



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

OPEN PROCEDURE

REQUEST FOR TENDER FOR A CONTRACT

Scope of Contract

Red Stables Heritage Interpretation Exhibition, St. Anne's Park, Dublin 3 – The provision of Exhibition Fitout, Graphics & Signage (production & installation)

Procedure

Open Procedure

Key Dates

Issue Date

21st July 2026]

Closing Date for Queries

Wednesday 29 July 2026 at **12 noon]** (Irish time)

Closing Date for Tender Submissions

Wednesday 12 August 2026 at **[12 noon]** (Irish time)

Contact for Queries

Via www.etenders.gov.ie Only

Format for submission of tenders – use the Tender Response Document

Via www.etenders.gov.ie only

Please note that information relating to this Request for Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Suppliers are advised to check the Messaging box for broadcast messages and tender clarifications from the Contracting Authority which might have issued prior to the date that Supplier associated itself / expressed an interest in the CFT.

Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

This Invitation to Tender shall be interpreted in a manner consistent with Irish and EU rules on public procurement.

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1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Dublin City Council herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Dublin City Council is the largest Local Authority in Ireland, employing approximately 6,100 staff. The 2024 Revenue Budget amounts to €1.34 billion, while the three year Capital Programme 2024 to 2026 amounts to €4.245 billion.

The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g. provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g. libraries, sports facilities parks, community development and housing welfare services). The City Council also provides emergency services through Dublin Fire Brigade.

Council facilities are spread geographically throughout the city and are also located outside the Dublin City Council area. The Council headquarters are located at Wood Quay, Dublin 8.

Dublin City Council is responsible for the social, economic, infrastructural and cultural development of the city. The range of services provided by Dublin City Council could best be summarised by listing the programme group structure used by central government to classify the activities of all local authorities as follows:

- Housing & Building
- Road Transportation & Safety
- Development Incentives & Controls
- Environmental Protection
- Recreation & Amenity
- Education, Health & Welfare
- Miscellaneous Services

Further information is available at our corporate website www.dublincity.ie

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, Tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, manpower, previous experience) and/or to deliver the contract. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and will be authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF THE CONTRACT

2.1 Overview of the Requirement

The Red Stables building is a protected structure, in St. Anne's Park, Dublin. The Red Stables building projects are managed by DCC Parks, Biodiversity and Landscape Services. The building has undergone a series of enhancement works, including HSF Grant (part) funded Northern Range Roof re-slating works.

It is proposed to make several of the ground floor spaces; the Tack Room, the 2 no. horse stalls/stable spaces, the Winter Garden, garden lobby and the exhibition room periodically available to the public to visit, on self-guided tours. A light-touch heritage plan was developed to facilitate continued use of these flexible spaces; for events, for community artists and community classes etc.

The project scope comprises the provision of Exhibition Fitout, Graphics and Signage (production and installation), as per detailed drawings and specifications. Bright 3D Environments Ltd (Bright) were appointed by DCC as the Heritage Interpretation Design and Exhibition Design Company for the project. With Bright acting as lead liaison for the project, DCC will oversee the delivery of the exhibition fit-out.

The project will seek as its core guiding principle to strike a careful balance between minimum intervention and the conservation of building.

This tender is for the exhibition fit-out and graphics production and installation for the Red Stables, in St. Anne's Park, Dublin. The specific requirements and deliverables of this project will be detailed further below. The successful tenderer needs to ensure delivery of high-quality fixtures that not only match the facilities requirements but will operate with minimal maintenance and maximum reliability and are vandal resistant. The fit-out contractor will act as the lead contractor on site for the exhibition installation, working closely with the AV contractor.

Whilst every effort has been made to ensure that the information within this document is correct and will deliver a full and complete working system, the contractor should be satisfied that they have allowed for all necessary eventualities that might arise, to deliver a fully operable exhibition that will meet the client's expectations.

You are invited to submit a detailed tender response answering the requirements of this document, drawings, briefs, and schedules. The response should directly address the schedule, although alternative items may be offered, you are to submit prices for the schedule as presented and any changes are to be separately priced and explained along with noting any assumptions made in costing.

Dublin City Council proposes to award a contract for 1 years, for the provision of supplies

2.2 Details of Options

n/a

2.3 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue RFT	Tuesday 21 July 2026
Closing date for Queries	Wednesday 29 July 2026 at 12 noon] (Irish time)
Closing date for Receipt of Tenders	Wednesday 12 August 2026] at [12 noon] (Irish time)
Clarification / Verification meetings (if anticipated)	July 28 th TBC (Morning)
Award decision	Q3 2026]
Contract Commencement	Q3 2026]

The dates provided above are estimates at the time of publication of the Request for Tender. The Contracting Authority will endeavor to run the process to this timetable, but this cannot be guaranteed.

2.4 Termination of Contract

The Contracting Authority reserves the right at its sole discretion to terminate any contract where, due to matters outside its control, including but not limited to, increased costs arising from any changes in the Customs Union, which render the commercial arrangement uncompetitive.

3. DETAILED SPECIFICATION OF REQUIREMENTS

The Contracting Authority proposes to engage in a competitive process for the award of a contract as specified hereunder.

3.1 Specification

The provision of Exhibition Fitout, Graphics and Signage (production and installation), as per drawings (**Appendix A; Drawings**) and specifications.

Fit out items as per fit out schedule and drawings: Appendix B; Fit-out Schedule

1904 -100, 101, 102, 103, 104, 105, 301, 302, 303, 304, 305, 306, 307, 400, 401, 402, 403

Graphic items as per graphic schedule Appendix C

AV items as per AV hardware schedule Appendix D

The full scope (including drawings and particulars) are included in the tender documents and published on eTenders.

- *Successful companies will supply Risk assessments and Method statements for all works prior to implementation.*
- *Plans and sections/ elevations drawings must be proved to show the detailed location of fixings. All fixings to floors/ walls/ existing building fabric must be reviewed and approved by the conservation architect.*

Samples to be provided (post-tender), as per Appendix A Drawings and align with project programme, to facilitate fit-out designer to assess samples.

Table (S2.4) veneered facing piece - dark oak finish. Sample to be provided to fit out designer prior to manufacturing for sign off, *as detailed in Appendix A*

Stable blanket (S3.7) Sample of text detail, fabric material and edge finish to be provided to fit out designer prior to manufacturing for sign off, *as detailed in Appendix A*

Saddle stand (S4.5) finish to be dark stained tulipwood. Sample of stained timber to be supplied prior to manufacture for sign off. *As detailed in Appendix A*

- *The successful tenderer must have a sound understanding of the entire scheme including AV and lighting locations throughout.*
- *Any alternatives in specifications that need to be made due to supply issues must match the quality of the original agreed spec and no additional costs will be passed on to the client.*
- *Any installation that required additional work that cannot be carried out by the successful tenderer they must arrange this directly. This should be raised as soon as possible.*
- *Contractor will carry out full measured survey prior to producing CAD construction drawings.*
- *Site restrictions must be identified during site visit.*

• Works should be undertaken during normal working hours. Working out with this may be feasible with agreement with the client. Fit-out shall be scheduled to avoid any impact on; Building visitors, events, classes, café operator and DCC Park Operations team.

Contractor will implement full Health and Safety procedures on site and provide spare PPE for visitors as necessary.

• It is the contractor's responsibility to safeguard and protect all equipment and materials on site. Site security and possibly of lockable storage by the client team can be discussed with the successful tenderer.

• Contractor will allow for pre-site meeting with client and designer to establish on site protocols, access and working hours. Parts of the building will remain open to the public during fit out so public safety and is paramount during vehicle access to site.

• Contractor will provide O&M manual with all as built drawings and specifications.

• Contractor to supply an estimated 10 year maintenance programme for the exhibition including all specialist sub-contractor works.

Proposed Programme TBC – to be completed by Q4 2026

Stage/Milestone		Proposed Date
1	Tender Published	21st July 2026
2	Site Visit - Optional	28th July (pm)
3	Clarifications closing	29th July 12 noon
4	Submission Deadline	12th August 12 noon
5	Evaluation	Q3 2026
6	Award of Contract	Q3 2026
7	Pre-Start Meeting	Q3/Q4 2026
8	Provide Samples for sign-off	Q3/Q4 2026
9	Fit-out (facilitate Christmas events & holiday leave)	Q4 2026
10	Hand-over	Q1 2027

Please note that this timeline is indicative only and final programme will be agreed to co-ordinate with building (event) uses, especially during October Bank Holiday week/midterm, courtyard Christmas Tree installation/decoration and December festive events.

PSDP

The contractor will be in attendance and act as Project Supervisor Design Process (PSDP) on the project until the completion of their works. The successful tenderer will be required to complete and have sign off on the project by the dates shown above.

- Any costs or fees given in the costing schedule must be held for 12 months.*
- If there is a delay caused by others the successful tendered must arrange secure storage of all equipment. Equipment must be tested on site first to ensure it is suitable and in working order before being stored.*

Co-Ordination & Contact

- The primary contacts will be the exhibition designers (Bright). A full contact directory will be circulated ahead of a kick-off meeting.*
- As well as carrying out a site survey prior to work commencing, the successful tenderer must study all drawings provided, including power & data, and lighting to ensure understanding of the final intent.*
- The consultant conservation architects will be involved in reviewing technical requirements of items. Any alternations or works required must be raised with Bright as the main contact for the client team.*
- All fixings into the existing fabric of building to be raised with Bright and DCC project manager for approval. It is a requirement that AV & fit-out work together to ensure relevant information is shared for a seamless installation. This may include the AV supplier providing samples of hardware for the workshop to template from and detailed specification drawings. A kick off meeting will be arranged with both AV and Fit-out contractors by the exhibition designers once contracts are appointed.*

Site Specific Considerations

Working with a historic Structure - The successful tender is required to carry out a thorough site visit once appointed and meet with the client and design team to review the site in detail. This will be an opportunity to assess access, services, examine wall conditions and discuss fixing methods and installation process with the client teams, in particular the consultant conservation architects.

General requirements

- Successful tenderer must carry out and record a well detailed site survey which captures overall dimensions and areas of complex details (given the nature of a historic site). This must also take into account locations suitable for fixings and existing & proposed services. Any environment concerns such as access, fixings etc. must be raised following initial site visits and as content develops.*

- *Following the survey visit the successful tenderer will identify and raise where additional building or M&E works are required. This will be raised with Bright who will arrange a coordination meeting with others.*
- *Site restrictions for installation must be identified during site visit and to be discussed with Bright/the consultant conservation architect.*
- *Successful tenderer must implement full Health and Safety procedures on site and provide spare PPE for visitors, as necessary.*
- *It is the contractor's responsibility to safeguard and protect all equipment and materials on site. The client is prepared to discuss the use of lockable storage and works office on site at no cost to contractor.*
- *Successful tenderer will allow for pre-site meeting with client and designer to establish on site protocols, access and working hours. This site is within the Red Stables building which will be open to the public and staff.*

On Completion / Hand Over

- *A detail demonstration of all displays, how to handle them to access artefacts or services must be carried out with the client team, at their arrangement to ensure all appropriate staff are present.*
- *Contractor will provide O&M manual with all as built drawings and specifications.*
- *Any product warranties and guarantees to be raised in the O&M manual.*
- *Contractor to supply an estimated 10 year maintenance programme for the exhibition including all specialist sub-contractor works.*

Management of the Process and General Project Information

- *Successful companies will supply Risk assessments and Method statements for all works prior to implementation.*
- *Plans and sections/ elevations drawings must be proved to show the detailed location and fixings of any visible equipment, unless in set works.*
- *Must liaise closely with the AV contractors to co-ordinate delivery and install of equipment. • Coordination with the AV consultant to have detailed understanding of the cable routing, controls is required in addition to the physical requirements of the hardware.*
- *The successful tenderer must have a sound understanding of the entire scheme including display cases, graphic displays and lighting & AV locations throughout to avoid any clashes and any changes proposed take these into consideration.*

All fixings and brackets to match the colour specified by the design team.

- *All samples must be reviewed in person by the design and client team. A set of samples must be sent to site to review in situ. If a change is spec is required samples must be signed off in person.*

- Any alternatives in specifications that need to be made due to supply issues must match the quality of the original agreed spec and no additional costs will be passed on to the client.
- Any installation that required additional work that cannot be carried out by the successful tenderer they must arrange this directly. This should be raised as soon as possible.

Role & Communication

- The primary contacts for this project will be the Consultant exhibition designers (Bright). A Full contact directory will be circulated ahead of a kick-off meeting.
- Bright will involve the client team as needed to approve work or provide input on content. The client will have ultimate sign off on all work, that will be supported by bright.
- The fit-out contractors are expected to communicate directly with the AV contractors for specific information required and to arrange a sequencing of work for installation.

Approvals

Exhibition fit- out contractor to liaise directly with Consultant's Bright on any updates/ amendments required to drawing package. Where required, Bright will seek approval on changes from the client. Bright will manage the approval process; however, final approval will be from client DCC. Final detailed production drawings of fit-out items to be signed off by client. Monthly progress reports & regularly updated project programmes are expected from the contractor. During installation, any queries or amendments required should be directed to Bright. If they require any instructions or clarification Bright should be contacted and advise.

To assist with preparation of responses and understand the location, tenderers are advised to visit the site. It is proposed the site visits will take place on the 28th July 2026 TBC (Morning). Tenders to provide their availability through eTenders.

To arrange an appointment for a site visit please request same through the Questions and Answers facility on www.etenders.gov.ie. Please note: site visits are not a mandatory requirement of this competition but are highly recommended.

3.2 Duration

The contract will be for a period of one year.

The Contracting Authority reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs. The number and duration of extensions will be as per funding allocation, if required].

3.3 Indicative budget

The indicative budget for the contract is Eighty to Ninety Thousand Euro (€80,000 - €100,000) excluding VAT.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the contract. Note this figure is inclusive of all expenses and costs.

The client reserves the right to commission only part of the contract. Further clarification on cost would be sought if this was the case. The client reserves the right not to appoint any suppliers responding to this tender or to commission different parts of the project with different suppliers. Further clarification on cost would be sought if this was the case. Tenderers are expected to fill out the costing schedule provided. |

3.4 Contract Management

The Contracting Authority requires tenderers to nominate a dedicated contract manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the supplies/services required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority;
- Provide regular reports on performance as agreed with the Contracting Authority;
- Meet as and when required to review and examine performance;
- Deal with disputes, complaints or concerns that cannot be adequately resolved;
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings;
- Liaise with Exhibition Design/Heritage Interpretation Design Team
- Provide advance notice of site visits and access requirements
- Schedule fit-out dates and time, facilitate the wide range of Red Stables building events, classes, café operation, Christmas Tree, (Christmas) Markets. DCC Park, Biodiversity & Landscape Services; PM/Conservation works, Operations team and other park visitor events. |

NOTE: Tenderers will note that contract management activities will be non-billable.

3.5 Compliance with the Terms and Conditions

Award of contract will be subject to the successful tenderer agreeing to the Contract Terms and Conditions as contained in Appendix [E].

3.6 Award to Runner Up

If for any reason, it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded a contract, the successful tenderer fails to deliver the contract in accordance with the terms and conditions, the Contracting Authority reserves the right to award the contract to the next highest scoring tenderer based on the terms advertised at any time during the tender validity period of twelve (12) months. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

3.7 Pricing

Prices quoted shall remain firm for the first (12) months |

Thereafter quoted prices will only be considered for review in consultation with appointed Dublin City Council personnel, any increases will not exceed inflation as per CPI. |

All prices quoted must be inclusive of all charges for packaging, packing, loading, unloading, shipping, carriage, insurance and delivery of the Goods to the Delivery Address and any duties, taxes or levies other than VAT.

All prices quoted to be exclusive of VAT.

The lowest cost valid tender will receive the maximum score achievable under the heading Ultimate Cost Score. The methodology for calculating Ultimate Cost Score is outlined in Section 5.1.

3.8 Invoicing

Invoices shall be submitted by the successful tenderer on a monthly basis for all costs incurred in the preceding month. All official invoices must quote a Dublin City Council purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier unpaid.

Detailed invoicing arrangements will be agreed with the successful tenderer.

3.9 Review of Supplier Performance

The successful tenderer will be appointed for a probationary period of 6 months, during that time the supplier will be assessed based on various relevant criteria. At the end of the 6 months probationary period, the contract will either be allowed to continue if performance has been satisfactory, or terminated if it has not and supplier shortcomings cannot be addressed.

In the event that the contract is continued, the contract will be subject to a further official review every 12 months thereafter and will only be continued subject to satisfactory performance. In the event that the contract is terminated Dublin City Council reserves the right to revert to the tenderer who finished in second place (depending on said tenderer demonstrating continued compliance with all stated evaluation criteria) in this competition.

Supplier performance will however be continually monitored over the term of the contract. *Quality of service, quality of samples and turnaround time will be the main criteria for measuring performance. It is expected that the successful tenderer will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary.

Supplier performance will be continually monitored over the term of the Contract, by the lead consultant. The format will be agreed between the Contracting Authority, lead consultant and the successful provider, at the Pre-Start meeting. At a minimum, the proposed agreement should include the following:

- Project Management & alignment to Programme & quality of samples
- Key Performance Indicators that will be measured and reported on to include the content, nature and frequency of reporting
- Communication Plan and Escalation Procedures
- Formal Complaints Procedure

Please note that the Contracting Authority will agree the final content of the agreement with the successful tenderer.

4. SELECTION CRITERIA

The Contracting Authority is using the **open** procedure for the award of this contract, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderers' qualifications, tenderers are required to provide the information set out below in the Tender Response Document (TRD) which is based on a self-declaration model, however tenderers are required to provide the minimum information required.

Alternatively, tenderers may have compiled a European Single Procurement Document (ESPD) which will be accepted as evidence of compliance with Section 4.2.

4.1 Relying on the Standing of Other Entities

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

Please refer to section 1.2 for further details.

4.2 General, Legal and Financial Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.

General Information

Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.

Declarations

Tenderers must complete, sign and date the Declaration relating to the following contained in the Tender Response Document. This must be completed by each group member.

Tenderers may be excluded from participation based on the responses made in the Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Tenderer under each heading.

- Declaration of Bona Fides as per Article 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016.
- Declaration regarding compliance with relevant Statutory Obligations. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required.
- Article 5k Declaration regarding EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine.

Financial

Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
Turnover	Confirmation that the tendering party turnover exceeded [€200,000] during one of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.
Insurance	Confirmation of the following insurances being in place: • Employer's Liability - €13 million • Public Liability - €6.5 million • Product Liability - €[6.5 million, if applicable] • Professional Indemnity - €[1,000,000] Insurances provided by vendors must be authorised for this jurisdiction.

4.3 Technical Capacity Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.



5. AWARD CRITERIA

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The contract will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

Criterion A	Weighting	Maximum Marks	Minimum Marks Required – 50%
	25%	2500	1250
Title	Methodology & Delivery Schedule & Programme		
Description	Tenderers must submit a clear and comprehensive plan that demonstrates the Tenderer's proposed methodology in respect of the management of and delivery of the project to the highest quality standards within budget and in accordance with the agreed programme. It must include comprehensive written description of the proposed methodology, including a note of any relevant assumptions or exclusions, as well as understanding of working in historical sites and a Gantt chart – broken down by stage, highlighting key milestones (identify potential areas of problems) must be provided to: • Identifying key dates for pre-start meeting, site visits and provision of samples • Periods when engagement with other consultants and/or contractors will be required. • Key deadlines for client input and review • Site preparation for delivery/ pathway of delivery • indicating lead times Please provide relevant details of your supply chain (including materials and any sub-contractors/specialists required) to successfully deliver this project. Please identify the project lead and describe how they will work with the DCC (and any agents acting on their behalf) to deliver the works on time. Response should be maximum 2 No. A3 pages (arial 10 point or equivalent) and should be specific to the requirements of this project. Generic or marketing material will not be considered. Total MAXIMUM 2 no. A3 pages to be evaluated		

Criterion B	Weighting	Maximum Marks	Minimum Marks Required– 50%
	20%	2000	1000
Title	[Technical Merit of the Team proposed]		
Description	[Tenders must provide comprehensive information on the team proposed. • An organizational chart must be provided to illustrate the team structure and lines of communications. Maximum 1 no. A3 page. • Key team members to have deputies' names in event of holidays/ absences etc. • Personal profiles and CVs for all staff to be involved in the project to be provided. Tenderers must identify the team and the resources for delivery of the project including CV's (including the CVs for the sub contractors proposed). Each CV to be maximum 2 no. A4 pages. Tenders are required to detail the personnel proposed for the delivery of the contract together with their time allocation. Submissions to outline their personal's experience of this type (nature and scale) of project i.e. working on historic sites, heritage interpretation, exhibitions, live sites and clearly indicate each team members contribution to the project (their roles and responsibilities). This Schedule will be assessed in respect of the quality and balance of resourcing offered]		
Criterion C	Weighting	Maximum Marks	Minimum Marks Required – 50%
	15%	1500	750
Title	Account/ Contact Management		
Description	Tenderers are asked to provide a detailed description on how this project will be managed over the lifetime of the contract, outlining: • The nominated key programme manager (this will be the one point of contact for the design and client team). Please provide additional information on the PM, outlining their experience of overseeing multiple specialists and contractors.		

	• Methodology of communication for the duration of the contract, including the methodology for provision of the required samples • Schedule of communication (communication protocol) • Escalation procedures • Reporting process • Co-ordination with others (AV, Bright, DCC) Total MAXIMUM 2 no. A4 pages to be evaluated		
Criterion D	Weighting	Maximum Marks	Minimum Marks
	40%	4000	N/A
Title	[The Cost Criterion (e.g. Ultimate Cost)]		
Description	[The Tender Package contains detailed pricing schedules for this project, Fitout Costing Schedule & Graphics & Hardware costing schedule, which will need to be completed in full by the Tenderer. The total of each must then be inserted into the Form of Tender within the Tender Response Document]		

NOTE 1: Tenderers should note that they must achieve a minimum rating of **50%** for criteria (A), (B), and (C) in order to avoid elimination from the competition. Please note that in relation to criterion (D – Cost Criterion), tenders will be scored in inverse proportion to the maximum score, which will be allocated to the lowest cost valid tender not previously eliminated on qualitative grounds.

NOTE 2: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

NOTE 3: Tie-Break Rules: MEAT Assessment

In the event that there are two or more highest ranked Tenderers that obtain the same total marks (i.e. a tie for the highest ranked Tenderer) the following tie-break rules will be adopted:

The Tenderer who has been awarded the highest marks for the total qualitative assessment (i.e. non-cost related element) of their Tender will be deemed to be the most economically advantageous tender (“MEAT”).

In the event the Tenderers receive the same marks for the qualitative assessment of their Tender, the Tenderer who has been awarded the highest marks for “**A. Methodology & Delivery Schedule (project plan)/Programme]**” will be deemed the MEAT.

In the event of the application of this tie-break rule not resulting in the determination of a MEAT, this approach will continue to be applied to each of the award criteria in the descending order listed in below until such time as a MEAT can be determined:

Order of Tie Break Evaluation Criteria*:

1. **B. [Technical Merit of the Team proposed]**
2. **C. [Account/ Contact Management]**
3. **D. Cost**

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In the unlikely event of the rules set out above failing to determine a MEAT, the preferred Tenderer shall be selected on the basis of random selection. In such a circumstance, representatives of each Tenderer that achieved the same highest marks are invited to observe the random selection and Tenderers will be notified in advance of the time/date and location of the random selection procedure

5.1 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	4000*
Formula employed	$\frac{4000*}{B} \times A$

5.2 Methodology for Calculating Scoring of Qualitative Criteria

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Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.

50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable		

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

5.3 Clarification / Verification Meetings

Award of contract may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

A visit to the tenderer's premises may be required to clarify any questions or queries regarding the tender offer.

Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

Refer to note re alternative meeting arrangements in Instructions to Tenderers section below.

5.4 Clarification of Abnormally Low Tenders

If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic in light of the tendered price or any other financial matter (including proposed indicative hours), the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question on the basis of it being considered abnormally low.

INSTRUCTIONS FOR TENDERERS**(a) Sufficiency & Accuracy of Tender**

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of this tender.

(b) Tender Documents – Ambiguity, Discrepancy, Error, Omission

Where tenderers consider that they are missing any documents which would prevent the submission of a comprehensive tender please contact Dublin City Council via the messaging facility on www.etenders.gov.ie as soon as possible.

Tenderers are required to inform Dublin City Council of any ambiguity, discrepancy or error in the Tender Documents. Dublin City Council shall, upon receipt of such notification, notify all Tenderers of its ruling in respect of any such ambiguity, discrepancy, error or omission. Such ruling shall be issued in writing and shall form part of the Invitation to Tender.

(c) Submission of Tenders via www.etenders.gov.ie

Tenders must be submitted electronically via the eTenders electronic tender facility on www.etenders.gov.ie only. Only Tenders submitted through the electronic tender facility will be accepted. Tenders submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

Please note that the eTenders electronic tender facility closes at the stated date and time precisely. It is the responsibility of Applicants / Tenderers to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of the tender.

Tenderers must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Tenderers should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council.

In order to facilitate assessment, Applicants / Tenderers are kindly requested to submit a single attachment inclusive of the completed questionnaire(s)/ tender(s) and all related appendices.

Economic Operators should note the following when making their submission:

- There is a maximum upload limit of 100MB per tender submission.
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the CfT deadline has expired.
- The 'Submit' button will be disabled automatically upon the expiration of the response deadline.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

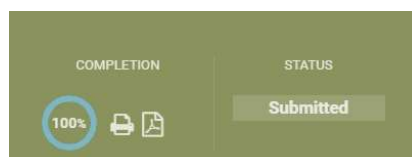
Accessing documents

In order to download all documents associated with a particular Call for Tender, Economic Operators must express an interest in the Call for Tender by associating a user from your organisation with the CFT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- (a) Log-in to the system;
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CFT Workspace
- (d) In the Show CFT Menu for the competition click on the "Expression of Interest" in the drop down menu
- (e) Complete the "Association with the CFT" tab.
- (f) This will then provide you with a link to "Tender" under the Show CFT Menu

Submitting your Tender

In responding to a tender without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



(d) Closing date for Tenders

The closing date for tenders	Is Wednesday 12 August 2026 at [12 noon] (Irish time)
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It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded / submitted by the designated deadline.

(e) Queries

All queries regarding this tender should be submitted via the messaging facility on www.etenders.gov.ie. Please submit queries as soon as possible.

The closing date for queries	Is Wednesday 29 July 2026 at [12 noon] (Irish time)
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Process for submitting queries	Via www.etenders.gov.ie only
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In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

(f) Qualification of Tenders

Please note that qualifications to a Tender may be considered a counter offer and may render the tender invalid.

(g) Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing (by post or electronic means) to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

(h) Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of [twelve (12) months] is required, this period commencing on the closing date by which the Tenders are to be returned.

(i) Amendment of Tender Documentation

Tenderers are prohibited from amending any text or content of forms or declarations or templates provided as part of this tender competition in their tender responses. Where amendments have been identified, the Contracting Authority may at its discretion eliminate the tenderer from further consideration.

(j) Collusive Tendering

If any Tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its Tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its Tenders, the bid submitted by such Tendering Party shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

(k) Confidentiality

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose.

Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

(l) Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of

this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

(m) Anti-Competitive Conduct

Tenderers attention is drawn to the Competition Act 2002 (as amended, the "2002 Act"). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

(n) Freedom of Information Acts

Tenderers should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Tenderers must, when providing such information, clearly identify the specific sections of their Tender containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt Tenderers may not assert confidentiality or commercial sensitivity over the entire Tender but must clearly identify the specific section containing such information. If Tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the Tenderer. The Contracting Authority will, where possible, consult with Tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

(o) Data Protection

"Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Tender.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the "Declarations" section of the accompanying

Tender Response Document that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

(p) Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

(q) Confidentiality of Evaluation

After the official opening of Tenders, information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations concerning the award of contract will not be disclosed to Tenderers or other persons not officially concerned with such process until the award of contract to the successful Tenderer has been announced and in conformity with national law.

(r) Publicity

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the contract, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word "media" includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

(s) Clarification of Tenders

Dublin City Council may ask Tenderers for clarification of their Tenders, including breakdowns of unit prices. No change in the price or substance of the Tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with Dublin City Council.

(t) Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form. Where a discrepancy arises between any figure submitted on the pricing element of eTenders versus the content of the Tender Submission, the Tender Submission figures will be used in the assessment.

In the case of manifest errors - where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

(u) Replacement Personnel

Notification must be sent via www.etenders.gov.ie as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

(v) Change in Composition of a Tender

Dublin City Council reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

(w) Notification of Tender Evaluations

All tenderers will be informed of the outcome of their tenders following tender evaluation and any necessary clarifications. The Contracting Authority will issue a Letter of Regret with the name of the winning tenderer(s) and the scores of the tenderer and the winning tenderer.

(x) Award of Contract

In accordance with Dublin City Council policy [if below threshold] **OR** the procurement regulations [if above threshold] Dublin City Council will not award the contract for a period of at least 10 days [if below threshold] **OR** 14 days [if above threshold] after notification of the outcome is sent to tenderers.

When appropriate an award notice will be despatched to the Official Journal of the European Union announcing the results of the competition no later than 30 days after the award of the contract. It should be noted that it is standard practice for the Client to include the price of the winning tender or the range of prices of tenders received in the publication of the award notice as required under European procurement rules.

Dublin City Council reserves the right not to proceed with the competition at any stage or not to award a contract.

(y) Possible TUPE Considerations

Participants are advised that in the event of significant transfer of undertakings, businesses or parts of businesses, the provisions of SI 131 of 2003 *European Communities (Protection of Employees on Transfer of Undertakings – TUPE) Regulations 2003* may apply. The successful tenderer will therefore be required to indemnify the contracting authority fully in respect of any losses, damages, costs or expenses of any kind incurred arising from their compliance with the TUPE Regulations.

At tender stage, tenderers will be required to inform themselves by their own enquiries as to the potential applicability of the TUPE Regulations and to take this factor into account when

preparing their tenders, which will be deemed to include all the potential costs likely to be incurred as a result of any ensuing obligations under TUPE.

(z) Cost of Preparation of Tender

Dublin City Council will not be liable for any costs incurred by tenderers in the preparation of proposals or any associated work effort. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event of their being required to attend clarification or other meetings or make a presentation of their Tender.

GENERAL INFORMATION RELEVANT TO SUCCESSFUL TENDERERS

(i) Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

Invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

The Council undertakes to make all payments solely under the terms of the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

(ii) Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

(iii) Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract[s] awarded on foot of this tender process will be governed by Irish law.

(iv) Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

(v) Change in Law

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfill the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.