

**The provisions of Department of Finance Circular 10/10 clearly establish that it is policy not to oblige potential suppliers to submit certain documents at the initial stages of a competitive process. These sections therefore only need to be provided at this time if it is viewed as a convenient facility for suppliers. Please note that successful tenderers will be required to submit these documents at the time of tender award and before any formal contract of engagement is signed and issued.**

**Any information or documents provided here are confidential and will only be made accessible to a public sector buyer by you submitting a response to their specific tender.**

**Question 1**

A current tax clearance certificate for the company is required. A non-resident contractor or sub-contractor is required to produce a statement (in lieu of a Tax Clearance Certificate) from the Irish Revenue commissioners confirming suitability on tax ground to be awarded the contract.

Please provide a tax clearance certificate and/or statement from Irish Revenue in your tender submission.

**Question 2**

A V.A.T. number for the company is required.

Please provide this number in your tender submission.

**Question 3**

A completed Certificate of Compliance (CoC) is required. The CoC is provided in the attached documents.

Please include the signed CoC in your tender submission.

**Question 4**

As part of EU procurement reporting requirements, Parts II to VI of 'Appendix – ESPD' need to be completed by tenderers. This document is provided in the attached documents.

Please complete this document and return in your tender submission.

**Question 5**

As part of PSCS assessment, both of the following documents need to be completed by tenderers:

- HSA BPC 2 Competency Assessment for PSCS / Contractor
- PSCS Competency Assessment

Both are provided in the attached documents.

Please complete these documents and return in your tender submission. Note PSCS competency is a Pass/Fail requirement.