the <b>economic operator itself</b> or <b>any</b> person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the <b>subject of a conviction</b> for any of the following, either within the last 5 years, or where an exclusion period set out directly in the conviction continues to be applicable:</p> <ol style="list-style-type: none"> <li>1. Participation in a criminal organisation <sup>(16)</sup>;</li> <li>2. Corruption <sup>(17)</sup>;</li> <li>3. Fraud<sup>(18)</sup>;</li> <li>4. Terrorist offences or offences linked to terrorist activities <sup>(19)</sup>;</li> <li>5. Money laundering or terrorist financing</li> </ol>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>[If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] <sup>(22)</sup>.</p>

10 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

11 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, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

12 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

13 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

14 As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

15 As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

16 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

17 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, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

18 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

19 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

	<sup>(20)</sup> ; 6. Child labour and other forms of trafficking in human beings <sup>(21)</sup> .	
3.A.2	If the answer to 3.A.1 is <b>yes</b> , please <sup>(23)</sup> :	
	(a) Indicate the date of conviction, specify which of points 1 to 6 in 3.A.1 is concerned and the reason(s) for the conviction	date, point(s), reason(s)
	(b) Identify who has been convicted	[Click here and insert details]
	(c) Insofar as established directly in the conviction, please insert the length of the period of exclusion and the point(s) concerned	[Click here and insert length of the period of exclusion and the point(s) concerned]  [If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] <sup>(24)</sup>
3.A.3	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion <sup>(25)</sup> ('Self Cleaning')	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.A.4	If the answer to 3.A.3 is <b>yes</b> , please describe the measures taken <sup>(26)</sup>	[Click here and insert details]

<sup>22</sup> Please repeat as many times as needed.

<sup>20</sup> As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

<sup>21</sup> As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

<sup>23</sup> Please repeat as many times as needed.

<sup>24</sup> Please repeat as many times as needed.

<sup>25</sup> In accordance with Regulation 57(12) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.

<sup>26</sup> Taking into account the character of the crimes committed (punctual, repeated, systematic...) the explanation should show the adequacy of the measures to taken.

### III.B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

	Payments of taxes or social security contributions	Answer	
3.B.1	Has the economic operator met all its <b>obligations relating to the payment of taxes or social security contributions</b> , both in the country in which it is established and in the Member State of the contracting authority if other than the country of establishment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.B.2	If the economic operator has <b>not</b> met all the obligations in 3.B.1 relating to the payment of taxes or social security contributions, please indicate in respect of each breach of such obligations:	<b>Taxes:</b>	<b>Social Contributions:</b>
	(a) Country or Member State concerned	[Click here and insert details]	[Click here and insert details]
	(b) What is the amount concerned?	[Click here and insert details]	[Click here and insert details]
	(c) How has this breach of obligations been established:	[Click here and insert details]	[Click here and insert details]
	(c)(1) Through a judicial or administrative decision		
	• Is this decision final and binding?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	• Please indicate the date of conviction or decision	[Click here and insert details]	[Click here and insert details]
	• In case of a conviction, insofar as established directly therein, the length of the period of exclusion	[Click here and insert details]	[Click here and insert details]
	(c)(2) By other means? Please specify	[If Yes, click here and insert details]	[If Yes, click here and insert details]
	(d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(e) If the answer to 3.B.2 (d) above is <b>yes</b> , please provide details.	[If Yes, click here and insert details]	[If Yes, click here and insert details]
3.B.3	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]	

**III.C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT <sup>(27)</sup>**

	<b>Information concerning possible insolvency, conflict of interest or professional misconduct</b>	<b>Answer</b>
3.C.1	<b>Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law (28)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.2	If the answer to 3.C.1 is <b>yes</b> , please complete (a) and (b) below:	
	(a) Has the economic operator taken measures to demonstrate its reliability despite the existence of the grounds for exclusion specified in 3.C.1 ('Self Cleaning')?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) If it has taken Self Cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.3	<b>Is the economic operator in any of the following situations:</b> (a) Bankrupt, or (b) The subject of insolvency or winding-up proceedings, or (c) In an arrangement with creditors, or (d) In any analogous situation arising from a similar procedure under national laws and regulations (29), or (e) That its assets are being administered by a liquidator or by the court, or (f) That its business activities are suspended?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.4	If the answer to 3.C.3 is <b>yes</b> , please complete (a), (b) and (c) below:	
	(a) Please provide details of the situation(s) in 3.C.3 which apply to the economic operator	[Click here and insert details]
	(b) Please provide the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances (30)	[Click here and insert details]
	(c) If any relevant documentation is available electronically, please indicate the web address, issuing authority or body and	[Click here and insert details]

<sup>27</sup> See Regulation 57(8) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016

<sup>28</sup> As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Regulation 18(4) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.

<sup>29</sup> See national law, the relevant notice or the procurement documents

<sup>30</sup> This information need not be given if exclusion of economic operators in one of the cases listed under letter a to f has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

	precise reference of the documentation	
3.C.5	<b>Is the economic operator guilty of grave professional misconduct (31)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.6	If the answer to 3.C.5 is <b>yes</b> , complete parts (a) and (b) below:	
	(a) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.7	<b>Has the economic operator entered into agreements with other economic operators aimed at distorting competition?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.8	If the answer to 3.C.7 is <b>yes</b> , complete parts (a), (b) and (c) below:	
	(a) Please provide details of the agreements with other economic operators aimed at distorting competition.	[Click here and insert details]
	(b) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.9	<b>Is the economic operator aware of any conflict of interest (32) due to its participation in the procurement procedure?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.10	If the answer to 3.C.9 is <b>yes</b> , please provide details	[Click here and insert details]
3.C.11	<b>Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.12	If the answer to 3.C.11 is <b>yes</b> , please provide details	[Click here and insert details]
3.C.13	<b>Has the economic operator experienced that a prior public contract or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.C.14	If the answer to 3.C.13 is <b>yes</b> , please complete parts (a), (b) and (c) below:	

<sup>31</sup> Where applicable, see definitions in national law, the relevant notice or the procurement documents.

<sup>32</sup> As indicated in national law, the relevant notice or the procurement documents.

	(a) Please provide details of the prior public contract or a prior concession contract that was terminated early, or the damages or other comparable sanctions that were imposed in connection with that prior contract	[Click here and insert details]
	(b) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.15	Can the economic operator confirm that:	
	(a) It has not been guilty of serious misinterpretation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,	(a) Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) It has not withheld such information,	(b) Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and	(c) Yes <input type="checkbox"/> No <input type="checkbox"/>
	(d) It has not undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurements procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	(d) Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Part IV: Selection Criteria

Concerning the selection criteria the economic operator declares that:

##### GLOBAL INDICATION FOR ALL SELECTION CRITERIA

Meeting all required selection criteria	Answer
It satisfies the required selection criteria for this Competition as set out in part 3.2 of the RFT	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Part V: Reduction of the number of qualified candidates

Not applicable

## Part VI: Concluding statements

*The undersigned formally declare that the information stated under Parts II – IV above is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.*

*The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:*

- (a) The contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge<sup>33</sup>, or*
- (b) As of 18 October 2018 at the latest, the contracting authority or contracting entity already possesses the documentation concerned.*

*The undersigned formally consent to **[identify the contracting authority as set out in Part 1, Section A]**, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document for the purposes of **[identify the procurement procedure: (summary description)]**.*

*Date, place and signature(s):*

<b>Signed:</b> (Authorised Signatory)	
<b>Block Capitals</b>	[Click here and insert name]
<b>Position</b>	[Click here and insert details]
<b>Company</b>	[Click here and insert details]
<b>Registered Office</b>	[Click here and insert details]
<b>Date</b>	[Click here and insert details]

**End of Document**

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<sup>33</sup> On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

## Applicant's Self Declaration re Regulation 57

Applicants must complete Tables A, B & C below.

**Table A: GROUNDS RELATING TO CRIMINAL CONVICTIONS**

*Regulation 57 (1) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016, sets out the following reasons for exclusions:*

1. *Participation in a criminal organisation* <sup>(1)</sup>;
2. *Corruption* <sup>(2)</sup>;
3. *Fraud*<sup>(3)</sup>;
4. *Terrorist offences or offences linked to terrorist activities* <sup>(4)</sup>;
5. *Money laundering or terrorist financing* <sup>(5)</sup>;
6. *Child labour and other forms of trafficking in human beings* <sup>(6)</sup>.

	Grounds relating to criminal convictions	Answer
A.1	<p>Has the <b>economic operator itself or any person</b> who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the <b>subject of a conviction</b> for any of the following, either within the last 5 years, or where an exclusion period set out directly in the conviction continues to be applicable:</p> <ol style="list-style-type: none"> <li>1. <i>Participation in a criminal organisation</i> <sup>(7)</sup>;</li> <li>2. <i>Corruption</i> <sup>(8)</sup>;</li> <li>3. <i>Fraud</i><sup>(9)</sup>;</li> </ol>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>[If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] <sup>(13)</sup>.</p>

1 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

2 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, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

3 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

4 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

5 As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

6 As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

7 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

8 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, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

9 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

13 Please repeat as many times as needed.

	<p>4. <i>Terrorist offences or offences linked to terrorist activities</i> <sup>(10)</sup>;</p> <p>5. <i>Money laundering or terrorist financing</i> <sup>(11)</sup>;</p> <p>6. <i>Child labour and other forms of trafficking in human beings</i> <sup>(12)</sup>.</p>	
A.2	If the answer to A.1 is <b>yes</b> , please <sup>(14)</sup> :	
	(a) Indicate the date of conviction, specify which of points 1 to 6 in 3.A.1 is concerned and the reason(s) for the conviction	date, point(s), reason(s)
	(b) Identify who has been convicted	[Click here and insert details]
	(c) Insofar as established directly in the conviction, please insert the length of the period of exclusion and the point(s) concerned	<p>[Click here and insert length of the period of exclusion and the point(s) concerned]</p> <p>[If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] <sup>(15)</sup></p>
A.3	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion <sup>(16)</sup> ('Self Cleaning')	Yes <input type="checkbox"/> No <input type="checkbox"/>
A.4	If the answer to A.3 is <b>yes</b> , please describe the measures taken <sup>(17)</sup>	[Click here and insert details]

<sup>10</sup> As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

<sup>11</sup> As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

<sup>12</sup> As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

<sup>14</sup> Please repeat as many times as needed.

<sup>15</sup> Please repeat as many times as needed.

<sup>16</sup> In accordance with Regulation 57(12) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.

<sup>17</sup> Taking into account the character of the crimes committed (punctual, repeated, systematic....) the explanation should show the adequacy of the measures taken.

## B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

	Payments of taxes or social security contributions	Answer	
B.1	Has the economic operator met all its <b>obligations relating to the payment of taxes or social security contributions</b> , both in the country in which it is established and in the Member State of the contracting authority if other than the country of establishment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B.2	If the economic operator has <b>not</b> met all the obligations in B.1 relating to the payment of taxes or social security contributions, please indicate in respect of each breach of such obligations:	<b>Taxes:</b>	<b>Social Contributions:</b>
	(a) Country or Member State concerned	[Click here and insert details]	[Click here and insert details]
	(b) What is the amount concerned?	[Click here and insert details]	[Click here and insert details]
	(c) How has this breach of obligations been established:	[Click here and insert details]	[Click here and insert details]
	(c)(1) Through a judicial or administrative decision		
	<ul style="list-style-type: none"> <li>Is this decision final and binding?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Please indicate the date of conviction or decision</li> </ul>	[Click here and insert details]	[Click here and insert details]
	<ul style="list-style-type: none"> <li>In case of a conviction, insofar as established directly therein, the length of the period of exclusion</li> </ul>	[Click here and insert details]	[Click here and insert details]
	(c)(2) By other means? Please specify	[If Yes, click here and insert details]	[If Yes, click here and insert details]
	(d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(e) If the answer to B.2 (d) above is <b>yes</b> , please provide details.	[If Yes, click here and insert details]	[If Yes, click here and insert details]

3.B.3	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
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**C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT <sup>(18)</sup>**

*CA Note: Check appropriate box to indicate whether particular ground applies in this Competition.*

**Applicant Note: Complete the relevant rows where the CA has selected the particular ground to apply in this Competition.**

Applicable Ground in this Competition		Information concerning possible insolvency, conflict of interest or professional misconduct	Answer
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.1	<b>Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law <sup>(19)</sup>?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.2	If the answer to C.1 is <b>yes</b> , please complete (a) and (b) below:	
		(a) Has the economic operator taken measures to demonstrate its reliability despite the existence of the grounds for exclusion specified in C.1 ('Self Cleaning')?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(b) If it has taken Self Cleaning measures, please describe the measures taken	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.3	<b>Is the economic operator in any of the following situations:</b> (a) Bankrupt, or (b) The subject of insolvency or winding-up proceedings, or (c) In an arrangement with creditors, or (d) In any analogous situation arising from a similar procedure under national laws and regulations <sup>(20)</sup> , or	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>18</sup> See Regulation 57(8) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016

<sup>19</sup> As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Regulation 18(4) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.

<sup>20</sup> See national law, the relevant notice or the procurement documents

		(e) That its assets are being administered by a liquidator or by the court, or  (f) That its business activities are suspended?	
	C.4	If the answer to C.3 is <b>yes</b> , please complete (a), (b) and (c) below:	
		(a) Please provide details of the situation(s) in C.3 which apply to the economic operator	[Click here and insert details]
		(b) Please provide the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances <sup>(21)</sup>	[Click here and insert details]
		(c) If any relevant documentation is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.5	<b>Is the economic operator guilty of grave professional misconduct <sup>(22)</sup>?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.6	If the answer to C.5 is <b>yes</b> , complete parts (a) and (b) below:	
		(a) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(b) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.7	<b>Has the economic operator entered into agreements with other economic operators aimed at distorting competition?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.8	If the answer to C.7 is <b>yes</b> , complete parts (a), (b) and (c) below:	
		(a) Please provide details of the agreements with other economic	[Click here and insert details]

<sup>21</sup> This information need not be given if exclusion of economic operators in one of the cases listed under letter a to f has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

<sup>22</sup> Where applicable, see definitions in national law, the relevant notice or the procurement documents.

		operators aimed at distorting competition.	
		(b) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.9	<b>Is the economic operator aware of any conflict of interest <sup>(23)</sup> due to its participation in the procurement procedure?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.10	If the answer to C.9 is <b>yes</b> , please provide details	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.11	<b>Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.12	If the answer to C.11 is <b>yes</b> , please provide details	[Click here and insert details]
<input type="checkbox"/> YES <input type="checkbox"/> NO	C.13	<b>Has the economic operator experienced that a prior public contract or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C.14	If the answer to C.13 is <b>yes</b> , please complete parts (a), (b) and (c) below:	
		(a) Please provide details of the prior public contract or a prior concession contract that was terminated early, or the damages or other comparable sanctions that were imposed in connection with that prior contract	[Click here and insert details]
		(b) Has the economic operator taken self-cleaning measures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]

<sup>23</sup> As indicated in national law, the relevant notice or the procurement documents.

<input type="checkbox"/> YES <input type="checkbox"/> NO	C.15	<b>Can the economic operator confirm that:</b>	
		(a) It has not been guilty of serious misinterpretation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,	(a) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(b) It has not withheld such information,	(b) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and	(c) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(d) It has not undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurements procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	(d) Yes <input type="checkbox"/> No <input type="checkbox"/>

## APPENDIX B1: LIST OF PREVIOUS PROJECTS/CERTIFICATE OF SATISFACTORY EXECUTION

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### List of previous projects for which services of a similar nature were provided

Applicants must organise Certificates of Satisfactory Execution in order of precedence and list them below in that order.

**Note:** 3 instances of the certificate format are provided here with the questionnaire, if the Applicant wishes to supply additional evidence the same format may be used and submitted before the closing date on this questionnaire.

<b>Project No.</b>	<b>Title of Project (Must match Certificate)</b>	<b>Response to Criterion</b>	<b>Certificate</b>
1	Applicant Entry	Applicant Entry	<b>Attached</b>
2	Applicant Entry	Applicant Entry	<b>Attached</b>
3	Applicant Entry	Applicant Entry	<b>Attached</b>
4	Applicant Entry	Applicant Entry	<b>Attached</b>
5	Applicant Entry	Applicant Entry	<b>Attached</b>
6	Applicant Entry	Applicant Entry	<b>Attached</b>
7	Applicant Entry	Applicant Entry	<b>Attached</b>
8	Applicant Entry	Applicant Entry	<b>Attached</b>
9	Applicant Entry	Applicant Entry	<b>Attached</b>
10	Applicant Entry	Applicant Entry	<b>Attached</b>
11	Applicant Entry	Applicant Entry	<b>Attached</b>
12	Applicant Entry	Applicant Entry	<b>Attached</b>
13	Applicant Entry	Applicant Entry	<b>Attached</b>
14	Applicant Entry	Applicant Entry	<b>Attached</b>
15	Applicant Entry	Applicant Entry	<b>Attached</b>
16	Applicant Entry	Applicant Entry	<b>Attached</b>
17	Applicant Entry	Applicant Entry	<b>Attached</b>
18	Applicant Entry	Applicant Entry	<b>Attached</b>
19	Applicant Entry	Applicant Entry	<b>Attached</b>
20	Applicant Entry	Applicant Entry	<b>Attached</b>
21	Applicant Entry	Applicant Entry	<b>Attached</b>
22	Applicant Entry	Applicant Entry	<b>Attached</b>
23	Applicant Entry	Applicant Entry	<b>Attached</b>
24	Applicant Entry	Applicant Entry	<b>Attached</b>
25	Applicant Entry	Applicant Entry	<b>Attached</b>
26	Applicant Entry	Applicant Entry	<b>Attached</b>
27	Applicant Entry	Applicant Entry	<b>Attached</b>
28	Applicant Entry	Applicant Entry	<b>Attached</b>

## APPENDIX B3: CERTIFICATE OF SATISFACTORY DELIVERY OF SERVICES<sup>1</sup>

<b>APPLICANT NAME:</b>	Applicant Entry	<b>DATE:</b>	Applicant Entry
<b>ACTIVITY</b> <i>(Title of Applicant Activity)</i>	Applicant Entry:		
<b>PROJECT NUMBER<sup>2</sup></b>	Applicant Entry		
<b>MAIN SERVICE PROVIDED</b> <i>(Title &amp; brief description)</i>	Applicant Entry		
<b>VALUE</b> Value of commission (excluding VAT) Construction at award stage.	Applicant Entry	Value of commission at completion:	Applicant Entry
<b>DATES</b> Start Date:	Applicant Entry	Date at Completion:	Applicant Entry
Name & address of Referee responsible for awarding the Commission:	Applicant Entry		
Contracting Authority contact name:	Applicant Entry	Phone no.:	Applicant Entry
<b>OTHER INFORMATION</b>			
Other information required is listed below (where applicable)			
CA Entry / NA	Applicant Entry / NA		
CA Entry / NA	Applicant Entry / NA		
CA Entry / NA	Applicant Entry / NA		
CA Entry / NA	Applicant Entry / NA		
CA Entry / NA	Applicant Entry / NA		
CA Entry / NA	Applicant Entry / NA		

<sup>1</sup> Use with sub-criterion 3.4.2 (c)

<sup>2</sup> This project number must correspond to the project number given in Appendix B1 List of Previous Works projects for which there is a Certificate of Satisfactory Certificate where PSCS Services were provided.