



Suitability Assessment Questionnaire Project Information Memorandum

for

**DCC Home Building Programme
Contractor Multi Party Framework Agreement in 2 Lots A
& B**

June 2026

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1 INFORMATION

This Project Information Memorandum (the “PIM”) sets out the objectives of this procurement process. This PIM is to be read in conjunction with the contract notice documentation issued under the competition.

1.1 General Background Information

Dublin City Council (“DCC” the “Contracting Authority”) intends to establish two (2) four-year contractor multi-party framework agreements, namely, the Lot A Framework and Lot B Framework (the “Frameworks”) for the delivery of a significant programme of housing projects (the “Programme”) utilising primarily the Design & Build (D&B) delivery model. The Programme will form an important component of DCC’s direct social and affordable housing delivery pipeline for the period 2026–2030, consistent with the objectives set out in the Government’s new national housing plan, *Delivering Homes, Building Communities*.

DCC has engaged the National Development Finance Agency (“NDFA”), to support the procurement and delivery of the Programme.

26 no. sites comprising approximately 4,000 units have been identified for inclusion in the Programme. Further sites may be added to the Programme over the lifetime of the Frameworks. Indicative site details are provided in Table 1 below. DCC reserves the right to amend the sites, by replacing the sites, removing sites and/or reducing or increasing the number of units at the sites, that may be included in the Programme and procured during the term of the Frameworks.

	DCC Home Building Programme Sites	Indicative Units	Planning Granted
1	Collins Avenue Depot, Whitehall, Dublin 9	106	Yes
2	Ballymun LAP Site 5, 15-18, Ballymun, Dublin 11	288	Yes
3	Croke Villas, Dublin 3	66	Yes
4	Church of Annunciation, Finglas, Dublin 11	110	Yes
5	Wellmount Road, Finglas, Dublin 11	77	Yes
6	Cherry Orchard Avenue, Dublin 8	171	Yes
7	Cromcastle P1, Dublin 17	152	Yes
8	Basin View, Dublin 8	171	Yes
9	Stanley Street, Dublin 7	167	Yes
10	Matt Talbot Court, Dublin 1	122	
11	Dolphin 1C, Dublin 8	22	
12	Bridgefoot Street, Dublin 8	43	
13	School St & Thomas Court Bawn, Dublin 8	124	Yes
14	Site 14, Balbutcher, Ballymun, Dublin 11	124	Yes
15	Site 12, Sillogue Road, Ballymun, Dublin 11	102	Yes
16	Dominick Street West, Dublin 1	140	
17	Sarsfield Road, OLV Centre, Dublin 10	243	
18	Kildonan Lands, Finglas, Dublin 11	200	

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19	Forbes Lane, Dublin 8	108	Yes
20	Russell Street, Dublin 1	54	
21	Carton Lands, Ballymun, Dublin 11	150	
22	Cromcastle P2, Dublin 17	200	
23	Silloge Road, Ballymun, Ballymun, Dublin 11	250	
24	Belcamp Lane, Darndale, Dublin 17	200	
25	Belmayne P1, Dublin 13	250	
26	Belmayne P2, Dublin 13	250	

Table 1 – Indicative sites within the Programme*

****The list of sites provided is indicative only and is included for information purposes. DCC reserves the absolute right, at its sole discretion, at any time and without prior notice, to amend, update or otherwise vary the composition of the Programme, including but not limited to the addition of further sites, the removal of any listed sites, changes to site scope, scale, tenure mix or delivery sequencing, and/or the deferral or acceleration of individual sites, whether prior to or during the procurement process and throughout the lifetime of the Frameworks.***

Obtaining planning consents for the development of the sites will be the responsibility of DCC for each of the sites in the Programme. DCC has already secured planning approval for 13 of the sites listed in the table above. Following the planning approval stage, it is intended to appoint a building contractor from the Frameworks to carry out the development of a site or sites on a design and build basis, as further described in paragraph 1.2.

DCC reserves the right to amend, alter or vary the above information and the associated documents at any other stage during the procurement process. This includes the right to determine, and to modify as appropriate, the structure and configuration of call-offs under each Framework, including the grouping or bundling of sites, as DCC considers appropriate to respond to programme requirements, including but not limited to; delivery risks, site readiness or planning considerations. For the avoidance of doubt, this flexibility relates to the structuring of call-offs only and does not alter the Lot A and Lot B Framework structure established under this procurement.

DCC is not obliged to utilise the Frameworks and may choose to deliver any of the sites via alternative delivery channels. In accordance with the Framework's agreements, DCC does not guarantee that any work will be procured under the Framework's.

As noted above, the duration of the Frameworks will be for four years. The estimated duration of each call-off contract under the Frameworks will be included at tender stage. The estimated duration of the first call-off contract for the Frameworks is 24 months. Applicants should note that a call-off contract awarded under the Frameworks may have a completion date after the end of the Frameworks.

1.2 Appointment of Contractors

The Frameworks will be established using a 2-stage restricted procurement procedure and will consist of the Lot A Framework and the Lot B Framework, with suitably qualified contractors appointed to each Framework. The purpose of establishing two Frameworks is to seek to utilise different tiers of contractor simultaneously, thereby diversifying the supply chain, encouraging SME participation and facilitating parallel procurement and delivery at scale. The turnover requirements have been calibrated having regard to the anticipated scale and complexity of projects within each Framework. The required minimum average turnover, for each lot, in three previous financial years is outlined in Figure 1 below.

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	Lot A Framework	Lot B Framework
Minimum average turnover for three previous financial years	Overall Applicant – €110m Joint Venture – €66m each member in addition to the aggregate requirement of €110m	Overall Applicant – €50m Joint Venture – €30m each member in addition to the aggregate requirement of €50m

Figure 1 – The minimum average turnover for the three previous financial years

The Lot A Framework and the Lot B Framework will cater for call-offs with an estimated ex VAT capex value in the ranges set out below. The call-off values may be indexed in line with construction inflation during the term of the Frameworks. Sites may be bundled within a call-off.

- Lot A: €100m to €250m.
- Lot B: < €100m.

Applicants must complete the **Submission Form** stating which lot is being applied for and if applying for both lots, Applicants must state which lot is their preference. Applicants may participate in the pre-qualification process for each Framework; however, Applicants will ultimately be shortlisted for one of the Frameworks only. For example, if an Applicant submits an application for both the Lot A Framework and the Lot B Framework and fulfils the pre-qualification requirements for both Frameworks, the Applicant will be shortlisted for their preferred Framework only and will not be eligible for shortlisting in the other Framework. For example, if an Applicant ranks 2nd in Lot A and 1st in Lot B but has selected Lot A as its preference, it will be shortlisted for Lot A only.

This procurement competition will establish the Frameworks and, concurrently, the award of the first call-off for each of the Frameworks; namely call-off A1 for the Lot A Framework and call-off B1 for the Lot B Framework.

Stage 1 - Prequalification

It is intended to shortlist a minimum of five (5) Applicants for the Lot A Framework and a minimum of six (6) Applicants for the Lot B Framework, subject to sufficient participants pre-qualifying. DCC reserves the right to pre-qualify more applicants at its sole discretion.

Stage 2 - Invitation To Tender

Shortlisted applicants for each Framework will be invited to tender for a place on either the Lot A Framework or the Lot B Framework, and at the same time, the first call-off contract for the relevant Framework.

Award Stage (Framework Agreement and Call-Off Contracts)

The **Lot A Framework** will consist of no more than five (5) framework participants. The first call-off for Lot A Framework will be awarded to the top scoring (first ranked) tenderer found to be in compliance with the tender documentation and found to have submitted the Most Economically Advantageous Tender (the “**MEAT**”) based on the award criteria set out in tender documentation and together with the next four (4) highest scoring tenderers, subject to receipt of sufficient valid tenders, will be awarded a place on Lot A Framework as a framework participant.

The **Lot B Framework** will consist of no more than six (6) framework participants. The first call-off for the Lot B Framework will be awarded to the top scoring (first ranked) tenderer found to be in compliance with the tender documentation and found to have submitted the Most Economically Advantageous Tender (the “**MEAT**”) based on the award criteria set out in tender documentation and together with the next five (5)

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highest scoring tenderers subject to receipt of sufficient valid tenders, will be awarded a place on Lot B Framework as a framework participant.

Call-off Competition Stage

The call-offs for the subsequent sites will be the subject of separate call-off competitions under the Lot A Framework and the Lot B Framework.

Applicants are also referred to Section 2 (Procurement Process) below for further details on the procurement process.

1.3 Lot A Framework and Lot B Framework First Call-off Competitions

It is intended that the first call-off competitions A1 for the Lot A Framework and B1 for the Lot B Framework will comprise the following sites:

Call-off	Site	Houses	Duplexes	Apartments	No. of Units
Lot A Framework 1 st Call-off Competition: A1	Collins Avenue Depot	-	-	106	106
	Ballymun	5	10	273	288
	Croke Villas	14	-	52	66
					460
Lot B Framework 1 st Call-off Competition: B1	Wellmount Road	-	-	77	77
	Church of Annunciation	-	-	110	110
					187

Table 2 – First Call-off Competitions for Lot A Framework and Lot B Framework

The successful tenderer for the call-off competitions will be awarded a D&B contract by DCC, using the public works form of contract (PW-CF2) current at the point of award. Further details and related schedules of each site will be provided at Stage 2 of this procurement process. It is proposed that a separate contract will be entered into for each site in a call-off competition.

DCC reserves the right to proceed with the establishment of the Frameworks based on the result of the first call-off competition for the Lot A Framework or the Lot B Framework, as appropriate, without awarding the relevant call-off contracts.

1.4 Call-off Competition A1 and B1 – Appointed Technical Advisory Team

A technical advisory team has provided planning design services to DCC and the NDFA for the sites currently in call-offs A1 under the Lot A Framework and B1 under the Lot B Framework. This team will continue to support DCC and the NDFA during the procurement process.

It is not intended to novate the technical advisory design team to the contractor for call-offs A1 and B1. Details of the technical advisors appointed are available in **Appendix A**.

The details of technical advisory and design consultant services for the remaining sites will be made available to framework participants at the time of subsequent call-offs.

1.5 DCC Home Building Programme Requirements

DCC is seeking the participation of contractors who have the capability to deliver housing developments and urban regeneration projects to the scale listed in Table 2 above for the duration of the Frameworks.

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It is currently anticipated that the sites in each call-off competition will require the design and construction of developments that will include a mix of apartments, duplexes and houses and certain ancillary facilities, to include without limitation, creche/community facilities, commercial space, building entrances, sites access facilities, estates roads, footpaths, parking areas, open spaces, playground areas, and landscaping.

The developments must be designed and constructed by the contractor in accordance with all statutory requirements.

DCC will, amongst other matters, require that robust quality assurance procedures are implemented during the course of project delivery including taking cognisance of design, workmanship, continuity of supply chain and market conditions.

Applicants must form a D&B team to include the Contractor, Project Supervisor Construction Stage (PSCS), Architect, Mechanical & Electrical Engineer, Civil & Structural Engineer, Fire Safety Consultant, Landscape Architect, and Project Supervisor Design Process (PSDP) and any other discipline as deemed necessary. **Each member of the team will be assessed individually under a single application with the Contractor as the lead Applicant.** From time-to-time other professionals or technical services may be required to be engaged by the Contractor depending on the site-specific requirements. DCC will enter a contract with the Contractor only. Design team members will be required to provide collateral warranties.

For clarity, where an Applicant intends to participate in the pre-qualification process for both the Lot A Framework and the Lot B Framework, a single application must be submitted by the Contractor for each Framework it is applying for, encompassing all documentation required for its team.

In the case of a joint venture or consortium, a single application must be submitted by the lead Contractor. In this case, the lead Contractor must also provide examples of experience of its joint venture or consortium partner where required to meet the criteria as part of the relevant application. The D&B team will be evaluated collectively and awarded a single score out of 100%, with the overall mark determined by the combined weighted scores allocated to each discipline in accordance with the qualification criteria outlined below.

1.6 Qualitative Suitability Assessment Criteria

The Suitability Assessment Questionnaires (QW1 and QC1) (the “SAQ”) identifies assessment criteria which are either pass/fail or qualitatively assessed. For those criteria which are to be qualitatively assessed, the overall score for the SAQ is 10,000 marks assigned across the criteria and sub-criteria detailed below (the “Suitability Assessment Criteria”). Please refer to the SAQ for further details.

Disciplines	Criterion Marks	Minimum Marks	Criteria	Criterion Marks Available	Document Reference
Works Contractor	6,000	2,400	Education and Professional Qualifications (Management)	2,400 (40% of 6,000 marks)	QW1 Section 3.4(a)
			List of Works Carried out over the past 7 Years	3,600 (60% of 6,000 marks)	QW1 Section 3.4(c)
Architect	2,000	800	Education and Professional Qualifications (Management)	800 (40% of 2,000 marks)	QC1 Section 3.4(a)

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Disciplines	Criterion Marks	Minimum Marks	Criteria	Criterion Marks Available	Document Reference
			List of Technical Services Provided over the past 7 Years	1,200 (60% of 2,000 marks)	QC1 Section 3.4(c)
Mechanical and Electrical Engineer	1,000	400	Education and Professional Qualifications (Management)	400 (40% of 1,000 marks)	QC1 Section 3.4(a)
			List of Technical Services Provided over the past 7 Years	600 (60% of 1,000 marks)	QC1 Section 3.4(c)
Civil & Structural Engineer	1,000	400	Education and Professional Qualifications (Management)	400 (40% of 1,000 marks)	QC1 Section 3.4(a)
			List of Technical Services Provided over the past 7 Years	600 (60% of 1,000 marks)	QC1 Section 3.4(c)
Total	10,000	4,000		10,000	

Table 3 – Discipline and Criteria Marking

Please note that the technical capability of an Applicant’s PSCS, Landscape Architect and PSDP will be assessed on a pass/fail basis.

The Applicant is not being asked to propose the precise managerial staff and personnel for the delivery of the contract at the SAQ stage, rather they are being asked to demonstrate that they have within their organisation suitably qualified staff to fulfil these roles. Applicants must demonstrate that they possess suitably qualified and experienced management staff and personnel to undertake projects of the scale and value range of the Framework and have the necessary experience of delivering projects of a similar nature, scale & complexity. Should the Applicant be shortlisted at Stage 1 of this procurement process then the subsequent Invitation To Tender (‘ITT’) (Stage 2) of the procurement process will request proposed team members specific to each site/contract.

Contractors will be required to propose at ITT (Stage 2) the following indicative categories of D&B Contractor’s personnel:

- Construction and contract management personnel including the tenderer’s senior management;
- Personnel with responsibility for the management of construction quality on site and building control coordination;
- Personnel with responsibility for the management of safety and health on site and PSCS role;
- Personnel with responsibility for the management and coordination of the construction programme and design production including BIM manager(s);
- Design personnel with responsibility for design, design validations and design services during construction;
- Personnel with day-to-day construction, programme and quality management responsibility including but not limited to engineers, forepersons, design integration/design certifier(s), building control coordinators, services and utilities coordinators, neighbourhood/stakeholder liaison officers and commissioning and soft landings personnel; and
- Any other roles the tenderer deems relevant to perform the Contract(s).

1.7 Evaluation of SAQ Suitability Assessment Criteria

In evaluating the Suitability Assessment Criteria of each Applicant, DCC will apply the following scoring matrix:

Descriptor	Score (%)	Meaning
Excellent	85 - 100	Excellent details provided of range and/or depth of relevant experience, training and/or qualifications.
Very Good	70 - 84	Very good details provided of range and/or depth of relevant experience, training and/or qualifications.
Good	55 - 69	Good details provided of range and/or depth of relevant experience, training and/or qualifications.
Satisfactory	40 - 54	Satisfactory details provided of range and/or depth of relevant experience, training and/or qualifications.
Poor	0 - 39	Poor details provided of range and/or depth of relevant experience, training and/or qualifications.

Table 4 – Suitability Assessment Criteria Scoring Matrix

Applicants must score a minimum of 40% in each discipline to be considered for the next stage of the procurement process. For the avoidance of doubt, Applicants who do not attain this minimum scoring requirement shall be eliminated from the procurement process and shall not be ranked.

Technical experience will be assessed in the round, with higher marks being awarded for experience which demonstrates capability to deliver projects of similar size, nature and complexity to those included in the relevant Framework and having regard to the following factors:

- The proposed contracting strategy using public works design and build contracts.
- The use of other D&B contracts.
- The use of public works contracts (under the Capital Works Management Framework (CWMF)).
- Experience with residential project delivery, particularly apartment developments or ability to demonstrate equivalent experience and/or capability.
- Experience working on complex urban sites which include significant logistics including traffic management, particularly multi-site projects.
- Experience working on brownfield sites.
- Experience with utility diversions on constrained sites.

2 PROCUREMENT PROCESS

2.1 Establishment of the Framework

DCC intends that the Frameworks will be established using the public works form of framework agreement PW-CF9 (<http://constructionprocurement.gov.ie>), with additional rules which apply to this procurement process.

It is also intended that each call-off will be delivered under the “*Design and Build*” contract using the public works form of contract PW-CF2 (<http://constructionprocurement.gov.ie>) for building works designed by the Contractor current at the point of contract award. Where sites are bundled, it is currently envisaged that one contract will be executed for each site within the bundle/call-off (e.g. for Call-off A1 there will be three individual call-off contracts). However, DCC reserves the right, where appropriate, to procure multiple sites within a call-off under a single contract, and/or to utilise other forms of public works contract, including PW-CF1, and/or an amended form of contract if circumstances require, which may include, but is not limited to, obligations with respect to social inclusion measures.

In addition, DCC reserves the right not to award any or all of the individual call-off contracts within a bundle/call-off for a Framework (including but not limited to commercial, programme or any external factors encountered by DCC) or to award the individual call-off contracts within a bundle/call-off for a Framework at different times.

It is anticipated that tender documents will be based, where relevant, on the CWMF templates and related documents current at the point of contract award.

It is intended to establish the Frameworks based on the result of the first call-off competition for each Framework. DCC reserves the right to proceed with the award of any subsequent call-off under the Frameworks where a preceding call-off is not awarded, for reasons including but not limited to budgetary constraints.

The indicative award criteria for Stage 2 of this procurement process are set out in **Appendix C** of this PIM. Such award criteria are indicative only and may be amended during Stage 2 of the procurement process at the absolute discretion of DCC.

DCC intends to make available relevant background information to tenderers, including planning information, surveys and design development details after Stage 1 of the procurement process.

2.2 Application of Public Procurement Law

This competition is governed generally by public procurement law and, in particular, the Procurement Directive and the European Communities (Award of Public Authorities Contracts) Regulations 2016 (S.I. No. 284 of 2016) (the “**2016 Regulations**”)

The Contracting Authority is following the restricted procedure in accordance with the 2016 Regulations. The Contracting Authority may, at its absolute discretion, terminate the procurement process at any time for any reason.

2.3 Costs

Neither the Contracting Authority nor its officers, employees agents or advisors have any responsibility for an Applicant’s costs or losses in connection with this competition; these shall be borne by each Applicant and shall be for its sole account, including if the competition is abandoned or terminated without any award of a framework or contract.

All costs and expenses incurred by Applicants relating to and including the engagement of design consultants etc are to be considered as a work at risk for the Applicant and no recovery of any costs from the Contracting Authority will be accepted whether from the Applicant or any member of the Applicant's team.

2.4 No Contract

The Contracting Authority shall not be obliged to enter into a framework agreement or call-off contract with any Applicant. Except for the Applicant's irrevocable offer to be bound by its tender and for any subsequent mini competition, for the validity period stated, no legal relationship or other obligation shall arise between the Applicant and the Contracting Authority unless, and until, a call-off contract, is formally executed in writing by the Contracting Authority and the successful Applicant (if any) and all conditions pursuant to the effectiveness of any such call-off contract have been fulfilled. The Contracting Authority reserves the right to review the suitability of a successful tenderer prior to appointment to a Framework and the conclusion of any call-off contract.

Neither the Contracting Authority nor any of their employees or advisers will have any liability or responsibility in relation to the accuracy, adequacy or completeness of any information or statements made in this PIM or any related documents. The Contracting Authority, their employees and advisers will not incur any liability or responsibility arising out of or in respect of the issue of this PIM or this procurement process.

2.5 Law and jurisdiction

Irish law is applicable to this competition. The Irish Courts shall have exclusive jurisdiction in relation to any disputes (including any non-contractual disputes) arising from this competition.

2.6 Acceptance of Contract Notice and PIM

Each Applicant's acceptance of delivery of the contract notice and this PIM constitutes its agreement to, and acceptance of, the terms set forth herein. Applicants must:

- (a) comply with the requirements and instructions specified in the contract notice and this PIM; and
- (b) when preparing their submissions, follow the format specified in this PIM and include all information specified therein.

2.7 Reliance on Resources

Where an Applicant or a member of an Applicant's team relies on the capacity of other entities (whether technical or financial) regardless of the legal nature of the links which it has with them (including, for example, but not limited to, reliance on a parent company's resources), it must provide as part of its submission satisfactory evidence to the Contracting Authority that it will have at its disposal the resources necessary of each such entity on which it is relying, to include, but not limited to, a written undertaking from such entities to that effect (including details of the resources which will be made available and the basis upon which those resources will be made available) and that each such entity provides a separate eESPD in respect of each such entity. A contractual commitment may be required at contract execution stage from such supporting entities.

2.8 Call-Off Sequencing

The call-off sequence for the Frameworks will be determined by multiple factors including but not limited to the progress of each site through the statutory processes, readiness for procurement, and DCC’s objective to maximise delivery at scale and ensure a strong and balanced pipeline across both Frameworks.

2.9 Rule Pertaining to Call-Off Competition Participation

The following rule applies to each call-off competition under the Lot A Framework and the Lot B Framework;

‘Where a framework participant has been awarded two (2) call-off contracts under a Framework, the Contracting Authority reserves the right to exclude that framework participant from subsequent mini-competitions until such time as one (1) of the call-off contracts previously awarded to that framework participant have been certified by the Architect as having reached substantial completion.’

The Contracting Authority may, at its absolute discretion, waive the above-mentioned rule. For example, in circumstances such as, but not limited to, where it deems it necessary to do so to maintain healthy competition in any subsequent mini competitions.

3 INSTRUCTIONS TO APPLICANTS

3.1 Structure of the Competition

A contract notice was dispatched by DCC and subsequently published in the Official Journal of the European Union inviting interested parties to make submissions in respect of the Frameworks to deliver the Programme.

An indicative timetable for conducting this competition is set out below. The dates relating to the notification of successful Applicants and the establishment of the Frameworks are indicative only and are subject to change at the discretion of DCC.

Contract Notice dispatched for publication	[02/07/2026]
Closing date for receipt of clarification requests from Applicants	[22/07/2026 at 12:00]
Closing date and time for receipt of submissions from Applicants	[05/08/2026 at 12:00]
Notification of successful Applicants and estimated issue of Stage 2 ITT (1st Call-off)	Q3 2026
Establishment of the Lot A Framework and the Lot B Frameworks and Award of the First Call-Off Contracts under each Framework	Q1 2027

Table 7 – Indicative timelines for the procurement process

3.2 Applicants Seeking Clarifications

All enquiries or requests for clarification by an Applicant should be emailed to the Contracting Authority through the eTenders/ OJEU website portal. This is the only point of communication that an Applicant should have with the Contracting Authority in connection with this competition. No approach should be made by an Applicant (or any person associated with an Applicant) to any other employee, servant, agent or advisor to the Contracting Authority or their representatives in connection with this competition. Verbal

queries or requests for clarification will not be considered by the Contracting Authority.

The closing date and time for clarifications to be made by Applicants is specified above in Section 3.1. The Contracting Authority will endeavour to respond to all reasonable enquiries and requests for clarification received on or by that date and time, but it does not undertake to respond to all queries/requests received.

All such queries and requests received, together with replies and clarifications on the points raised, may be circulated to all Applicants in a suitably anonymous form.

If an Applicant believes a query/request and/or its response relates to a confidential or commercially sensitive aspect of its business or proposals, it must mark the query/request as “confidential” or “commercially sensitive” (as the case may be) and provide a statement of the reasons why the query/request is considered to be confidential or commercially sensitive.

If the Contracting Authority, at its discretion, is satisfied that the query/request and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query/request and the Contracting Authority response thereto shall be kept confidential (subject to any applicable legal requirements including any duties or obligations arising under Freedom of Information legislation).

If the Contracting Authority is of the opinion that it would be inappropriate to answer the query/request on a confidential basis, it will notify the Applicant and require the Applicant to either withdraw the query or to raise any objection within three (3) business days of such notification and state the grounds for its objection. If the Applicant does not withdraw the query/request or raise any objection within the specified period, or the Contracting Authority is of the opinion that, notwithstanding the objection of the Applicant, the query/request is not confidential or commercially sensitive, the Contracting Authority may issue the query/request and its response to all of the Applicants. The Contracting Authority may seek clarification in respect of submissions made by one or more Applicants during the competition.

3.3 Submission

If the Applicant wishes to participate in this competition, its completed submission including all attachments referred to therein must be submitted electronically in accordance with this competition via the electronic postbox facility available through the eTenders portal **no later** than the closing time and date as set out in Section 3.1 of this PIM. Applicants should upload their response as a ZIP file containing a single PDF for each discipline.

Tenders must be submitted electronically via the eTenders electronic tender facility on www.etenders.gov.ie only. Only Tenders submitted through the electronic tender facility will be accepted. Tenders submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

Please note that the eTenders electronic tender facility closes at the stated date and time precisely. It is the responsibility of Applicants / Tenderers to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of the tender.

Tenderers must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Tenderers should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

The Contracting Authority will not be responsible if an economic operator fails to upload their

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documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council. In order to facilitate assessment, Applicants / Tenderers are kindly requested to submit a single attachment inclusive of the completed questionnaire(s)/ tender(s) and all related appendices.

Economic Operators should note the following when making their submission:

- There is a maximum upload limit of 100MB per tender submission.
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the CfT deadline has expired.
- The 'Submit' button will be disabled automatically upon the expiration of the response deadline.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

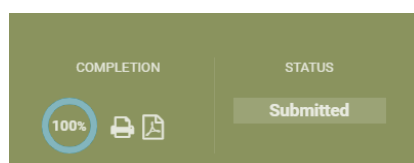
Accessing documents

In order to download all documents associated with a particular Call for Tender, Economic Operators must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- (a) Log-in to the system;
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop down menu
- (e) Complete the "Association with the CfT" tab.
- (f) This will then provide you with a link to "Tender" under the Show CfT Menu

Submitting your Tender

In responding to respond to a tender without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



3.4 European Single Procurement Document (the "ESPD")

Applicants are to be cognisant of their obligations arising from the Procurement Directive which is applicable to this procurement process. In particular, but not limited to exclusion grounds relating to criminal convictions, exclusion grounds relating to the payment of taxes or social security contributions, exclusion grounds relating to insolvency, conflicts of interest or professional misconduct.

The Contracting Authority reserves the right to seek, at any time, evidence substantiating the matters set out in the Appendix A (Self Declaration re. Regulation 57)/ ESPD. In addition to the requirements of the SAQ documents, supplements and appendices under this PIM, Applicants should note that where an Applicant is relying on the capacity of other entities for the purposes of this competition, the Applicant must ensure

that each such entity:

- i. completes and submits a separate Appendix A (Self Declaration re. Regulation 57) / ESPD in respect of each such entity; and
- ii. when requested by the Contracting Authority, submits proof or evidence to the declarations noted in the Appendix A (Self Declaration re. Regulation 57) / ESPD, to the satisfaction of the Contracting Authority.

Without limitation, an entity refers to the Applicant, all parties to a joint venture / consortia, service providers and specialists must complete and upload the electronic Appendix A (Self Declaration re. Regulation 57) / ESPD document.

The Applicant must notify the Contracting Authority immediately in writing if at any time it becomes aware that there has been a material change to its response to the Appendix A (Self Declaration re. Regulation 57), ESPD, the SAQ documents, supplements and appendices.

3.5 Ambiguities

Applicants shall immediately notify DCC should they become aware of any ambiguity, discrepancy, error or omission in the procurement opportunity under the contract notice and any accompanying documents. DCC shall, upon receipt of such notification, notify all Applicants of its ruling in respect of any such ambiguity, discrepancy, error or omission. Such ruling shall be issued in writing and shall form part of the competition documents.

3.6 Conflict of Interest

The onus is on the Applicant to ensure that no actual or potential conflict of interest arises. Any conflict of interest or potential conflict of interest must be fully disclosed to the Contracting Authority and any party within a consortium that is preparing a submission, as soon as the conflict or potential conflict becomes apparent. In the event of any such conflict or potential conflict, the Contracting Authority may at its absolute discretion decide on the appropriate course of action. In the event that a service provider/consultant is acting for more than one Contractor, they must inform all Contractors for whom they are acting in advance of submitting the SAQ.

Any registerable/declarable interest involving an Applicant or the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the response to the competition or should be communicated to the Contracting Authority upon such information becoming known to the Applicant. The terms '*registerable interest*' and '*relative*' shall be interpreted as per Section 2 of the Ethic in Public Office Act, 1995 (as amended). Failure to disclose a conflict of interest may disqualify an Applicant or invalidate an award of contract, depending on when the conflict of interest comes to light. The Contracting Authority may in its absolute discretion, on receipt of appropriate assurances and implementation of safeguards, permit the Applicant to proceed but only in the event that this is considered by the Contracting Authority not to involve a material conflict of interest or potential conflict of interest. The Contracting Authority reserves the right to eliminate an Applicant from the competition if an actual or potential conflict of interest exists and, in the view of the Contracting Authority, it cannot be avoided.

The Contracting Authority may regard as a conflict of interest any situation where a member of an Applicant's team (e.g. an advisor or consultant) is also a member of another Applicant's team. The Contracting Authority intends to evaluate each SAQ as submitted and in the event of any potential conflict

of interest that arises due to the proposed participation by one [or more] of a Contractors' Principal Service Providers with another shortlisted Applicant(s), the Contractor will be required to address this prior to the issuance of the Instructions to Tenderers.

The Contracting Authority will consider it to be a material conflict of interest where a member of DCC/NDFA's technical advisory team also seeks to participate in the tender competition as part of an Applicant's bid.

Failure to declare and/or address such conflicts to the Contracting Authority may also result in the Applicant being eliminated from the competition.

3.7 Canvassing

If any Applicant (or a person associated with an Applicant), in connection with this competition, either:

- (a) canvasses or offers any inducement, fee or reward to any employee, servant or agent of DCC or its professional advisors; or
- (b) does anything which would constitute a breach of the Criminal Justice (Corruption Offences) Act 2018 or the Registration of Lobbying Act 2015, as may be amended from time to time; or
- (c) approaches any employee, servant or agent of DCC or its professional advisors (except as authorised in these instructions), including for the purposes of soliciting the employment of any such persons or soliciting information about the competition or a call-off;

that Applicant may be eliminated from the competition, without prejudice to any other civil remedies available to DCC and without prejudice to any criminal liability which such conduct may attract.

Applicants' attention is drawn to the Competition Acts 2002 to 2022, which makes it a criminal offence for Applicants to collude on prices or terms in a public procurement competition.

3.8 Confidentiality

All documents issued and information given to the Applicants shall be treated by the Applicants as confidential.

Applicants shall not release details of the documents other than on a confidential basis to those who have a legitimate need to know or whom they need to consult, for the purpose of preparing their submissions.

Applicants shall not at any time release information concerning this competition for publication in the press or on radio, television, screen or any other medium.

The Contracting Authority shall have the right to publicise, or otherwise disclose, to any third party, information regarding this competition, the Framework and/or any Call-off Contract, the identity of Applicants (including details of their respective members, representatives, advisors, consultants, contractors, servants and/or agents), shortlisted or preferred Applicants, the procurement process or appointment to the Framework or the award of any Call-off Contract (including, without limitation, details of the contract price) at any time.

3.9 Withdrawal

Applicants are requested to inform DCC by notice in writing via eTenders if at any stage they decide to

withdraw from the competition.

3.10 Data Protection

For the purposes of this Section 3.10, “**Data Protection Legislation**” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 known as the General Data Protection Regulation, and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

Should any Personal Data (as defined in the Data Protection Legislation) be made available as part of this competition, the Applicant will ensure it complies with the provisions of the Data Protection Legislation including, without limitation:

- (a) ensuring that it has in place an appropriate notification on the register maintained by the Information Commissioner (as defined in the Data Protection Legislation);
- (b) only processing such personal data in accordance with the instructions of the Contracting Authority;
- (c) ensuring it destroys all such personal data when it is no longer required for the purposes for which it was made available to the Applicant; and
- (d) taking all necessary organisational and technical measures to protect the personal data from unauthorised disclosure.

Applicants undertake to:

- (a) observe the policies of the Contracting Authority with respect to the security of any personal data used in connection with the competition, should these be made known to them by the Contracting Authority; and
- (b) notify the Contracting Authority of any unauthorised use or disclosure of personal data made by the Applicant, its employees, servants or agents.

The Applicant will be a Data Controller (where Data Controller has the meaning given under the Data Protection Legislation) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Legislation) required to be provided by the Applicant in response to any stage of this procurement process.

The Applicant, as Data Controller in respect of any Personal Data provided by it, shall ensure that all Data Subjects (where Data Subject has the meaning given under the Data Protection Legislation) whose Personal Data is provided by the Applicant have consented to the processing of such Personal Data by the Applicant, the Contracting Authority and the supplier of the etenders.gov.ie website, for the purposes of participation of the Applicant in this competition or that the Applicant otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this competition.

The Applicant shall indemnify the Contracting Authority its directors, officers, agents, employees against any losses, expenses (including reasonable legal fees), damages, costs, penalties and losses incurred by the Contracting Authority or any of its directors, officers, agents and employees, arising from or in connection with the Applicant acting outside or contrary to the lawful instructions of the Contracting Authority and/or any other breach by the Applicant of its obligations under this Section 3.9 or Data Protection Legislation.

**DCC Home Building Programme
Contractor Multi Party Framework Agreement in 2 Lots A & B**

Appendix A
Contracting Authority's Appointed Technical Advisory Team Details for
Lot A Framework & Lot B Framework, Call-Offs A1 & B1

Service	Current Status
Architect	Coady Architects
Civil & Structural Engineer	Malone O'Regan
Mechanical & Electrical Engineer	Semple McKillop
Quantity Surveyor	Currie & Brown
PSDP	Turner & Townsend

**Appendix B
Suitability Assessment Questionnaire Document Schedule**

The following is a list of SAQ documentation issued with this PIM. The list of documents below should not be relied upon by an Applicant when putting together its submission. Each Applicant must satisfy itself, based on the documentation published in respect of this competition, that it has included all necessary documentation in its submission by the closing date.

Submission Form – Applicant

Document Title	File Name
Submission Form	1. Submission Form

SAQ Documents – For Contractor(s)

Document ID	Document Title	File Name
QW1 Part 1	Suitability Assessment Questionnaire	2. QW1 (SAQ for Contractors)
QW1 Part 2	Applicant Details and Declaration	3. QW1 (Applicant Details and Declaration)

QW1 Appendices – For Contractor(s)

Appendix	Document Title	SAQ Question Reference	File Name
A	Applicants Self-Declaration (Regulation 57)	Part 2 / Declaration	4. Applicant`s Self Declaration re Regulation 57
B1	List of Previous Works Projects with CEE	3.4c	5. QW1 App B1 - List of Previous Works Projects with CEE
B2	Certificate of Satisfactory Project Execution	3.4c	6. QW1 App B2 – Satisfactory Project Execution - Works
C	Bankers Letter	3.3c	7. QW1 App C - Bankers Letter
D1	Letter of Undertaking re. Bond	3.3h	8. QW1 App D1 - Letter of Undertaking re. Bond
L	Curriculum Vitae – Evidence of Professional Qualifications & Experience	3.4a 3.4b	9. QW1 App L - CV - Prof. Quals. & Exp

QW1 Supplements – For Contractor(s)

Supplement	Document Title	SAQ Question Reference	File Name
1	3.4.1 - HS Works Contractor	3.4	10. QW1 3.4.1 (H&S Competence of Contractor)
2	3.4.2 - HS PSCS	3.4	11. QW1 3.4.2 (H&S Competence of PSCS)

QW1 Annexes – For Contractor(s)

Annex	Document Title	SAQ Question Reference	File Name
1	IPI	2.2	12. QW1 IPI Annex

SAQ Documents – For Architect

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13a. QC1 (SAQ Designers incl. Architects)
QC1 Part 2	Applicant Details and Declaration	14a. QC1 (Applicant Details and Declaration)

SAQ Documents – For Mechanical and Electrical Engineers

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13b. QC1 (SAQ Mechanical & Electrical Engineers)
QC1 Part 2	Applicant Details and Declaration	14b. QC1 (Applicant Details and Declaration)

SAQ Documents – For Civil & Structural Engineers

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13c. QC1 (SAQ Civil & Structural Engineers)
QC1 Part 2	Applicant Details and Declaration	14c. QC1 (Applicant Details and Declaration)

SAQ Documents – For Landscape Architects

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13d. QC1 (SAQ Landscape Architects)
QC1 Part 2	Applicant Details and Declaration	14d. QC1 (Applicant Details and Declaration)

SAQ Documents – For Fire Safety Consultants

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13e. QC1 (SAQ Fire Safety Consultants)
QC1 Part 2	Applicant Details and Declaration	14e. QC1 (Applicant Details and Declaration)

SAQ Documents – For PSDP/HSC

Document ID	Document Title	File Name
QC1 Part 1	Suitability Assessment Questionnaire	13f. QC1 (SAQ Design Process Health & Safety Coordinator)
QC1 Part 2	Applicant Details and Declaration	14f. QC1 (Applicant Details and Declaration)

QC1 Appendices – For Designers

Appendix	Document Title	SAQ Question Reference	File Name
A	Applicants Self-Declaration (Regulation 57)	Part 2 / Declaration	15.Applicant`s Self Declaration re Regulation 57
B1	List of Previous Projects/Certificate of Satisfactory Execution	3.4c	16. QC1 App B1 - List of Previous Projects
B3	Certificate of Satisfactory Delivery of Services	3.4c	17. QC1 App B3 – Satisfactory Del. of Services
D	Curriculum Vitae – Evidence of Professional Qualifications & Experience	3.4a 3.4b	18. QC1 App D - CV - Prof. Quals. & Exp

**DCC Home Building Programme
Contractor Multi Party Framework Agreement in 2 Lots A & B**

Annexes – For Applicants

Document Title	File Name
FSR Annex	19. FSR_Annex_v1.0_04-11-2024

For Information Only – For Applicants

Document Title	File Name
Draft Framework Agreement	20. Draft PW-CF9 (Framework Agreement)
Market Engagement Presentation	21. Market Engagement Presentation

Appendix C
Overview of Stage 2 Invitation to Tender Award Criteria

Note: This **Appendix C** contains a high-level overview of the indicative award criteria which the DCC shall apply in the evaluation of tenders at Stage 2 of this competition for each Framework. The sub-criteria of the following award criteria, together with details of the tender evaluation process, shall be contained in the Invitation to Tender for each Framework which will be issued to those tenderers shortlisted following the SAQ stage of the process (i.e. Stage 2 of this process).

Please note that these criteria are indicative only and may be subject to change.

Indicative Award Criteria – Stage 2	Weighting
Quality / Technical	50-60%
1. Technical: Proposed Detailed Methodology and Construction Programme	
2. Technical: Proposed Management Structure and Approach including key personnel	
3. Technical: Proposed Design Quality	
4. Technical: Proposed Construction Quality, Health and Safety	
5. Technical: Proposed Green Public Procurement and Social Considerations	
Financial	40-50%