



Seirbhís Phríosúin
na hÉireann
Irish Prison Service

RESTRICTED PROCEDURE

QUALIFICATION QUESTIONNAIRE

– Stage 1 of 2 Stage Procedure

GOODS CONTRACT

Title of Competition	The supply of Prison Officer Uniforms (Operational Uniforms and Service Dress) for the Irish Prison Service (IPS)
eTenders RFT ID.	8703892
Procedure	Restricted Procedure – 2 Stage: 1. Selection Stage – Pre-Qualification (this stage) 2. Tender Stage (Invitation to Tender and Award)
Issue Date	23 rd July 2026
Closing Date for Queries	12 noon (Local Time) Tuesday, 18 th August 2026
Closing Date for Submissions of responses	12 noon (Local Time) Friday 28 th August 2026
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Submission of completed questionnaires:	Electronic submission facility on eTenders only.

Notes:

- Please note that information relating to this qualification stage, including clarifications and changes, will be published on the Irish Government's online Portal 'eTenders' (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.
- For the avoidance of doubt, it is emphasised that the information requested in this questionnaire is aimed solely at determining the suitability and choice of Candidates for the next stage of the competition.

- For responding to this Qualification Questionnaire, please complete Appendix A (Response Document) which is available on eTenders.

NB: Please upload your response as a ZIP FILE to protect the integrity of the file names

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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.

Candidates 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 Contracting Authority 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.

At its absolute discretion, the Contracting Authority may elect to terminate this procurement process at any time, or any contract awarded in accordance with the agreed termination provisions of the contract.

Candidates are advised the Contracting Authority is subject to the Freedom of Information (FOI) Act, 2014 and the GDPR and Data Protection Act 2018. If a Candidate considers that any of the information supplied in their response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.

Use of eTenders

Please note that information relating to this Qualification Questionnaire, 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. In order to submit a response, it is mandatory to have **ASSOCIATED** your company with the competition using the eTenders log in.

For all up to date information on using eTenders, please refer to the Guidance Material on eTenders: <https://www.etenders.gov.ie/epps/home.do>

eTenders system usage queries are managed by eTenders Technical Support: <https://www.etenders.gov.ie/epps/PrepareContactUsAction.do>

Use of a Questionnaire Response Document

The Contracting Authority have provided a **Questionnaire Response Document** as a separate document for Candidates to use in preparing their response (**Part B**). This document and format must be used. Candidates should note that personalisation of the Questionnaire Response Document is not allowed, and they must not add their branding/colours to the Questionnaire Response Document.

Please note that in addition to this Document and the Response Document, **any Clarification documents** issued by the Contracting Authority during the qualification submission period forms part of the Qualification Questionnaire. Candidates must ensure they regularly monitor eTenders and review any Clarification documents published.

The Contracting Authority will not click on any web links in the responses, so Candidates cannot assume that any material contained in web links will be viewed. Where Candidates submit additional material such as brochures or appendices, they must specifically highlight the information they consider is relevant to their application and clearly explain which criterion it relates to. The Contracting Authority is under no obligation to parse through such material seeking information relevant to the response.

It is recommended to upload your response as a **Zip file** in order to protect the integrity of file names.

1 About the Contracting Authority

1.1 The Contracting Authority

Irish Prison Services (hereinafter referred to as the “Contracting Authority”) is the authority responsible for this procurement.

Political responsibility for the Prison System in Ireland is vested in the Minister for Justice. The Irish Prison Service operates as an executive office within the Department of Justice, Home Affairs and Migration. It is headed by a Director General supported by 5 Directors.

The Irish Prison Service deals with male offenders and female offenders who are 18 years of age or over.

There are 12 institutions in the Irish Prison System consisting of 10 traditional “closed” institutions and two open centres, which operate with minimal internal and perimeter security.

Further information is available at our corporate website www.irishprisons.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.

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

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition. Candidates may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality to enter the framework agreement/contract.

Candidates 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 application is from a consortium/joint venture or other grouping, Candidates 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 Candidate is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. 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 members. The Contracting Authority will not act as an arbitrator between members of the grouping.

1.3 Multiple Participation

If any individual member of a Candidate grouping is included in more than one application for this competition, the lead must provide a statement declaring that they are aware of this 'multiple participation' and confirm that the individual member has brought their multiple participation to the attention of all the groupings they belong to. Depending on the situation, the Contracting Authority may take all appropriate steps and/or request the Candidate to take whatever action is necessary, in order to avoid any conflict of interest or a distortion of competition to the satisfaction of the Contracting Authority.

This rule also relates to groups based on international networks or associations of firms and/or global firms operating on the basis of a global parent.

2 About the Contract

The Contracting Authority proposes to engage in a competitive process for the establishment of a contract for the supply and delivery of Service Dress and Operational Uniforms for the Irish Prison Service.

2.1 Scope of Requirements

The Manufacture, Supply, Managed Inventory Services, Online Ordering and Delivery of Prison Officer Uniforms (Operational Uniforms and Service Dress) for the Irish Prison Service (IPS).

2.2 Duration of the Contract

The maximum duration of the contract will be [four] [4] years subject to satisfactory annual review of performance. Estimated Value of the Contract

The estimated total value of purchases pursuant to the contract is in the region of €5,000,000. (excl. VAT). It is emphasised, however, that this figure is provided strictly for indicative purposes only.

2.3 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue PQQ	23 rd July 2026
Closing date for Queries	12 noon (Local Time) Tuesday, 18 th August 2026
Closing date for Receipt of PQQ's	12 noon (Local Time) Friday, 28 th August 2026
Evaluation of Responses	Completed by Friday 11 th Sep 2026
Tender Stage	Friday 11 th Sep to Friday 04 th December 2026
Award decision	Approx. December 2027
Contract Commencement	Quarter 1 2027

The dates provided above are estimates at the time of publication of Stage 1 of this Restricted Procedure. The Contracting Authority will endeavour to run the process to this timetable, but this cannot be guaranteed.

2.4 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 the contract, the Contracting Authority considers that the successful tenderer has not met its constitutional obligations and cancels the contract, the Contracting Authority may at any time during the tender period and at its sole discretion, award the contract to the next highest tenderer under the terms and conditions advertised.

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 About the Procurement Procedure

3.1 The Restricted Procedure

The Contracting Authority is employing the restricted procedure in accordance with Art. 26 of Directive 2014/24/EU.

The procedure involves two (2) stages:

- **Stage 1: Pre-Qualification Stage (this Phase):** The Pre-Qualification Phase (this phase) will be used to short-list the number of potential Candidates, depending on the quality of the responses received in response to this questionnaire. **NB: Only submissions that pass all sections of this stage will be invited to tender.**
- **Stage 2: Tender Stage:** Those invited to tender, will be issued with a final Request for Tender document including a set of specifications, award criteria, and pricing document(s) and invited to submit tenders.

4 Instructions to Candidates

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Candidates, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to Candidates.

4.1 Queries

The closing date for the queries are specified on the title page.

All queries regarding this tender should be through the messaging facility on www.etenders.gov.ie, including any omissions which would prevent Candidates from submitting a comprehensive response. Please submit queries as soon as possible.

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.

Please note that information relating to this Qualification Questionnaire, 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.

4.2 Submission of Applications

The Contracting Authority is using the dedicated submission facility on eTenders, and applications must be submitted electronically via www.etenders.gov.ie only. Only applications submitted in this manner will be accepted. Applications submitted by any other means (including but not limited to by the messaging facility on eTenders, email, post or hand delivery) will **not** be accepted.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time, noting that upload speeds may vary. Candidates must ensure they have submitted the response completely. It is advisable to familiarise yourself with the platform prior to the closing date.

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.

For all up to date information on using eTenders, please refer to the Guidance Material on eTenders: <https://www.etenders.gov.ie/epps/home.do>

eTenders system usage queries are managed by eTenders Technical Support: <https://www.etenders.gov.ie/epps/PrepareContactUsAction.do>

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

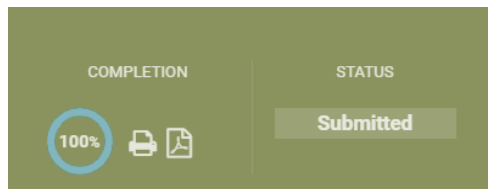
4.2.1 Accessing documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. 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” drop-down menu for the competition click on the “Expression of Interest”;
- (e) Complete the “Association with the CfT” tab
- (f) This will then provide you with a link to the “Tender” tab under the “Show CfT” drop-down menu to enable you to upload your response.

4.2.2 Submitting your Response

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



If you do not receive a message similar to above and an email directly to the inbox of the person who submitted the response, **you have not formally submitted your application.**

Please note that the screen may say **OFFLINE**, this is a technical feature of eTenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to click the “Submit” button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Candidate to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

4.3 Closing date for Applications

The closing date for the application is specified on the title page.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Candidates should consider the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic post-box and a one-hour limit for upload. In order to submit a document to the electronic post-box, please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Candidates should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

It is the responsibility of the Candidate to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means **will not** be considered in this public procurement competition.

It is important to note that only persons who have downloaded and accepted a document can submit an upload.

4.4 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in **Appendix A** to this Document, Candidates should note the following conditions:

All questions must be completed in full using the format provided.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Candidates for entry to the competitive tendering stage.

Where a specific requirement is defined for a particular criterion, Candidates must satisfy the requirements of that criterion in order to remain eligible for consideration in the competition.

Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by a Candidate in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Candidate unless previously agreed in writing by the Contracting Authority. Each Candidate is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.5 Reliance on other Entities

Where a grouping (of economic operators¹) comes together,(regardless of the legal relationship between the various entities of that grouping) to submit an application in response to this Qualification Questionnaire, the Contracting Authority will deal with all matters relating to this Competition through the entity (the “Prime Entity” or “Lead Entity”) who will carry overall responsibility for the performance of the contract if successful, irrespective of whether or not tasks are to be performed by another entity

¹ ‘Economic operator’ means any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market; (Art 2(10) of Directive 2014/24/EU).

within the grouping e.g., a subcontractor. The Candidate must clearly set out the name, title, telephone number, postal address, and email address of nominated contact personnel of the Prime Entity authorised to represent the Candidate and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any subcontractors) **will not** be accepted or responded to.

Candidates are reminded that they may rely on the resources of other entities in order to establish the suitability 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.

All Prime Candidates relying on the capacity of other entities must:

- Identify in Section A of the Questionnaire as the Prime Candidate for the grouping, with whom the Contracting Authority will communicate and with whom any subsequent contractual arrangements will be made, if successful.
- Identify in Section A of the Questionnaire, the relevant entities upon whose capacity the Prime Candidate is relying upon to meet criteria and/or deliver elements of the contract.
- Ensure Section A of the Questionnaire (including all subsections) are completed and submitted for all relevant entities upon whom the Prime Candidate is relying on to meet criteria and/or deliver elements of the contract, if awarded.
- In all applications, the Prime Candidate must nominate the reference contracts for inclusion in the assessment and selection process. The number of reference contracts for which details are to be provided will be nominated in the relevant section of the Questionnaire of the Prime Candidate. If more reference contracts are provided than required only the first listed reference contracts to the number specified by the contracting authority (e.g. 3 reference contracts) will be considered. Where relying on the experience of other entities, at least one of the references provided should include reference to the relevant experience.
- Where a third party will indirectly provide particular resources /capacity such as licencing, hosting, etc. in the fulfilment of any future contract arising from the procurement process and these resources/capacities are generally available to all candidates on more or less the same terms, a completed Section A of the Questionnaire will not be required.
- The Contracting Authority reserves the right to seek additional information to verify the capacity of any party involved in the execution of the contract or being relied upon.

Subject to the above:

- The Contracting Authority may request proof that a Candidate who is relying on the capacities of other entities will have at its disposal the resources of the other entity, when necessary, this could include for example, a request for a written commitment of those entities.
- Where the Candidate is subsequently successful at tender stage, the Contracting Authority may require the members of the Candidate grouping to enter a formal legal arrangement for the contract as a single entity having joint and several liability and provide evidence of same.

4.6 European Single Procurement Document

In accordance with 2014 Directives, Candidates may have compiled a European Single Procurement Document (ESPD), which will be accepted as evidence of compliance with *Section A* of the

Questionnaire. However, the Contracting Authority requires evidence via completed submission of *Section B* relating to Technical Capacity. Mere affirmation **will not** be sufficient under these headings.

Progression to tender stage will be conditional upon identified Candidates providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified may result in the Candidate being deemed inadmissible for the next stage of the competition.

4.7 Evaluation of Applications

An “Application” comprises a completed Qualification Questionnaire including any associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria of a ‘pass/fail’ basis as specified in the Qualification Questionnaire.

4.8 Clarification of Applications

While not being obliged to seek clarifications from Candidates, the Contracting Authority reserves the right, at its absolute discretion, to ask Candidates for clarification or elaboration of any aspect of their responses to assist in its evaluation of applications.

However, it is emphasised that the Contracting Authority **will not** be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met. Therefore, Candidates should pay particular attention to ensure that their applications contain all the required information.

4.9 Identification of Tender List

Completed applications will be evaluated in line with the Selection criteria and the pass/fail basis specified in Appendix A. Responses will either pass or fail each Selection Criterion. **Only responses which pass all criteria will be invited to stage 2 of the process.**

4.10 Freedom of Information Act

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Candidate 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, EU and Irish Government Procurement rules.

Candidates are requested to consider if any of the information supplied by them in response to this questionnaire should not be disclosed because of its sensitivity. If that is the case, Candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by Candidates, either in response to this Qualification Questionnaire 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, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any disclosure of the relevant information which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.11 International Procurement Instrument

The Contracting Authority would refer Candidates in particular to the provisions of Regulation (EU) 2022/1031 on the access of third country economic operators, services and goods to the European Union's public procurement and concession markets and procedures supporting negotiations on access of European Union economic operators, services and goods to the public procurement and concession markets of third countries and to their obligation to comply therewith.

In particular, Candidates should note in Article 6 of Regulation (EU) 2022/1031, the obligations for a Contracting Authority in the context of a procurement procedure where the EU Commission has adopted an International Procurement Instrument (IPI) measure.

4.12 Foreign Subsidies Regulation

Candidates are referred to the provisions of Regulation (EU) 2022/2560 of the European Parliament and of the Council on Foreign Subsidies distorting the Internal Market, in addition to Commission Implementing Regulation (EU) 2023/1441, and their obligation to comply therewith. In particular, Candidates should note the requirements in Articles 28 and 29 of Regulation (EU) 2022/2560 relating to the prior notification or declaration of foreign financial contributions, where the estimated value of the public procurement procedure is equal to or greater than the applicable financial thresholds set out therein.

4.13 Interference

Any effort by the Candidate 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 applications and in decisions concerning the award of the contract shall have their application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.14 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a Candidate in one of the following circumstances:

- (a) If the Candidate has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) If like acts have been done by any other person employed by the Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

APPENDIX A: PART A - Initial Pre-Qualification Questionnaire

Appendix A - PART A

The table below is provided as a summary of the applicable selection criteria and the rules and assessment mechanism (NB: all sections are pass/fail, a failure to meet one or more of the selection criteria will result in rejection from the process and not being called to the next stage of the competition).

Where there is a discrepancy between this table and the contents of Part B – Questionnaire Response Document, this table would normally take precedence, however please contact the Contracting Authority as a matter of priority to seek a clarification if applicable.

RFT Ref.	PQQ Ref.	Pass/Fail Criteria	Pass Requirements
3.2.A: Economic and Financial Standing			
3.2A	A1	General Information	Candidates must complete this section. If the Candidate is a grouping, then a separate questionnaire must be completed for each group member.
3.2A	A2	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A2, A3 and A4). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender.
3.2A	A3	Financial Capacity	
3.2A	A4	Insurance	
3.2A	A5	Declaration of Bona Fides, Statutory Obligations, Art. 5K Regulation 2022/576/EU, and GDPR	Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant candidate under each heading. Note: Each group member must complete this.
3.2.B Technical and Professional Ability			
3.2B	B1	Health & Safety	Candidates must demonstrate compliance with all the relevant Health & Safety legislation and provide information on the measures in place to assure compliance for example by way of an externally certified system, or an equivalent in-house Safety control process or system. Candidates must complete the template, in full, as provided in Appendix A – Part B below.
3.2B	B2	Online Portal	Candidates must read the mandatory requirements for an Online portal (attached as a separate document to this PQQ, PQQ_Appendix 1_IPS Online Uniform Ordering Portal). It is vital

			that suppliers have an operational online portal. For the avoidance of doubt, the portal must be operational and not 'in-development'. At this stage, tenderers are just required to confirm they have such a portal. However, tenderers must be aware that, should they be successfully called to the next stage, they will be asked to demonstrate their online portal as part of the evaluation process. Therefore, for the PQQ stage, Candidates must complete the template, in full, as provided in Appendix A – Part B below by: - Reading and understanding the detailed IPS requirements of the portal - Confirming you have an operational portal that meets or exceeds the IPS requirements.
3.2B	B3	Professional & Technical Experience	B3(i) Contracts & References – Candidates must complete the two (2) templates, in full, including the contact details of the references linked to these previous contracts, as provided in Appendix A – Part B below. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract. B3(ii) Resources (Personnel/Technical Expertise) - Candidates must complete the resources table in Appendix A – Part B below. Candidates must provide information which demonstrates access to the minimum number of skilled personnel required. Candidates must also complete the 'additional information required' task.
3.2B	B4	Standards	B4(i) Quality Assurance Measures – Candidates must complete the template, in full, as provided in Appendix A – Part B below. B4(ii) Social & Environmental Considerations - Candidates must fully complete the Responsible Business Conduct proforma which covers Social & Environmental Considerations (attached as a separate document to this PQQ, PQQ_Appendix 2_Responsible Business Conduct_Social and Environmental Considerations_Self Declaration).

NB: Candidates must pass all the above Selection Criteria to be invited to the next stage of the competition.

APPENDIX A: PART B - Questionnaire Response Document

Appendix A - PART B

QUESTIONNAIRE RESPONSE DOCUMENT

Competition Title:	The supply of Prison Officer Uniforms (Operational Uniforms and Service Dress) for the Irish Prison Service (IPS)
eTenders Reference (CfT Resource ID):	8703892
Closing date and time for Submission of completed questionnaires:	12 noon (Local Time) Friday 28 th August 2026
Candidate Name:	
Name of Lead Contact Person:	
Email address:	
Notes: • This Part B (Questionnaire Response Document) must be used for submissions. Candidates should not personalise or modify the current format through deletion of any sections; additional rows of text may be added where necessary and appropriate. • Please upload your response as a ZIP FILE to protect the integrity of the file names. • For the avoidance of doubt, it is emphasised that the information requested in this questionnaire is aimed solely at determining the suitability and choice of Candidates for the next stage of the competition.	
Candidates should note the Contracting Authority reserves the right to validate and verify any information received to offer full assurances on the capacity and competency of those invited to tender.	

Instructions for Completion

This document **MUST** be used for submitting your application.

Candidates must ensure they have read the Qualification Questionnaire Part A before they attempt to complete this Part B – Questionnaire Response Document.

The Contracting Authority will not click on any web links in submitted Questionnaire Response Documents, so Candidates should not rely on web linked material being assessed. Where Candidates submit additional material such as brochures or appendices, they must specifically highlight the information they consider is relevant to their application and clearly explain which criterion it relates to. The Contracting Authority is under no obligation to parse through such material seeking information relevant to the response.

If you consider that this Part B is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this Part B document and the Qualification Questionnaire, the Qualification Questionnaire will take precedence.

Candidates must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where Candidates are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

Confirmation Check

Please confirm by checking the relevant box:	Yes	No
I confirm that I have completed all relevant elements of this Questionnaire Response Document.	☐	☐
I confirm that I have completed the Art. 57 declaration contained in this Questionnaire Response Document, and I acknowledge that any changes in the circumstances confirmed in this declaration will be notified immediately to the Contracting Authority.	☐	☐
I confirm that I have opted to provide a completed European Single Procurement Document as evidence of compliance with Art. 57 and Financial Requirements.	☐	☐
Where I have used an ESPD, I confirm that I will provide all relevant information promptly on request.	☐	☐
Applicable to Tenderers which are a grouping:		
I declare that I have enquired with all entities upon whose capacity I am relying for this competition, as to whether they are being relied upon by other Candidates in this competition.	☐	☐
I confirm that all entities upon whose capacity I am relying for this competition are not being relied upon by other Candidates. Or	☐	☐
I confirm that there are entities upon whose capacity I am relying for this competition who are being relied upon by other Tenderers, and I confirm that as far as I am aware their multiple participation has been brought to the attention of all Candidates who are relying on their capacity for this competition.	☐	☐
I understand that the Contracting Authority may take all appropriate steps and/or request the Lead Tenderer to take whatever action is necessary in order to avoid any potential conflict of interest and/or a distortion of competition to the satisfaction of the Contracting Authority and ensure that the services/goods/resources that are to be provided by the other entity can be relied upon by the Candidate if the Candidate is successful in the competition.	☐	☐

SECTION A: Economic and Financial Standing

NB: All are Pass/Fail Criteria

A1 – Candidate Summary (General Information)

Weighting: Pass/Fail

Pass Requirement: Candidates must complete this Section

Organisation Name:		
Contact Name:		
Position:		
Address:		
Telephone (Office):		
Telephone (Mobile):		
Email:		
Website:		
If applicable, are you the Prime contractor? see section 4.5 above. State N/A, Y or N		
VAT Registration Number:		
Date of Establishment:		
Legal Status (Company, Sole Trader, etc.):		
Companies Registration Number (or equivalent based on country of establishment):		
Country of Establishment if outside Ireland:		
Is the Candidate a Small and Medium-size Enterprise (SME) as defined in the European Commission's Recommendation 2003/361/EC?	Yes	No
Note: SMEs are enterprises which employ fewer than 250 persons, and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million.	☐	☐
Reliance on other Entities		

This question should be answered in the context of using other entities legally separate from the Lead and/or groups based on international networks or associations of firms and/or global firms operating on the basis of a global parent / subsidiaries, etc.

Please answers the following questions with 'Yes' or 'No':		Yes	No
1) Is the Candidate a consortium / group of Economic Operators with or without legal form?		☐	☐
2) Is the Candidate relying upon another entity including subcontractors to meet some/or all of the qualification requirements under the selection criteria?		☐	☐
3) Is the Candidate only relying on the other entity(s) to deliver any requirements under the Contract?		☐	☐
4) Does the Lead Candidate confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?		☐	☐
Details of all relevant parties and their contribution			
If the answer to either of the above questions 2 and/or 3 is 'Yes', full details of the other parties relied upon must be provided below by the Tenderer. Please note that where this entity is being relied upon, this must be clearly identified, where relevant, throughout the Response.			
Please describe the type of grouping (e.g. multi-national company, partnership, consortium, joint venture, subcontracting etc.):			
Please declare the following by checking 'Yes' or 'No':		Yes	No
Is any individual member of a Candidate grouping included in more than one application for this competition?		☐	☐
Where a member of a grouping is a party to more than one Application, we are aware of this multiple participation, and this has been brought to the attention of all the groupings they belong to:		☐	☐
Please detail the following:			
Name of Entity	Selection criterion where Candidate is relying on their resources to qualify: and/or Service to be delivered by third party:	Check the box to confirm the third-party is clearly identified throughout the response	
		☐	

		☐
		☐

Self-Declaration regarding Tax Compliance, Financial Capacity and Insurances

Weighting: Pass/Fail

Pass Requirement: Candidates must complete Sections A2 to A4 which covers Tax compliance, Financial Capacity and Insurance.

A2 Tax Compliance

Choose any of the options below:

Option 1:

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm:

Yes

No

☐

☐

Applicant Name:

Tax Reference Number (PPSN):

Access Number:

Or

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents²):

Yes

No

☐

☐

To this end, please confirm:

Registration Number:

Certificate Number:

² Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

Or

Option 3:

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request

Yes

No

☐☐

And

Tax Compliance of Third Parties

I confirm that where requested I will ensure that all relevant Third Parties associated with this Application will be in a position to comply with the Tax Compliance obligations.

Yes

No

☐☐

A3. Financial capacity

Please confirm the following by checking the relevant box ('Yes'/'No'):

Yes

No

I confirm that our turnover exceeded **€5,000,000** per annum in each of the last three financial years.

☐☐

I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority for each party involved in meeting the turnover requirement.

☐☐

I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the Candidate Party(s) has/have the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

☐☐

Please provide turnover figures below. If turnover figures for 2025 are unavailable, please use **2024, 2023 and 2022**.

Turnover in Financial Year 2025

Turnover in Financial Year 2024

Turnover in Financial Year 2023

€

€

€

Month end (e.g. July):

Month end (e.g. July):

Month end (e.g. July):

I confirm that I am relying on turnover of a third party identified in Section A1 to meet some or all the turnover requirements.

Yes

No

☐☐

Name(s) of Third Party/Parties:		
Turnover of third party in Financial Year 2025	Turnover of third party in Financial Year 2024	Turnover of third party in Financial Year 2023
€	€	€
Month end (e.g. July):	Month end (e.g. July):	Month end (e.g. July):

A4. Insurance

Insurance types and minimum required levels:

- Employer's Liability: €13 million
- Public Liability: €6.5 million
- Product Liability: €6.5 million

I confirm that we have the following insurances in place:

Insurance Type:	Level in place	Details of Excess	Expiry Date
Employer's Liability	€		
Public Liability	€		
Product Liability	€		

Please confirm the following:

	Yes	No
If you are using third parties for delivering the services, please confirm they are insured:	☐	☐
I confirm that we will provide the following promptly on request at any time prior to the award decision being made: • Evidence of insurances in place, or • Letter from Insurance Broker confirming that the required levels could be put in place if successful	☐	☐
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, we will be in a position to put the required forms and levels of insurances required in place promptly.	☐	☐

Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position within the Economic Operator:	
Date:	

A5 – Declaration of Bona Fides, Statutory Obligations (under Article 57 of Public Sector Directive 2014/24/EU), Art. 5K Regulation 2022/576/EU, and GDPR

Weighting: Pass/Fail

Pass requirement: Candidates must complete, sign and date this Declaration.

The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading.

Note: Where a consortium is successful at tender stage, each member of the consortium may be required to complete this Declaration of Bona Fides.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

Please check the relevant box (Yes/No):

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Yes	No
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;	☐	☐
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;	☐	☐
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;	☐	☐
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;	☐	☐
1.1e	the subject of a conviction for money laundering or terrorist financing;	☐	☐
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;	☐	☐
1.2	Non-payment of taxes or social security obligations	☐	☐

	Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
--	---	--	--

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

Please check the relevant box (Yes/No):

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.	Yes	No
2.1a	The Economic Operator has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;	☐	☐
2.1b	The Economic Operator is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;	☐	☐
2.1c	The Economic Operator is guilty of grave professional misconduct which renders its integrity questionable;	☐	☐
2.1d	has entered into agreements with other economic operators aimed at distorting competition;	☐	☐
2.1e	The Economic Operator has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;	☐	☐
2.1f	The Economic Operator confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;	☐	☐

2.1g	The Economic Operator has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.	☐	☐
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or	☐	☐
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or	☐	☐
2.1i	The Economic Operator has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	☐	☐
Declaration re Statutory Obligations			
Please check the relevant box (Yes/No):			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011	☐	☐
(ii)	Equal Status Acts 2000-2011	☐	☐
(iii)	National Minimum Wage Act 2000 as amended	☐	☐
(iv)	Organisation of Working Time Act 1997 as amended	☐	☐
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007	☐	☐
(vi)	Disability Act 2005	☐	☐
(vii)	General Data Protection Regulation 2016/679	☐	☐
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.	☐	☐

Article 5K Declaration**EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine**

In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – [EU Regulation 2022/576](#), aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.

Please check the relevant box (Yes/No):

Yes**No**

I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.

☐☐**Declaration regarding compliance with European General Data Protection Regulation (GDPR)**

Please check the relevant box (Yes/No):

Yes**No**

I declare to comply with Privacy and data protection requirements of the (EU) General Data Protection Regulation (GDPR) No. 679/2016.

☐☐

I agree that should the circumstances declared above change, rendering the economic operator non-compliant, the Contracting Authority may eliminate the economic operator during the course of a procurement process. The Contracting Authority also reserves the right to terminate any signed Contract(s) should the circumstances change post conclusion of the procurement process.

☐☐

This Declaration is made for the benefit of the Contracting Authority.

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future competitions and I am signing on behalf of:

Name of Economic Operator:

Authorised Signatory:

Name in Block Capitals:

Position within the Economic Operator:

Date:

SECTION B: Technical and Professional Ability

NB: All are Pass/Fail Criteria

B1 – HEALTH & SAFETY

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must demonstrate compliance with all the relevant Health & Safety legislation and provide information on the measures in place to assure compliance. The Contracting Authority reserves the right to seek further information to verify compliance.

Do you comply with the relevant Health & safety Legislation		Yes	No
		☐	☐
Whom within the organisation takes responsibility for Health & Safety? Please provide name?			
Do you have a company safety Statement or policy setting out the company's approach to safety? And can you provide a copy of your company's safety statement or policy <u>if requested</u> . If these documents are voluminous, we may accept a copy of the index and/or an overview 1-2 pages.		Yes	No
		☐	☐
Is your Health & Safety management	Externally Certified	In-house	
If externally certified, please provide the following information:			
Name of Certification Body:			
Date of most recent certification:			
Scope of Certification:			
I confirm that evidence of compliance will be provided promptly on request.		Yes	No
		☐	☐
If in-house, please provide a summary of the internal Health & Safety system:			
If you do not have an externally certified system, please provide details of the processes and procedures for ensuring compliance with Health & Safety in the delivery of the supplies relevant to this Contract. Please detail what policies, practices and oversight you have currently in place, and what steps you take to verify and continuously improve your Health & Safety compliance. Please provide up-to-date examples.			
Candidate's response:			

B2 – ONLINE PORTAL

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must meet or exceed the requirements of the IPS with regards to an online portal that must be currently operational and not in development.

You have you read and understood PQQ_Appendix 1_IPS Online Uniform Ordering Portal which describes the mandatory requirements of the Online Portal required by the IPS for the purpose of Uniforms?	Yes	No
	☐	☐
You have an operational portal that can meet or exceed the stated requirements? (NB: As stated above, the portal has to be currently operational and must not be 'in-development'. Tenderers will be asked to perform a demonstration of their portal if they are invited to Stage 2 of this process).	Yes	No
	☐	☐

B3(i): CONTRACTS & REFERENCES

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must refer to instances within the last five (5) years which demonstrate that they have successfully delivered services of a comparable nature and scale on two (2) occasions. The contracts listed should be chosen to demonstrate the firm's skills, efficiency, experience and reliability in the relevant areas of expertise.

In completing the table for each reference contract, Candidates must provide sufficient information to enable the Contracting Authority to assess whether the services have been successfully delivered, and their comparability to the requirements of this contract.

The contracts listed should be chosen to demonstrate your firm's ability to meet the requirements outlined to include all relevant skills, efficiency, etc.

Note #1: All required fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, tenderers must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.

Note #2: Where the Candidate is a grouping relying on the resources of others to meet the previous experience requirement, at least one of the projects must have involved the third party identified above under Section A1.

Note #3: Candidates must note that they are to provide contact details for referees for each reference project. The Contracting Authority has the right to contact the referees to verify the information being provided, without further reference to the Candidate. It is the responsibility of Candidates to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by

the Contracting Authority. Candidates should also note that the Contracting Authority may at its discretion contact all referees or referees for the Candidates that will be invited to tender only.

Note #4: Candidates must note the Contracting Authority may deem a Candidate inadmissible based on the feedback received from the referees indicated in the application, where applicable.

Note #5: Any reference contracts presented must have been substantially delivered by the Candidate party.

Reference Contract #1				
Client Name:				
Sector the client operates in:				
Public or Private sector client:	☐ Public sector client ☐ Private sector client			
Contact Name:				
Role of the Contact person				
Contact email:				
Period of Delivery:	From		To	
Contract Value (or range if precise contract value is confidential):	€			
The contract value above refers to the following period:				
Information in relation to % of contract the Lead Candidate was responsible for:				
If third parties were involved, are they party to this application and identified clearly in Section A1?	☐ Yes ☐ No			
Insert name(s) of third party/parties (if applicable):				

Contract Value (or range if precise contract value is confidential):			
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Note: a) Mere affirmation as a response is not sufficient. b) Where a particular statement is not relevant to the reference contract in question, a response of 'Not Relevant' is appropriate. c) Responses should reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.			
1. Details including description, range, volume of goods provided, and number of wearers:			
Candidate's response:			
2. Geographic area covered by contract			
Candidate's response:			
3. Any other relevant information			
Candidate's response:			

Reference Contract #2				
Client Name:				
Sector the client operates in:				
Public or Private sector client:	☐ Public sector client ☐ Private sector client			
Contact Name:				
Role of the Contact person				
Contact email:				
Period of Delivery:	From		To	

Contract Value (or range if precise contract value is confidential):	€
The contract value above refers to the following period:	
Information in relation to % of contract the Lead Candidate was responsible for:	
If third parties were involved, are they party to this application and identified clearly in Section A1?	☐ Yes ☐ No
Insert name(s) of third party/parties (if applicable):	
Contract Value (or range if precise contract value is confidential):	
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Note: a) Mere affirmation as a response is not sufficient. b) Where a particular statement is not relevant to the reference contract in question, a response of 'Not Relevant' is appropriate. c) Responses should reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.	
1. Details including description, range, volume of goods provided, and number of wearers:	
Candidate's response:	
2. Geographic area covered by contract	
Candidate's response:	
3. Any other relevant information	
Candidate's response:	

B3(ii): RESOURCES (Personnel and Technical Expertise)**Weighting:** Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must provide evidence that they have access to the minimum number of suitably qualified personnel required to successfully deliver and support this contract. Where personnel fulfil multiple roles, this should be clearly identified. Candidates must respond in the tables provided below.

Candidates are also required to supply the following additional information:

- Organisation chart showing reporting lines.
- Names (or proposed positions) of key personnel assigned to the contract.
- Business continuity arrangements and cover during periods of absence.
- Confirmation that sufficient resources will be maintained throughout the contract term.

CORE CONTRACT MANAGEMENT TEAM – DEDICATED		
Resource Required	Minimum Requirement	Response
Contract Manager – Overall responsibility for contract delivery, performance management, governance, customer satisfaction, KPI reporting and continuous improvement. Primary point of contact for the Authority. Works collaboratively with the Supply Chain & Production Coordinator to forecast demand, optimise stock levels, and ensure product availability in line with customer requirements.	1	
Customer Service Advisor – Manages day-to-day customer enquiries, order processing, issue resolution, returns, complaints and communication with end users.	1	
SUPPLY CHAIN & OPERATIONS – SUPPORT RESOURCES		
Resource Required	Minimum Requirement	Response
Supply Chain & Production Coordinator – Responsible for supplier management, production planning, procurement, manufacturing oversight, and monitoring supplier compliance with contractual, ethical, quality and	2	

product certification requirements. Works collaboratively with the Account Manager to forecast demand, optimise stock levels, and ensure product availability in line with customer requirements.		
Logistics & Warehouse Coordinator – Responsible for inventory management, warehousing, distribution, order fulfilment, stock accuracy and transport coordination.	2	
TECHNICAL & QUALITY ASSURANCE - SUPPORT RESOURCES		
Resource Required	Minimum Requirement	Response
Garment Technologist / Technical Manager – Responsible for garment specifications, fit approvals, technical documentation, product compliance, change control and technical support throughout the contract.	1	
Head of Quality Assurance (QA/QC) – Oversees the Quality Management System, supplier quality assurance, compliance, audits, CAPA management and continuous improvement.	1	
Goods Inwards Quality Inspector – Conducts incoming goods inspections against approved specifications and sealed samples, records inspection results and manages non-conforming products.	1	
COMMERCIAL & FINANCIAL MANAGEMENT - SUPPORT RESOURCES		
Resource Required	Minimum Requirement	Response
Commercial / Finance Manager – Responsible for invoicing, pricing, financial reporting, cost management, contract variations and commercial governance.	1	

Additional Information:

Please supply information on the following:

- Organisation chart showing reporting lines.
- Names (or proposed positions) of key personnel assigned to the contract.
- Business continuity arrangements and cover during periods of absence.
- Confirmation that sufficient resources will be maintained throughout the contract term.

NB: Candidates should expand the space below, as necessary, to respond.

B4 (i): QUALITY ASSURANCE MEASURES

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must provide information on the measures, standards, policies and oversight in place to ensure the delivery of a quality service. Any Quality Management, Best Practice and Standards Adherence measures cited must be pertinent to the subject matter of this procurement process and relevant to the Candidate responding to this Qualification Questionnaire. Pertinent and relevant Quality Assurance processes certified by an independent third party will generally score higher marks than in-house only systems. The purpose of this question is to ascertain the Candidate's approach and capability as regards delivering a quality service. This can be demonstrated by providing details of an in-house Quality Management System (QMS) and/or by providing details of *relevant* and *pertinent* independent third-party certified quality certifications. "Relevant" in this sense means that the locations from which it is proposed to deliver some, or all of the services are included on the certificate; "pertinent" implies the services certified are substantive when considering the subject matter of the proposed procurement.

Do you operate a Quality Management System?		Yes	No
		☐	☐
Name of Manager responsible for Quality:			
Quality management	Externally Certified	In-house	
	☐	☐	
If externally certified, please provide the following information:			
<i>Note: please duplicate table where multiple third-party certified systems are operated.</i>			
Title of Certification (e.g. ISO 9001, ISO 27001, etc.)			
Name of Certification Body:			

Date / Year of first certification:			
Date of most recent certification:			
Scope of Certification:			
I confirm that evidence of compliance will be provided promptly on request.	Yes	No	
	☐	☐	
If in-house, please provide a summary of the internal quality assurance system:			
If you do not have an externally certified system, please provide details of the processes and procedures for ensuring Quality Management in the delivery of the supplies relevant to this Contract. Please detail what policies, practices and oversight you have currently in place, and what steps you take to verify and continuously improve your quality management. Please provide up-to-date examples.			
Candidate's response:			

B4 (ii) SOCIAL & ENVIRONMENTAL CONSIDERATIONS

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Candidates must meet the standards required in the Appendix which requires completion below.

You have <u>read, understood, completed, complied with all sections, signed, dated, had witnessed, and submitted</u> PQQ_Appendix 2_Responsible Business Conduct_Social & Environmental Considerations_Self Declaration which describes the Social & Environmental standards required to pass this section of the competition?	Yes	No
	☐	☐