



TENDERER'S RESPONSE DOCUMENT (TRD)

TENDER FOR THE PROVISION OF Defence Forces Branded Merchandise

Please read the instructions carefully.

Tenderers should use this TRD and once completed and signed submit it to the Defence Forces via www.eTenders.ie by 1200hrs on 12 August 2026.

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

Instructions for Completion of the TRD

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

If you consider that the TRD is missing any sections which would prevent you from preparing a comprehensive response, please contact the Defence Forces as soon as possible via the messaging function on eTenders and prior to the closing date for queries.

Where there is a discrepancy between the contents and/or instructions in this TRD and the RFT, the RFT will take precedence.

Tenderers must follow the instructions contained in this document.

STEP 1

COMPLETE THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The ESPD can be created on your account on eTenders, this can be uploaded as part of your tender response. If sub-contractors are used, they too must also complete the ESPD. Alternatively, you can use the soft copy ESPD uploaded by the PDF

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	
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	

If sub-contractors are used their details should be provided using the table hereunder.

Use the table multiple times as appropriate.

Name of company (contractor)	
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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

DECLARE THAT YOU SATISFY THE SELECTION AND MANDATORY 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 and mandatory criteria listed hereunder, the tender submission shall be considered as non-compliant and excluded from the tender 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 €250,000.00 on average over the last three years.		
Have insurances listed in section 2.21.1 of the RFT and can provide evidence of cover prior to the award of contract.		
Comply in full with the technical specifications and functional requirements set out in the RFT (Appendix 1).		
Provide three comparable and relevant reference sites: see hereunder.		

STEP 4

PROVIDE THREE REFERENCES IN RELATION TO PROJECTS OF A SIMILAR NATURE USING THE TEMPLATE HEREUNDER AND DECLARE COMPLIANCE WITH STATUTORY REGULATIONS

RULE: Tenderers must demonstrate a proven track record in the provision of comparable and relevant creative and digital media services by way of three (3) verifiable reference contracts in progress or completed in the past three 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

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
Contract Description	Click here and insert a full description of the services 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 Measurement	Provide evidence of meeting contract performance measurement 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

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
Contract Description	Click here and insert a full description of the services 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 Measurement	Provide evidence of meeting contract performance measurement 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

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
Contract Description	Click here and insert a full description of the services 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
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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 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 carefully review the requirements and all relevant technical specifications (RFT, Appendix 1) before responding to the award criteria hereunder.

Criterion A: Compliance with requirement in Appendix 1 of the RfT

By Signing this Tender Response Document I confirm that:

I fully understand and will comply with the requirements as per Appendix 1 of the RfT

Criterion B: Invoice Management

By Signing this Tender Response Document I confirm that:

Criterion C: Green/Sustainability

Tenderers should identify how the service will be delivered in a sustainable manner with the least environmental impact. As examples the following may be identified:

Switch to energy-efficient lighting (such as LEDs), heating, and cooling systems.

- Install water-saving devices—low-flow faucets, toilets, and waterless vacuum systems.
- Adopt a paperless system by using digital records and communications to reduce paper waste.
- Procure eco-friendly dental materials and supplies such as biodegradable cups, bibs, and instrument packaging.
- Implement effective waste management by segregating and recycling paper, plastic, glass, and metal and reducing single-use plastics.
- Use non-toxic, biodegradable cleaning products and sterilization chemicals to minimize hazardous waste.

Insert Response Here

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4. **Cost**

As per the Pricing Schedule Excel document.

Signed _____
Print Name

Date _____

STEP 7

COMPLETE AND SIGN APPENDIX 3, included in the RfT
Upload Pricing Schedule

STEP 8

SAVE AND SUBMIT THIS TRD (and the ESPD) VIA ETENDERS