

ADDENDUM TO THE REQUEST FOR TENDERS

PAS139F: Operational Procurement Support for Goods and Services

Date: 13/08/2026

Minimum Value of Services Contracts Awarded Under the Framework

1. Purpose of this Addendum

This Addendum:

1. confirms the minimum estimated value of Services Contracts that may be awarded under the Framework;
2. amends the relevant-experience selection criterion;
3. extends the relevant-experience reference period to five years;
4. corrects inconsistencies between the RFT and TRD Part A; and
5. clarifies that a reference may relate to a single procurement assignment or a defined period of operational procurement support provided during the term of a contract.

It amends the following procurement documents:

- RFT Title
- RFT Part 1, section 1.2, Overview and Scope;
- RFT Part 3, paragraph 3.2.B.1, Relevant Experience and Contract References;
- Appendix 1, Requirements and Specification, section 1;
- Appendix 2, Framework Agreement, clause 6;
- TRD Part A, section A9 and its contents page

2. Amendment to the RFT Title

The title of the RFT is amended to read:

Request for Tenders for the Establishment of a Multi-Supplier Framework Agreement for Procurement Support Services for Goods and Services

For Services Contracts with an Estimated Value of €50,000 Excluding VAT or More

3. Minimum Value of Services Contracts

The following provision is added to RFT Part 1, section 1.2; Appendix 1, section 1; Appendix 2, clause 6; and the SRFT instructions:

Minimum Value of Services Contracts

A Framework Client may award a Services Contract under this Framework only where the estimated total value of the requirement is at least €50,000 excluding VAT.

The estimated total value must be calculated in accordance with applicable procurement rules and must include the total anticipated value of the Services Contract, including all options, extensions and other amounts that may become payable.

Requirements with an estimated total value below €50,000 excluding VAT are outside the scope of this Framework.

4. Amendment to RFT Paragraph 3.2.B.1

Relevant Experience and Contract References: Pass/Fail

The existing relevant-experience minimum standard in RFT paragraph 3.2.B.1 is deleted and replaced with the following:

The Tenderer must provide three contract or assignment references demonstrating relevant experience in the provision of operational procurement support services.

The services relied upon must have been completed or substantially performed during the five years preceding the Tender Deadline.

The three references must collectively demonstrate:

1. experience of supporting at least one Open Procedure;
2. experience of supporting at least one Restricted Procedure; and
3. experience of supporting one further Open or Restricted Procedure.

At least one of the three references must demonstrate that the Tenderer provided procurement support services with a value of not less than **€50,000 excluding VAT**.

The reference satisfying the €50,000 minimum may demonstrate either an Open Procedure or a Restricted Procedure.

The other two references are not individually subject to the €50,000 minimum but must demonstrate relevant and comparable operational procurement-support experience.

A reference may relate to:

- a single procurement project or assignment; or
- a defined period of operational procurement support provided during the term of a contract.

A reference relating to a defined period of support may include more than one procurement assignment or procedure delivered during that period, provided that the Tenderer clearly identifies the services, procedures, responsibilities, outputs and value relied upon.

Where a reference covers a defined period of support under a contract, the Tenderer must identify:

- the relevant contract;
- the relevant period of support;
- the procurement support services provided during that period;
- each Open or Restricted Procedure relied upon;
- the Tenderer's responsibilities;
- the outputs delivered;
- the value, excluding VAT, of the procurement support services provided during the relevant period; and
- the relevant client contact for verification.

The experience demonstrated must be relevant and comparable to the Services described in Appendix 1, having regard to:

- the nature and scope of the work;
- the procurement procedures supported;
- the responsibilities undertaken;
- the complexity of the requirement; and
- the outputs delivered.

Contract value will not, other than the €50,000 minimum applying to one reference, determine whether a reference is relevant or comparable.

The same client may be cited for more than one reference, provided that each reference identifies:

- a separate procurement assignment; or
- a separate and clearly defined period of operational procurement support.

Reference periods, assignments, procedures, services and values must not overlap or be counted more than once across the three references.

The three references must collectively satisfy the full minimum standard set out above.

A Competitive Dialogue procedure will not satisfy the requirement to demonstrate an Open Procedure or a Restricted Procedure.

The Contracting Authority reserves the right to verify the information provided with the relevant client or contracting authority.

5. Amendment to TRD Part A, Section A9

TRD Part A, section A9, is amended to align with the revised minimum standard in section 4 of this Addendum.

For each reference, the Tenderer must provide:

1. the name of the client or contracting authority;
2. the title and description of the contract, assignment or support arrangement;
3. the contract term;
4. the defined reference period, where applicable;
5. the operational procurement support services provided;
6. the Open or Restricted Procedures relied upon;
7. the Tenderer's role and responsibilities;
8. the relevant outputs and deliverables;
9. the value, excluding VAT, of the procurement support services provided under the reference or during the defined reference period;
10. the date on which the services were completed or the extent to which they were substantially performed; and
11. the name and contact details of the client referee.

For the reference relied upon to satisfy the €50,000 minimum, the Tenderer must confirm:

The value of the procurement support services provided under this reference, or during the defined reference period, was at least €50,000 excluding VAT.

The reference to a minimum comparable-services value of **€100,000 excluding VAT** in the TRD Part A contents page is deleted.

6. Clarification of the €50,000 Reference Value

For the avoidance of doubt, the €50,000 reference threshold relates to the value, excluding VAT, of the **procurement support services provided** under the qualifying reference.

It does not refer to:

- the estimated value of the goods or services being procured;
- the awarded, maximum or potential value of an incomplete support contract where qualifying services to that value have not been provided; or
- the Tenderer's annual turnover.

The €100,000 turnover requirement is a separate economic and financial standing criterion.

7. Status and Precedence

This Addendum forms part of the procurement documents.

Where there is any inconsistency between this Addendum and the procurement documents, this Addendum takes precedence in relation to:

- the RFT title;
- the minimum estimated value of Services Contracts awarded under the Framework;
- the relevant-experience reference period;
- the number and nature of the contract or assignment references;
- the €50,000 minimum applicable to one reference;
- the permitted use of a defined period of support as a reference;
- the required Open and Restricted Procedure experience; and
- the information required under TRD Part A, section A9.

All other provisions of the procurement documents remain unchanged unless expressly amended by this Addendum, another addendum or a formal clarification issued by the Contracting Authority.