

TENDERER'S RESPONSE DOCUMENT

Please read the instructions carefully.

Tenderers should use this TRD and once completed submit it via eTenders.

Failure to complete or respond in an adequate manner to the information requested shall render the tender submission non-compliant.

NOTE: If relevant, a tenderer's sub-contractors must also complete the European Single Procurement Document.

Subject Matter of Request for Tender	
Provision of Services for the provision of Stock Condition Surveys using ADDJust software.	
e-Tenders/LA reference Number	WCCC 26/343
Closing Date and Time for Receipt of Tenders:	As per E-Tenders
Organisation Name:	Waterford City & County Council
Contact Name:	Emma Power / Gavin Breen
Contact Email:	Epower@waterfordcouncil.ie / gbreen@waterfordcouncil.ie

Instructions for completion

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

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 (prior to the closing date for queries).

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

STEP 1

COMPLETE THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The ESPD, in effect a prequalification questionnaire, can be accessed on eTenders in the notice that advertised this tender opportunity. Once logged in, open the document on eTenders. You will be prompted to respond to several questions dealing with exclusion and selection criteria. Once reviewed and completed, press the 'Submission' button. This will automatically upload the ESPD as part of your tender response. If sub-contractors are used, they too must also complete the ESPD.

STEP 2

COMPLETE COMPANY DETAILS AS SET OUT IN TABLE HEREUNDER

Company Name	
Company Legal Form	
Registered Address	
Business Address (if different)	
Company Registration Number	
VAT Registration Number	
Tax Clearance Certificate Access Number	
Contact Person	
URL	
Authorised Representative (if different)	
Date business commenced trading	
Email	
Phone/Mobile	
URL	

If sub-contractors are being used, provide a brief explanation about their involvement in contract delivery

Address for correspondence	
Company registration address (if different)	
Company Registration Number	
VAT Registration Number	
Tax Clearance Certificate Access Number	
Contact Person	
Legal status	
URL	
Email	
Phone/Mobile	

STEP 3

PROVIDE THREE REFERENCES FROM PROJECTS OF A SIMILAR NATURE USING THE TEMPLATE HEREUNDER

RULE: Tenderers must demonstrate track record in the provision of condition surveys of housing which should include Stock Condition Surveys carried out on behalf of Local Authorities / AHB's, general housing condition surveys, Minimum Standards for Rented Dwelling surveys and BCAR surveys, by way of three verifiable reference contracts in progress or completed in the past five years – **at least one of these references must be the carrying out of Stock Condition Surveys for an LA / AHB using +ADDJust in the last 3 years.**

This is a **Pass/Fail** requirement: if the references are not adequate then the tender submission shall be considered as non-compliant and excluded from the competition.

REFERENCE 1

PREVIOUS PROJECT/CONTRACT #1	
Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Was +ADDJust software used?	Click here and insert either Yes or No
Contract Description	Click here and insert a full description of goods provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance	Provide evidence of meeting contract performance management requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

REFERENCE 2

PREVIOUS PROJECT/CONTRACT #1	
Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Was +ADDJust software used?	Click here and insert either Yes or No
Contract Description	Click here and insert a full description of goods provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance	Provide evidence of meeting contract performance management requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

REFERENCE 3

PREVIOUS PROJECT/CONTRACT #1	
Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Was +ADDJust software used?	Click here and insert either Yes or No
Contract Description	Click here and insert a full description of goods provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance	Provide evidence of meeting contract performance management requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

STEP 4

VERIFY THAT YOU SATISFY THE OTHER SELECTION CRITERIA AND WILL SUPPLY SUPPORTING EVIDENCE WITHIN SEVEN WORKING DAYS IF SO REQUESTED (tick box as appropriate)

RULE: This is a **Pass/Fail** requirement: if the tenderer does not self-declare it meets all the selection criteria listed hereunder, the tender submission shall be considered as non-compliant and excluded from the competition. Evidence supporting these declarations will be sought from the preferred tenderer only.

Selection Criteria	Yes	No
Comply in full with the economic and financial selection criteria set out in section 3.2A of the RFT and have turnover in excess of €500,000 excluding VAT in any one of the last three years.		
Have insurances listed in section 2.21.1 of the RFT.		
Comply in full with the health and safety requirements set out in section 3.2B of the RFT, including OHSAS 18001 or equivalent.		
The key members of the proposed delivery team meet the educational and professional qualifications set out in section 3.2B of the RFT. <u>Qualification Requirement</u> (a) Senior Building Surveyor/Inspector - Educational Qualification: Building Surveyor, Structural/Civil Engineer, or Architect/Architectural Technologist with recognised University degree to NFQ Level 8/EQF Level 6 or equivalent Professional Qualification <u>OR</u> Building Surveyor: person named on a register maintained pursuant of Part 5 (Registration of Building Surveyors) of the Building Control Act 2007 or equivalent <u>OR</u> Chartered Engineer as defined by the Institute of Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent <u>OR</u> (b) in the case of an office involving building construction work as an alternative to the above qualifications listed in (a) above – be a Member of the Institute of the Clerk of Works or equivalent in Ireland or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education. <u>Experience Required</u> At least one member of the proposed team to act as Senior Inspector/Surveyor with at least 5 years post graduate experience. Remaining members of team to have at least 3 years' post graduate experience in building surveying / inspection services for those with qualifications in section (a) above		

<u>OR</u> At least one member of the proposed team to be a Senior Clerk of Works with a minimum of 5 years' experience and remaining members of team to have at least 3 years' experience as a Clerk of Works or equivalent. <u>AND</u> At least 1 member of the team who will be carrying out the surveys <u>must</u> have previous experience in the use of ADDJust software for carrying out stock condition surveys on behalf of a LA / AHB in the last 3 years. All of the team proposed to carry out surveys must be trained / instructed by the designated person on the use of the software before commencing surveys. Supporting documentation to include; - Confirmation of up-to-date membership of a recognised Professional Body. CV outlining qualifications as set out above and level of expertise and experience in conducting building surveys. Minimum of 1 Qualified Senior Inspector/Surveyor/Chartered Engineer Minimum of 3 Qualified Inspectors (Minimum 1 with ADDJust expertise) Minimum of 1 Administrative Staff Member *There must be sufficient staffing provided to meet projected targets for surveys		
Have the plant, equipment and resources (including but not limited to the number of insulated hoists, trucks, specialised fault locator, testing equipment etc.) required to deliver the maintenance listed set out in the technical specification (Appendix 1 of the RFT).		

STEP 5

RESPOND TO THE AWARD CRITERIA (refer to section 3.3 of the RFT)

Only tenders that meet all the selection criteria will be evaluated.

Tenderers should review carefully the Services requirements and all relevant technical specifications before responding to the award criteria hereunder.

Please note there are some **page limits**. Material submitted in excess of these page limits will not be evaluated. Graphics, diagrams and visual material may be used and will be considered as part of the page count limits.

The minimum quality mark required is 60% in relation to each Sub Criterion B & C only. If a tenderer fails to achieve this minimum mark the tender submission shall be deemed non-compliant.

Each criterion will be reviewed on its own merits independently of other criterion – cross referencing material with other criterion will not be reviewed by the evaluators.

A. Cost (3000 marks)

Tenderers should complete the table hereunder in accordance with the guidance provided in Appendix 2 (Pricing Schedule).

In addition, and as an appendix, tenderers should complete the Form of Tender. Costs for each element should be **fully inclusive**.

These are the maximum fixed rates for the duration of the term of the contract and under no circumstances shall they be increased. Failure to provide costs in the required format shall render the tender submission non-compliant.

	<u>Services</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
A	Stock Condition Survey – Occupied properties (House)	4500	€	€
B	Stock condition Surveys – Occupied properties (Apartment)	1000	€	€
C	Stock condition Surveys – Vacant Property (House)	750	€	€
D	Stock condition Surveys – Vacant Property (Apartment)	250	€	€
Sub Total				€
VAT				€
Total				€

Note 1:

Tenderers must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected

Note 2: The above table represents a notional number of surveys required broken down by suggested dwelling type (occupied / unoccupied, apt / house) to be carried out over the full five year period.

Note 3: The Sub Total value will be used to evaluate Criterion A - Cost.

Marks for cost criteria (total of 3000 elements) will be allocated using the following formula:

Cost Score	=	$\frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}} \times$	Maximum Number of Marks Available
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The VAT element will not be taken into account in the evaluation of the costs.

Note 4: The rates supplied will be the maximum rates that will be applied with no uplift permitted.

Criterion B: METHODOLOGY/Project Plan		Weighting	Maximum Marks	Minimum Marks Required
Title	Methodology	45%	4500	2700
Instructions	Tenderer should outline their proposed approach to the delivery of this contract, how they propose to liaise with tenants for scheduling surveys, conducting effective surveys, recording, evaluation and reporting including an outline of the methodology to be applied for managing sensitive data, data loss prevention, access control etc. Tenderers must demonstrate their approach to health & safety requirements of rolling out the contract. Tenderes must demonstrate in detail how they propose to use the +ADDJust software to deliver the contract. <i>Note: Please limit your response to a maximum of 4 no. single sided A4 pages with minimum font size 11.</i> <i>Each criterion will be reviewed on its own merits independently of other criterion – cross referencing material with other criterion will not be reviewed by the evaluators.</i>			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion C: Technical and Professional Ability		Weighting	Maximum Marks	Minimum Marks Required
Title	Technical and Professional Ability / Personal	20%	2000	1200
Instructions	Tenderers need to clearly demonstrate how they propose to deliver the works for Waterford City Council by providing details of the proposed project team (including any proposed sub contractors) who will be available to carry out the works in the stipulated timeframe. Waterford City and County Council need to be fully satisfied that the tenderer has the capacity to meet the target inspection numbers if and when required with existing work commitments.			

	• Provide details of Resources & Project Team to be made available for the project including for Administration and record keeping. Tenderer should submit CV / CV's of the proposed surveyor(s) using the templates provided below outlining relevant qualifications and previous experience. Please ensure that the correct qualification is named to eliminate any doubt when comparing to the selection criteria requirements. • Please identify the proposed ADDJust user/s with relevant expertise in the use of the software along with confirmation of specific contract completed <i>Note: Please limit your response to the relevant personal who are proposed in compliance with Selection Criteria 3.2B – Technical and Professional Ability with the required skillset and minimum number required taken into account.</i> <i>Each criterion will be reviewed on its own merits independently of other criterion – cross referencing material with other criterion will not be reviewed by the evaluators.</i>
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Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Use the template as frequently as is needed.

Name	
Position/Grade	
Highest Professional Qualification	
Number of years' experience	
Assignments completed during career	
Summary of key skills and expertise	
Summary of key experiences and relevance of these experiences to this tender	
Proposed role	
Proposed responsibilities	
Availability/Capacity (in % terms) over coming year	
Part-time resource	Yes / No (delete as appropriate)
Sub-contractor status	Yes / No (delete as appropriate)
Number of SafePass Card	
Proposed roles and responsibilities	

Tenderers should nominate an experience Contract Director / Account Manager who will be the main point of contact with WCCC and be responsible for the delivery of the project, risk management and quality assurance and control. This person must have at least nine years' experience in implementing similar projects. Tenderers must confirm that the Contract Director is available **full-time** for the duration of the project. The CV of the proposed Contract Director must use the format set out hereunder.

Name	
Position in the tenderer's company	
Highest professional qualification	
Number of years' experience as a Contract Director	
Details of comparable assignments managed during career	
Summary of key skills and expertise	
Summary of key experiences	
Confirm availability for duration of the contract term	
Justification for the appointment	

In addition, tenderers should include the CVs for the senior members of the support team (technical, administrative and others), including where relevant sub-contractor personnel. Please use the following table multiple times.

Name	
Role	
Responsibilities	
Position in the tenderer's company	
Highest professional qualification	
Number of years' experience	
Details of comparable assignments managed during career	
Summary of key skills and expertise	
Summary of key experiences	
Confirm availability (%) for duration of the contract term	
Justification for the appointment	

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

B. Green Public Procurement (50 marks)

Criterion D:		Weighting	Maximum Marks	Minimum Marks Required
Title	Green Procurement	5%	500	N/A
Instructions	Demonstrate what measures you intend to adopt in order to address key environmental Impacts which will reduce the Carbon Footprint of carrying out stock condition surveys in Waterford County. <i>Note: Please limit your response to a maximum of <u>2</u> no. single sided A4 pages with minimum font size 11.</i> <i>Each criterion will be reviewed on its own merits independently of other criterion – cross referencing material with other criterion will not be reviewed by the evaluators.</i>			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

STEP 7

COMPLETE AND SIGN THE 'CANDIDATE'S STATEMENT' HEREUNDER

TO: Waterford City and County Council

RE: RFT for the provision of Stock Condition Surveys

Having examined this RFT, the selection criteria, and the requirements and specifications (Appendix 1), we hereby agree and declare the following:

1. We understand the nature and extent of the services required to be delivered as described in the requirements and specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT and the Confidentiality Agreement at Appendix 7 of the RFT.
3. We confirm that we have complied with all requirements as set out at Part 2 of this RFT.
4. We accept all the selection criteria as set out in Part 3 of the RFT
5. We agree to provide the services in accordance with the RFT and our tender submission.
7. We agree that, if admitted to the framework, we will be bound by the Framework Agreement at Appendix 5 and that, if awarded any contract pursuant to a mini-competition or direct award, we shall comply with the terms and conditions of the Services Contract at Appendix 6.
8. We shall, if awarded any Contract pursuant to this framework, have in place on the effective date of the Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT or as required by the RFT issued at mini-competition stage.
9. We agree that, if awarded any Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
10. We confirm that all Data Subjects whose Personal Data is provided in our application have consented to the processing of such Personal Data by us, the Contracting Authority, the evaluation team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	Click here and insert name
Position:	Click here and insert details
Company:	Click here and insert details
Registered Office Address:	Click here and insert address
	Click here and insert address
Date:	Click here and insert date

STEP 8

COMPLETE AND SIGN THE FORM OF TENDER HEREUNDER

Form of Tender – GOODS/SERVICES – Cost Criterion A

To:	Waterford City & County Council
From:	
Re:	WCCC 26 343 Stock Condition Surveys

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.

	<u>Services</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
A	Stock Condition Survey – Occupied properties (House)	4500	€	€
B	Stock condition Surveys – Occupied properties (Apartment)	1000	€	€
C	Stock condition Surveys – Vacant Property (House)	750	€	€
D	Stock condition Surveys – Vacant Property (Apartment)	250	€	€
Sub Total				€
VAT				€
Total				€

Note 1:

Tenderers must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected

Note 2: The above table represents a notional number of surveys required broken down by suggested dwelling type (occupied / unoccupied, apt / house) to be carried out over the full five year period.

Note 3: The Sub Total value will be used to evaluate Criterion A - Cost.

Note 4: The rates supplied will be the maximum rates that will be applied with no uplift permitted.

I/We confirm that I/we:

- In relation to 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 6 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 Contract agreement,**
- Have read and thoroughly examined the Tender Document,
- 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.

Any other fees not outlined above must have prior agreement with the contracting authority

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

STEP 8

SAVE AND UPLOAD THIS TRD (and enclosures) VIA ETENDERS