

Instruction to Tenderers

for

*The
Service*

Establishment of a Single Party Framework Agreement for Specialist Construction Tender Document Peer Review Services **with initial contract for** Specialist Construction Tender Document Peer Review Services for the Dunboyne Link Road - R157 to Dunboyne Business Park

using the

Open Procedure for CONSULTANCY SERVICES
FOR USE WITH THE CONDITIONS OF ENGAGEMENT FOR CONSULTANCY SERVICES
WHERE HOURLY RATES ARE TO BE TENDERED

Office of Government Procurement

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

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Meath County Council
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Instructions to Tenderers using the Open Procedure
for Consultancy Services for the use with the Conditions of Engagement
for Consultancy Services where Hourly Rates are to be Tendered

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Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

Preface

The Contracting Authority is making these documents available to Applicants for the Services Contract identified in the Particulars, for tendering purposes only. These documents must not be used for any other purpose.

In no circumstances shall the Contracting Authority, its advisers, consultants, servants and/or agents incur any liability or responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to the Services. Any costs associated with the submission of a tender are the sole responsibility of the Applicant and will not be reimbursed.

This Invitation to Tender will not be part of any Contract.

These documents are being made available by the Contracting Authority to Applicants on the terms set out in these Instructions. These documents are not being distributed to the public and have not been filed, registered or approved in any jurisdiction. Possession or use of these documents in any manner contrary to any applicable law is expressly prohibited. Applicants shall inform themselves concerning and shall observe any applicable legal requirements.

No reliance shall be placed on any information or statements contained in these documents, and no representation or warranty, express or implied, is or will be made in relation to such information. Without prejudice to the foregoing, neither the Contracting Authority nor its advisers, consultants, contractors, servants and/or agents shall have any liability or responsibility in relation to the legality, validity, effectiveness, enforceability, accuracy, adequacy or completeness of such information or any statements made in relation to such Services. Applicants must make their own assessment of the adequacy, accuracy, and completeness of these documents.

Applicants should note that any reference in these Instructions to a notional capital value for the project or a notional number of hours for additional services is purely for the purposes of assessment, as described in section 9 of these Instructions. The Contracting Authority makes no representation that such figures are an accurate estimate of the value of the project or the number of hours of additional services that may be required (if any). Applicants shall not be entitled to a change in any tendered rates or prices should the actual value of the project or the actual number of hours of additional services be higher or lower than the notional figure contained herein.

The information does not purport to be comprehensive or to have been independently verified.

The Contracting Authority reserves the right to amend these Instructions, its requirements and any information contained herein at any time by making any such amendments available to all Applicants.

Nothing in these Instructions is, nor shall be relied upon as, a promise or representation as to the Contracting Authority's ultimate decision in relation to the award of the contract for the services the subject of the contract (the "**Services**") (the "**Contract**"). However, the Contracting Authority reserves the right to take such steps as it considers appropriate, including (but not limited to):

- changing the basis of, or the procedures (including the timetable) relating to, the tender process;
- rejecting any, or all, of the tenders;
- not inviting a Tenderer to proceed further;
- not furnishing an Applicant with additional information; or
- abandoning the competition.

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Nothing contained in these Instructions is, or shall be relied upon as, a representation of fact or promise as to the future. Any summaries or descriptions of documents or contractual arrangements contained in any part of these Instructions cannot be and are not intended to be comprehensive, nor any substitute for the underlying documentation (whether existing or to be concluded in the future), and are in all respects qualified in their entirety by reference to them.

No legal relationship or other obligation shall arise between any Tenderer and the Contracting Authority including in respect of the Competition (except for the Tenderer's irrevocable offer to be bound by its tender for the period stated) unless and until the Contract has been entered into by issue of the Letter of Acceptance and the successful Tenderer and any conditions precedent to its effectiveness have been fulfilled. The Contracting Authority shall not be obliged to appoint any of the Tenderers to undertake the Services and the Contracting Authority reserves the right not to proceed with the award process and to withdraw from the process at any time. No contract to be entered into with the successful Tenderer will contain any representation or warranty in respect of these Instructions:-

Applicants must treat these Instructions, their tenders, and their participation in this competition as confidential. Applicants must not disclose any information about this competition to anyone other than to those who have a legitimate need to know or whom they need to consult for the purpose of tendering, and then only on a confidential basis, or as required by law. Applicants shall promptly return these Instructions to the Contracting Authority upon request.

The Contracting Authority is entitled to disclose to any person any information about this competition, including the identity of the Applicants and details of their respective members, the Services, the tender process or the award of the Contract (including, without limitation, details of the contract price) at any time.

If an Applicant considers that information it supplies is commercially sensitive or confidential, this should be clearly stated and clear and substantive reasons should be given. Representations as to confidentiality or commercial sensitivity should give a time after which the information may be disclosed; this would not normally exceed 5 years.

The Contracting Authority will have regard to such a statement in considering a request for access to the information under the Freedom of Information Act 2014 (or any other legislation relating to disclosure of information) but is not bound by the Applicant's view. The requirements of applicable law shall supersede the stated requirements of the parties.

All exchanges shall be kept confidential by the Applicant and its advisors, consultants, contractors, servants and agents. Applicants may also be asked to enter into undertakings of confidentiality should it become appropriate to release confidential information to them.

It will be a condition of the award of the contract that the successful Tenderer shall, for the term of the contract, comply with all applicable EU and domestic tax laws. Prior to the award of the Contract arising out of this Competition the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online. Applicants may obtain information regarding their obligations concerning taxation from the Revenue Commissioners (www.revenue.ie)

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References to these Instructions in this section includes all information contained in these Instructions, their accompanying documentation, and any information and/or opinions made available during the tender period by or on behalf of the Contracting Authority, its advisers, consultants, contractors, servants and/or agents in connection with these Instructions or the Services including, without limitation, information made available in response to any queries

Irish law is applicable to these Instructions. The Irish courts shall have exclusive jurisdiction in relation to any disputes arising from these Instructions-

The Applicant's attention is drawn to the Competition Act 2002 - 2019 (as may be amended from time to time) which makes it a criminal offence to collude on prices or terms in a public procurement competition.

Applicants must not make any assumptions that the Contracting Authority has prior knowledge of their organisation or service provision. Tenderers will only be evaluated on the information contained in their Tender (as may be clarified in accordance with these Instructions).

Each Applicant's acceptance of delivery of these Instructions (by whatever means they were received) constitutes its agreement to, and acceptance of, the terms set forth in the Preface.

1 Introduction

1.1 This procedure

The notice and tender documents are addressed to all those who wish to participate in a tender competition for the Services described in the “Particulars”.

These documents set out the award criteria and the award process which will be followed by the Contracting Authority in making the assessment of whether Applicants are suitable to provide the Services and, from those Applicants deemed to be suitable, which tender is the most economically advantageous. These documents also set out the information which must be supplied by Applicants. Tenders must be submitted in accordance with these Instructions. Any tenders not complying with these Instructions may be rejected by the Contracting Authority, whose decision in the matter shall be final.

The Framework Agreement has an anticipated duration of 2 years, with an option for the Contracting Authority to extend the duration to, at its discretion, 2 x 12 month intervals.

The successful Tenderer will be required to enter into a Framework Agreement with the Contracting Authority, a form of which is set out in Appendix 2. Any contracts for individual projects entered into by the Contracting Authority on foot of a Framework Agreement (“Call-Off Contracts”) shall be on the basis of the Standard Conditions of Engagement for Consultancy Services (Technical) in the version current at the date of call-off (“Standard Conditions of Engagement”) and shall be between the Contracting Authority and the framework participant who has been selected for the Call-Off Contract in accordance with the rules of the Framework Agreement. Candidates are directed to the call-off rules contained in the Framework Agreement for further information in this regard. Tenderers are reminded that this competition is governed only to a very limited extent by the provisions of Directive 2004/18/EC and the Irish regulations transposing that Directive and the Authority does not bind itself to follow the procedures or rules set out in that Directive/Regulations in this competition.

The Contracting Authority does not guarantee that any work will be procured under the Framework Agreement and reserves the right to carry out separate procurement processes for services within the scope of the Framework Agreement should it, at its sole discretion, consider it appropriate to do so. It is intended that this will be a Single Party Framework.

1.2 These documents

The documents at (i) and (ii) below are available to all Applicants:

- (i) The following documents (when fully completed by the relevant parties), and any amendments to them which have been issued (e.g. pursuant to section 2.2), will be included in the Framework Agreement:
 - The Conditions of Engagement
 - Form of Tender
 - Any content of other documents identified in Schedule A
 - Where required, a request for the detailed breakdown of the tender price.
 - Details of quality submission required.
 - The Framework Agreement

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Also included in the Framework Agreement but not part of the documentation being made available to Applicants is the Letter of Acceptance which the Contracting Authority will issue at award stage. Any post tender clarifications that are to be part of the Framework Agreement will be included in that letter.

For each Call-Off Contract a Form of Tender and Schedules A and B shall be completed and included in each Call-Off Contract.

(ii) All other documents, including *Documents for information purposes only* issued to Applicants, will not form part of the Contract. This includes (but is not limited to):

- The invitation letter
- Suitability Assessment Questionnaires
- SF046 MCC External Duty Holder Prequalification Questionnaire
- These Instructions
- Any information submitted with tenders and not called for in these Instructions or in post-tender clarifications.

1.3 The Conditions for Contract Award

It will be a condition precedent to the award of any Call-Off Contract that the Consultant:

- (a) shall provide proof in the form of completed MF 2.1 or proof in a form otherwise agreed by the Contracting Authority that the insurances required by the Framework Agreement of Call-Off Contract (see Section 2.19 of Schedule A of the Conditions of Engagement) are in place;
- (b) shall produce promptly evidence of tax clearance;
- (c) shall where indicated in the Particulars or as otherwise agreed with the Contracting Authority provide sub-consultants' appointments to the Contracting Authority for approval and furnish the Contracting Authority with certified copies of such appointments when approved and with duly executed collateral warranties given by such sub-consultants in favour of the Contracting Authority (where required).
- (d) shall, where requested by the Contracting Authority, furnish the Contracting Authority with a duly executed reliance guarantee¹ and/or collateral warranties², and/or reliance warranties³ (in each case where applicable) given by entities upon whose resources the successful Tenderer has relied upon for the purpose of meeting any of the suitability criteria applicable in this Competition

1.4 Data Protection

As part of this Competition, the Applicant may (at various stages) provide personal data relating to the Applicant or its organisation, employees or other third parties. In this Suitability Assessment Questionnaire ("this Questionnaire"), "Data Protection Laws" means all applicable data protection law including, with effect from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018; and the terms 'personal data', 'process', 'controller', 'processor' and 'data subject' shall have the meanings given to them under Data Protection Law.

¹ in the form of MF 2.9 Reliance Guarantee. The Contracting Authority may accept alternate arrangements, in place of a guarantee, at its discretion.

² in the form of MF 2.3 Collateral Warranty

³ in the form of MF 2.10 Reliance Warranty

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Where the Applicant provides personal data relating to third parties, the Applicant must ensure that such third parties are made aware of the contents of this Data Protection Notice in full.

The Applicant, as controller in respect of any personal data provided by it as part of this competition, is required to confirm in the declaration required under Appendix 1 to this Questionnaire that all data subjects whose personal data is provided by the Applicant have consented to the processing of such personal data by the Applicant, the Contracting Authority, the evaluation team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the applicant in this competition or that the Applicant otherwise has a legal basis for providing such personal data to the Contracting Authority for the purposes of its participation in this competition.

Where such personal data is provided, the relevant controller is the Contracting Authority. If there are any questions about the Contracting Authority's use of such personal data, please contact the Contracting Authority's Data Protection Officer whose details are available upon request to the Contracting Authority.

The Contracting Authority may process the following personal data as part of this competition:

- name;
- contact details;
- CV details (including but not limited to qualifications, education, experience, previous roles and responsibilities);
- details of proposed role(s) and responsibilities on this contract;
- referee details; and
- any other data provided by the Applicant.

The Contracting Authority collects personal data from the Applicant directly, and from the following sources:

- Applicant's organisation;
- other members of the Applicant's consortium (if applicable); and
- Referees.

Any personal data provided will be processed for the purposes of the competition, the administration of any contract awarded on foot of this competition, reporting to any regulators or oversight bodies and/or any disputes relating to the competition or the contract.

In connection with the above, the Contracting Authority may disclose personal data to various recipients including:

- Applicant's organisation;
- other members of the Applicant's consortium (if applicable);
- the Contracting Authority's third party service providers, such as financial, legal and technical advisors; and
- regulators or oversight bodies.

If the Applicant is unsuccessful as part of the tender process, such personal data will be retained until three years after the conclusion of the tender process or the award of the contract to the successful Tenderer, whichever is later. If the Applicant is successful, and a contract is awarded to the Applicant at the end of the tender process, such personal data will be retained in accordance with the Contracting Authority's record management and retention policy, a copy of which can be obtained from the Employer upon request.

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Any data subjects in respect of which the Employer holds or processes personal data have rights in relation to their personal data, including the right to request access to their data and, in certain circumstances to request rectification, erasure or restriction of the processing of their personal data. All such data subjects have the right to lodge a complaint with the Irish supervisory authority, the Data Protection Commission.

2 Communications

2.1 Means of Communication

All communications from an Applicant and the Contracting Authority concerning this Competition must be in writing using the means of communication stated in the Particulars.

2.2 Supplemental information

The Contracting Authority may issue (by means of communication stated in the Particulars) supplemental information to all Applicants at any time (including where prompted by a query, confidential or otherwise). Supplemental information may to amend any of the information in these documents, including by deleting and adding to it, and by extending time limits. Supplemental information will only become part of the Contract if it is stated to amend the Contract documents.

The Contracting Authority will not normally issue supplemental information later than the date stated in the Particulars but is entitled to do so at any time.

2.3 Queries

Applicants may raise queries in writing using the means of communication stated in the Particulars. Queries must be raised as soon as possible and should be raised in any event no later than the latest date for queries stated in the Particulars, although the Contracting Authority may at its discretion respond to queries raised after that date. The Contracting Authority has no obligation to respond to queries. If the Contracting Authority responds to a query, it will issue the response to all Applicants in accordance with the Particulars, unless the Applicant asking the query has clearly designated the query as confidential. If the Applicant has designated the query as confidential, and the Contracting Authority decides that the response should, nevertheless, be sent to all Applicants, the Contracting Authority will so notify the Applicant asking the query, who will, subject always to the Contracting Authority's rights under section 2.2 of these Instructions, have the option within the time limit specified by the Authority of withdrawing the query or having any response sent to all Applicants.

The Contracting Authority may still issue any information it considers appropriate following the withdrawal of the query.

As with these Instructions to Tenderers, responses to queries will not create any contractual relationship between the Contracting Authority and Applicants, or form part of the Framework Agreement, or any Call-off Contract, unless explicitly stated otherwise.

It is the responsibility of Applicants to monitor the means of communication for this Competition for any correspondence or clarifications in relation to these Instructions.

If an Applicant becomes aware of any ambiguity, discrepancy, error, or omission in or between these documents, it must immediately notify the Contracting Authority, even after the time for submitting queries has expired.

2.4 Suitability Assessment Submission

Not applicable.

2.5 Other

As indicated in the Particulars

2.6 Suitability Assessment

Not applicable.

3 Applicants

3.1 Name

Each Applicant must sign and deliver the Form of Tender using the Applicant's full correct legal name.

3.2 Reliance on Resources

Where, in order to meet any applicable criteria in Section 3.3 (Financial and Economic Standing) (including for the avoidance of doubt, with respect to evidence of turnover), and/or in Section 3.4 (Technical Capability) of the Suitability Assessment Questionnaire, an Applicant (or any member of an Applicant which is a Joint Venture, Consortium or Partnership), relies on the capacities of other entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, for example, but not limited to, a parent company and/or a subcontractor/sub-consultant, including a specialist skill provider who is not the Applicant itself), the Applicant will be required to demonstrate to the satisfaction of the Contracting Authority that the capacities relied upon will actually be available to the Applicant if it is awarded the Contract.

At Framework Agreement award stage, the Contracting Authority reserves the right to require the following from any entity relied upon with regard to:

- (a) any of the Economic or Financial Standing sub-criteria, the entity relied upon may be required by the Contracting Authority at contract stage, to enter into a guarantee in the form of the Reliance Guarantee in respect of the performance of the contract by the Applicant⁴;
- (b) any of the Technical Capability selection sub-criteria, the entity may be required by the Contracting Authority at contract stage, to enter into either a Reliance Warranty or a Collateral Warranty for Sub-Consultants (as appropriate to the nature of the resource relied upon by the Applicant) with regard to the making available the resources relied upon by the Applicant⁵. Note that where an Applicant relies on another entity for educational or professional qualifications (sub-criteria 3.4a and 3.4b in the Questionnaire), or with regard to relevant professional experience (sub-criteria 3.4c in the Questionnaire), including those of a Specialist Skill Provider (who is not the Applicant itself), the entity being relied upon must perform the works or services to which those qualifications or experiences relate;
- (c) further evidence of the availability of the resources relied upon may be required by the Contracting Authority at a later stage in the Competition and/or upon award of the Contract.

3.3 Joint ventures, consortia and partnerships

Where a Candidate is a consortium, joint venture, partnership, or unincorporated grouping of two or more persons, the Candidate is not required to assume a specific legal form for the purposes of participating in this Competition, but may be required to do so by the Contracting Authority prior to the award of the Contract. If the party who will execute the contract as the Consultant is one or more human or legal persons (such as a partnership, joint venture or consortium), each of them must execute the Form of Tender (see also 5.14 below). Where the role of Health and Safety Supervisor is part of the service to be provided the party providing that skill must be an individual or a company (i.e. body corporate) that constitutes an acceptable entity.

⁴ in the form of MF 2.9 Reliance Guarantee. The Contracting Authority may accept alternate arrangements, in place of a guarantee, at its discretion.

⁵ in the form of MF 2.10 Reliance Warranty

3.4 Sub-consultants

Where an Applicant comprises a lead consultant, who will execute the Contract with the Contracting Authority, and a number of sub-consultants, MF 2.3 Collateral Warranty for Sub-consultants will be required from any sub-consultant as listed in the Particulars and entry into the Framework Agreement and any Call-Off Contract will be conditional upon the provision of such warranties.

The Contracting Authority reserves the right to approve the sub-contract to be entered into between the lead consultant and any such sub-consultants and in particular will expect that the terms of the Conditions of Engagement insofar as they apply to any sub-consultant are reflected in any such sub-contract.

4 Information on Project and Services

4.1 The Services

To establish a single supplier framework Agreement for the provision of specialist Construction Tender Document Peer Review services from which it may enter into Call-off Contract(s) for an individual project(s) with the Participant.

The successful supplier on the Framework will be requested to supply a Proposal and enter into a Call-Off Contract for an individual project with the Contracting Authority. The Contracting Authority may choose to not use the frameworks and procure the services outside of the framework.

Scope of Services: Specialist Construction Tender Document Peer Review Services

The Service Provider will conduct a comprehensive, independent peer review of the complete Construction Tender and Contract package. The primary objective is to systematically identify errors, omissions, and contradictions. This review aims to protect the Local Authority from post-contract variations, financial claims, project delays, and contractual risks.

The scope of services applies to **all volumes and components** of the tender package, including but not limited to:

- Review of the Instructions to Tenderers (ITT).
- Review of the **Works Requirements** including the Specification and the Contract Drawings (**Volume A**).
- Review of the **Form of Tender and Schedules (Volume B)**.
- Review of the **Pricing Document (Volume C)** which includes a review for consistency with the applicable Method of Measurement e.g., TII's RMP and consistency with the Works Requirements and a review of the accuracy of major quantities billed in the Bill of Quantities.
- Review of the **Information Pack** which includes a review of the Preliminary Safety & Health Plan together with a high-level overview of the entire contents of the Information Pack for consistency of same as listed in the ITT.
- All comments to be provided as digital comments marked up on the documents reviewed (typically PDF copies) together with a consolidated summary of issues identified by the review in tabular format.
 - Each individual comment shall include a unique Reviewer Reference ID for audit tracking. Unstructured, vague, or unreferenced comments will be rejected and require revision or clarification.
 - Each peer review comment, query, or technical annotation shall reference the exact drawing number, revision code, and specific location identifier.
 - All comments and observations shall be classified as Critical, Major, Minor or Observation.

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- Deliver a formal, clear, and structured Peer Review Report that includes a dedicated section for Actionable Recommendations, providing specific text adjustments ready for immediate integration into the final Tender documents.
- Where required, meeting with Contracting Authority / Consultant to provide clarifications of comments made by the review and assist with or advise on any actions required on foot of the review.

In addition, the scope includes for provision of advice regarding cost estimates and similar financial advice.

4.2 The Project

Dunboyne Link Road Scheme

The proposed Dunboyne Link Road scheme situated to the north-west of Dunboyne village, is to serve as a connection between the Dunboyne Business Park and the R157.

The existing road serving as access to the Dunboyne Business Park currently has no direct link to the R157, the proposed scheme will provide approximately 400m of new road providing this vital connection.

The proposed development will consist of:

- The provision of a new Link Road (approximately 340m long), from the existing Dunboyne Business Park Road to a new priority junction on the R157.
- The provision of a new Access Road (approximately 50m long), to provide access to the Recycling and Civic Amenity Centre, and other adjacent landholdings.
- Provision of footpaths and raised cycle tracks on both sides of the proposed Link Road.
- Provision of a footpath on the eastern side of the proposed Recycling Centre Access Road.
- Priority junction implementation between the proposed Link Road and the R157.
- Priority junction implementation between the proposed Link Road and proposed Recycling Centre Access Road.
- Provision of off-line bus stops on both sides of the proposed Link Road.
- Public lighting, accommodation and fencing/boundary works, landscaping works, drainage/attenuation works, and ancillary infrastructure and utility works.

Meath County Council requires Specialist Tender Document Peer Review Services for the proposed Dunboyne Link Road scheme. The scope of services applies to **all volumes and components** of the draft tender package, including but not limited to:

- Form of Contract proposed - PW-CF5 contract
- SAQ
 - QW2 v1.4, circa 26 pages
- Instructions to Tenderers, circa 37 pages
- Volume A Works Requirements
 - Drawings, estimated number 24
 - Specification Parts 1-4, circa 300 pages
- Volume B FTS5 Form of Tender and Schedule, circa 29 pages
- Volume C Pricing Document, circa 19 pages

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- Information Pack
 - 3D Roads Model
 - Utilities drawings – 5 no. Utilities
 - Topographical survey
 - Preliminary Safety and Health Plan prepared by PSDP
 - Design Stage Traffic Management Plan
 - Site investigation Report

5 Requirements for Tenders

5.1 Means of Tender Submissions

Tenders must be received in accordance with the means of submission stated in the Particulars at or before the date and time stated in the Particulars or such later date and time as may be advised by the Contracting Authority to all Applicants in the manner described in the Particulars. Time is taken as standard time according to the Standard Time Act 1968 as amended by the Standard Time (Amendment) Act 1971 and any subsequent amendment or re-enactment thereof.

Where the Particulars state that the required means of tender delivery is by electronic submission⁶ to designated tender boxes on the eTenders web portal, Applicants are advised to ensure that they give sufficient time to allow for the successful upload of all tender documents and that they have a reliable, continual connection speed available for this purpose. Applicants should ensure that their operating system has sufficient capacity to execute the upload of all the documents included in the tender submission before the deadline stated in the Particulars. The timely and complete upload of documents is the responsibility of each Applicant. All files submitted electronically must be capable of being readily viewed in their entirety by the means stated in the Particulars. It is the responsibility of the Applicant to ensure that electronic documents submitted are not corrupt. Applicants are advised to consult etenders.gov.ie for information on uploading electronic submissions.

Completed delivery of the tender **in advance of the submission deadline** is the responsibility of each Applicant.

All tenders received on time will be opened promptly after expiry of the deadline for return of tenders.

5.2 Format

Tenders will consist of:

- The completed Form of Tender with attached completed Schedules A and B executed in accordance with the requirements of Section 5.14;
- Where required, detailed breakdown of tender price (e.g. the total estimate broken down into the number of man-hours with the associated hourly rate(s)).
- The detailed quality submission to meet the requirements set out in the Particulars.
- The Suitability Assessment Submission.

If the Contracting Authority's information included in the Particulars in Schedules A or B to the Conditions of Engagement has been amended by supplemental information, Applicants must base their tender on the most recently issued information.

Applicants must not complete, or make any amendments or alterations to, any section of Schedules A and B to the Conditions of Engagement included with the Form of Tender. Any such amendments may result in the Applicant's tender being rejected.

⁶ CA note: where the competition is subject to the European Procurement Regulations, then electronic submission" must be used.

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5.3 Copies

Where the Particulars state the required means of tender submission is by hand or pre-paid registered post, Tenders must include the number and type of paper and electronic copies stated in the Particulars and must be packed and marked as stated in the Particulars.

5.4 Language

Tenders and supporting documents must be written in the language stated in the Particulars. Any original document in another language must include an accurate translation into the language stated in the Particulars. Queries and other communications must be in the same language.

5.5 Pricing

Unless otherwise stated, all sums given in tenders must be in Euros, to two decimal places.

Applicants must not insert additional items in the Form of Tender or make any alterations to the Form of Tender.

Amounts must be included wherever required in the Form of Tender. Blank spaces, the terms “nil” or “included”, or dashes or the like must not be used. Each amount must properly cover the full inclusive value of the work to which the amount relates.

Where the Contracting Authority has required Applicants to submit a detailed breakdown of their tender price this information is to be provided in addition to the cost information requested in the Form of Tender and should include all costs associated with the tender total (e.g. total estimated man-hours extended by associated hourly rates and other itemised costs).

Where the Applicants are permitted to tender a percentage for the fee, this percentage is to be a single overall percentage figure for the full service delivery. Applicants are not permitted to tender a different percentage fee for different stages and where an Applicant attempts to do so, the percentages tendered will be averaged out to arrive at an overall single percentage.

The tendered hourly rates will be deemed to include for profits and for all costs associated with staff, in particular:

- Salary payments;
- Provision of all secretarial/administration/clerical support;
- All equipment required in the performance of the services;
- Office overheads;
- Insurance including health insurance;
- Bonus payments;
- Employer PRSI;
- Any allowances (including travel and subsistence);
- General office consumables;
- Annual leave payments/sick leave payments;
- Postage/telephone/fax/e-mail costs;

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- All photocopying, printing and document reproduction.

The Contracting Authority's decision as to whether or not a tender has complied with the requirements of this paragraph shall be binding.

5.6 Allocation of fees

The proportion of the fee that will be payable for each stage in accordance with the Conditions of Engagement is set out in Schedule B to the Conditions of Engagement. Applicants are not permitted to propose different proportions with their tenders and any attempt to do so may result in the tender being rejected.

5.7 Notional capital value

The notional capital value figure stated in the Particulars, if any, is exclusive of VAT and represents a notional total capital value for the project which will be used for tender assessment purposes only, as set out in section 9 of these Instructions.

5.8 Value Added Tax

The amounts entered in the Form of Tender and any amounts in any detailed pricing breakdown required are to exclude value-added tax unless otherwise stated.⁷

5.9 Qualifications

Tenders must not be qualified in any way but must be submitted in accordance with these Instructions. Without prejudice to the generality of the foregoing, Tenders must not include or be accompanied by any statement that could be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders.

5.10 Not Used

5.11 Project Supervisor

Not applicable.

5.12 Assigned Certifier

If so stated in the Particulars, the Consultant or its nominee will be appointed as Assigned Certifier under the Building Control (Amendment) Regulations 2014.

Subject to the provisions of section 2.4, if the Tenderer has named a proposed Assigned Certifier in its suitability assessment submission for this competition, the Tenderer must include details of the Assigned Certifier so named. If the Tenderer has not named a nominee in its suitability assessment submission for appointment as assigned certifier the Tenderer will be taken to have offered to act in the role itself, and the Contract, if awarded to the Tenderer, will require the Tenderer to accept the role. In this case, the Applicant must be a competent individual or body corporate.

⁷ CA: there may be different VAT treatment for different elements of the lump sum (e.g. expenses). If you require elements with different VAT treatment to be separately set out in invoices, this should be stated in the management services and you may also wish to require any breakdown of the lump sum sought to have elements with different VAT treatment listed separately.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

5.13 Design Certificate

If so stated in the Particulars, the Consultant will be required to sign the Design Certificate in accordance with the Building Control (Amendment) Regulations 2014

5.14 Tender execution

The Form of Tender must be signed on behalf of the Tenderer by a duly authorised person (whose signature should be followed by “Duly Authorised on Behalf of [name of the Tenderer]”).

If so required by the Contracting Authority, the Tenderer must procure and provide a legal opinion as to the signing of the Form of Tender on behalf of the Tenderer and, if the Employer requires such a legal opinion, it must be provided at the Tenderer’s cost. Such legal opinion shall be expressly for the benefit of the Employer.

Where the Particulars state that electronic submission is the required means of delivery, the signature must be visible on the scanned Form of Tender. The Contracting Authority reserves the right to seek a hard copy of the Form of Tender at a later date.

The successful Applicants will be required to execute the Framework Agreement and any Call-Off Contract in the same manner as the Form of Tender.

5.15 Deposits

Any deposit required for hard copies of tender documents as stated in the Particulars will be refundable to all tenderers that submit *bona fide* tenders that are not subsequently withdrawn. Such deposit is to cover the cost incurred by the Contracting Authority in preparing the relevant tender documents.

5.16 Suitability Assessment

Not required.

6 Number of Tenders, Mandatory Options and Variants

6.1 Terminology

An **option** is a Tender *required* under section 6.2 below.

A **variant tender** is a Tender complying with section 6.3 below and identified as a variant Tender.

A **standard tender** is a Tender that is not an option or a variant Tender.

6.2 Mandatory options

If the Particulars state that any mandatory options are required, the Applicants must submit a separate tender for each of the options stated in the Particulars.

6.3 Variant tenders

If the Particulars state that any variant tenders are permitted, a variant tender must comply with the minimum requirements set out in the Particulars.

If so stated in the Particulars, variant tenders may be submitted only by an Applicant who also submits a standard tender.

If not so stated, variant tenders may be submitted without submitting a standard tender.

Unless otherwise stated in the Particulars, variant tenders are not permitted.

6.4 Numbers of tenders

The maximum number of Tenders that an Applicant may submit is stated in the Particulars. If more than one Tender per Applicant is permitted, each Tender must be submitted separately and must, except as otherwise permitted or required by this section 6, be complete, without referring to the contents of any other Tender. Each Tender must have a unique identifier, which must be stated on each envelope or box containing the parts of the Tender. The identifier must state whether the Tender is standard, a mandatory option, or a variant Tender and if there are options, must identify the option.

7 Non- Compliant Tenders

The Contracting Authority's decision on whether a tender is compliant will be final.

If a Tender fails to comply in any respect with the requirements set out in these instructions, or is ambiguous, the Contracting Authority shall be entitled at its absolute discretion (but shall not be obliged) to take such action as it considers appropriate, including (but not limited to):

- (a) rejecting the relevant tender as non-compliant;
- (b) without prejudice to the Contracting Authority's right to reject the tender:
 - (i) meeting with, raising issues and/or seeking clarification from the Tenderer in respect of the relevant tender;
 - (ii) requesting the Tenderer to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form, provided such information does not constitute a material amendment to the tender;
 - (iii) waiving a requirement which, in the opinion of the Contracting Authority, is minor or procedural.
 - (iv) take any other step permitted by law.

in accordance with applicable law and principles

8 Corrections, unbalanced and abnormal tenders and rates

8.1 Errors

The Contracting Authority may, without any responsibility for this, examine the Form of Tender and other detailed pricing information (where sought at 5.5 above and in the Particulars) for errors in addition or extension.

If there is an error in extension, the rate will be adjusted, so that the extension remains the same.

If there is an error in addition, the amounts added (and the rates making them up) will be adjusted pro rata to the error, so that the total remains the same. This will apply if the total of the tendered rates and prices, does not add up to the tendered lump sum fixed price (the “**Contract Sum**”).

The Contracting Authority will decide which amounts and rates are to be adjusted.

No adjustment made under this section 8.1 will affect the tendered Contract Sum for the purpose of assessment.

8.2 Unbalanced Tenders

Where, in the Contracting Authority’s opinion, any breakdown by the Tenderer of the Contract Sum does not reflect a fair allocation of the tendered Contract Sum, the Contracting Authority may (but is not obliged to) do any or all of the following:

- require the Tenderer to provide a more detailed breakdown of any tendered amounts (in addition to those already provided under 5.5 as required in the Particulars), to show that they reflect a fair allocation of the tendered Contract Sum;
- require that any figures proposed by a Tenderer for each stage of the Service be adjusted to reflect the allocation set out in the Particulars;
- invite the Tenderer to adjust the breakdown of the Contract Sum or the allocation of the tendered percentages, but without adjusting the tendered Contract Sum, or where relevant, the overall percentage fee tendered.

The Contracting Authority will pay particular attention to pricing that could result in the Tenderer, if successful, being paid too much of the Contract Sum disproportionately early in comparison with the amount of work done.

If, having considered the information provided (both in the tender and in response to a requirement under this section 8.2), the Contracting Authority is of the view that the Tenderer’s breakdown of the tendered fixed price lump sum or distribution of the tendered percentages do not reflect a fair allocation of the tendered Contract Sum, the Contracting Authority may reject the tender.

8.3 Abnormally low tenders, abnormally high or low rates or prices

Tenderers must not use abnormally high or low rates or prices. If, in the Contracting Authority’s opinion, the overall tendered amount is abnormally low or any tendered percentage (where relevant) or amounts including the rates tendered for time charges are abnormally low or abnormally high, the Contracting Authority may require the Tenderer to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information which the Contracting Authority considers relevant. This may include (without limitation) the information listed in Regulation 69 of the European Union (Award of Public Authority Contracts) Regulations 2016.

Any failure to provide such information, where requested, may exclude the tender from further consideration.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

Tenderers are advised that in relation to hourly rates, the Contracting Authority reserves the right in particular to request such information as the Contracting Authority considers appropriate to determine whether such rates are abnormally low or high. If, having considered the information provided, the Contracting Authority is of the view that either the Contract Sum is abnormally low or any tendered amounts (including the rates for time charges) are abnormally low or abnormally high, the Contracting Authority may reject the tender.

No adjustment made under this section 8 will affect the tendered amount.

9 Assessment of Tenders

9.1 Award Criteria

The award criterion is the most economically advantageous tender meeting the specified minimum criteria.

The assessment of the Most Economically Advantageous Tender will be determined in accordance with the award criteria set out in the Particulars.

Options, variant tenders, and standard tenders will be assessed according to these criteria.

9.2 Clarifications

The Contracting Authority may seek clarification or further information or both from one or more Tenderers in relation to their tender submission. The Contracting Authority may meet with one or more Tenderers for these purposes. The Contracting Authority will confirm to the Tenderer(s) concerned in written minutes any clarification arising from a meeting and the Tenderer will be required to confirm or correct the minutes in writing. See also section 10.4.

9.3 Compliance

The Contracting Authority will assess whether any of the grounds for exclusion in the Suitability Assessment Questionnaire apply, where applied in this Competition. This applies right up to the award of the contract.

Without prejudice to the foregoing, and the Contracting Authority reserves the right to confirm that the Tenderers circumstances has not changed to the extent that they would not qualify for the award of this contract. The Contracting Authority will assess Tenders for compliance with these Instructions, including provision of all the information and documentation required, and the matters covered in section 8 above.

Following the assessments under this section 9.3, the Contracting Authority may proceed according to section 7.

9.4 Review ⁸

Important Note: Any review procedure available in this Competition (other than legal proceedings under Order 84A of the rules of Superior Courts⁹) set out in the Particulars is not mandatory. Tenderers should obtain legal advice as to the review procedures that may be available to them under law, as well as the timeframes in which such review procedures may be availed of

9.5 Assessment methodology

- (a) Tenders will be evaluated against the quality criteria set out in the Particulars. Any Tenderer:
- (i) Not passing on a 'pass / fail' criterion, or
 - (ii) achieving less than 40% of the maximum marks on an individual 'quality' criterion or
 - (iii) achieving less than 50% of the total available quality marks

⁸ CA Note - In the Particulars, the Contracting Authority may state a review procedure, whereby a Tenderer who disputes a decision of the Contracting Authority about whether a Tender complies with these Instructions for Tenderers, may raise the matter with the Contracting Authority. The review procedure should include appropriate timelines for the submission of the query and response times.

⁹ Where the competition is subject to the European Procurement Regulations

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

will be excluded from further consideration.

- (b) Those Tenderers whose tender submissions have not been excluded following the carrying out of the compliance check at Section 9.3 and the evaluation against the quality criteria at (a) above will then have their tender prices assessed.
- (c) The price score will be determined by taking the following steps:
 - (i) The Contracting Authority will apply the Tenderer's tendered hourly rates to the notional hours set out in the Particulars, leading to a notional figure for time charges.
 - (ii) Where a percentage fee has been properly tendered for carrying out the Services or any element of the Services, this percentage will be applied to the notional capital value set out in the Particulars to derive a notional lump sum for the purpose of assessment only.
 - (iii) Where a lump sum for carrying out the Services or any element of the Services has been properly tendered, this lump sum will be added to the figure obtained under (c) (i) above, where relevant.
 - (iv) The total figure thus obtained will be the overall notional tender price for the purposes of assessment.
- (d) The Tenderer with the lowest overall notional tender price following the assessment at (a), (b) and (c) above will be awarded the maximum marks available for price. Other Tenderers eligible for appointment are then scored by deducting one half of one percent (0.5%) of the total marks available for price for every one percentage points difference between the lowest eligible price and that of the Tenderer under consideration. The lowest price mark which can be obtained is zero. Fractions of points shall be rounded to the nearest whole mark.

Price marks for Tenderer = $A \times (1 - (0.5 \times [(B - C)/C])$

Where:

A = Total marks available for price

B = Tender price of Tenderer

C = Lowest eligible tender price

- (e) In the quality assessment, the Tenderer(s) considered to have the highest technical merit in each criterion being assessed (or sub-criterion, where used) will be given the maximum marks available for that criterion (or sub-criterion, where used). All other Tenders will be marked for each criterion (or sub-criterion (where used)) relative to the tender(s) assessed as having the highest technical merit for that criterion (or sub-criterion, where used). Each Tenderer's quality marks for each criterion shall be totalled at the end of the assessment process. The highest scoring Tenderer eligible for appointment will then be awarded 100% of the available marks for quality and all others will be awarded a proportion of the total available marks equal to the proportion that their quality score represents of the highest scoring Tenderer. Fractions of points shall be rounded to the nearest whole unit.

Quality marks for Tenderer = $A \times (B/C)$

Where:

A = Total marks available for quality

B = Total marks awarded to Tenderer for all quality criteria

C = Total marks awarded to highest scoring Tenderer for all quality criteria

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

- (f) The quality and price marks for the Tenderers which have not been excluded must have regard to the Quality: Price Ratio set out in the Particulars. The Tenderer with the highest final score as determined by the formula below will be the Most Economically Advantageous Tender. In the event of a tie between Tenderers, the Tenderer with the highest marks for quality will be the Most Economically Advantageous Tender. In the event of a tie on the basis of quality marks, those Tenderers tied on quality marks will have their names included in an independently witnessed draw to determine the Most Economically Advantageous Tenderer.

$$\text{Final score} = (A/B \times C) + (D/E \times F)$$

Where:

A = Tenderer's total quality marks as determined at Section 9.5(e)

B = Total marks available for quality

C = Quality Ratio as set out in Quality: Price Ratio in the Particulars

D = Tenderer's total price marks as determined at Section 9.5(d)

E = Total marks available for price

F = Price Ratio as set out in Quality: Price Ratio in the Particulars

9.6 Change in circumstances

If, as a result of a change in circumstances or otherwise, any information given by a Tenderer to the Contracting Authority, in a tender or otherwise, including in a Suitability Assessment Submission, (in particular but without limitation, regarding the structure of a Tenderer and/or the members of a Tenderer or any entity being relied upon by the Tenderer, or the personnel proposed) was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete or misleading, the Tenderer must so inform the Contracting Authority as soon as it becomes aware of this.

If it comes to the Contracting Authority's attention that

- there has been a change in circumstances concerning a Tenderer that could affect the Contracting Authority's assessment of that Tenderer's tender or the Contracting Authority's decision to open that Tenderer's tender, or
- information submitted by a Tenderer was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete or misleading

the Contracting Authority may (but is not required to) take such steps as it considers necessary to revise its assessment of the Tenderer's tender or suitability assessment submission on the basis of the information then available to the Contracting Authority and/or exclude the Tenderer from further participation in the Competition. The Contracting Authority may clarify this with the Tenderer and may seek further information and/or evidence from the Tenderer.

10 Award Process

10.1 Tender validity period

Tenders must remain open for acceptance for the period stated in the Particulars.

10.2 Notification

As soon as practicable after reaching the award decision as to which is the most economically advantageous tender, the Contracting Authority will inform all Tenderers of the decision.

If the European Procurement Regulations apply the notification to the Tenderer to whom the Contracting Authority has decided to make an award should be in the form of Model Letter O.eu.6 *Letter to Successful Tenderer*. The notification to the other compliant Tenderers should be in the form of Model Letter O.eu.7 *Letter to Unsuccessful Tenderer* and should issue at the same time as the *Letter to Successful Tenderer*.

If the European Procurement Regulations do not apply the notification to the Tenderer to whom the Contracting Authority has decided to make an award should be in the form of Model Letter O.na.6 *Letter to Successful Tenderer*. The notification to the other compliant Tenderers should be in the form of Model Letter O.na.7 *Letter to Unsuccessful Tenderer* and should issue at the same time as the *Letter to Successful Tenderer*.

Where a contract is regulated by the European Procurement Regulations the Employer will not issue the *Letter of Acceptance* (M.F. 2.2) earlier than 14 days in the case of communicating electronically, or 16 days in the case of ordinary post after notifying all Tenderers of the award decision.

The *Letter to Successful Tenderer* will not form the Framework Agreement or any Call-Off Contract, or any contract or other obligation. The Contract will be formed only by issue of the *Letter of Acceptance*.

10.3 Letter to Successful Tenderer

Whichever *Letter to Successful Tenderer* issues (O.eu.6 or O.na.6) to the Tenderer who submitted the most economically advantageous tender it should require the Tenderer to submit to the Contracting Authority any or all of the items listed in the Particulars under “*Letter to Successful Tenderer*” together with any other items that the Contracting Authority deems appropriate.

If the Tenderer to whom such a *Letter to Successful Tenderer* is addressed does not submit the documents as required within the time allowed, the Contracting Authority may take such steps as it considers appropriate, including (but not limited to) to

- proceed according to the process in section 10.2 above to initiate award to the Tenderer who submitted the next most economically advantageous Tender or
- allow the Tenderer to whom the *Letter to Successful Tenderer* was addressed additional time to provide the documents or
- issue the Letter of Acceptance to the Tenderer to whom the *Letter to Successful Tenderer* was addressed (even though the documents have not yet been provided).¹⁰

¹⁰ A contract should not be awarded to any firm which cannot produce a tax clearance certificate except as a last resort. In such a case, the advance approval of the Department of Finance must be obtained.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

10.4 Letter of Acceptance

The Contracting Authority may create the contract by issuing a Letter of Acceptance at any time during the tender validity period or any extension of that period before the expiry of that period.

Any written clarifications of a Tender (including written minutes of a meeting clarifying the Tender, see section 9.2), will be referred to (if part of the Contract) in any Letter of Acceptance of the clarified tender, and the clarifications referred to will be included in the Contract.

10.5 Conditions of Engagement

Following issue of the Letter of Acceptance the Contracting Authority will inform the Consultant of the arrangements for the execution of the Agreement. The Consultant shall comply with the rules regarding execution in the Particulars.

10.6 Award Notice

The Contracting Authority will, after award, send an award notice (if appropriate) to the Office for Official Publications of the EU, if so required by law.

11 Conflict of Interest

11.1 Disclosure

Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the Contracting Authority shall, in its absolute discretion, decide on the appropriate course of action.

A conflict of interest includes, but is not limited to, situations where a Candidate or any of the members of a Candidate which is a consortium, joint venture or partnership, or any entity being relied upon, or any of their advisers, contractors, consultants, servants or agents, are currently or have been in the past an adviser, contractor consultant, servant or agent to the Contracting Authority, or any local or other relevant authority in relation to the Services or the competition.

Without prejudice to the foregoing, any registrable interest involving the Candidate and the Contracting Authority, (and where applicable any elected members of the Contracting Authority or members of the Board of the Contracting Authority), members of the Government, members of the Oireachtas or employees of the Contracting Authority or their relatives must be fully disclosed to the Contracting Authority immediately upon such information becoming known to the Candidate.

The terms 'registrable interest' and 'relatives' shall be interpreted in line with the Ethics in Public Office Act, 1995 and 2001.

The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may include (but is not limited to) excluding the Candidate from the competition, terminating any Framework Agreement or Call-Off Contract awarded under the competition or permitting the Candidate to continue subject to safeguards determined by the Contracting Authority being put in place and observed.

Without prejudice to the foregoing, where any entity(ies) proposes to be on more than one team bidding for the Contract, the relevant Tenderers must provide a statement that they are aware of this multiple participation, and that it has been brought to the attention of all concerned.

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

Glossary of Terms used in these Instructions

Terms defined in the Conditions of Engagement identified in the Particulars have the same meaning in these Instructions. References to clauses are to clauses or sub-clauses of those Conditions. Unless otherwise indicated, references to sections and Appendices are to sections of and Appendices to these Instructions.

Term	Meaning
Applicant	a person (or group of persons) that has decided to tender for the project.
Candidate	A person (or group of persons) that has submitted a tender and suitability assessment material and who has not yet been assessed for suitability at evaluation stage.
Contract	the contract that may be awarded by the Contracting Authority for the Services at the end of the competition.
Conditions of Engagement	the Government's Standard Conditions of Engagement for either Consultancy Services (Technical), or for Archaeological Services.
this competition	the award process for which these Instructions is issued.
these documents	These Instructions and the invitation letter and other documents issued with it and any additional information issued by the Contracting Authority in connection with the competition.
European Procurement Regulations	SI 284 of 2016 (European Union (Award of Public Authority Contracts) Regulations 2016) or SI 286 of 2016 (European Union (Award of Public Contracts by Utility Undertakings) Regulations 2016).
these Instructions	• this volume, including the Preface at the start, Particulars and Appendices • other documentation accompanying this volume and any information and/or opinions made available during the tender period by and on behalf of the Contracting Authority and information or instructions issued by the Contracting Authority in connection with the competition not stated to amend the Contract documents.
Suitability Assessment Submission	The Applicant's response to the Suitability Assessment Questionnaire(s) accompanying these Instructions.
Tenderer	An Applicant that has submitted a tender.
Framework Agreement	has the meaning given to it in section 1.1 and section 4.1
Call-Off Contract	has the meaning given to it in section 1.1 and section 4.1

Particulars

These are the Particulars referred to in these Instructions. Where there is any conflict between the details set out in the Particulars and the details set out in the completed Schedules A and B attached to the Form of Tender the details set out in the Schedules shall prevail.

Tender for	Establishment of a Single Party Framework Agreement for Specialist Construction Tender Document Peer Review Services & Specialist Construction Tender Document Peer Review Services for the Dunboyne Link Road Scheme
comprising	The Service Provider will conduct a comprehensive, independent peer review of the complete Construction Tender and Contract package. The primary objective is to systematically identify errors, omissions, and contradictions. This review aims to protect the Local Authority from post-contract variations, financial claims, project delays, and contractual risks. The scope of services applies to all volumes and components of the tender package, including but not limited to: - Review of the Instructions to Tenderers (ITT). - Review of the Works Requirements including the Specification and the Contract Drawings (Volume A). - Review of the Form of Tender and Schedules (Volume B). - Review of the Pricing Document (Volume C) which includes a review for consistency with the applicable Method of Measurement e.g., TII's RMP and consistency with the Works Requirements and a review of the accuracy of major quantities billed in the Bill of Quantities. - Review of the Information Pack which includes a review of the Preliminary Safety & Health Plan together with a high-level overview of the entire contents of the Information Pack for consistency of same as listed in the ITT. - All comments to be provided as digital comments marked up on the documents reviewed (typically PDF copies) together with a consolidated summary of issues identified by the review in tabular format. - Each individual comment shall include a unique Reviewer Reference ID for audit tracking. Unstructured, vague, or unreferenced comments will be rejected and require revision or clarification. - Each peer review comment, query, or technical annotation shall reference the exact drawing number, revision code, and specific location identifier.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

	- All comments and observations shall be classified as Critical, Major, Minor or Observation. - Deliver a formal, clear, and structured Peer Review Report that includes a dedicated section for Actionable Recommendations, providing specific text adjustments ready for immediate integration into the final Tender documents. - Where required, meeting with Contracting Authority / Consultant to provide clarifications of comments made by the review and assist with or advise on any actions required on foot of the review. In addition, the scope includes for provision of advice regarding cost estimates and similar financial advice.		
Main CPV Code			
For	MEATH COUNTY COUNCIL		
For	(enter Project Title and description as Contract Notice)		
At	County Meath		
Using (Instructions section 1.2 and 10.5)	<table border="1"> <tr> <td>Terms of Engagement:</td><td> Framework Agreement & Call-Off Contracts: Conditions of Engagement Consultancy Services(Tec) Published on http://constructionprocurement.gov.ie/standard-conditions-of-engagement/ on the date 10 days before the latest date for submission of Tenders (disregarding any amendments posted on that date). </td></tr> </table>	Terms of Engagement:	Framework Agreement & Call-Off Contracts: Conditions of Engagement Consultancy Services(Tec) Published on http://constructionprocurement.gov.ie/standard-conditions-of-engagement/ on the date 10 days before the latest date for submission of Tenders (disregarding any amendments posted on that date).
Terms of Engagement:	Framework Agreement & Call-Off Contracts: Conditions of Engagement Consultancy Services(Tec) Published on http://constructionprocurement.gov.ie/standard-conditions-of-engagement/ on the date 10 days before the latest date for submission of Tenders (disregarding any amendments posted on that date).		
Anticipated Date for Commencement of Service:	01/09/2026		
Anticipated Service Contract Period (months/years):	The Framework Agreement has an anticipated duration of 2 years, with an option for the Contracting Authority to extend the duration to, at its discretion, 2 x 12 month intervals.		
Means of Communication between Applicants and Contracting Authority (Instructions section 2.1,2.2 2.3) ¹¹	All communications between the Candidate and the Contracting Authority in relation to this Competition shall be in writing electronic submission on the eTenders platform to Meath County Council Insert Additional Details as required		

¹¹ CA note: where the competition is subject to the European Procurement Regulations, then “electronic submission” **must** be selected.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

Supplemental Information and Queries (Instructions sections 2.2, 2.3)	Latest date for queries		07-08-2026 (10 days before latest time for receipt of Tender)	
	Date after which Contracting Authority will not normally issue supplemental information or responses to queries		11-08-2026 (6 days before latest time for receipt of Tender)	

Pricing (Instructions section 5.5)	Pricing Format	Notional Tender Price for entry onto the Framework		
	Provide a detailed breakdown of tender price	No		

Tender Submission Deadline (Instructions section 5.1)	Deadline for submission of tenders:	17-08-2026	12:00

Means of Tender submission (Instructions section 5.1)	All Tender submissions shall be submitted ¹² by: by electronic submission to eTenders webportal		
	Insert Additional Details as required		
	Note to Tenderers: Where it is stated above that tender submissions shall be submitted by “electronic submission to eTenders tender box(es)”, tenders must be delivered to the designated tender boxes on the eTenders web portal.		

Hard Copies (Instructions section 5.3)	Not Applicable.		
	Number of Paper Copies of Tender		
	Number and type of Electronic Copies of Tender:	Not applicable	

Other (Instructions section 2.5)	NOT APPLICABLE
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Tender Documents (Instructions section 1.2)	Attached to these Instructions are the following documents, divided into the three categories set out below: Documents to be included in the Contract - The Framework Agreement
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¹² CA note: where the competition is subject to the European Procurement Regulations, then “electronic submission” **must** be selected.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

	- Form of Tender - Where required, the Confirmation Letter in relation to parent or other company support, in the form set out in Appendix 1 of these Instructions and the approved Formal Agreement to that effect . - Detailed quality submission to meet the requirements set out in the Particulars Also included in the Framework Agreement but not part of the documentation being issued to Candidates are; collateral warranties from the sub-consultants indicated in the Particulars (where required), the Letter of Acceptance which the Contracting Authority will issue at award stage, and any post tender clarifications that are to be part of the Framework. Documents for information purposes only (not to be included in the Contract) - The invitation letter - These Instructions (other than any appendices to be Framework Agreement documents) and, - Any other information issued to Candidates not stated to amend the Framework Agreement are not to be included in the Framework Agreement. Documents for suitability assessment Not Applicable. Further Information Further information may issue as referred to in these Instructions
Format of Tender Submissions (Instructions section 5.2)	<u>Where the required means of Tender submission is by electronic submission</u> Applicants should upload their Tender in clearly named separate documents. All uploaded documents should be saved in the file format stated below. The contents of each document must be clearly identifiable by their saved title and each document must contain the name of the Applicant, name of the Contract and the content of the document. All documents that require signature must be signed prior to converting to a <i>read only</i> PDF file format. Each document must be clearly marked with the name of the Candidate, the name of the Framework Agreement and the document title. If more than one Tender is permitted or required, each document must also be marked with the unique identifier required under Section 6.4 of these Instructions. The required format of electronic files is: PDF <u>Where the required means of Tender submission is by hand or pre-paid registered post:</u> Not Applicable.
Language (Instructions section 5.4)	English
Tender Validity Period (Instructions section 10.1)	As stated in Form of Tender 180 days.

Instructions to Tenderers for Consultancy Services under an Open Procedure where Hourly Rates are to be Tendered

Mandatory Options
(Instructions section 6.2)

Are mandatory options required **Yes**
"Pursuant to the provisions in Art 32.5 of the Public Procurement Directive 2014/24/EU, in the event of and subject to additional funding and approval, any additional or repetitive works/services that are directly related back to the original contract, may be awarded to the successful tenderer pursuant to the procedures in accordance with Art 26.1. "
The basic project shall indicate any possible additional works/services and the conditions under which they will be awarded. The value of all additional works/services shall not exceed 100% of the original contract or exceed thresholds in line with Local, National and EU Thresholds whichever is less. Pricing and terms and conditions for additional works as per rates provided in the original contract.

Variants
(Instructions section 6.3)

Are variant tenders permitted?	No
If variant tenders are permitted, is a standard tender also required?	Not Applicable
Minimum requirements for variants	Not Applicable

Number of Tenders
[Instructions section 6.4]

Maximum number of tenders per Applicant	One
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Conditions of Engagement to be executed under seal
[Instructions 10.5]

No

Indicative Tender Programme for Competition

Contract Notice date:	24-07-2026	Reference:	(insert reference or Not Applicable)
Issue Tender Documents:	24-07-2026		
Receipt of Tenders:	As indicated under "Tender Date"		
Interviews (if required):	Not Applicable.		
Decision on Contract Award:	August 2026		

Sub-Consultants
(Instructions section 3.4)

Sub-Consultants who will be required to provide Collateral Warranties	All
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Review
(Instructions 9.4)

Review procedure (other than legal proceedings under Order 84A of the Rules of Superior Courts¹³):

Note to Tenderers: Any review process set out above is not mandatory. Applicants should obtain legal advice as to the review procedures that may be available to them under law, as well as the timeframes in which such review procedures may be availed of.

Award Criteria
(Instructions section 9.1)

OVERALL TOTAL QUALITY MARKS AND MINIMUM THRESHOLD		
Overall Total Quality Marks	7000	
Minimum Quality Threshold for each individual criterion	60%	
Minimum Overall Quality Threshold	60%	
TOTAL MARKS FOR QUALITY CRITERIA AND SUB-CRITERIA		
The ITT states (9.5) that adjusted marking will be used, Meath County Council (Contracting Authority) have elected to apply our own marking scheme for this competition. All submissions will be evaluated using this methodology. This supersedes the reference to adjusted marking in the ITT.		
Total Quality Marks Criterion ‘A’		1500
Total Quality Marks for Sub-Criterion ‘A1’	1500	
Total Quality Marks for Sub-Criterion ‘A2’	n/a	
Total Quality Marks for Sub-Criterion ‘A3’	n/a	
Total Quality Marks for Sub-Criterion ‘A4’	n/a	
Total Quality Marks Criterion ‘B’		3000
Total Quality Marks for Sub-Criterion ‘B1’	1500	
Total Quality Marks for Sub-Criterion ‘B2’	750	
Total Quality Marks for Sub-Criterion ‘B3’	750	
Total Quality Marks for Sub-Criterion ‘B4’	n/a	
Total Quality Marks Criterion ‘C’		2000
Total Quality Marks for Sub-Criterion ‘C1’	2000	
Total Quality Marks for Sub-Criterion ‘C2’	n/a	

¹³ Where the competition is subject to the European Procurement Regulations

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Total Quality Marks for Sub-Criterion 'C3'	n/a	
Total Quality Marks for Sub-Criterion 'C4'	n/a	
Total Quality Marks Criterion 'D'		500
Total Quality Marks for Sub-Criterion 'D1'	500	
Total Quality Marks for Sub-Criterion 'D2'	n/a	
Total Quality Marks for Sub-Criterion 'D3'	n/a	
Total Quality Marks for Sub-Criterion 'D4'	n/a	
Total Quality Marks Criterion 'E'		n/a
Total Quality Marks for Sub-Criterion 'E1'	n/a	
Total Quality Marks for Sub-Criterion 'E2'	n/a	
Total Quality Marks for Sub-Criterion 'E3'	n/a	
Total Quality Marks for Sub-Criterion 'E4'	n/a	
Total Quality Marks Criterion 'F'		n/a
Total Quality Marks for Sub-Criterion 'F1'	n/a	
Total Quality Marks for Sub-Criterion 'F2'	n/a	
Total Quality Marks for Sub-Criterion 'F3'	n/a	
Total Quality Marks for Sub-Criterion 'F4'	n/a	

PRICE CRITERIA	
Total Price Marks:	3000
QUALITY PRICE RATIO	
Quality: Price Ratio	70:30
BASIS OF ASSESSMENT	
Basis of Assessment for Quality Criteria and Information Required:	
<i>For assessment purposes each sub-criterion will be given a percentage rating in accordance with the marking scheme included in Appendix 3, and the marks available for each sub-criterion will be factored to give the mark scored for each sub-criterion.</i> <i>All submissions shall be with a minimum font size of 10. Candidates should provide a brief report, where</i>	

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*the guideline is to provide no more than **2 pages per sub-criterion**, in reference to each of the the criteria below. The response should be clear and succinct and note should be taken of the marking system. Large report sections that are clearly cut and paste should be avoided. Sections must be ordered as per these criteria to facilitate marking of the report. The submission shall include a response to all of the crieria detailed below.*

Criterion A: Role and Contribution of the Peer Review (1500 marks) (max 2 pages)

A1 (1500 marks): The Tenderer shall demonstrate their understanding of the purpose of Construction Tender Document Peer Review process. The Tenderer should address what they believe their role is in the process, what a good peer review should achieve and the value that their organisation would bring to the process.

Criterion B: Methodology and Quality Assurance (3000 marks total) (max 2 pages per sub-criterion)

The Tenderer shall describe the methodology that will be applied in the delivery of their Services including how they will manage Quality Assurance.

B1 (1500 marks): Tenderers shall describe their proposed methodology for planning, managing and undertaking the peer reviews. Responses should demonstrate how documentation will be assessed, how issues, risks, omissions and inconsistencies will be identified, and how recommendations for improvement will be developed to support the quality and robustness of the tender package prior to publication.

B2 (750 marks): Tenderers shall describe their approach to documenting, prioritising and communicating review findings and recommendations. Responses should demonstrate how findings will be presented in a clear, practical and actionable manner, including engagement with the Contracting Authority/Consultants to support the timely resolution of issues and finalisation of tender documentation.

B3 (750 marks): The response should describe any procedures, controls or processes that are applied to ensure the quality, accuracy and reliability of the peer review findings and recommendations. The Tenderer should detail how they will ensure a consistent approach across different Call-off Contracts.

Criterion C: Experience and Capability of the Proposed Team (2000 marks) (max 2 pages)

C1 (2000 marks): Tenderers shall demonstrate the relevant experience, expertise and capabilities of the proposed team in undertaking the peer review services. Responses should include examples of services completed within the last five years and demonstrate experience in reviewing Tender documentation for projects of various scale, complexity and nature using the Public Works Contracts. Tenderers should outline the scope of services provided, the role performed by the proposed personnel and the outcomes achieved.

Criterion D: Commitment to Environmental Responsibility (500 marks) (max 2 pages)

D1 (500 marks): Up to 500 marks will be allocated to Tenderers that can demonstrate a positive focus on their commitment to environmental responsibility. There is no minimum mark required under this section.

Scoring ranges for assessment of Quality Submission

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Rating	% Scoring Options	Description
Outstanding	90-100%	Outstanding response with very few or no weaknesses that fully meets or exceeds requirements and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver to an outstanding standard
Excellent	80-89%	Excellent response with very few weaknesses that exceeds requirements and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver to an excellent standard
Very Good	70-79%	A very good response that demonstrates real understanding of the requirements and assurance that the Tenderer will deliver to a good or high standard
Good	60-69%	A good response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark
Fair	40-59%	A response where reservations exist and which have not been addressed by clarification. Lacks full credibility/convincing detail and there is a significant risk that the response will not be successful
Poor	25-39%	A response where serious reservations exist. This may be because, for example, insufficient detail is provided (even post clarification), and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery
No Evidence	Below 25%	Response completely fails to address the criterion under consideration

A minimum rating of Good (60-69%) is required; failure of a tenderer to achieve the minimum score under any of the criteria will result in elimination from the competition.

Additional Information to be submitted with tender

Insert any additional information which is to be submitted, but is not used in the evaluation e.g. letter from parent company see Appendix 1

Deposit (Instructions section 5.15)

Deposit required on issue of hard copies of tender documents

of

Not Applicable

Intellectual Property Rights

To be confirmed at Call-Off Contract stage

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Project Supervisor (Instructions section 5.11)	<i>Not Applicable</i>
Assigned Certifier (Instructions section 5.12)	<i>Not Applicable</i>
Design Certificate (Instructions section 5.13)	<i>Not Applicable</i>
Letter to Successful Tenderer (Instructions section 10.3)	The Contracting Authority may issue to the Tenderer who submitted the most economically advantageous tender a <i>Letter to Successful Tenderer</i> requiring that Tenderer to submit to the Contracting Authority prior to any contract award any or all of the following: - evidence that the insurances required by the Framework Agreement are in place (including Professional Indemnity Insurance) - evidence of tax clearance - Safety and Health Declaration - SF046 MCC External Duty Holder Prequalification Questionnaire - Collateral warranties for specialist skills to be provided by a sub-contractor - Where applicable and where requested by the Contracting Authority, duly executed reliance guarantees, reliance warranties and/or collateral warranties in respect of entities relied upon by the Tenderer for pre-qualification - any other documents the Contracting Authority considers appropriate
Rates for Time Charges (Instructions section 9.5(c)(i))	The rates for time charges which will be inserted in Schedule B shall be as tendered in the Form of Tender. The grades listed in the Form of Tender shall have the meaning stated hereunder: • Project Director – recognised degree to level 8 or equivalent and a minimum 15 years total experience and ten years relevant experience • Senior Quantity Surveyor/ Engineer/ Consultant - recognised degree to level 8 or equivalent and a minimum 10 total experience and seven years relevant experience • Assistant Quantity Surveyor/ Engineer/ Consultant - recognised degree to level 8 or equivalent and a minimum five years relevant experience • Junior Quantity Surveyor/ Engineer/ Consultant - recognised degree to level 8 or equivalent and less than five years relevant experience
Notional Hours for Assessment Purposes (Instructions section 9.5(c)(i))	<i>Project Director (8 hours)</i> <i>Senior Quantity Surveyor/ Engineer/ Consultant (50 hours)</i> <i>Assistant Quantity Surveyor/ Engineer/ Consultant (10 hours)</i> <i>Junior Quantity Surveyor / Engineer/ Consultant (10 hours)</i>

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Notional Capital
Value for
Assessment
Purposes
(Instructions
section 9.5(c)(ii))

Where the Particulars indicate that percentage fees to be tendered, the notional capital value which will be used for the purposes of assessment is
Not Applicable

Tender
Percentage
(Instructions
section 9.5(c)(ii))

Where the Particulars indicate that percentage fees are to be tendered, the stage at which the percentage will be converted to a lump sum is: [
Not Applicable