

APPENDIX 1
FORMS OF LETTERS OF UNDERTAKING/DECLARATIONS

(A): Letter of Undertaking from an entity being relied upon – Refer to Section 1.7

[On letterhead of entity being relied upon]

To:	[Name and address of Contracting Authority]	
Regarding:	[Title of contract]	
Date:	[Date]	

A Dhaoine Uaisle,

We refer to the tender for the above contract submitted by

[Insert name of Applicant]

We confirm that, if the above contract is awarded to the above-named Applicant, we will make the capacities relied upon available to the Applicant. We also confirm that, if the Applicant is awarded the contract, we will execute a contractual commitment to that effect in the form described in the relevant warranty/guarantee. In particular we confirm that:

- a) where we have been relied upon for financial or economic standing criteria, we confirm we will execute and deliver to you a guarantee in the form of a Reliance Guarantee¹; or
- b) where we have been relied upon for technical competency criteria we confirm that we will execute and deliver to you a warranty in the form of a Reliance Warranty² or Collateral Warranty³ (as required by the Contracting Authority). Where we have been relied upon for educational or professional qualifications, or with regard to relevant professional experience, we confirm that we will perform the works or services to which those qualifications or experiences relate.

Is sinne, le meas

Signed by

Authorised signature of entity
being relied upon

(B) Letter from Insurance Undertaking/Insurance Intermediary where evidence is required for sub-criteria 3.3e, 3.3f or 3.3g

¹ Model Form 1.7 Reliance Guarantee

² Model Form 1.30 Reliance Warranty

³ Model Form 2.3 Collateral Warranty for Sub-Consultants or MF 1.12 Collateral Warranty (Specialists)

To:	[Name and address of Applicant]	
Regarding:	[Insert contract title]	
Date:	[Date]	

A Dhaoine Uaisle,

We confirm that we are

- a) an insurance undertaking authorised by the Central Bank of Ireland; or
- b) an insurance intermediary authorised by the Central Bank of Ireland; or
- c) an insurance intermediary registered in the EU/EEA for the purposes of Directive 2009/138/EC; and
- d) we meet any other requirements for an insurance undertaking or insurance intermediary set out in the relevant Qualification Criterion relating to the provision of the insurance type stated below.

We confirm we have insurance facilities in place, which would enable us to provide to the above named entity with *(insert insurance type and limit amount as appropriate)*

- Professional indemnity Insurance in the required amount of [●] euros on [annual aggregate/each and every claim] basis
- Public Liability Insurance in the required amount of [●] euros
- Employers Liability Insurance in the required amount of [●] euros

and meeting any other requirements in the relevant Qualification Criteria for insurances⁴.

Therefore, subject to a satisfactory application, we expect that insurance cover can be issued within 4 weeks of the receipt by us of the relevant application, subject to our normal terms and conditions.

We understand you will be giving a copy of this letter to

[Name of Contracting Authority]

We look forward to receiving an application from you if your tender is successful.
is sinne, le meas

Director

Name of Insurance Undertaking/Insurance Intermediary

⁴ i.e. criterion 3.3e (Professional Indemnity Insurance), 3.3f (Public Liability Insurance), or 3.3g (Employer's Liability Insurance).