



CALL FOR TENDER

Single – Party Framework Agreement

Establishment of a Single Party Framework Agreement for the Provision of Archival Cataloguing and Archival Digitisation for Fingal County Libraries

With an Initial Contract for Archival Cataloguing Services for Fingal County Libraries for a period of Two (2) years

FCC/106/26.F

Procedure:	Open Procedure – OJEU
Issue Date	As per eTenders notice
Closing Date for Queries	As per eTenders notice
Closing Date for Tender Submissions	As per eTenders notice
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Format for submission of tenders	Tender Post-box facility on www.etenders.gov.ie

Please note that information relating to this Call 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.

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

The Contracting Authority has provided a Tender Response Document as a separate document for tenderers to use in preparing their response to this tender. This document and format must be used.

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Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Tenderers are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

1. About the Contracting Authority

1.1 The Contracting Authority

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

Fingal County Council is the Local Authority for the administrative county of Fingal. Fingal is located to the north of Dublin City and is also bordered by South County Dublin, Meath and Kildare, and to the east by the Irish Sea. The county covers an area of c. 448 sq. km. Fingal has a population of 329,218 making it the third most populous local authority area in the country. Fingal’s significant economic advantages include Dublin Airport, fast access to Dublin Port, rail, road, power and telecommunications infrastructure and the availability of serviced and un-serviced land for development.

Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level.

Further information is available at our corporate website www.fingal.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 into the framework.

1.3 Climate Action, Sustainable Procurement and Energy Management

Fingal County Council has signed the Climate Action Charter for Local Authorities, an action of the Government's Climate Action Plan, committing the local authority to actions around climate change. In this regard, Fingal County Council will ensure that policies and practices that lead us towards low carbon pathways, ask suppliers as part of the procurement process to provide information on their carbon footprint and on the sustainability practices and steps they plan to reduce its impact and implement green public procurement strategy and procedures across all business areas.

It should be noted that Fingal County Council is committed to promoting and supporting innovative and environmentally sustainable practices and endeavours to ensure their inclusion in all contracts.

The Contracting Authority has been accredited with ISO 50001 Energy Management. Accordingly, the contracting authority will establish and implement criteria for evaluating energy performance over the planned or expected operating lifetime, when procuring energy using products, equipment and services which are expected to have a significant impact on its energy performance.

When procuring energy using products, equipment and services that have, or can have, an impact on Significant Energy Users, the contracting authority shall inform suppliers that energy performance is one of the evaluation criteria for procurement.

Where applicable, the contracting authority will define and communicate specifications for ensuring the energy performance of procured equipment and services.

2. Scope of Framework Agreement

2.1 Type of Framework

The Contracting Authority proposes to engage in a competitive process for the establishment of a single party framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

This competition relates to the establishment of a single party framework with one Economic Operator. Thereafter that Economic Operator being entitled to be considered for all contracts within the scope of the framework.

2.2 Scope of Requirements under the Framework

The objective of this framework is to establish a Single Party Framework for four (4) years for the provision of archival cataloguing and archival digitisation for Fingal County Libraries.

Fingal Local Studies & Archives are a specialist repository which collects, preserves and makes available historic records relating to Fingal and Dublin generally. Records are acquired by transfer, donation and purchase. Community outreach is of vital importance and includes exhibitions, publications, talks, the Fingal Festival of History, Fingal Studies and participation in Heritage Week and Culture Night.

The Archive held by Fingal was originally founded as Dublin County Council Archives in 1990. When Dublin County Council was disbanded in 1993 under the Local Government Act and replaced by the three new councils of Fingal, South Dublin and Dún Laoghaire Rathdown, it was decided that Fingal would be responsible for all the existing archival material. The Archives were originally based at the former Dublin County Council headquarters at 11 Parnell Square, moving in 2009 to Swords. Fingal Local Studies & Archives are due to move once more to the new Culture House in Swords, on its completion in 2027.

Further information is available online at www.fingal.ie/LocalStudiesArchives

To ensure the professional management of, and access to, these collections, the Council seeks to appoint a suitably qualified contractor to provide archival cataloguing services and archival digitisation.

The appointed Framework member will support the cataloguing of the archives to ISAD (G) standard, utilising a professionally qualified archivist to achieve this. Additionally, they will undertake archival digitisation services, provide high-quality digital surrogates whilst ensuring the safety of the material. The appointed contractor will work closely with the County Archivist. The collections are held in Swords, Co. Dublin and cataloguing work should be undertaken on site while digitisation should be undertaken at the contractor's place of business.

General Services Required under the Framework:

1. Professional archival cataloguing services, including reviewing and updating of existing catalogue entries, creation of new catalogue entries and re-housing of material where required. Fingal Local Studies & Archives has approx. c. 4,000 archival boxes of material which require cataloguing, approx. 90% of which has been provisionally catalogued and requires updating and approx. 10% has never been catalogued.
2. Digitisation of archival material, resulting in high-quality digital surrogates while ensuring the safety of the collections.

Archive material is typically both fragile and unique. The utmost care must always be exercised in handling of all such material.

2.3 Detailed Specification of Requirements:

2.3.1 Reviewing and updating existing Microsoft Access catalogue entries

Work on the cataloguing of the Archives began in the 2000s using Microsoft Access databases and the majority of collections in the archives have now been catalogued on Access. The entries in these databases are not ISAD (G) (*International Standard for Archival Description General*) compliant, and some elements need to be reviewed and updated.

The catalogue entries in the Access databases will be exported to Microsoft Excel for review and updating. Some items may require additional cataloguing fields depending on their content or condition. Axiell Collections (an archival collections management system) has been procured to host the updated catalogue entries. It will be necessary to physically consult the collections to complete the catalogue entries. Once amended, the Excel files can be converted into CSV sheets for bulk upload to Axiell Collections.

The majority of catalogue entries presently on Microsoft Access are structured as follows:

ISAD (G) element	Note
Archival reference code	Already on Access entries
Title	Already on Access entries
Creation Dates	Already on Access entries
Extent & Medium	Already on Access entries
Creator	Already on Access entries
Level of Description	Fonds and series level descriptions will need to be created for all collections as all Access entries are at item or file level.
Scope & Content	Uniform descriptions on Access entries may need to be updated and amended.
Location	Needs to be completely updated with new shelf locations as collections are in a new offsite storage unit.
Part of	A new element to be added to the Excel sheet containing the relevant reference code for the series/sub-series/file etc of which it is part. This must be entered to ensure entries are hierarchical once on Axiell.

2.3.2 Creating new catalogue entries for uncatalogued collections

A small number of collections are not listed, and catalogue entries will need to be created. This can be done directly into Axiell Collections or via a bulk import from a CSV file (i.e. from Excel). The ISAD (G) elements to be included are:

- Archival reference code
- Title
- Creation Dates
- Extent & Medium
- Creator
- Level of Description
- Scope & Content
- Location
- Part of

This element will include survey, appraisal, arrangement, cataloguing and re-housing.

2.3.3 Re-housing and re-labelling of collections where current boxes/folders are damaged or unsuitable

Any damaged archival boxes and folders should be re-housed and re-labelled. The archival boxes and folders, label maker and label templates will be provided by Fingal Local Studies & Archives.

2.3.4 Service Provider Requirements and Qualifications (i.e. Archivist)

The minimum requirements and Qualifications of the appointed Archivist to undertake the cataloguing services are:

- Professional archivist with a recognised archival qualification from a course accredited by the Archives and Records Association UK and Ireland (ARA).
- Have relevant previous experience in the field of archives, to include archival cataloguing.
- Have excellent ITC skills including proficiency in working with Microsoft Excel spreadsheets.
- Experience with archival and/or records management software and systems such as Axiell Collections, AdLib, CALM etc preferred.
- Have excellent knowledge of ISAD (G) (*International Standard for Archival Description General*) or IGAD (*Irish Guidelines for Archival Description*) and ISAAR CPF (*International Standard Archival Authority Record for Corporate Bodies, Persons, and Families*) or IGIA (*Irish Guidelines for Indexing Archives*).
- Have excellent organisational ability and a proven record of methodical and accurate work.
- Can work independently within a defined programme of work.
- Must be available to work on-site in Swords, Co. Dublin.

2.3.5 Archival Digitisation

Fingal Local Studies & Archives require professional archival digitisation services of historic records which are both bound and loose. The successful tenderer must:

- Have the necessary equipment and software required to digitise the collection at their place of business.
- Have overhead digital equipment (book scanner) that conforms to archival standards with cold lamps that emit no ultraviolet light, infra-red light or heat. This equipment should have a 'Roberval' book cradle with pressure sensitive glass plate.
- Digitise the items in compliance with the technical standards outlined in Appendix 1 of the National Archives of Ireland Digital Imaging Policy www.nationalarchives.ie/wp-content/uploads/2019/03/DigitalImagingPolicyFinal.pdf
- The Digitisation Operative working on the collections should have at least 3 years' experience digitising archival collections and have experience creating qualified Dublin Core metadata.
- A Dublin Core metadata template for each item should be populated and an XMS metadata file produced. The fields are Filename, Identifier, Title, Creator, Date, Rights

and Type. For further information on qualified Dublin Core metadata, the successful tenderer should refer to Dublin Core & the Digital Repository of Ireland Guidelines V3.

- Image processing should include physical adjustments (crop/rotation/skew), colour correction/tone adjustment, sharpening etc where required, ensuring a high-resolution image with legible text.
- When a volume is digitised, a selection of scanned pages should be submitted to Fingal Local Studies & Archives for quality assurance checks.
- Create a master .tiff, along with a surrogate .jpg of each scanned page, using the naming convention supplied by Fingal Local Studies & Archives (generally the archive reference code). Additionally, a full .pdf of each volume should be created.
- Typewritten documents should be OCR searchable.
- Create additional .jpg and .pdf files with watermarks applied to the foot of each document which reads: 'Fingal County Council: [Fingal Local Studies & Archives reference].' An example would be: 'Fingal County Council: FCCA/CC/01/12'.
- The relevant items should be collected from Fingal Local Studies & Archives in Swords, county Dublin and ensure they are held in a secure, locked room at the digitisation premises. No collections should be left unattended in delivery vehicles or overnight.
- All digitised items, with sub-folders for each format, and the XML metadata file, should be placed on a storage device and delivered to Fingal Local Studies & Archives.
- The collection should be returned to Fingal Local Studies & Archives in the condition in which it was collected.

2.3.6 Contractor Requirements

Tenderers must clearly demonstrate:

- Proven experience in undertaking large-scale archive and records management projects.
- Evidence of undertaking archival cataloguing projects which utilise Excel for cataloguing to ISAD (G) standard.
- The ability to provide qualified and experienced professional archivist. Further information on this is available above in section 2.3.4 Service Provider Requirements (i.e. Archivist).
- Proven experience of undertaking digitisation projects with fragile archival material.
- The ability to satisfy the technical and professional requirements set out above, including the production of Dublin Core metadata.
- A proven track record of delivering high-quality services in a timely and professional manner to include excellent communication and reporting.

2.4 The Initial Contract:

The initial contract will be awarded for the provision of archival cataloguing services for Fingal County Libraries including reviewing and updating of existing catalogue entries, creation of new catalogue entries and re-housing of material if required. The initial contract includes the requirements set out above in section (2.3.1. – 2.3.4)

The initial contract will be for a period of two (2) years.

The framework agreement will be established on foot of this tender competition.

The annual lump sum price (Table A) stated in the Tender Response Document and the Archival Digitisation Rates (Table B) stated in the Pricing Document are maximum prices for the first two years of the framework agreement.

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

All prices quoted must be inclusive of all charges and any duties, taxes or levies other than VAT.

2.5 Details of contracts under the Framework

There is no guarantee of additional contracts, but where they arise, the Contracting Authority may consult the member of the framework agreement in accordance with the scope and rules of operation outlined in this Call for Tender.

2.6 Contract Management

The Contracting Authority requires tenderers to nominate a dedicated contract manager/ Archivist who will act as the main point of contact for the duration of the framework/contract. This person shall have the authority to deal with all matters in relation to contracts and be responsible for the satisfactory delivery of the 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.
- Provide a draft SLA for the Management for this contract which should include the following:
 - Detailed programme and timelines for the delivery of services
 - Reporting structure and review meetings
 - Escalation process in place
 - Procedures for the safe transportation, storage and security of archival collections when brought off site to contractors' premises for digitisation
 - Outline policies/procedures in place if archival collections were damaged during transportation or storage off site.

NOTE: *The above Contract Management requirements are to be accounted for in the overall cost of your tender submission.*

2.7 Health and Safety

Evidence of compliance with all relevant Safety Health & Welfare at Work legislation will be required as condition of contract award. Tenderers must address all Health & Safety matters to meet the requirements including the provision of a safety statement / method statement

where required. Tenderers are not required to submit these documents at this time however they will be subject to Award of Contract.

3. Establishment and Operation of The Framework

The Contracting Authority proposes to engage in a competitive process for the establishment of a framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

3.1 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a single-operator framework agreement with the tenderer selected following the tender stage and the application of the award criteria.

3.2 Duration of the Framework Agreement

The framework agreement will be for a maximum period of four (4) years).

The Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

It is anticipated that the initial contract will operate for a period of two (2) years.

3.3 Estimated Value of the Framework Agreement

The maximum value of the framework over the life of the framework is €400,000.00

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

3.4 Pricing

Prices quoted shall remain firm for the first twenty-four (24) months.

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

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 5.2.

3.5 Awarding Contracts under the Framework Agreement

In the case of a single-operator framework agreement contracts may be awarded directly on foot of the original tenders or by consultation with the Framework Member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

3.6 Right to Tender outside of the Framework

The Contracting Authority intends to use the framework for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the Framework

Member[s]. Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the member[s] the right to be consulted in respect of, or tender for, any contract.

3.7 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions. Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission.

3.8 Award to Runner Up

If for any reason, it is not possible to establish the framework agreement or award the initial contract to the designated successful tenderer emerging from this competitive process; the Contracting Authority reserves the right to establish the framework with the next highest scoring tenderer based on the terms advertised at any time during the tender validity period. 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.

3.9 Termination of Framework/Contract

The Contracting Authority reserves the right at its sole discretion to terminate any framework/contract 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.

4. Selection Criteria

The Contracting Authority is using the **open** procedure for the award of this framework agreement, 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 tenderer's 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.

In the event that Tender Applicants have previously been involved in providing these services for the Contracting Authority, they should not assume that the Contracting Authority Council is aware of their ability to address the requirements set out in this tender. No recognition will be given to information previously submitted. Only information provided in your tender response will be evaluated. The onus is on Tenderers to ensure their tender response is complete and includes all relevant information.

4.1 Relying on the Standing of Other Entities

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 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. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

4.2 General, Financial and Legal Requirements

Tenderers are required to provide information on the following in the **Tender Response Document**. Tenders must ensure that the document submitted is text searchable i.e., it must not be a document that has been scanned as an image or protected against search. 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	
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. Progression to tender stage will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority if requested. Failure to provide appropriate evidence within the timeframe specified by the Contracting Authority will result in the Applicant being deemed inadmissible for the next stage of the competition.	
Legal Compliance	
Complete the Declaration of Bona Fides as per Art 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016 as contained in the Tender Response Document. Complete the Declaration regarding their compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment/operation is required. Complete the Declaration on Article 5k regarding EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine as contained in the Tender Response Document.	
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 tenderer / all parties associated with the tenderer have generated a minimum annual turnover of €200,000 for each of the three immediately preceding financial years or pro-rata if more recently established. Audited financial statements must be provided upon request for each year, which must include an unqualified audit report on these financial statements.
Insurance	Confirmation of the following insurances being in place: • Employer's Liability - €13 million • Public Liability - €6.5 million • Product Liability - €6.5 million • Professional Indemnity - €1.0 million
In the case of Employer's Liability, Public Liability Insurances and Product Liability, an indemnity to Principals clause must be included. Insurances provided must be authorised for this jurisdiction. The Contractor shall be responsible and take due precautions for the safety and custody of any plant / equipment / materials required for the delivery of the supplies on the Client's premises.	

The successful Tenderer will, during the term of the Services Contract, be required to:

- Immediately advise the Contracting Authority of any material change to its insured status.
- Produce proof of current premiums paid.
- Produce valid certificates of insurance.

4.3 Professional and Technical Ability

Tenderers are required to provide information on the following in the **Tender Response Document**. Tenders must ensure that the document submitted is text searchable i.e., it must not be a document that has been scanned as an image or protected against search. 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.

Previous Contract Examples
Tenderers must provide details of two (2) examples of contracts successfully delivered within the last three (3) years immediately preceding the date of publication of this RFT, which are similar in nature, scale and complexity to the services required under this contract. The examples provided should clearly demonstrate the Tenderer's relevant experience in the provision of services such as: • Proven experience in undertaking large-scale archive and records management projects.

- Evidence of undertaking archival cataloguing projects which utilise Excel for cataloguing to ISAD (G) standard.
- Evidence of undertaking the digitisation of archival material in accordance with technical specifications, to also include the production of Dublin Core metadata.
- The ability to provide qualified and experienced professional archivist as listed in Section 2.3.4 of this CFT.
- A proven track record of delivering high-quality services in a timely and professional manner to include excellent communication and reporting.

Tenderers must include sufficient detail in each example to enable the Contracting Authority to assess the relevance of the experience to the requirements of this Framework Agreement. As a minimum, each example should identify:

- the name of the client / contracting authority
- a brief description of the contract and services delivered
- the contract duration and completion date
- the approximate contract value
- the type and scale of archival collections managed
- the process used for the digitisation of archival material
- the Tenderer's specific role and responsibilities
- how the services demonstrate experience relevant to the requirements of this CFT.

Tenderers must provide this information in the format set out in the Tender Response Document.

The Contracting Authority reserves the right to verify the information provided and to contact the client references named in support of the examples submitted.

Please note that only the first two (2) examples submitted will be read and evaluated.

References

Tenderers must provide the contact details of two (2) clients that may be contacted on a confidential basis in relation to these contracts to confirm satisfactory delivery of the contracts. Details should include names, addresses, and telephone numbers. Tenderers are required to provide this information in the format set out in the Tender Response Document attached.

Please note only the first two client references submitted will be evaluated.

Health and Safety

Tenderers must provide information which demonstrates the operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Please complete the TRD. Evidence of compliance will be required as condition of contract award.

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. Tenderers are required to provide responses in the **Tender Response Document**. Tenders must ensure that the document submitted is text searchable i.e. it must not be a document that has been scanned as an image or protected against search.

Tenderers must address each of the issues and requirements in this part of the RFT and submit a detailed description in each case which demonstrates how these issues and requirements will be dealt with/met and their approach to the proposed delivery of the services. A mere affirmative statement by the Tenderer that it can/will do so, or a reiteration of the tender requirements is **NOT** sufficient in this regard.

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

Ref	Award Criteria	Max Score Available	Min Qualifying Threshold
1	<i>Proposed Methodology, Approach to the Delivery of Services</i> Tenderers must provide a detailed, clear, and sustainable methodology for the delivery of archival cataloguing and digitisation under this framework. The proposed approach should demonstrate a strong understanding of the framework requirements and provide assurance that the Tenderer can meet Fingal County Council's expectations for quality, responsiveness and safety throughout the contract duration. Tenderers are required to: Set out a clear methodology for the management of archival cataloguing (as outlined in 2.3.1 – 2.3.4): • The existing Access catalogue entries which will be converted to Excel; reviewed and updated using the physical archives with the ISAD (G) elements listed at 2.3.1 and the Excel file converted to a CSV sheet for upload to Axiell Collections. • The creation of new catalogue entries in Excel conforming to the ISAD (G) elements listed at 2.3.2 This is to include elements of collection processing such as appraisal, survey, arrangement, cataloguing and re-housing. Set out a clear methodology for the management of archival digitisation (as outlined in 2.3.5) to include: • Proposed transport arrangements from Fingal Local Studies & Archives to Tenderer's place of business. • Security arrangements at Tenderer's place of business. • Procedures for handling fragile archival material. • Equipment to be used for digitisation of items both bound and loose. • Procedures for ensuring scans comply with the Technical standards outlined in section (2.3.5). • Procedures for quality assurance including detecting issues with focus, colour or crops. • Procedures for image processing, file naming, watermarks and the creation of Dublin Core metadata • Clarify how final digitised items and XML files will be delivered to Fingal Local Studies & Archives Marks will be awarded based on:	2,500	1,500

	➤ The clarity, feasibility, and robustness of the proposed methodologies. ➤ The Tenderer's understanding of Fingal County Council's contract requirements. ➤ The Tenderer's ability to deliver a reliable and high-quality service that meets the expectations and standards set out in the contract.		
2	Contract Management Tenderers must demonstrate their ability to manage the contract effectively and deliver a high-quality responsive service through robust oversight, structured communication, and performance monitoring. Tenderers must describe the approach and processes they will use to manage the contract as set out in the specification of requirements. Tenderers must detail how they will ensure Fingal County Council will receive a quality service, at all times to include but not limited to, performance measurement and management; quality assurance; communications process, liaison and reporting structure; problem resolution and escalation process. Tenderers are required to provide: • A detailed description of the proposed contract management structure, clearly identifying the Contract Manager and Archivist with overall responsibility for the management of archival cataloguing and archival digitisation for Fingal County Libraries. • A communication strategy outlining key points of contact, reporting hierarchy, frequency and format of meetings, updates and engagement with Fingal County Council • Provide a draft SLA for the Management of this contract which should include the following: ➤ Detailed programme and timelines for the delivery of services ➤ Reporting structure and review meetings ➤ Escalation process in place ➤ Procedures for the safe transportation, storage and security of archival collections when brought off site to contractors' premises for digitisation ➤ Outline policies/procedures in place if archival collections were damaged during transportation or storage off site. Marks will be awarded based on: ➤ The robustness, clarity, and practicality of the proposed contract management approach. ➤ The effectiveness of the monitoring and reporting mechanisms.	2,000	1200

3	Resourcing of the project - qualifications and experience of the proposed archivist to be directly involved in delivering the required services The Tenderer should provide comprehensive information to enable the Contracting Authority to assess the suitability of the proposed Contract Manager and Archivist against the requirements set out in the specification of requirements at section 2.3.4. and 2.3.6 of this CFT. The proposed Contract Manager and Archivist should clearly demonstrate capacity to fulfil the requirements of the services. Tenderer must provide in their submission: • An organisational chart clearly showing the titles, names, roles, responsibilities, and reporting lines of all key personnel which must include a named qualified archivist involved in the delivery of services. • Curriculum Vitae (CVs) for key personnel including management and the named archivist, detailing relevant qualifications, technical skills, professional certifications, and experience in the management of large-scale archive and records management projects and archival digitisation similar in size and nature to the services sought under this framework. • Evidence of undertaking archival cataloguing projects which utilise Excel for cataloguing to ISAD (G) standard. • Proven experience of undertaking digitisation projects with fragile archival material. • The ability to satisfy the technical and professional requirements set out, including the production of Dublin Core metadata. • Recognised archival qualification from a course accredited by the Archives and Records Association UK and Ireland (ARA). Tenderers should note that comprehensive CVs must be provided, these will be considered in the assessment of the quality of the resources proposed. Marks will be awarded based on: ➤ The qualifications of the proposed personnel; ➤ The relevant archival cataloguing experience of the proposed personnel; ➤ Experience with Microsoft Excel and Archival Content Management Systems. ➤ Relevant qualifications of the Archivist as outlined in the specifications section 2.3.4. of this CFT.	2,000	1,200
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4	Environmental Consideration /Green Public Procurement Tenderers must provide details that demonstrate in a clear and comprehensive manner how they propose to deliver and manage the contract from an environmental and sustainable perspective, setting out details of any environmentally friendly or sustainable initiatives they propose to adopt in the provision of services. Sustainable Service Delivery Practices • Use of digital systems, electronic reporting and other paper-reducing measures currently in place within your organisation to support environmental sustainability, such as cloud-based reporting tools, use of sustainable equipment, or engagement in green accreditation or certification schemes (e.g. ISO 14001). Environmental Awareness in Service Delivery • How environmental considerations are reflected in operational practices when carrying out archival cataloguing site visits, reporting and office-based analysis. Environmental Standards and Continuous Improvement. • Awareness of relevant environmental legislation, standards and good practice, together with any internal measures, policies or initiatives in place to reduce the environmental impact of service delivery. Applicants should clearly explain how these measures are embedded in their normal operations and how they will support efficient and sustainable delivery of the required services.	500	300
5	Total Cost Tenderers are required to outline their cost proposal by completing the pricing section in the TRD. The combined Total of Table A and Table B to be entered in Table C. Table C is the Total Cost to be Evaluated. See Paragraph 3.4 Pricing.	3,000	N/A
	TOTAL	10,000	N/A

NOTE 1: 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 2: Tenders must achieve a minimum mark of 60% in the qualitative criteria Nos 1 to 5 as set out above

Note 3: Tie-Break Rules: Where there is a tie-break, the economic operator with the highest quality score will be awarded the tender. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the tender.

5.1 Methodology for Calculating Scoring of Qualitative Criteria

Scoring Range	Description
90 - 100%	Excellent response with very few or no weaknesses and exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the Applicant will deliver to an excellent standard.
80% - <90%	A very good response that demonstrates real understanding and fully meets the requirements and significant assurance that the Applicant will deliver to a very high standard.
70% - <80%	A good response that demonstrates appropriate understanding and fully meets the requirements and appropriate assurance that the Applicant will deliver to high standard.
60% - <70%	A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard.
Below 60%	Less than 60% is unacceptable and considered ineligible from further consideration.

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

5.2 Methodology for Calculating the Cost Score

Tenderers that have not achieved the required minimum qualifying marks for each of the qualitative award criteria will be eliminated without having their costs assessed and their proposed prices will not be considered for the purposes of calculating the cost score (as per the formula set out below) of the tenderers that have achieved the minimum qualifying marks.

The Tender that offers the lowest tender as per the Pricing Schedule will receive 100% of the maximum marks available for cost. All other Tenders will be scored using the following formula:

Cost Score	=	$\frac{\text{Lowest Tendered Cost}}{\text{Tendered Cost under evaluation}}$	x	$\frac{\text{Maximum Marks Available}}{\text{Maximum Marks Available}}$
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5.3 Clarification / Verification Meetings

Award of contract/Framework Agreement 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.

Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

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.

6. Instructions to Tenderers

6.1 Submission of Tenders

Tenders must be submitted via the electronic post-box facility available on www.etenders.gov.ie only.

The Contracting Authority is using the Tender Post-box facility and tenders must be submitted electronically via the eTenders post-box facility on www.etenders.gov.ie. Only Tenders submitted to the electronic post-box will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will **not** be accepted.

Tender responses where possible should be uploaded as a single PDF document. Where excess size does not permit the uploading of a single document, tenderers may split their response into two or more documents as follows;

1. Tender Response Document (TRD)

All documents uploaded must be clearly titled and referenced accordingly in the Tender Response Document.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

To submit a document to the electronic post-box, please note that you must click "Submit Response". After submitting, tenderers can still modify and re-send their response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process prior to the submission deadline.

6.2 Closing date for Tenders

The closing date for tenders	As per etenders
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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.

6.3 Queries

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie, including any omissions which would prevent you from submitting a comprehensive tender. Please submit your query as soon as possible.

The closing date for queries	As per etenders
Process for submitting queries	Via Questions and Answers facility on www.etenders.gov.ie only

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.

6.4 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.

Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

6.5 Tender Validity Period

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

6.6 Discrepancies between documents

A pdf version of the Call for Tender has been made available on eTenders. This document will be considered as the primary source document in this procurement process, word versions of documents where they are provided are being made available to assist tenderers in responding to the tender competition. Where there is a discrepancy between a pdf version and a word version, the pdf version will take precedence. Tenderers are requested to notify the Contracting Authority immediately of any anomaly. Where applicable the Contracting Authority will issue amended versions.

6.7 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.

6.8 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 Part shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

6.9 Confidentiality

The distribution of the tender documents is for the sole purpose of replying to this RFT only. The distribution does not grant permission or licence to use the documents for any other purpose. They may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Contracting Authority. Tenderers or any third parties (including subcontractors) engaged or consulted by the Tenderer are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

6.10 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.

6.11 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.

6.12 Freedom of Information Acts & Access to Information on the Environmental Regulations

All responses to this Call for Tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, European Communities (Access to Information on the Environment) Regulations 2007 to 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this call for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority’s obligations under law, including the Freedom of Information Act 2014, European Communities (Access to Information on the Environment) Regulations 2007 to 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

6.13 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 Call 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 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.

6.14 Publicity

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the contract/framework agreement, 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.

6.15 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 or as between the hard copy and electronic versions of the tender. Where a discrepancy arises between any figures 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.

6.16 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 which will contain the following information – name of successful tenderer designate, the applicable standstill period; scores of tenderer in question and that of successful tender; features and characteristics of successful tender where they scored higher marks in specific criteria. In the case of EU tenders only, the Contracting Authority will undertake not to award the contract for a period of at least 14 (or whatever period is stated in the notification letters) days from the date of notification of unsuccessful tenderers ('standstill period').

6.17 Services Contract

Tenderers should note the terms and conditions of the Services Contract.

Tenderers are required to confirm their acceptance of the terms and conditions of the Services Contract. Tenderers may not amend the Services Contract.

6.18 Return of Signed Contracts

The successful Tenderer must sign and return the Services Contract and the Confidentiality Agreement, both in duplicate, to the Contracting Authority by the date specified (or no later than seven (7) calendar days where no date is specified) from the date notified in writing by the Contracting Authority. A signed Services Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Services Contract.

Where the signed Services Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified above then the Contracting Authority may proceed to award the Services Contract to the next highest ranked Tenderer in accordance with above.

6.19 Change in the Composition of a Tender

The Contracting Authority reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

6.20 Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being.

6.21 Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and, in particular, to source the requirement with more than one service provider.

The invitation to tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the procurement process.

6.22 Award Notices

Following the formal conclusion of a contract/framework agreement, an award notice will be despatched to the Official Journal of the European Union announcing the results of the competition. It should be noted that it is standard practice for the Contracting Authority 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.

6.23 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful bidders.

6.24 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this tender. The service provider may have a non-exclusive license to use such material but only for its own purposes (to be agreed with the successful tenderer).

6.25 Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

6.26 Environmental Aspects

The Contracting Authority is committed to the principles of environmental management in its activities and it encourages the implementation of sustainability principles in its procurement practices. Tenderers/contractors should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used.

6.27 Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the Tender/Tender's staff to the Contracting Authority staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

7. General Information Relevant to Successful Tenderers

7.1 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.

7.2 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).

7.3 Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Environmental Legislation, 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.

7.4 Late Payment

The Contracting Authority operates in accordance with EU Directive 2011/7/EU on combating Late Payment in commercial Transactions transposed into national legislation as S.I. 580 of 2012 and amended by S.I. No. 281 of 2016.

7.5 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 call 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.

7.6 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 fulfil 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.