

Suitability Assessment Questionnaire

for

Engineering Design Consultancy Services
Celbridge Hazelhatch Mobility Corridor (Phases 5 - 7)

to be assessed under an

Open Procedure

PART 1

**Information for Tenderers, Project Particulars and
Suitability Assessment Questionnaire**

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Suitability Assessment for Service Provider
Open Procedure
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NOTES FOR CONTRACTING AUTHORITIES

Preparing this Document

The Suitability Assessment Questionnaire document comprises two separate parts.

Part 1, this document, which is completed by the Contracting Authority and uploaded to eTenders to provide the information for Applicants about the project, the submission requirements and the Qualification Criteria that will be applied to determine the suitability of Applicants to perform the services.

Part 2, which is completed by Applicants, having been prepared and uploaded to eTenders by the Contracting Authority along with Part 1. The Contracting Authority is required to complete the cover page and section 2.4 where Applicant details are required in addition to those specified.

Part 1 contains the three sections:

- Section 1 Information for Applicants, which requires no input from the Contracting Authority.
- Section 2 Project Particulars, which gives details of the project and the Contracting Authority's requirements for the submission of the response to the Questionnaire ("the SAQ Submission"), the rules of tender and particulars thereof are in the Instructions to Tenderers which accompany this Questionnaire.
- Section 3 Suitability Assessment Criteria, which sets out the Qualification Criteria that apply in the Competition which Applicants are required to meet in order to permit their Tender to be evaluated. This section must be prepared by the Contracting Authority by selecting appropriate suitability assessment criteria to apply as Qualification Criteria and setting minimum standards under each such criterion that are proportionate to the project in question and the type of response that the Applicant is required to provide. Where it is deemed appropriate, the Contracting Authority may specify those criteria for which Applicants may declare that they meet the standards required under such criteria. Where this is a permitted response, Applicants must be able to provide evidence in support of such declarations promptly should this be requested at any stage by the Contracting Authority.

Part 2, Applicant Details and Declaration also contains three sections:

- Section 1 General.
- Section 2 Applicant Details, which is used to collect basic information about the Applicant and any sub-contractor proposed to provide a specialist skill or other entities upon whom the Applicant relies in order to meet the requirements of any Qualification Criteria in Part 1 of the Questionnaire. If the Contracting Authority requires further details in addition to the standard details therein, the Contracting Authority must specify these requirements in section 2.4 prior to issuing Part 2. The Applicant must complete Section 2.
- Section 3 Applicant Declaration, the Applicant must complete and sign Section 3 and provide any evidence or information required by Part 1 of this Questionnaire.

The Questionnaire is issued as a protected MS Word form (text other than form fields is protected).

IMPORTANT NOTICE FOR APPLICANTS

Purpose

This Suitability Assessment Questionnaire (“this Questionnaire”) is issued in relation to a tender competition run under the open procedure. Its purpose is to obtain information to carry out a suitability assessment of Applicants responses so as to establish if they should go forward to tender evaluation that may lead to a contract award for those services stated in Section 2.4 of the Project Particulars.

In this Questionnaire, the term Applicant is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract. If the role of PSDP or PSCS is required, the entity providing that skill must be an individual (sole) trader or company (i.e. body corporate) that constitutes an acceptable entity for the purpose of this project.

This Questionnaire and any related documents must not be used for any other purpose.

This Questionnaire should be read in conjunction with the Instructions to Tenders (“the Instructions”) issued with this Questionnaire.

Applicants must also review the Instructions to Tenderers documentation and should note that the general competition rules and Contracting Authority reserved rights set out therein (e.g. with regard to query process) apply equally to this Questionnaire.

Multiple Participation

If any individual or group of individuals is included in more than one Applicant’s submission for the same contract, a statement should be provided to the effect that the Applicant is aware of this multiple participation and that it has been brought to the attention of all the consortia of which that individual or group is a member.

The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the Contracting Authority may take such steps as it deems appropriate which may include limiting the number of bidding teams with which an entity may participate, disqualifying relevant Applicants or such other steps as it deems appropriate subject to the principles of applicable law.

GLOSSARY

Acronyms or capitalised terms used throughout this Questionnaire are defined in this glossary.

Applicant	The term is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract.
Specialist Skill Provider	In this Questionnaire, refers to an entity proposed by the Applicant to provide specialist skills services described in Section 1.4 of the Particulars. Note that a Specialist Skill Provider may be: (a) the Applicant itself (or a member of an Applicant which is a Consortium, Joint Venture or Partnership); or (b) a subcontractor.
BC(A)R	Building Control Regulations 1997 – 2021 and any amendments thereto.
CA	Contracting Authority
Candidate/Qualified Candidate	A Candidate is an Applicant who has submitted a Tender. A Qualified Candidate is a Candidate who has passed the suitability assessment.
Competition	The tender competition to which this Questionnaire relates.
Consortium	An association or combination of businesses or individuals who combine with the purpose of delivering a single objective.
Construction Regulations	Safety, Health and Welfare at Work (Construction) Regulations 2013 and any amendments thereto.
Contract	The Conditions of Engagement that may be awarded by the Contracting Authority for the Services at the conclusion of this Competition.
CRO	Companies Registration Office.
CWMF	The Capital Works Management Framework is mandated by Circular for public sector construction procurement and consists of a suite of best practice guidance, standard contracts and generic template documents available for download at http://constructionprocurement.gov.ie/ .
Designer	Has the meaning given in the Construction Regulations.
ESPD	European Single Procurement Document, which, where required, the Applicant, any members of an Applicant and any entities relied upon by the Applicant or any members of an Applicant, must complete in order to provide a self-declaration in regards to the situations referred to in Regulation 57 of SI 284/2016, and to declare that the Applicant meets the Qualification Criteria in the Competition. An eESPD refers to the electronic ESPD.
European Procurement Regulations	SI 284 of 2016 (European Union (Award of Public Authority Contracts) Regulations 2016) or SI 286 of 2016 (European Union (Award of Contracts by Utility Undertakings) Regulations 2016), as may be applicable to the Competition.
Foreign Subsidies Regulation (FSR)	Regulation (EU) 2022/2560 of the European Parliament and of the Council of 14 December 2022 on foreign subsidies distorting the internal market.

GLOSSARY

FSR Annex	Annex to this Questionnaire, issued by the Contracting Authority when the Competition is subject to the application of the Foreign Subsidies Regulation.
Joint Venture	A joint venture is a contractual business undertaking involving two or more parties.
OJEU	Official Journal of the European Union.
Partnership	A business that has two or more owners who are individually liable for the entity's actions.
Principal Services	The services described in Section 2.4 of the Project Particulars. Where more than one Principal Service is required, a separate Questionnaire in respect of each Principal Service is issued by the CA.
PSCS	Project Supervisor Construction Stage appointed by the Employer in accordance with the Construction Regulations.
PSDP	Project Supervisor Design Process appointed by the Employer in accordance with the Construction Regulations.
Qualification Criteria	The suitability assessment criteria selected by the Contracting Authority in Section 3 of this Questionnaire to apply in this Competition and are those criteria where "Yes" is marked in the column "Applicable Criterion/Requirement".
Questionnaire	This Suitability Assessment Questionnaire, including annexes and related documents.
Specialist Skills	Those specialist service areas described in the Section 2.4 of the Particulars required as part of the principal services.
Tenderer	A person or entity (or group of persons) who submits a tender

SECTION 1: INFORMATION FOR APPLICANTS

1.1. INTRODUCTION

This Section 1 contains information in relation to the completing this Questionnaire.

Section 2, Project Particulars (“the Project Particulars”), set out the submission requirements and summarises the key features of the service provision such as the Principal Services required, Specialist Skills required, any known particular risks, etc. Applicants should read this information carefully before submitting their response to this Questionnaire (“the SAQ Submission”). The associated Tender documents will provide greater detail on the scope of the service provision. The Project Particulars also state whether the grounds for exclusion contained in Regulation 57 (Exclusion Grounds) of SI 248/2016 (and any additional grounds for exclusion) apply to this Competition.

Section 3, Suitability Assessment Criteria sets out the minimum standards under the Qualification Criteria that the Applicant must meet in order to pass the suitability assessment. In an open procedure the Qualification Criteria are assessed on a Pass/Fail basis. Where a response to the Questionnaire fails to meet the minimum standards set out in Section 3, then the relevant Applicant will be eliminated from further participation in the Competition. The Applicant must follow the instructions set out in the Questionnaire and submit the information required in the format described otherwise the submission may be declared invalid.

1.2. SUITABILITY ASSESSMENT SUBMISSION REQUIREMENTS

Applicants must complete and submit the following documents (“the SAQ Submission”):

- (i) Part 2 of this Questionnaire; and
- (ii) where the Project Particulars state that grounds for exclusion in Regulation 57 of SI 284/2016 apply to this Competition, a self-declaration regarding the Tenderer’s circumstances either in the form of an ESPD, or Appendix A, as stated in the Project Particulars; and
- (iii) any evidence or other supporting documentation required by this Questionnaire.

Completing Part 2 of the Questionnaire

The Tenderer must always complete and submit Part 2 of this Questionnaire (in addition to providing any evidence or supporting documentation required by this Questionnaire). In Part 2, Tenderers must provide information on the Tenderer’s organisation(s) and, where applicable, any entities upon whose capacity they rely for the purpose of meeting the requirements of any of the Qualification Criteria in Part 1.

The Tenderer must always complete and sign the Declaration in Part 2, otherwise the SAQ Response may be declared invalid. In addition, in competitions above the EU thresholds, the Applicant shall also complete an ESPD. The Declaration in Section 3 must still be completed and signed even where the Tenderer has submitted an ESPD.

Where an ESPD is required to be submitted, the Tenderer must complete Parts II (Information concerning the economic operator), Part III (Exclusion Grounds), Part IVα (Selection Criteria) and Part V (Concluding Statement) of the ESPD. Part IVα is completed by selecting “YES” to confirm that the Tenderer meets the Qualification Criteria in the Competition.

Tenderers may use an existing ESPD, provided however that their circumstances have not changed since the ESPD was originally completed.

SECTION 1: INFORMATION FOR APPLICANTS

Providing Evidence

Where evidence is required to be submitted as part of the SAQ Response, the Tenderer must only provide evidence that is current up to the date of submission of the SAQ Response.

Failure to submit the required evidence with the SAQ Response may result in exclusion from this Competition.

Where the required means of submission of the SAQ Response is by electronic submission, the Contracting Authority reserves the right to inspect any original hardcopy signed documents.

1.3. SAQ SUBMISSIONS WHERE MULTIPLE PRINCIPAL SERVICE PROVIDERS ARE REQUIRED

Where there are multiple Principal Service Providers required under Section 2.4 of the Project Particulars, a separate Questionnaire will be prepared by the Contracting Authority for each Principal Service Provider. The corresponding Part 2 of each such Questionnaire of each such Questionnaire must always be completed by the Applicant for the Principal Service in question, and the responses to the separate Questionnaires collated by the Lead Applicant and returned as a single Suitability Assessment Submission.

Where a single entity applies for more than one Principal Service, they do not need to respond to criteria 3.2 and 3.3a – 3.3g (as may be applicable) for each Questionnaire, provided they submit the required information in one of their responses and reference it in all of their responses to the Suitability Assessment Questionnaire(s).

1.4. SAQ SUBMISSIONS BY CONSORTIA, JOINT VENTURES OR PARTNERSHIPS

Where an Applicant is a Consortium, Joint Venture or Partnership, each member of the Consortium, Joint Venture or Partnership must respond to the applicable sections of Section 3 of this Questionnaire and (and Part 2) and the responses are submitted as a single SAQ Submission by the Lead Member.

Where Applicants are required to submit a completed ESPD, each member of a Consortium, Joint Venture or Partnership, and any entity being relied upon for the purposes of this Questionnaire, each member of the Applicant must submit a completed ESPD.

1.5. SPECIALIST SKILL PROVIDERS

Where specialist skills (as identified in Section 2.4 of the Particulars) are required, these may be provided either by the Applicant itself or by specialist sub-consultants and in both cases, evidence required should accompany the Application as instructed in the Questionnaire. Where evidence is provided in support of any criteria, the Applicant must reference the criterion to which it refers.

Where an Applicant proposes that a sub-consultant undertakes a specialist skill, such an entity will be treated as an entity being relied upon by the Applicant, and the requirements of Section 1.6 below and Section 3.2 Reliance on Resources of the Instructions to Tenderers, apply to such an entity. Where an Applicant is required to submit an ESPD, the entity relied upon by the Applicant for a specialist skill must also submit an ESPD.

The Contracting Authority reserves the right to require a collateral warranty in the form of MF 2.3 *Collateral Warranty for Sub-Consultants* for any sub-consultant providing the Specialist Skills listed in the Project Particulars.

SECTION 1: INFORMATION FOR APPLICANTS

1.6. RELIANCE ON RESOURCES

Where, in order to meet any applicable criteria in Section 3.3 (Financial and Economic Standing) (including for the avoidance of doubt, with respect to evidence of turnover), and/or in Section 3.4 (Technical Capability) of this Questionnaire, an Applicant (or any member of an Applicant which is a Joint Venture, Consortium or Partnership) relies on the capacities of other entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, for example, but not limited to, a parent company and/or a subcontractor/sub-consultant, including a specialist skill provider who is not the Applicant itself, the entity being relied upon shall provide a response to the applicable Sections of this Part 1 and Part 2, and where the ESPD applies to this Competition, the entity shall complete an ESPD.

The Applicant will be required to demonstrate to the satisfaction of the Contracting Authority that the capacities relied upon will actually be available to the Applicant if it is awarded the Contract.

For the purposes of demonstrating that the resources relied upon will be available at this stage of the Competition, the Contracting Authority will accept¹:

- a letter in the form of Appendix 1 to this Questionnaire – *Letter from entity relied upon*; or
- a completed ESPD signed by the entity being relied upon (where an ESPD applies in this Competition).

If availability of capacities is not established to the satisfaction of the Contracting Authority, the Contracting Authority will assess the suitability of the Applicant without taking into account the capacities of such an entity or entities.

The Applicants attention is drawn to the requirements of Section 3.2 Reliance on Resources in the Instructions to Tenderer for further detail in relation to requirements to provide contractual commitments at contract stage.

1.7. RESPONDING TO QUALIFICATION CRITERIA

The qualification criteria that will be used in evaluating SAQ Submissions to see if they pass the suitability test are set out in Section 3 and are those criteria where “Yes” is marked in the column “Applicable Criterion/Requirement”. All are simple Pass/Fail criteria – these are requirements that must be met in full and, if passed, the Applicant will satisfy the suitability test. If a criterion is failed, the Applicant is eliminated from the tender competition. Where specialist skills and Health and Safety sub-criteria are included in any criterion, then these too must be passed, otherwise the Applicant will be eliminated from the tender competition.

The Applicant must follow the instructions and respond as required by the following titles under the ‘Response’ heading for each criterion:

Where the response for a qualification criterion is marked as Response: **EVIDENCE REQUIRED**, in addition to providing the completed Part 2 of this Questionnaire, Applicants must provide the information specified. Applicants should not purport to have responded to any such criterion solely by having provided the completed Part 2 of this Questionnaire (and/or an ESPD [where an ESPD is required]). The evidence submitted must prove that the Applicant meets the relevant criterion as of the date of submission of the Applicant's Tender. Failure to submit the required evidence with the SAQ Submission may result in exclusion from the Competition.

¹ Alternate evidence may be acceptable to the Contracting Authority

SECTION 1: INFORMATION FOR APPLICANTS

Where the response for a qualification criterion marked as Response: **DECLARATION REQUIRED**, it shall suffice for the purposes of responding to this Questionnaire for the Applicant to complete the Declaration in Part 2 of this Questionnaire, and may also respond by way of the ESPD, where an ESPD is required. The Declaration in Part 2 of this Questionnaire will be required even if the Applicant is also submitting an ESPD. The Contracting Authority may, at any time, request supporting documentation substantiating any declaration made in respect of any or all such criteria. Supporting documents must prove that the Applicant meets the relevant criteria as of the date of submission of the Applicant's Tender. Where the Contracting Authority requests supporting documentation substantiating any declaration made in respect of any or all such criteria, the supporting documents must be provided promptly and within the timeframe specified by the Contracting Authority. Failure to provide the requested supporting documentation within the timeframe specified may result in exclusion from the competition.

Where the response for a qualification criterion marked as Response: **NOT REQUIRED**, Applicants should not provide the information.

1.8. GROUNDS FOR EXCLUSION

1.8.1 Regulation 57 of 284/2016

Note: Where a Competition is subject to the application of European Procurement Regulations, Regulation 57 (Exclusion Grounds) of SI 284/2016 will automatically apply. Where a Competition is not subject to the application of the European procurement regulations, a Contracting Authority may elect to apply the grounds for exclusion in Regulation 57 in SI 284/2016 in the Competition. The position for the Competition is set out in the Project Particulars.

The grounds under which the Contracting Authority may exclude an Applicant, any member of an Applicant, or any entity relied upon by the Applicant, from participation in this Competition are set out below.

Where grounds for exclusion apply in the Competition, the Applicant, each member of the Applicant (where the Applicant is a Joint Venture or Consortium or Partnership); and, any entity being relied upon by the Applicant (or any member of the Applicant) (including Applicant's Specialist Skill Providers), must provide a declaration regarding the situations referred to below by completing an ESPD or Appendix A as stated in the Project Particulars.

The term 'Applicant' as used below refers to each of (a) the Applicant (b) a member of the Applicant (where an Applicant is a Joint Venture, Consortium or Partnership) (c) any entity being relied upon by the Applicant.

Subject always to the provisions of Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016):

(a) if:

- (i) the Applicant is in one of the situations listed in Regulations 57(1) or 57(3) of SI 284 of 2016; or
- (ii) a member of the administrative, management or supervisory body of the Applicant/member of the Applicant, or a person having powers of representation, decision or control therein, is in one of the situations listed in Regulation 57(1) of SI 284 of 2016,

the Applicant shall be excluded from the Competition;

- (b) if the Applicant (or any member of the Applicant, in the case of a Joint Venture, Group or Consortium), is in any of the situations listed in Regulation 57(4) or 57(8) of SI 284 of 2016

SECTION 1: INFORMATION FOR APPLICANTS

selected by the Contracting Authority for the purposes of this Competition, the Applicant may be excluded from the Competition.

Any Applicant which is in one of the situations referred to above must provide details of any factors or circumstances which it believes are relevant to the Contracting Authority's assessment of whether the existence of these grounds should lead to the exclusion of the Applicant. For example, where an Applicant is in one of the situations referred to above but has taken measures which it believes are sufficient to demonstrate its reliability, that Applicant may provide evidence of such measures to the Contracting Authority for consideration. Applicants should note that, with regard to the situations listed in (a) above, the circumstances which the Contracting Authority may take into account before deciding whether or not to exclude an Applicant are prescribed by law, and Applicants are directed to Regulation 57 of the 2016 Regulations in this regard.

If an entity being relied upon is in one of the situations listed above, the Contracting Authority may require that the Applicant replaces such entity with another entity which is not in any of these situations. In the event that the entity cannot be replaced with another entity to whom the grounds do not apply (including where the Contracting Authority concludes that to permit such replacement would be contrary to law), the Contracting Authority reserves the right to eliminate the Applicant from the Competition.

Where grounds for exclusion apply in the Competition, the Applicant, each member of the Applicant and any entity being relied upon by the Applicant (or any member of the Applicant, including specialist skill providers who are not the applicant itself), must provide a self-declaration regarding the situations referred to above in the form of an ESPD (where the Competition is subject to the application of the European Procurement Regulations), or, by completing the self-declaration in the form of Appendix A – Self Declaration re Regulation 57 (where the Competition is not subject to the application of the European Procurement Regulations), as specified in the Project Particulars.

Note: The Contracting Authority may, at any time during the Competition, require the Applicant to provide the confirmation in MF 2.7 *Declaration Under Oath/Solemn Oath*, and where the Declaration Under Oath/Solemn Oath pre-dates the date of submission, Applicants must also provide the confirmation in MF 2.8 *Confirmation Oath Still Valid*.

1.8.2 ADDITIONAL GROUNDS FOR EXCLUSION

The Contracting Authority reserves the right to exclude any Applicant from the Competition should the Contracting Authority be of the view that entry into the Contract with such Applicant (bearing in mind any Applicant members (where the Applicant is a Consortium, Joint Venture or Partnership), entities relied upon or sub-consultants) would be contrary to any applicable law or regulation, including any applicable sanctions regimes.

Where required in the Particulars, Applicants shall be required to disclose in their SAQ Submission any issues giving rise to possible sanctions applications.

1.8.3 FOREIGN SUBSIDIES REGULATION

Where the Project Particulars state that Regulation (EU) 2022/2560 of the European Parliament and of the Council of 14 December 2022 *on foreign subsidies distorting the internal market* - (the Foreign Subsidies Regulation) - applies to the Competition, (having regard to the estimated value of the Contract²), the FSR Annex forms part of this Questionnaire.

² Where the estimated value of the contract is above €250m [or the equivalent in Lots (€125m)]

SECTION 2: PROJECT PARTICULARS

2.1. REQUIREMENTS IN RELATION TO THE SAQ SUBMISSION

Exclusion Grounds (Regulation 57 of SI 284/2016)	
Tenderers (and members of the joint venture, consortium, partnership and entities relied upon) must complete and submit a self-declaration in relation to Regulation 57 (Exclusion Grounds) of SI 284/2016 the form of:	an ESPD
Regulation (EU) No 833/2014 as amended by Council Regulation (EU) 2022/576 - Sanctions Against Russia	
Tenderers are required to declare, by completing in declaration in Part 2, that the Tenderer, any members of the Tenderer and entities relied upon do not exceed the limit set in Article 5k of Council Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's destabilising the situation in Ukraine, as amended by Council Regulation (EU) No 2022/578 of 8 April 2022.	Yes
The Foreign Subsidies Regulation (EU) 2022/2560 of the European Parliament and Council of 10 July 2023 - on foreign subsidies distorting the internal market (the FSR)	
Does the Foreign Subsidies Regulation apply to this Competition?	N/A

2.2 NOT USED

2.3 NOT USED

2.4 Principal Services Required

Any surveys, records, models, drawings, reports, GIS data, CAD information, ground investigation data, utility records or other baseline information provided by the Contracting Authority are provided for information only and without warranty. The Consultant shall be fully responsible for verifying, reconciling, validating and completing all baseline information necessary to deliver fully coordinated, accurate and tender ready documentation. No additional entitlement to fee, time or relief shall arise from any incompleteness, inaccuracy, inconsistency or absence of baseline information.

SECTION 2: PROJECT PARTICULARS

Additional fields may be entered by clicking the plus + symbol in the bottom right hand corner of the table as required.

Principal Service: Leading Engineering Consultancy		Code: LE
Scope of Service:	Provision of full multidisciplinary engineering consultancy services for the delivery of the Celbridge Hazelhatch Mobility Corridor through detailed design, statutory procedures (as required), procurement support, contract administration, construction stage services, programme management, stakeholder engagement, environmental compliance and project close-out.	
Specialist Skills required	Project Director, Project Management, Employer's Representative expertise, Quality Assurance and Multidisciplinary Coordination.	
Principal Service: Roads and Active Travel Design		Code: RD
Scope of Service:	Detailed design of the Celbridge Hazelhatch Mobility Corridor including bus priority measures, walking and cycling infrastructure, junction improvements, traffic management measures, public realm enhancements, road safety improvements, signage, line marking and integration of environmental and planning requirements.	
Specialist Skills required	Road Design Engineers, Transportation Engineers, Road Safety Audit expertise, Active Travel Design specialists.	
Principal Service: Structural and Bridge Engineering		Code: ST
Scope of Service:	Detailed design and tender documentation for the 66m clear-span River Liffey bridge and all associated structures, including foundations, retaining walls, utility accommodation to support housing activation objectives, and structural coordination, together with Technical Acceptance processes and construction-stage structural support.	
Specialist Skills required	Chartered Structural Engineers, Geotechnical/Foundations specialists, Independent Category 3 Check coordination.	

SECTION 2: PROJECT PARTICULARS

Principal Service: Drainage, SuDS and Flood Risk		Code: DR
Scope of Service:	Full drainage and SuDS design, hydraulic modelling, flood compensation layouts, OPW Section 50 submissions, and reconstruction of incomplete hydrological datasets to produce coordinated tender-ready documentation.	
Specialist Skills required	Hydraulics and Flood Risk Engineers, SuDS Designers, OPW compliance specialists.	
Principal Service: Utilities Engineering		Code: UT
Scope of Service:	Verification, coordination and design of utility diversions, protection works, new utility infrastructure and servicing requirements, including water, wastewater, surface water, ESB, GNI and telecommunications. Undertake utility capacity assessments and infrastructure reviews to identify upgrades, connections and network reinforcements required to support housing activation and the development of directly and indirectly benefiting lands and trial holes. Carry out all detailed design of utility infrastructure needed.	
Specialist Skills required	Utility Coordination Engineers, Utility Infrastructure Engineers, Water/Wastewater Specialists, Utility Capacity Assessment Specialists and Utility Survey Specialists	
Principal Service: Geotechnical Engineering		Code: GT
Scope of Service:	Gap analysis, specification, procurement, supervision and interpretation of ground investigations, together with management of geotechnical risk and integration of findings into road, bridge, drainage and earthworks design.	
Specialist Skills required	Geotechnical Engineers and Ground Investigation Specialists.	
Principal Service: Environmental, Ecology and Biodiversity		Code: EN
Scope of Service:	Integration of EIAR/NIS mitigation, environmental method statements, construction environmental requirements, ecological constraints and compliance tracking into the design and tender documentation.	

SECTION 2: PROJECT PARTICULARS

Specialist Skills required	Environmental Specialists, Ecologists, Biodiversity and Environmental Compliance specialists.	
Principal Service: Public Lighting, ITS and Traffic Signals	Code: PL	
Scope of Service:	Design of public lighting to EN13201 and KCC specifications, photometric modelling, ecological light-spill control, traffic signal layouts, ITS and UTC integration and preparation of all contract documentation.	
Specialist Skills required	Lighting Designers, ITS and Traffic Signal Engineers, CMS/Controls Specialists.	
Principal Service: Quantity Surveying & Cost Management	Code: QS	
Scope of Service:	Preparation of Bills of Quantities, pricing documentation, cost modelling, risk and value management, tender evaluation support and construction-stage cost management.	
Specialist Skills required	Chartered Quantity Surveyors and Cost/Risk Analysts.	
Principal Service: Project Supervisor Design Process	Code: PSDP	
Scope of Service:	Performance of PSDP duties including hazard identification, preparation of design-stage safety documentation, residual risk management and construction-stage updates in accordance with statutory requirements.	
Specialist Skills required	Accredited PSDP Professionals.	
Principal Service: Archaeology & Cultural Heritage	Code: AR	
Scope of Service:	Preparation of archaeological testing scopes, method statements, licensing requirements and integration of EIAR/NIS archaeological commitments into tender documentation.	
Specialist Skills required	Licensed Archaeologists and Cultural Heritage Specialists.	

SECTION 2: PROJECT PARTICULARS

Principal Service: Site Supervision & Contract Administration		Code: SS
Scope of Service:	Provision of a full construction-stage supervision team (SRE, REs, ARE, Technician), daily site inspections, contract administration, NCR management, design clarifications, claims avoidance, reporting and verification of compliance with Works Requirements.	
Specialist Skills required	Senior Resident Engineer, Resident Engineers, Assistant Resident Engineer, Technician, Employer's Representative support.	

2.5 Other Services

Title of Other Services
None

2.6 Health and Safety

2.6.1 Project Categorisation for Health and Safety Competence Assessment

Project categorization for purpose of assessment of the role of Principal Service Provider or Specialist Skill Provider where such skills are required under Section 2.4 of the Project Particulars:	Type 3 ³
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The successful Tenderer will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the Safety Statement requirement.

The successful Tenderer will also be required to comply with the Construction Regulations particularly where the Construction Regulations apply to the service provision.

Health and Safety competencies for those to whom the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply will be assessed as part of Section 3 – the Suitability Assessment Questionnaire.

Areas of the works involving Particular Risks known to the Contracting Authority at the time of issue⁴:

³ Type 1 applies to projects that have a value of <€1M (Exclusive of VAT); Type 2 applies to projects that have a value of > €1M and < €10M (Exclusive of VAT); and Type 3 applies to projects that have a value > €10M (Exclusive of VAT). However considerations in relation to the H&S risk must also be taken into account in deciding on the project type. If there is a high H&S risk the category may need to be higher than that indicated by the project value above. The category of project chosen then governs decisions to be made about criteria and requirements in Section 2 of the form.

⁴ Particular Risks are defined at Schedule 1 to the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended). **Please note that the list provided under that Schedule is not exhaustive.**

SECTION 2: PROJECT PARTICULARS

Works on or near the River Liffey presenting a risk of drowning, including construction of the 66m clear-span River Liffey bridge and associated works adjacent to watercourses. Works involving excavations, earthworks and potentially unstable ground conditions associated with road construction, bridge foundations, drainage infrastructure and utility installations.

Works in proximity to existing and proposed utility infrastructure, including water, wastewater, surface water, ESB Networks, Gas Networks Ireland and telecommunications services.

Works requiring lifting operations and the movement and installation of heavy structural elements associated with bridge construction and other civil engineering works.

Construction activities adjacent to live roads, traffic and active transport routes, including works at the R403 Clane Road, Newtown Road, Simmonstown Manor Road, R405 Hazelhatch Road and Loughlinstown Road junctions.

Works in environmentally sensitive areas, including the River Liffey corridor and areas subject to ecological and environmental mitigation measures.

Works involving potential contamination, unknown ground conditions, utility conflicts or intrusive investigations required to verify existing infrastructure and ground conditions.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Contracting Authority's Assessment Scheme

Applicants: The table below summarises the qualification criteria that will apply to your service provision, what you are required to submit in response to each criterion and how the criteria will be assessed – in an open procedure it will always be assessed on a pass/fail basis. Where a criterion requires documentary evidence to be submitted, the relevant criterion will set out the extent of documentation and how it should be submitted.

No.	Requirement/Criterion	Applicable	Response	Evaluation
3.1	Not Used ⁵			
3.2	PROFESSIONAL OR TRADE REGISTER	Yes	Documentary Evidence Required	Pass/Fail
3.3	FINANCIAL & ECONOMIC STANDING			
3.3a	Annual Turnover (Service)	Yes	Declaration Required	Pass/Fail
3.3b	Balance sheet or Extracts from a Balance Sheet	Yes	Declaration Required	Pass/Fail
3.3c	Banker's Letter	Yes	Declaration Required	Pass/Fail
3.3d	Other Financial/Economic Information/References	No	Not Required	N/A
3.3e	Prof. Indemnity Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.3f	Public Liability Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.3g	Employer's Liability Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.4	TECHNICAL CAPABILITY (Service Provider's Competency)			
3.4a	Qualifications (Managerial)	Yes	Documentary Evidence Required	Pass/Fail
3.4b	Qualifications (Personnel)	Yes	Documentary Evidence Required	Pass/Fail
3.4c	Services over the Past 3/5/7 ⁶ Yrs	Yes	Documentary Evidence Required	Pass/Fail
3.4d	Measures for Ensuring Quality	Yes	Documentary Evidence Required	Pass/Fail
3.4e	Average Annual Manpower over the Past 3 Years	Yes	Documentary Evidence Required	Pass/Fail
3.4f	Technical Equipment Available	Yes	Documentary Evidence Required	Pass/Fail
3.4g	Technicians or Technical Bodies	Yes	Documentary Evidence Required	Pass/Fail
3.4h	Environmental Management Measures	Yes	Documentary Evidence Required	Pass/Fail
3.4i	Supply Chain Management & Tracking Systems	No	Not Required	N/A

⁵ This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds) in relation to the competition, refer to the Instructions for Tenderers.

⁶ As selected in the criterion

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3.1 NOT USED⁷

3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER⁸

Response: DOCUMENTARY EVIDENCE REQUIRED

Criterion Applicable: YES

Applicants must be enrolled on a professional or trade registers in accordance with Annex XI of Directive 2014/24/EU and meet the supplemental requirements (if any) as identified by the Contracting Authority below.

The evidence required to pass this criterion is proof of enrolment on a relevant professional or trade register in accordance with in accordance with Article 80 of Directive 2014/25/EU (and Regulation 85 of the European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and Article 58 of Directive 2014/24/EU (and Regulation 58 of the European Union (Award of Public Authority Contracts) Regulations 2016) and the supplemental requirements (if any) as identified by the Contracting Authority below.⁹

Minimum Standard (Pass Requirement):

The Applicant (and each consortium/JV member) must be enrolled on the relevant professional or trade register in the jurisdiction of establishment and must be legally entitled to provide engineering consultancy services and to enter into contracts of the type and scale envisaged.

- For Irish incorporated entities: CRO registration number and evidence of current status (company printout or equivalent); and
- For non-Irish entities: equivalent official registration evidence from the competent authority in the jurisdiction of establishment; and
- Where the Applicant is a consortium/JV: evidence for each member and confirmation of lead entity authorised to contract.

3.3 EVIDENCE OF ECONOMIC AND FINANCIAL CAPACITY

Note: Information under Criterion 3.3 (and associated sub-criteria 3.3a – 3.3g) must be provided by the Applicant and/or, by the entity relied upon by the Applicant for the purpose of meeting the requirements of the relevant sub-criteria (as applicable).

3.3a EVIDENCE OF TURNOVER

Response: DECLARATION REQUIRED

Criterion Applicable: YES

Applicants shall provide a declaration of their certified annual turnover for the three most recent financial years. Where the Applicant is a multi disciplinary firm or a consortium, a declaration of the overall turnover of the firm (or each member firm) shall also be provided. Turnover

⁷ This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds, refer to the Section 1.8 of Information for Applicants.

⁸ Enrolment on a professional or trade register should not be confused with being a member of the Royal Institute of the Architects of Ireland, the Association of Consulting Engineers of Ireland or any other similar body.

⁹ In Ireland, the economic operator may be requested to provide a certificate from the Registrar of Companies or the Registrar of Friendly Societies or, where the economic operator is not so certified, a certificate stating that the person concerned has declared on oath that the economic operator is engaged in the profession in question in the country in which the economic operator is established, in a specific place under a given business name.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

figures shall relate to services relevant to the provision of engineering consultancy, multidisciplinary design, procurement support, contract administration and construction stage services.

Minimum Turnover			
Area of Service / Business:	Overall Average Turnover to include other areas of business	Average Minimum Turnover:	Average Maximum Turnover:
Civil Engineering Consultancy	n/a	€10,000,000	n/a

Combined total turnover for all members of a consortium must meet the minimum turnover. If only one member has the skills, resources and experience for the work, that member must have an average turnover that demonstrates financial capacity for the work.

Minimum Turnover (Pass Requirement):

Applicants shall demonstrate an average annual turnover of not less than €10,000,000 (ten million euro) over the most recent three financial years, in services relevant to multidisciplinary civil engineering infrastructure delivery (road/bridge/active travel/drainage/utilities/environmental integration) including detailed design and construction-stage support.

Where the Applicant is a consortium/JV:

- The combined relevant services turnover across all members must meet the minimum; AND
- The member(s) proposed to lead and deliver the core design coordination and construction-stage services must demonstrate at least €5,000,000 average annual relevant services turnover.

Evidence Required:

A declaration of certified annual turnover for the last three financial years, supported by accounts extracts or auditor certification upon request.

3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET

Response: DECLARATION REQUIRED

Criterion Applicable: YES

Applicants shall provide a declaration confirming that they have a sound financial standing and that their balance sheet or extracts from their balance sheet for the most recent three financial years demonstrate the financial capacity to perform the contract.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Where applicable, the declaration shall confirm that the Applicant's net assets are not negative and that the firm is not insolvent, in examinership, or subject to any arrangement with creditors. In the case of a consortium, each member shall provide this declaration.

Specialist Skills Providers (if relied upon) are not required to provide separate balance sheet declarations unless the Applicant relies on their financial capacity under Regulation 63 of SI 284/2016.

3.3c BANKER'S LETTER

Response: DECLARATION REQUIRED	Criterion Applicable: YES
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Applicants shall provide a declaration confirming that they are in good financial standing with their financial institution and that no negative banking events have occurred which would impair their ability to perform the contract.

The declaration shall confirm that the Applicant has maintained a satisfactory banking relationship, that the bank has not issued any formal warnings or restrictions, and that the Applicant is not subject to overdraft withdrawal, loan recall, or similar financial actions.

Where the Applicant is a consortium, each member shall provide this declaration.

Specialist Skills Providers (if relied upon solely for technical competence and not for economic or financial capacity) are not required to provide a banking declaration unless the Applicant proposes to rely on the Specialist Skills Provider's financial capacity in accordance with Regulation 63 of SI 284/2016.

3.3d FINANCIAL STATEMENTS OR EXTRACTS FROM FINANCIAL STATEMENTS

Response: NOT REQUIRED	Criterion Applicable: NO
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None. Financial statements or extracts from financial statements are not required for this competition.

None. No financial statements are required from Specialist Skills Providers.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.3e PROFESSIONAL INDEMNITY INSURANCE

Response: DECLARATION REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Broker or Insurance Company confirming that the Tenderer has current professional indemnity insurance cover in the required amount complying with the conditions listed below and that it will be maintained for 6¹⁰ years after completion of the construction works in respect of the services provided – Model Form MF 2.1 duly completed by the Tenderer's broker or insurance company is deemed acceptable evidence for this criterion. (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Cover may be provided on an "EACH AND EVERY" or on an "ANNUAL AGGREGATE" basis. However, Applicants should note that where professional indemnity insurance is provided on an "ANNUAL AGGREGATE" basis the Contracting Authority will review the situation regarding the availability of professional indemnity insurance on an "EACH AND EVERY" basis with the successful Tenderer, on an annual basis, as described in the Tender. Any Specialist Skill Providers shall also have the benefit of a similar provision.

(i) Level of cover and excess as stated below for the Principal Service Provider:

Minimum level of Professional Indemnity Insurance complying with the conditions below:	Cover on Each and Every claim basis	Cover on an Annual Aggregate basis
	€ 3,000,000 ¹¹	€ 3,600,000 ¹²
Maximum level of excess in any one claim below which the Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

(ii) Level of cover and excess as stated below for Specialist Skill Providers;

Minimum level of Professional Indemnity Insurance complying with the conditions below:		
Specialist Skill Provider	Cover on Each and Every claim basis	Cover on an Annual Aggregate basis
n/a	€ n/a	€ n/a

¹⁰ Where the contract is to be executed under hand then a period of 6 years should be sought for the Professional Indemnity Insurance, where the contract is to be executed under seal then a period of 12 years should be sought.

¹¹ If no value is entered it shall be read as €1,250,000 (One million and two hundred and fifty thousand Euro)

¹² If no value is entered it shall be read as €1,500,000 (One million and five hundred thousand Euro)

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

n/a	€ n/a	€ n/a
n/a	€ n/a	€ n/a
n/a	€ n/a	€ n/a
n/a	€ n/a	€ n/a
n/a	€ n/a	€ n/a
n/a	€ n/a	€ n/a
Maximum level of excess in any one claim below which the Specialist Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

- (iii) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- (iv) The jurisdiction in which claims can be lodged and settled includes IRELAND.

Entities issuing PII insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland, or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either;

- i. evidence that professional indemnity insurance (PII) meeting the requirements set out above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary using Model Form 2.1; or,
- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have professional indemnity insurance or does not have professional indemnity insurance meeting the professional indemnity insurance requirements set out above.

3.3f PUBLIC LIABILITY INSURANCE

Response: DECLARATION REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current public liability insurance cover complying with the requirement(s) set out below.

Minimum level of Public Liability Insurance required in respect of any one accident:	€ 6500000 ¹³
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¹³ If no value is entered it shall read as €2,600,000 (Two million and six hundred thousand Euro)

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Maximum level of excess for property only* for any one incident below which the Service Provider will bear the cost:
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€ 10,000

* No excess is permitted in respect of death, injury or illness.

Entities issuing public liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- i. evidence that public liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or
- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have public liability insurance or does not have public liability insurance meeting the requirements set out above.

3.3g EMPLOYER'S LIABILITY INSURANCE

Response: DECLARATION REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current Employer's Liability insurance cover complying with the requirement(s) set out below.

Minimum level of Employer's Liability Insurance required in respect of any one accident:
--

€ 14

Entities issuing employers liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- i. evidence that employer's liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or

¹⁴ If no value is entered it shall read as €13,000,000 (Thirteen million Euro) – No excess is permitted on Employer's Liability Insurance

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

- ii. the completed Appendix 2 to this Questionnaire – *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have employer's liability insurance or does not have employer's liability insurance meeting the requirements set out above.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

The Applicant should consider carefully responses to subsection 3.4 in relation to the type of principal service and specialist skills identified at **Section 2.4** of the Project Particulars, in particular:

- Where *Specialist Skills* are identified in **Section 2.4** of the Project Particulars, these may be provided either by the Applicant itself or by specialist subcontractors. Irrespective of whether a subcontractor or the Applicant itself is proposed for a specialist skill, separate evidence in response to the criterion must be provided by the entity proposed to undertake the specialist skill area.
- Where the principal service applied for is a *Design Service* or any service with design input (for example Quantity Surveying where the Applicant must demonstrate a level of competence relative to their design input¹⁵) the Health and Safety sub-criteria under each of the criteria 3.4a – 3.4g inclusive must be addressed by the Applicant and where applicable, the Specialist Skill Provider.
- Prior to their appointment, the Successful Tenderer is required to sign the Safety and Health Declaration appropriate to their service provision. MF2.4 is required for general service providers, MF2.5 for PSDP and MF2.6 for PSCS.

3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1a. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1a in order to be evaluated under 3.4a.

An Applicant who can demonstrate adequate training and qualifications for its managerial staff but cannot demonstrate appropriate experience will not be deemed adequate.

Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of their management staff, including the curricula vitae of the management staff and the organization structure in accordance with the requirements identified below.

Minimum Standard (Pass Requirement) — Management Team:

The Applicant shall nominate, as minimum, the following managerial roles as Key Personnel and provide CVs (max 4 pages each) demonstrating qualifications and relevant experience on comparable multidisciplinary road/bridge schemes delivered through detailed design and construction stage:

1) Project Director:

- Chartered Engineer (Engineers Ireland or equivalent) with 180+ months post-chartership experience.

¹⁵ “designer” means a person engaged in work related to the design of a project; “design” means the preparation of drawings, particulars, specifications, calculations and bills of quantities in so far as they contain specifications or other expressions of purpose, according to which a project, or any part or component of a project, is to be executed; *Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended)*

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

- Must have acted as Project Director on at least two (2) comparable schemes within the last 10 years.

2) Project Manager / Design Manager:

- Chartered Engineer (or equivalent) with 144+ months experience.
- Must have managed multidisciplinary design coordination, tender documentation and construction-stage design support on at least two (2) comparable schemes.

3) Employer's Representative Lead / Contract Administration Lead:

- Senior professional with 144+ months experience administering PW-CF (or equivalent public works) construction contracts.
- Demonstrated claims avoidance/management experience on at least one (1) comparable scheme in the last 10 years.

4) Construction Supervision Lead (SRE Lead):

- Senior Resident Engineer with 180+ months experience, including leading a site supervision team on at least one (1) comparable project with 18+ months active construction.

Evidence Required:

- Organisation chart (Level 1 and Level 2) showing reporting lines, discipline leads, and decision authority.
- Signed availability declaration for each Key Person confirming minimum 30% availability for the duration of Phase 5 and continuing defined involvement through Phase 6/7 as applicable.

Clarification:

Key Personnel must be direct employees of the Applicant¹⁶

Minimum Standard (Pass Requirement):

The Applicant shall demonstrate that the proposed management personnel:

- hold relevant educational and professional qualifications appropriate to their role, with qualifications clearly identified and dates obtained,
- have relevant experience in managing comparable projects, evidenced through submitted CVs, and
- are presented within a clearly defined organisation structure, demonstrating management responsibility and reporting lines.

Failure to provide the above evidence for the proposed management personnel will result in a Fail assessment under Section 3.4a.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4a – Specialist Skills Providers*' where the response above is 'Evidence Required'.

¹⁶ CA to include clearly measurable pass/fail requirements

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4.1a SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4a if it is for a Principal Service or under 3.4a Specialist Skills if it is to be a Specialist Skill.

Management staff of Applicant (including Specialist Skill providers) to whom the Construction Regulations apply must comply and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Construction Regulations with particular regard to the service provider's duties under those Regulations. The course should be approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1b. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1b in order to be evaluated under 3.4b.

An Applicant who can demonstrate adequate training and qualifications for its personnel but cannot demonstrate appropriate experience will not be deemed adequate.

Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of the Applicant's personnel proposed for the principal service, including the curricula vitae of the personnel in accordance with the requirements identified below.

Minimum Standard (Pass Requirement) — Core Delivery Team:

The Applicant must demonstrate it has (and commits) a multidisciplinary team sufficient to deliver Phases 5–7, including reconstruction/verification of incomplete baseline information, tender documentation, and construction-stage services.

The Applicant shall identify named discipline leads (CVs max 2 pages each) for at least:

- Roads & Active Travel Design Lead (96+ months)
- Structures/Bridge Lead (120+ months; Chartered Structural Engineer)
- Drainage/SuDS/Flood Risk Lead (120+ months)
- Utilities Coordination Lead with demonstrable experience in utility coordination, strategic utility servicing, utility capacity assessments and the delivery of new utility infrastructure

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

required to support large-scale residential development, housing activation projects or strategic transport infrastructure schemes associated with residential growth (8+ years experience).

- Geotechnical Lead (120+ months)
- Environmental/EIAR/NIS Compliance Lead (96+ months)
- Public Lighting/ITS/Signals Lead (96+ months)
- QS/Cost & Risk Lead (96+ months)
- PSDP Lead (where delivered by the Applicant)

Construction Stage Minimum Site Team Commitment (named roles required):

- 1 Senior Resident Engineer (180+ months)
- 2 Resident Engineers (120+ months)
- 1 Assistant Resident Engineer (60+ months)
- 1 Technician (0-36 months)

Evidence Required:

- CVs as above, plus a resourcing schedule showing each named person's committed time (FTE %) by Phase (5/6/7).
- Confirmation the Applicant can sustain the minimum site team for the anticipated construction duration without reliance on "to be recruited" statements.¹⁷

The Applicant shall demonstrate that it has sufficient personnel resources to deliver the services for the full duration of the Contract by:

- identifying key delivery personnel and named discipline leads,
- providing CVs demonstrating appropriate experience relevant to each role, and
- confirming availability and resourcing sufficient to support delivery of the required service phases.

Failure to demonstrate adequate personnel resources or availability will result in a Fail assessment under Section 3.4b.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4b – Specialist Skills Providers*'.

3.4.1b SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4b if it is for a Principal Service or under 3.4b Specialist Skills if it is to be a Specialist Skill.

¹⁷ CA to include clearly measurable pass/fail requirements

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Personnel of Applicant proposed for the principal service (and any Specialist Skills Providers) to whom the Construction Regulations apply must comply with and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Construction Regulations with particular regard to the service provider's duties under those Regulations. The course should be approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

CA Entry: Contracting Authority to enter any additional specific requirements in relation to Safety and Health in this location.

3.4c LIST OF TECHNICAL SERVICES PROVIDED OVER THE PAST 5 YEARS

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of Construction Regulations – see footnote 17) they must also satisfy the requirements set out at 3.4.1c. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1c in order to be evaluated under 3.4c.

A Contracting Authority may only require an Applicant to submit a list of services provided over a maximum period of 3 years. However a Contracting Authority may take into account services delivered over a longer period if appropriate. The period specified in the sub-criterion title above is the period within which the applicant may submit evidence of its technical services provided, it is not mandatory that technical services be evidenced for the whole period. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

Principal Service Provider

The minimum standard is satisfactory experience in providing technical services on projects of a similar scale, nature and complexity to the one for which applications are being assessed. (This does not mean to stipulate projects that are identical to the project that is the subject of this Questionnaire.)

Evidence of delivery of technical services should be provided in the form of a list of commissions carried out over the period set out above in the format set out in Appendix B1. These commissions should indicate how the service provider delivered the service. The applicant should provide a Certificate of Satisfactory Execution (Appendix B3) for any project listed on Appendix B1 if so requested by the Contracting Authority. Appendices B1 and B3 should only be submitted with the tender if the response above is 'Evidence Required'. Where a declaration is permitted, evidence in support of the declaration is only required when requested by the Contracting Authority.

Any supplementary requirements stated below should be submitted as set out by the Contracting Authority.

Minimum Standard (Pass Requirement) — Comparable Project Experience

Applicants must demonstrate delivery of at least two (2) comparable multidisciplinary infrastructure commissions within the last ten (10) years, each meeting all of the following minimum characteristics.

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A) Scheme Type & Scope

Each project must comprise a road scheme (new build or significant upgrade), including active travel elements, and multidisciplinary services including detailed design, preparation of tender documentation, and construction-stage design support and/or contract administration.

B) Structural Type, Scale and Complexity

Each project submitted under this criterion must demonstrate experience of structures comparable in type, scale and complexity to the Scheme. For the purposes of this criterion, each project shall include all of the following:

- a bridge or river-crossing structure classified as Category 3 or higher (or equivalent classification under applicable Irish standards);
- a structure comprising multi-span construction and/or complex substructure arrangements;
- challenging foundation conditions requiring geotechnical input and multidisciplinary design coordination; and
- delivery of the structure through a staged design and/or construction process requiring coordination between multiple engineering disciplines and stakeholders.

Tenderers shall clearly demonstrate how each submitted project satisfies all of the above requirements.

C) Wider Scheme Complexity

Each project must also include at least one of the following:

- flood risk, drainage or SuDS design including statutory engagement (e.g. OPW, river authority, Inland Fisheries Ireland or equivalent);
- significant utilities diversion and/or protection works involving coordination with multiple service providers;
- integration of environmental mitigation measures (e.g. EIAR and/or NIS commitments) into detailed design, tender documentation and construction-stage controls.

D) Utility Coordination

Applicants shall demonstrate experience within the last ten (10) years of undertaking utility infrastructure planning, utility capacity assessments, utility coordination or infrastructure reviews associated with strategic residential growth, housing activation schemes, transport infrastructure projects supporting residential development, or similar public infrastructure projects. Experience shall demonstrate engagement with utility providers and identification of infrastructure upgrades, service connections or network reinforcement requirements necessary to facilitate development lands.

E) Delivery Stage

At least one (1) of the three projects must include construction-stage services (site supervision and/or contract administration) for a construction period of eighteen (18) months or more.

Evidence Required

Applicants shall submit an Appendix B1 list of commissions for each Applicant, consortium member and any relied upon entity, limited to the element of the service they are proposed to deliver. For at least two (2) projects, client contact details and a short scope verification statement (maximum 300 words per project) shall be provided confirming the Applicant's role, form of contract, construction value band and stages delivered. Certificates of

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Satisfactory Execution (Appendix B3) shall be provided upon request. Failure to provide such evidence when requested will result in Fail under this criterion.

Clarification

Experience must be directly attributable to the Applicant, consortium member or relied-upon entity proposed for the relevant discipline. Experience delivered by other entities within a corporate group, but not by the proposed team, will not be accepted.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4c – Specialist Skills Providers*'.

3.4.1c SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of Construction Regulations– Criteria related to Project Supervisors (where applicable) are set out under 3.4c if it is for a Principal Service or under 3.4c Specialist Skills if it is to be a Specialist Skill.

Applicants (including any Specialist Skills Providers) must notify the Contracting Authority of any enforcement actions, legal proceedings, accidents, fatalities or incidents associated with any lapse in the discharge of their duties under the Construction regulations within the last 3 years. If any of the above apply, Applicants must identify the steps taken to prevent such lapses from reoccurring.

CA Note: Delete or amend notes below according to the principal service provider in question.

Designers - If requested by the Contracting Authority, Applicants are required to submit a Design Risk Assessment along with Appendix B3 for a project of similar scale and complexity listed in Appendix B1.

3.4d MEASURES FOR ENSURING QUALITY

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Principal Service Provider

Applicants must provide, when requested by the Contracting Authority, a description of the technical facilities and measures used by the applicant to ensure quality of service including any study and research facilities, including measures used by the applicant for ensuring quality both in the administration of the service and in the delivery of a high-quality end-product.

Minimum Standard

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

A written statement setting out how the service provider manages, reviews and evaluates their performance. It should include references to record keeping, Continuing Professional Development and how up-to-date information relevant to their particular service is accessed. A brief description of their Information Technology systems and policies should also be provided.

Minimum Standard (Pass Requirement) — Project Specific QA/QC

Applicants must demonstrate that they operate a Quality Management System certified to ISO 9001 (or any superseding or replacement standard), suitable for producing a fully coordinated employer designed tender package and for supporting construction stage design clarifications. Where the Applicant relies on the capacity of a consortium member or other entity to deliver any part of the services to which this criterion relates, that entity shall also operate a Quality Management System certified to ISO 9001 (or any superseding or replacement standard).

Evidence Required (submit with SAQ):

Applicants shall provide:

- A valid ISO 9001 certificate, issued by an accredited certification body, covering activities relevant to the delivery of the services; and
- A project specific QA/QC statement (maximum 1,000 words) describing:
 1. Design coordination controls across disciplines (roads, structures, drainage, utilities, environment, lighting, ITS, QS).
 2. Drawing and document checking regime, including independent checking, interdisciplinary clash and interface checks, and defined hold points (e.g. 60%, 90% and IFC stages).
 3. Tender readiness and “no ambiguity” controls, including measures to prevent scope gaps or design omissions that could give rise to contractor claims.
 4. Configuration management arrangements, including document and revision control, registers (assumptions, risks, standards and clarifications).
 5. How statutory obligations (including planning, EIAR, NIS and OPW requirements, where applicable) will be embedded, tracked and made auditable within the tender documentation.

Clarification:

Failure to provide a valid ISO 9001 certificate, or submission of a QA/QC statement that is generic and does not describe defined controls, checks, responsibilities and hold points relevant to the services, will result in Fail under this criterion.

Assessment under this criterion is on a pass/fail basis only. The information provided is required solely to establish the Applicant’s technical capability and quality management arrangements and will not be scored, ranked or used to differentiate between Applicants. This criterion is separate from, and does not form part of, the qualitative award criteria assessed under the Invitation to Tender.

Construction Quality

Provide a brief description how the construction phase of the project development is managed setting out how standards are maintained and how communications with the contractor are managed.

Specialist Skills Providers

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4d – Specialist Skills Providers*'.

n/a

3.4.1d SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations Service or under 3.4d Specialist Skills if it is to be a Specialist Skill.

n/a

3.4e AVERAGE ANNUAL MANPOWER OVER THE PAST 3 YEARS

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement scheduling the average number of persons providing the services annually and the number of persons employed by the service provider in managerial positions during the immediately preceding 3 years in accordance with the requirements (if any) identified by the Contracting Authority below. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

Minimum Standard (Pass Requirement) — Organisational Capacity:

The Applicant (or consortium collectively) must demonstrate an average annual headcount over the last three years of:

- Minimum 60 technical/professional staff in Ireland/UK/EU offices (or equivalent accessible resourcing), AND
- Minimum 10 staff in managerial/senior professional roles (project directors/managers/discipline leads), AND
- Demonstrable ability to allocate and sustain the construction-stage site team specified in the Brief for the full construction period.

Evidence Required:

- A statement of average annual manpower for the last 3 years, broken down by: discipline, professional/technical/management grades, and office location.
- Confirmation of the proposed construction-stage site team employment basis (employee/secondment/contract) and availability window.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated its response to Part 2 of the Questionnaire.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4e – Specialist Skills Providers*'.

n/a

3.4.1e SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations– Criteria related to Project Supervisors (where applicable) are set out under 3.4e if it is for a Principal Service or under 3.4e Specialist Skills if it is to be a Specialist Skill.

n/a

3.4f TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement of technical equipment that would be available to assist in the delivery of the required technical services in accordance with the requirements (if any) identified by the Contracting Authority below.

Minimum Standard (Pass Requirement) — Digital Delivery Capability:

Applicants must demonstrate access to, and competence in, the technical systems required to reconstruct incomplete baseline information and deliver coordinated tender-ready outputs, including:

- CAD production and management (native CAD + PDF issue control)
- GIS capability for constraints, land, utilities and environmental mapping
- Document management / CDE with audit trail (revision control, approvals, transmittals)
- Ability to manage and integrate survey/GPR/CCTV/GI datasets and produce reconciled baselines
- Hydraulic modelling tools suitable for flood risk and drainage design (where applicable)
- Bridge/structural design tools suitable for multi-span bridge delivery
- Capability to generate coordinated BoQ/measurement outputs linked to drawings/specifications

Evidence Required:

Provide a short systems statement (max 700 words) listing:

- key software platforms used (by function),
- version control approach,
- how interdisciplinary coordination is managed (e.g., model/drawing federation, clash/interface review),
- how reconstructed datasets are quality checked and signed off.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4f – Specialist Skills Providers*'.

n/a

3.4.1f SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations – Criteria related to Project Supervisors (where applicable) are set out under 3.4f if it is for a Principal Service or under 3.4f Specialist Skills if it is to be a Specialist Skill.

n/a

3.4g TECHNICIANS OR TECHNICAL BODIES AVAILABLE

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Applicants must provide evidence, when requested by the Contracting Authority, in the form of a list of the relevant technicians or technical bodies (other than in-house specialists or specialist subcontractors identified for specialist skills listed at subsection 1.4) whom the service provider can call on in order to provide the service or whom the service provider is going to use in relation to quality control. These should comply with the requirements (if any) identified by the Contracting Authority below.

Minimum Standard (Pass Requirement) — Access to Independent Technical Support:
Applicants must confirm access (in-house or contracted) to independent technical resources necessary to assure quality and risk management on a project of this complexity, including where applicable:

- Independent design check capability (structures and/or multidisciplinary package review)
- Road safety audit procurement/management capability
- Specialist survey providers (GPR, CCTV, trial holes management) and GI procurement/supervision capability

Evidence Required:

- A list of the technical bodies/technicians the Applicant can call upon, including role, discipline, and whether in-house or contracted.
- Confirmation of how independence is maintained for any required checks/audits.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4g – Specialist Skills Providers*'.

n/a

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4.1g SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Construction Regulations– Criteria related to Project Supervisors (where applicable) are set out under 3.4g if it is for a Principal Service or under 3.4g Specialist Skills if it is to be a Specialist Skill.

n/a

3.4h ENVIRONMENTAL MANAGEMENT MEASURES

Response: EVIDENCE REQUIRED	Criterion Applicable: YES
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CA Note: you may include a criterion requiring that the Applicant demonstrates capability to apply environmental management measures, standards or systems, provided it is proportionate and relevant to the contract.

The evidence required to pass this criterion should be in accordance with the requirements identified below (or, if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

CA REQUIREMENT:

Minimum Standard (Pass Requirement):

Applicants must demonstrate capability to implement environmental management measures appropriate to works in a sensitive riparian corridor and a consented EIAR/NIS scheme, including:

- translating EIAR/NIS mitigation into enforceable tender and construction-stage requirements,
- maintaining an environmental compliance register and auditable trail of commitments, actions and close out, and
- coordinating with statutory stakeholders relevant to riparian works.

Evidence Required:

Provide a statement (max 900 words) describing:

- the Applicant's environmental management approach during detailed design and construction stage support,
- how mitigation measures are managed, tracked and verified from consent through tender and into construction delivery (including registers, roles and responsibilities, inspections, reporting and non conformance / corrective action procedures), and
- an example of similar delivery on at least one comparable scheme, demonstrating how environmental mitigation measures were successfully managed and adhered to during the contract.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4i SUPPLY CHAIN MANAGEMENT AND TRACKING SYSTEMS

Response: NOT REQUIRED	Criterion Applicable: YES
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n/a

The evidence required to pass this criterion should be in accordance with the requirements identified below (or, if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

CA REQUIREMENT: n/a

Appendix 1:

Letter of Undertaking from entity being relied upon- Refer to Section 1.6

[On letterhead of entity being relied upon]

To:	[Name and address of Contracting Authority]	
Regarding:	[Title of contract]	
Date:		

A Dhaoine Uaisle

We refer to the tender for the above contract submitted by

[Name of Tenderer]

We confirm that, if the above contract is awarded to the above-named Applicant, we will make the capacities relied upon available to the Applicant. We also confirm that, if the Applicant is awarded the contract, we will execute a contractual commitment to that effect in the form described in the relevant warranty/guarantee. In particular we confirm that:

- a) where we have been relied upon for financial or economic standing criteria, we confirm we will execute and deliver to you a guarantee in the form of a Reliance Guarantee¹⁸; or
- b) where we are we have been relied upon for technical competency criteria we confirm that we will execute and deliver to you a warranty in the form of a Reliance Warranty¹⁹ or Collateral Warranty²⁰ (as required by the Contracting Authority). Where we have been relied upon for educational or professional qualifications, or with regard to relevant professional experience, we confirm that we will perform the works or services to which those qualifications or experiences relate.

Is sinne, le meas

Signed by

*Authorised signature of entity
being relied upon*

¹⁸ Model Form 2.9 Reliance Guarantee

¹⁹ Model Form 2.10 Reliance Warranty

²⁰ Model Form 2.3 Collateral Warranty for Sub-Consultants

Appendix 2

Letter from Insurance Undertaking/Insurance Intermediary where evidence is required for sub-criteria 3.3e, 3.3f or 3.3g

To:	[Name and address of Applicant]	
Regarding:	[Insert contract title]	
Date:	[Date]	

A Dhaoine Uaisle,

We confirm that we are

- a) an insurance undertaking authorised by the Central Bank of Ireland; or
- b) an insurance intermediary authorised by the Central Bank of Ireland; or
- c) an insurance intermediary registered in the EU/EEA for the purposes of Directive 2009/138/EC; and
- d) we meet any other requirements for an insurance undertaking or insurance intermediary set out in the relevant Qualification Criterion relating to the provision of the insurance type stated below.

We confirm we have insurance facilities in place, which would enable us to provide to the above named entity with (*insert insurance type and limit amount as appropriate*)

- Professional indemnity Insurance in the required amount of [●] euros on [annual aggregate/each and every claim] basis
- Public Liability Insurance in the required amount of [●] euros
- Employers Liability Insurance in the required amount of [●] euros

and meeting any other requirements in the relevant Qualification Criteria for insurances²¹.

Therefore, subject to a satisfactory application, we expect that insurance cover can be issued within 4 weeks of the receipt by us of the relevant application, subject to our normal terms and conditions. We understand you will be giving a copy of this letter to

[Name of Contracting Authority]

We look forward to receiving an application from you if your tender is successful.
is sinne, le meas

Director

Name of Insurance Undertaking/Insurance Intermediary

²¹ i.e. criterion 3.3e (Professional Indemnity Insurance), 3.3f (Public Liability Insurance), or 3.3g (Employer's Liability Insurance).