



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Tender Response Document (TRD)

**Request for Tenders to establish a Multi-Supplier
Framework Agreement for the appointment of
Consultants with Evaluation Experience (in three lots)**

Tender Procedure: Open

Publication Date: 16th June 2026

Tender Submission Date: 18:00hrs on 16th July 2026

LOT X

(Insert number of lot being tendered)

- **A separate TRD is required for each lot tendered -**

GENERAL INFORMATION

- In response to the Request for Tender, tenderers are required to complete this Tender Response Document (TRD) and to submit it via eTenders before 18:00hrs on 16th July 2026, the Tender Submission Deadline.
- The purpose of this TRD is to streamline the tender submission process for all tenderers and to facilitate the assessment of selection and award criteria by the Contracting Authority.
- The information provided in this TRD will be used in the assessment and evaluation of tender submissions.
- All parts must be completed in full, where applicable.
- Where tenderers regard information as not being applicable to them, tenderers must enter N/A (not applicable) in the relevant response area.
- Instructions are included prior to each response area, and these must be strictly adhered to.
- Tenderers may not amend this TRD other than to provide the required information in the allocated response areas.
- In addition to submitting their TRD before the tender submission deadline, all tenderers must also submit via eTenders the European Single Procurement Document published with the Contract Notice.

1. TENDERER'S PROFILE

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

2. EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

All tenderers **must return**, with their tender submission, the electronic version of the European Single Procurement Document (ESPD), which was published with the Contract Notice.

Tenderers may submit an ESPD which has already been used in a previous procurement procedure if they confirm: (i) the information contained in it continues to be correct, and (ii) that they satisfy the Selection Criteria for this tender competition as set out at part 3.2 of the RFT.

Where a tenderer (Prime Contractor) is relying on the capacity of other entities (subcontractors) for the purposes of fulfilling any of the Selection Criteria in part 3.2 of the RFT document it must: (i) complete and submit a separate ESPD in respect of each such subcontractor and (ii) when requested by the Contracting Authority, submit proof, to the satisfaction of the Contracting Authority, that each such subcontractor will place the necessary resources at the disposal of the Prime Contractor.

This is a Pass/Fail requirement.

Please submit the ESPD as a separate attachment.

Yes/No

3. TENDERER'S STATEMENT

All tenderers **must return**, with their submission, a scanned, signed copy of the Tenderer's Statement below as set out in Appendix 3 of the RFT. The Tenderer's Statement is a declaration that the tenderer accepts the provisions of this RFT. The statement must be printed on the tenderer's own letterhead. The statement must be completed and signed by an authorised signatory.

This is a Pass/Fail requirement.

TO: The Department of Foreign Affairs and Trade (the "Contracting Authority")

Having examined your Request for Tenders (the "RFT") including the Instructions to Tenderers, the Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Services Contract, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Appendix 1 of the RFT.
2. We accept all of the Terms and Conditions of:
 - a) the RFT;
 - b) the Framework Agreement; and
 - b) the Services Contract and agree that if awarded any contract pursuant to the Framework Agreement to execute the Services Contract at Appendix 6 to the RFT.
3. We accept all the Award Criteria as set out in the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender.
5. We agree that, if awarded any contract pursuant to the Framework Agreement that we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out in the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of six months commencing from the tender submission deadline.
8. We shall, if awarded any Services Contract have in place on the Effective Date of the Services Contract all insurances (if any) as required and set out in the RFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender 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)	Company:
Print name:	Address:
Date:	

4. FINANCIAL AND ECONOMIC STANDING

Tenderers must declare that their average annual turnover in each of the last three financial reporting years is equal to or exceeds the threshold for the Lot tendered for.

[Delete as appropriate]

Lot 1: €75,000 per annum for the past three years.

Lot 2: €100,000 per annum for the past three years.

Lot 3: €100,000 per annum for the past three years.

In the case of the tenderer being a consortium, this financial criterion may be fulfilled by the consortium members.

Prior to and as a condition of the award of any contract the tenderer will upon request provide the Contracting Authority with documentary evidence demonstrating that they fulfil this criterion. Documentary evidence may include financial accounts (or audited financial accounts where the tenderer's accounts are audited) or an accountant's letter/certificate confirming that the applicant fulfils this criterion.

This is a Pass/Fail requirement.

Please complete the declaration below.

TO: The Department of Foreign Affairs and Trade (the "Contracting Authority")

RE: RFT to establish a Multi-Party Supplier Framework for the appointment of consultants with evaluation experience (in three lots)

I confirm compliance with the above requirements.

Signed: (Authorised Signatory)	
Block Capitals:	Click here and insert name
Position:	Click here and insert details
Company:	Click here and insert details
Date:	Click here and insert date

5. TECHNICAL AND PROFESSIONAL ABILITY AND CAPACITY (PASS/FAIL)

Comparable Experience

Tenderers must provide details of two comparable reference contracts relevant to lot being tendered that were successfully completed in the past five years.

Applicants should complete the tables below having regard to the guidance provided.

A two-page count limit applies per reference.

REFERENCE 1

Name of Project/Contract	
Client/Contracting Authority	
Public or Private Sector?	
Form of Contract	
Contract Description	
Contract Management	
Contract Performance	
Contract Value excluding Vat	
Contract Duration (Start/Finish)	
Comparability Narrative	
Contract Performance Measurement	
Name of Client Referee	
Address of Client Referee	
Telephone of Client Referee	
Email Address of Client Referee	

REFERENCE 2

Name of Project/Contract	
Client/Contracting Authority	
Public or Private Sector?	
Form of Contract	
Contract Description	
Contract Management	
Contract Performance	
Contract Value excluding Vat	
Contract Duration (Start/Finish)	
Comparability Narrative	
Contract Performance Measurement	
Name of Client Referee	
Address of Client Referee	
Telephone of Client Referee	
Email Address of Client Referee	

6. AWARD CRITERIA

Only tender submissions that meet all the selection criteria will be evaluated.

Tenderers should carefully review the requirements and all relevant technical specifications (RFT, Appendix 1) before responding to the award criteria hereunder.

Tenderers are encouraged to adhere to the recommended page count limits.

Graphics, diagrams, and visual material may be used.

Tender submissions will be scored based on the award criteria set out in Part 3.3 of the RFT.

Tenderers should consider carefully the general guidance below in making their proposals.

1. Demonstrated understanding of the terms of reference for the lot tendered as evidenced by the proposed approach and methodology to deliver the required services as outlined in the RFT (Appendix 1). (3,250 marks)

Tenderers should set out in detail their typical approach and methodology for the lot being tendered and should, for example, enclose a Project Implementation Plan for a completed project. In addition, tenderers should set out their approach to contract management and performance measurement. Tenderers should also enclose (as an appendix to the TRD) a sample evaluation report, or equivalent, prepared for one of the above-mentioned reference clients.

Insert Response Here

Four-page count limit – excluding sample report

2. Demonstrated evidence that the Tenderer has the necessary resources, knowledge and expertise to meet the Department's requirements as evidenced by tender documentation including supporting material (i.e. completed/published evaluations) and the CVs of the key personnel assigned to the contract. (3,250 marks)

Insert Response Here

Three-page count limit – excluding CVs

Tenderers should submit the CVs of all the personnel that will be involved in delivering the services under the lot being tendered.

The following format should be used multiple times, as appropriate.

Name	
Position in the tenderer's company	
Highest professional qualification	
Number of years' experience as an evaluator	
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	
Role and responsibilities in delivering the reference contracts	

3. Sustainable delivery of the service (500 marks)

Tenderers should set out how they will deliver the services for the lot being tendered in a sustainable manner with the least environmental impact.

Insert Response Here

Maximum one page

4. Cost (3,000 marks)

Quoted daily rates (7.5 hours/day) must be expressed in euros and exclude VAT.

Quoted rates should be inclusive of all costs, including travel and subsistence.

Tenderers should note that the required services will not be delivered in person.

Tenderers are requested to provide pricing in the table below.

The quoted rates are the maximum permissible for the term of the framework. Tenderers should note that these rates may be adjusted for inflation only.

Level	Daily rate
Senior Consultant (over five years' experience)	€
Junior Consultant (under five years' experience)	€
TOTAL (addition of both daily rates) (for evaluation purposes)	€