



**OPEN PROCEDURE
REQUEST FOR TENDER
MULTI-OPERATOR FRAMEWORK AGREEMENT
TENDER RESPONSE DOCUMENT**

Subject Matter of Request for Tender

Provision of Services for the appointment of a Co-Ordinator for the Women in Business Programme for the Local Enterprise Office (LEO) Dublin City

Closing Date and Time for Receipt of Tenders

Tuesday 4th August, 2026 at 17.00 (Irish Time)

Organisation Name

Contact Name*

Contact Email

*** Please note that all communication regarding this Tender will be through the eTenders messaging system. Please ensure that the Contact Name is registered as an eTenders user.**

Contents

Instructions for Completion.....	3
RESPONSE TO SELECTION CRITERIA.....	4
General Contact Information	5
Financial Information – Pass/Fail Criteria	6
Declaration Re Personal Circumstances – Pass/Fail Criteria	8
Article 5k Declaration – Pass/Fail Criteria	10
Manpower Levels – Pass/Fail Criteria	11
Previous Contracts / Experience – Pass/Fail Criteria	12
Health & Safety – Pass/Fail Criteria	14
RESPONSE TO THE AWARD CRITERIA	15
Response to Qualitative Award Criteria.....	16
Form of Tender – Services – Cost Criterion C.....	19

Instructions for Completion

Tenderers should ensure they have read the Request for Tender (RFT) before they attempt to complete this Tender Response Document (TRD).

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Where there is a discrepancy between the word and pdf documents uploaded to etenders, the pdf document will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.
Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)

Financial Information – Pass/Fail Criteria

Tax Clearance			Please confirm YES/NO	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:			Yes	
			No	
Tenderer Name:				
Tenderer PPSN/ Tax Reference Number				
Access Number				
OR, I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)				
Registration Number		Certificate Number		
OR, I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request			Yes	
			No	
Turnover				
I confirm that we have the requisite turnover to be considered for the contract/framework.				
Year	2024	2023	2022	
Month End				
Turnover €				
I confirm that I will provide evidence of turnover promptly on request. NOTE #1: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.			Yes	
			No	

Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability (where appropriate)	€13,000,000	€		
Public Liability	€6,500,000	€		
Professional Indemnity	€1,000,000	€		
OR				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, or where we do not currently have the required forms of insurances, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: <ul style="list-style-type: none"> • evidence of insurances in place or • letter from Insurance Broker confirming that the required levels can be put in place if successful 				
Note: Insurances provided by vendors must be authorised for this jurisdiction.				
*If the successful tenderer does not have employees or assistants, then that would negate the requirement for Employers Liability insurance				

Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations 1.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	<ul style="list-style-type: none"> • is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or 		
	<ul style="list-style-type: none"> • has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or 		
2.1.i	<p>has undertaken to:</p> <ul style="list-style-type: none"> • unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. 		

Article 5k Declaration – Pass/Fail Criteria

REGULATION 2022/576 ON RESTRICTIVE MEASURES IN THE CONTEXT OF RUSSIAN ACTIONS IN THE UKRAINE

A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – <u>EU Regulation 2022/576</u> , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5k of the Regulation prohibits the aware or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings relating to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that [enter name of Tender] none of the exclusions specified in EU Regulation 2022/576 relate to any party associated with this tender.	Yes	No

This Declaration is made for the benefit of the Contracting Authority.
I/We certify that if a Trade Union refers a case concerning such employees of this company, whom they represent, to the Workplace Relations Commission conciliation service or to the Labour Court for investigation, that the company will accept the invitation and participate in such conciliation conferences or hearings, as appropriate.

I certify that the information provided in the **Declaration re Personal Circumstances** and the **Declaration re Statutory Obligations** and the **Article 5k Declaration** is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Tenderer	
Name of Authorised Signatory	
Position	
Signature	

Manpower Levels – Pass/Fail Criteria

Skillset Required	Full Time Equivalent (FTE) Numbers in Tendering Entity	FTEs provided via 3 rd Parties	Minimum Number Required
[Details of organisational structure, current manpower levels, staff turnover level. Tenders must demonstrate adequate organisational resources to fulfill contract requirements]			1
Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3 rd parties, if applicable.			
Organisation Chart Attached	Yes		No

Previous Contracts / Experience – Pass/Fail Criteria

Reference Contract #1			
Customer Name			
Contact Name			
Contact Number			
Delivery Date(s)	From		To
Contract Value		Period value refers to	
Detailed description			

Tenderers must provide information clearly demonstrating successful delivery of Co-ordinating a network of a similar size and scale to that set out in this RFT.

Tenderers must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply the Services if their Tender is successful. In order to demonstrate that the Tenderer meets this criterion, each Tenderer must submit information on a previous contract, by completing the TRD, with its Tender:

Details of **one (1) reference contract** which demonstrate, to the satisfaction of the Contracting Authority, the Tenderer’s experience in successfully delivering network co-ordination services demonstrating the specific requirements set out below. The reference contract must relate to services delivered **within the 48 months prior to the deadline for submission of Tenders**. Reference contracts outside this timeframe will not be considered.

The reference contract must demonstrate evidence of co-ordinating a network of a similar size and scale to that set out in this RFT.

Tenderers must use the table format below for their answers and must respond to each element of the table.

In completing the table for the reference project, Tenderers must provide sufficient information to allow the Contracting Authority to evaluate whether all of the requirements at above have been met and whether the services have been successfully delivered.

Tenderers will note that they are to provide contact details for a referee for the reference project. The Contracting Authority has the right to contact the referee to verify the information being provided, without further reference to the Tenderer. It is the responsibility of Tenderers to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by the Contracting Authority. Tenderers should note that the Contracting Authority may at its discretion contact all referees or the referee for the successful Tenderer only.

Reference projects internal to the Tenderer/the Tenderer's corporate group (for example, service delivery to another group company) are not permitted.

The Contracting Authority may require supporting documentation to verify the details provided by the Tenderer and Tenderers must provide such supporting information without delay when requested by the Contracting Authority. However, where the Tenderer is unable, for a valid reason, to provide the requested documentation, the Tenderer must inform the Contracting Authority of the reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, that they have the required capacity.

Tenderer's response

Health & Safety – Pass/Fail Criteria

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it 3 rd party certified or managed in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
No				

RESPONSE TO THE AWARD CRITERIA

Response to Qualitative Award Criteria

Criterion A	Weighting	Maximum Marks	Minimum Marks Required 60%
Methodology for delivery of the Network Co-ordinator service			
	40%	4,000	2,400
<p>Instructions</p>	<p>Tenderers must provide a detailed methodology outlining how they will deliver the network co-ordinator service in line with the requirements set out in the scope of requirements. Sufficient information should be provide to enable Dublin City Council to assess their offer under this criterion including how they intend to roll out the network programme using the latest thinking which will be of benefit to our clients, how they intend to promote the supporting organization (i.e., LEO Dublin City) as well as upcoming events including network meetings, awards, etc. Tenders must address each of points in Section 2.3.7 (I-X) in the RFT.</p> <p>Tenderers must make suggestions about their proposed future approach based on market analysis, including knowledge, expertise and experience to date.</p> <p>For the purposes of assessing the tender, it will be based on the current format of the network.</p> <p>Tenderers must limit their response to this award criterion to six (6) x A4 Pages.</p>		
<p>Tenderers' Response</p>			

Please use this free text page(s) (i.e. don't type in the box) for your response.

Criterion B:	Weighting	Maximum Marks	Minimum Marks Required
Quality and expertise of the Proposed Co-ordinator			60%
	40%	4,000	2,400
Instructions	Tenderers must provide sufficient information to enable Dublin City Council to assess their expertise. Please include CV's for each staff member being proposed to work on the contract. Tenderers must demonstrate their expertise in this area. Tenderers must demonstrate the skills necessary to carry out the role of Co-ordinator to fulfil contract requirements. Please provide a maximum of three (3) A4 pages excluding CV. Please refer to Section 2.3 in the RFT for a Detailed Specification of Requirements.		
Tenderers' Response			

Please use this free text page(s) (i.e. don't type in the box) for your response.

Criterion C:	Weighting	Maximum Marks	Minimum Marks Required
Ultimate Cost			
	20%	2,000	N/A
Instructions	Tenderers must outline their cost proposal by completing and signing the Form of Tender in the Tender Response Document (TRD) and must also complete Appendix (i) - Cost Breakdown Schedule, showing how the form of Tender figure was reached. Failure to provide this breakdown will result in your submission being excluded from further consideration.		

Form of Tender – Services – Cost Criterion C

To:	
From:	
Re:	

Tenderers must quote their total cost over the lifetime (4 years) of the agreement. Cost should not exceed the estimated total value of framework agreement of €160,000 excl. VAT over the lifetime (4 years) of the agreement.

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document.

Description	Proposed Cost (excluding VAT)		
		€	
Co-Ordinator for the Women in Business Programme for the Local Enterprise Office (LEO) Dublin City	Per Annum:	€	
<u>TOTAL COSTS</u>	4 Years	€	
Detailed breakdown of costs is attached Appendix (i)	YES		NO

Note 1 – Relevant in Frameworks: The figures above are notional volumes and provide no guarantee of work to be awarded under this framework agreement. It is being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement,
- Have read and thoroughly examined the Tender Document,
- Have read the attached General Terms and Conditions for the Purchase of Services,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,

- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:			
Email:		Date:	