



TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender	
Offaly County Council seeks specialist environmental engineering consultancy services to undertake Stage (i) – Preliminary Services of the long-term leachate management project for Derryclure Landfill. Stage (i) involves an evidence-based assessment of current and future leachate generation, evaluation of existing infrastructure performance, and identification of feasible long-term treatment options. The outcome is a Stage Gate Report that determines whether the project proceeds to statutory processes and detailed design.	
Closing Date and Time for Receipt of Tenders:	Wednesday, 19 August 2026 at 12:00 (Local Time)
Organisation Name:	Offaly County Council
Contact Name:	Paul Browne
Contact Email:	pbrowne@offalycoco.ie
NOTES - Read this document in conjunction with the RFT and all associated documentation. - Tenderers must not alter the structure or formatting of this TRD. - Upload completed responses as a single ZIP file.	

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Instructions for Completion

Tenderers must read the RFT before completing this TRD. Where discrepancies arise, the RFT takes precedence. Tenderers relying on third-party resources must ensure those resources are available to deliver required elements.

Upload the completed TRD and all required attachments as a **single ZIP file** via eTenders.

RESPONSE TO SELECTION CRITERIA

Selection criteria are assessed on a Pass/Fail basis. Failure to meet any requirement will result in the tender being deemed inadmissible.

General Information	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Declarations	
• Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 2814 of May 2016 as contained in the Tender Response Document. • Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required.	
Financial	
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners and in their country of establishment.
Turnover	(a) Confirmation that the tendering party turnover exceeded €500,000 during one of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months. (b) Confirmation of financial standing ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due. Evidence of both statements will be required prior to the award of any contract.
Insurance	Confirmation of the following insurances being in place: • Employer's Liability - €13 million • Public Liability - €6.5 million • Professional Indemnity - €1.25 million

In the case of a consortium or partnership, each participating organisation must provide the information and supporting documentation required to demonstrate compliance with the selection criteria.

**TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL
BASIS**

General Contact Information

Company Overview:				
Organisation Name:				
Contact Person:				
Position:				
Address:				
Phone:				
Email:				
Website:				
Small and Medium Enterprise (SME)	Yes	☐	No	☐
Date of Establishment, if applicable	VAT Registration No:		Legal Structure – partnership, limited company, etc.	
Third-Party Resources (if applicable):				
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party	Where the Tenderer relies on third-party resources, evidence of availability will be provided on request.		
		Yes	No	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Financial Information – Pass/Fail Criteria

Tax Clearance				Please confirm YES / NO	
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	☐
Tenderer Name:					
Tenderer PPSN/ Tax Reference Number					
Access Number					
Option 2: I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)					
Registration Number		Certificate Number			
Option 3: I confirm that I have applied/or will apply for Tax Clearance status or a Tax Clearance Certificate. Evidence will be provided on request				Yes	☐
				No	☐
Turnover					
Tenderers must confirm turnover exceeding €200,000 in one of the last three years.					
Year	2025	2024	2023		
Month End (e.g. July)					
Turnover €					
I confirm that I will provide evidence of turnover promptly on request. NOTE #1: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.				Yes	☐
				No	☐

Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		
Professional Indemnity	€1,250,000	€		
Other	€xxxx	€		
AND				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: - evidence of insurances in place or - letter from Insurance Broker confirming that the required levels can be put in place if successful Note: insurance policies where relevant must have jurisdiction in Ireland.				

Declaration Re Personal Circumstances – Pass/Fail Criteria

Tenderers must complete all declarations relating to exclusion grounds under Article 57 of Directive 2014/24/EU.

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
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	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;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	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;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations 1.2 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? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

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
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	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;		
2.1.b	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;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	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;		
2.1.f	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;		
2.1.g	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.		
2.1.h	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		
2.1.i	has undertaken to: - unduly influence the decision-making process of the contracting entity, 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 – Pass/Fail Criteria

Tenderers must confirm compliance with all relevant Irish employment, equality, safety, data protection and labour legislation.		YES	NO
(a)	Employment Equality Acts 1998-2011		
(b)	Equal Status Acts 2000-2011		
(c)	National Minimum Wage Act 2000 as amended		
(d)	Organisation of Working Time Act 1997 as amended		
(e)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(f)	Disability Act 2005		
(g)	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

Declaration Re International Procurement Instrument & Article 5k - Pass/Fail Criteria

Tenderers must confirm compliance with Regulation (EU) 833/2014 and related sanctions provisions.

(j)	The Contracting Authority would refer Tenderers in particular to the provisions of Regulation (EU) 2022/1031 on the access of third country economic operators, goods and services to the Union's public procurement and concession markets and procedures supporting negotiations on access of Union economic operators, goods and services to the public procurement and concession markets of third countries (International Procurement Instrument – IPI), and to their obligation to comply therewith. In particular, tenderers and 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 IPI measure.		
(k)	The Contracting Authority may decide to examine tenders before verifying the absence of exclusion grounds in Regulation 57 of the regulations (the "Exclusion Grounds")		

	and the fulfilment of the Selection Criteria. However, notwithstanding anything contrary in this part 2.4, The Contracting Authority reserves the right to ask Tenderers at any moment during the Competition to submit any of the following for the purposes of verification of the status of the tenderer (including Prime Contractor and any Subcontractor). (i) information concerning the Tenderer, and any proposed subcontractors, for the purposes of Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) including, but not limited to, in respect of natural persons, copies of identity documents and, in respect of legal persons, a certificate or extract from the commercial register or other competent authority of the country in which the legal person is established. (ii) and information concerning the origin of goods, if any, for the purposes of assessing compliance with Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).		
(l)	If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) its fulfilment of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds, or its reliability despite the existence of a relevant Exclusion Ground and (iii) that it does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576) and (iv) that the origin of goods, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) then it shall be excluded from further participation in this Competition.		
(m)	If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground and (iii) that any proposed Subcontractor on whose capacity the Tenderer relies (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576) then, it shall be excluded from further participation in this Competition unless it replaces the Subcontractor with one which meets all relevant requirements of this RFT.		
(n)	We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31		

	July 2014 (as amended by EU regulation 2022/576 or any subsequent amendments to same).		
(o)	The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).		
(p)	The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).		
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in the Declarations above are accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Tenderer			
Name of Authorised Signatory			
Position			
Signature			

Technical Equipment and Resources – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition:		
Resource Required	Minimum Level	Tenderer's Response
GIS capability (GIS software and mapping tools)	Access to GIS software and mapping tools Evidence will be provided on request.	
Water quality sampling equipment and trained personnel	Access to water quality sampling equipment and personnel trained in field sampling. Evidence will be provided on request.	
Flow monitoring equipment	Access to suitable flow monitoring equipment Evidence will be provided on request.	
Hydrogeological modelling software	Access to MODFLOW or equivalent Evidence will be provided on request.	
Process design modelling software	Access to BioWin or equivalent Evidence will be provided on request.	

Ground Investigation/Ground Water Investigation	Access to ground investigation and groundwater investigation capability, including subcontracted GI/GW services procured in full compliance with Irish public procurement rules. Evidence will be provided on request.	
CAD/BIM capability	AutoCAD/Revit or equivalent Evidence will be provided on request.	
Document management system	Secure digital document control Evidence will be provided on request.	

Health & Safety – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition:.				
Do you comply with the Safety Health & Welfare at Work Act 2005?	Yes		No	
The Tenderer confirms that the nominated PSDP meets the competency requirements under the Construction Regulations. Evidence will be provided on request	Yes		No	
The Tenderer confirms that a Safety Statement compliant with the Safety, Health and Welfare at Work Act 2005 is in place.	Yes		No	
Manager responsible for Health and Safety:				
Is it externally certified or managed in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification:			
	Scope of Certification:			
	Name of Certification Body:			
	Evidence will be provided on request	Yes		
No				

Quality Assurance – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition:				
The Tenderer confirms that a Quality Management System (certified or in-house) is in place. Evidence will be provided on request.	Yes		No	
Manager responsible for Quality Management System:				
Is it externally certified or in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification:			
	Scope of Certification:			
	Name of Certification Body:			
	Evidence will be provided on request	Yes		
		No		
If in-house, provide summary of system:				

Environmental Management Systems

Minimum requirement to remain eligible in the competition:				
The Tenderer must confirm compliance with all relevant environmental legislation and confirm that an Environmental Management System (certified or in-house) is in place. Evidence will be provided on request.	Yes		No	
Name of Manager responsible for Environmental Management				
Is it externally party certified or in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
If in-house, please provide summary of system:				

Data Hosting Locations N/A for this contract.

Minimum requirement to remain eligible in the competition:	
Details of location / country of Centre 1	Details of location / country of Centre 2
N/A	N/A

RESPONSE TO THE AWARD CRITERIA (100 Marks)

Tenderers must respond to all award criteria below. Scoring will follow RFT Section 5

A. Cost (25 marks)

Provide:

- Completed Form of Tender
- Single lump-sum price for Stage (i)
- Confirmation that price includes all expenses, meetings, travel, reporting, and deliverables

Cost Score formula:

$$\text{Cost Score} = \left(\frac{\text{Lowest Tender Price}}{\text{Tenderer's Price}} \right) \times 30$$

B. Methodology & Understanding of Requirements (25 Marks)

Minimum Marks Required: 12

Provide:

- Understanding of project context and constraints
- Understanding of EPA licence obligations
- A detailed methodology for delivering mandatory ground investigation and groundwater investigation, including procurement of subcontractors in accordance with Irish public procurement rules, supervision of intrusive works, quality assurance, and integration of findings into the Baseline Assessment.
- Understanding of leachate management challenges
- Detailed methodology for Stage (i)
- Programme structure
- Data strategy
- Risk identification and mitigation

C. Relevant Experience (20 Marks)

Minimum Marks Required: 10

Provide:

- Evidence of delivering comparable landfill/leachate/environmental projects
- Experience with EPA-regulated projects
- Experience with multi-criteria option assessment
- Experience with environmental risk assessment
- Outcomes achieved

D. Personnel & Skills (15 Marks)

Minimum Marks Required: 7

Provide:

- CVs for all key personnel
- Roles and responsibilities
- Time allocation
- Relevant qualifications and experience

E. Programme & Risk Management (8 Marks)

Provide:

- Stage (i) programme
- Milestones
- Critical path
- Risk register
- Mitigation strategy

F. Technical Resources & Systems (7 Marks)

Provide:

- Evidence of access to required software, equipment and systems
- Demonstration of access to competent ground investigation and groundwater investigation subcontractors, including procurement compliance procedures, oversight arrangements, and relevant experience.
- Description of how resources will be used in Stage (i)

Scoring Methodology (RFT Section 5.2)

Each qualitative criterion will be scored as follows:

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.