



**Seirbhís Phríosúin
na hÉireann**
Irish Prison Service

REQUEST FOR TENDER

SINGLE-PARTY FRAMEWORK AGREEMENT

Title:	Single Party Framework Agreement for Prison Service Strategic and Technical Professional Services
Contracting Authority:	Irish Prison Services
Procedure:	Open
eTenders ref:	8845239
Issue Date:	13 th August 2026
Closing Date for Queries:	31 st August 2026 at 12.00 noon (Irish time)
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Submissions and Queries via:	eTenders only

Contents

1	About the Contracting Authority	1
1.1	The Contracting Authority	1
1.1.1	The Prison Estate.....	1
1.2	Small and Medium Enterprise participation	1
2	Scope of the Framework Agreement	3
2.1	Type of Framework	3
2.2	Scope of Requirements under the Framework.....	3
2.2.1	Background	3
2.2.2	Nature and Scope of the Framework Requirements	4
2.3	Anticipated Timeline	5
2.4	Numbers admitted to the Framework.....	6
2.5	Duration of the Framework Agreement	6
2.6	Estimated Value for the Framework Agreement.....	6
2.7	Awarding Contracts under the Framework Agreement	6
2.8	Right to tender outside of the Framework	6
2.9	Compliance with the Terms and Conditions of the Framework Agreement	6
2.10	Award to Runner Up	7
2.11	Contract Management.....	7
3	Selection Criteria.....	8
3.1	Use of the European Single Procurement Document.....	8
3.2	Relying on the standing of other Entities.....	8
3.3	General Declarations and Financial Capacity Requirements	8
3.4	Technical Capacity Requirements.....	10
4	Award Criteria	11
4.1	Methodology for calculating the Cost Score.....	13
4.2	Methodology for scoring Qualitative Criteria	13
4.3	Post Tender Clarification.....	13
4.4	Verification.....	13
4.5	Clarification of Abnormally Low Tenders.....	14
4.6	Right to Confirm Suitability	14
5	Instructions for Tenderers	15
5.1	Closing Date for Tenders.....	15
5.2	Submission of Tenders	15
5.3	Queries.....	15

5.4	Extension of the Tender Deadline.....	15
5.5	Tender Validity Period	16
5.6	Discrepancies between Documents.....	16
5.7	Formatting of Tenders / Amending Tender Documents.....	16
5.8	Collusive Tendering.....	16
5.9	Confidentiality.....	16
5.10	Clarification of Tenders.....	17
5.11	Correction of errors	17
5.12	Change in the composition of a Tender.....	17
5.13	Interference and Inducement to Purchase.....	17
5.14	Conflict of Interest	17
5.15	Publicity.....	18
5.16	Right Not to Award	18
5.17	Notification of Tender Evaluations	18
5.18	Award Notices.....	18
5.19	Policy on Personal Debriefings.....	19
5.20	Copyright.....	19
5.21	Brand Names, etc.....	19
5.22	Environmental Aspects	19
5.23	Knowledge and Skills Transfer	19
5.24	Currency and Payments	19
5.25	Irish Legislation and Law	19
5.26	Anti-Competitive Conduct	20
5.27	Accessibility / Dignity at Work	20
5.28	Withholding Tax.....	20
5.29	Freedom of Information	20
5.30	Late Payment	21
5.31	Data Protection	21
5.32	Responsibility of Successful Party.....	21

Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Tenderers are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

Note

Please note that information relating to this Request for Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority have provided a Tender Response Document as a separate document for tenderers to use in preparing their response to this tender. This document and format must be used.

1 About the Contracting Authority

1.1 The Contracting Authority

The Irish Prison Service (the “Contracting Authority”) is an executive office of the Department of Justice, with responsibility for operating the prison system and for the safe and secure custody of male and female adult offenders committed to prison by the Courts.

Amongst its functions is providing for, maintaining and managing the prison estate, including prison buildings and prison-based accommodation and infrastructure. Financial provision for this is channelled through the Prisons Vote (Vote 21), and incorporates annual capital and current expenditure.

1.1.1 The Prison Estate

The prison estate comprises twelve operational prisons throughout Ireland, the Irish Prison Service (IPS) College in Portlaoise, as well as administrative accommodation including the IPS headquarters in Longford and the Building Services Division based in Santry in north Dublin.

Prisons for male persons committed by the Courts operate at Arbour Hill, Castlereagh, Cork, Limerick, Loughan House, Mountjoy, the Midlands, Portlaoise, Shelton Abbey and Wheatfield, while the Dóchas Centre in Dublin is a dedicated facility for female prisons (for whom Limerick prison also provides). Cloverhill prison in west Dublin functions as a remand prison. There are approximately 5,700 prisoners in custody across the estate at present, with some 500 on temporary release.

Buildings and infrastructure within prisons serve specialist functions related to their custodial function, and include prisoner accommodation, education, work training, recreation, catering and other facilities, as well as facilities for staff, administration and prison management. Infrastructure and facilities within prisons must meet a range of standards and criteria regarding building design standards, safety, security, human rights, functionality, and operational efficiency.

1.2 Small and Medium Enterprise participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

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

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each

party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, manpower, previous experience) and or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2 Scope of the Framework Agreement

2.1 Type of Framework

The Contracting Authority proposes to engage in a competitive process for the establishment of a framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

This competition relates to the establishment of a single-party framework with one Economic Operator. Thereafter that Economic Operator being entitled to be considered for all contracts within the scope of the framework.

2.2 Scope of Requirements under the Framework.

2.2.1 Background

The Irish Prison Service (IPS) is responsible for the safe and secure custody of persons detained in prison in the State. It operates prisons and places of detention located in several counties, as follows

1. Arbour Hill Prison, Arbour Hill, Dublin 7
2. Castlerea Prison, Castlerea, Co Roscommon
3. Cloverhill Prison, Clondalkin, Dublin 22
4. Cork Prison, Rathmore Road, Cork
5. Dochas Centre, North Circular Road, Dublin 7
6. Limerick Prison, Mulgrave Street, Limerick
7. Loughan House, Blacklion, Co Cavan
8. Midlands Prison, Dublin Road, Portlaoise, Co Laois
9. Mountjoy Prison, North Circular Road, Dublin 7
10. Portlaoise Prison, Dublin Road, Portlaoise, Co Laois
11. Shelton Abbey, Arklow, Co Wicklow
12. Wheatfield Prison, Cloverhill Road, Clondalkin, Dublin 22

Buildings and premises which form the prison estate were constructed in some cases in the 1800s and others are of more recent vintage. They serve specialist functions related to their custodial function, and include prisoner accommodation, education, work training, recreation, catering and other facilities, as well as facilities for staff, administration and prison management. Infrastructure and facilities within prisons must meet a range of standards and criteria regarding building design standards, safety, security, human rights, functionality, and operational efficiency.

The IPS Strategy Statement provides for the ongoing development and modernisation of the prison estate. This is achieved by the construction of new facilities, the upgrading of existing facilities or a combination of both. The organisation also occupies the IPS College in Portlaoise, as well as administrative accommodation including the IPS headquarters in Longford and the Building Services Division based in Santry in north Dublin.

The IPS delivers ongoing programmes of infrastructure development, enhancement and maintenance in keeping with its remit and evolving organisational needs and priorities.

2.2.2 Nature and Scope of the Framework Requirements

The IPS seeks to establish a single-party framework agreement for the provision of strategic and technical advisory services to support its infrastructure investment and maintenance programmes. The primary role of the service provider will be to assist and advise the IPS in strategic estate planning, feasibility assessment, project review, and ensuring and supporting the process by which its capital investment and building maintenance programmes comply with the requirements of the Infrastructure Guidelines (IGs) and Capital Works Management Framework (CWMF).

The IGs are the set of financial rules and procedures which govern the evaluation, planning and management of public capital investment. They aim to ensure that Irish public bodies adhere to their obligations to treat public funds with care and ensure the best value for money is obtained when public money is invested in capital infrastructure.

The CWMF is the set of guidelines, procedures, and tools used to ensure that public construction projects are delivered efficiently, consistently, cost-effectively, and to a high standard. It provides a suite of public works contracts, template procurement documents, and guidance documents which are aimed at supporting Government agencies and bodies to manage and implement construction professionally, consistently and in compliance with all necessary standards.

Both the IG and CWMF define lifecycles for construction projects, each with specific requirements, milestones, and project planning, preparation, approval, execution and review stages.

The services will be required across a range of IPS projects and investment initiatives and proposals, and are not limited or specific to any individual project. The services will be additional and complementary to detailed integrated design team services deployed to oversee and manage specific projects through all stages of their IG and CWMF lifecycles, and will not replace nor duplicate these services, nor involve contributions to or direct co-ordination with the project-specific services of such full integrated design teams. The services required will be utilised by the IPS in selective contexts and in respect of construction and maintenance projects at different stages of planning or development or implementation, or prior to their formal planning or design stage commencing.

The services will be multi-disciplinary, and the successful tenderer will be required to identify and be in a position to provide personnel with relevant experience and expertise in the following specialist areas:

- Financial and economic advisory, strategic infrastructure planning, and project appraisal and review services at all stages of project lifecycles;
- Architectural advisory and consultant services for building works at different stages across the full project life-cycle stages;
- Mechanical and electrical engineering advisory and consultant services for building works at different stages across the full project life-cycle stages
- Quantity surveying, cost and cost/value management advisory and consultant services for building works at different stages across the full project life-cycle stages.

The primary services envisaged will be in the definition, appraisal, assessment and staged review of projects within and across the IPS estate. The scope of specific services which may be delivered under the framework may include:

- The financial and economic appraisal of capital investment projects in accordance with the Infrastructure Guidelines;

- Preparation of Strategic Assessment Reports
- Preparation of Business Cases
- Financial and Economic Appraisal Services
- Feasibility Assessments
- Outline Design Support
- Programme Design and Planning
- Site Masterplanning
- Project Definition and Output Specification
- Condition Assessments
- Service Assessments
- Risk Assessment and Advice
- Cost Advisory Services
- Procurement Advice and Support
- Project and Programme Management
- Guidance, direction and management of projects through lifecycle phases
- Supporting the enhancement of internal structures and processes for capital planning, management and delivery
- Review of projects, processes and programmes
- Estate planning and investment prioritisation
- Evaluation, review and advisory services concerning capital building projects and programmes
- Ad-hoc assessments, evaluations or reviews of related or wider investments, activities, operations or services
- Preparation of other reports and assessments as required under the IGs, CWMF or other protocols and processes

Services under the Framework may be provided to all or any of the following organisations:

- The Irish Prison Service
- The Department of Justice, Home Affairs and Migration
- An Garda Síochána
- The Courts Service
- The Probation Service
- The Irish Youth Justice Service
- Forensic Science Ireland
- The Criminal Assets Bureau
- International Protection Accommodation Service

2.3 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue RFT	13 th August 2026
Closing Date for Queries	31 st August at 12.00 noon (Irish time)
Closing Date for Tender Submission	14 th September at 12.00 noon (Irish time)
Award decision	End September 2026
Framework Agreement Commencement	Early October 2026

The dates provided above are estimates at the time of publication of the Request for Tender. The Contracting Authority will endeavour to run the process to this timetable, but this cannot be guaranteed.

2.4 Numbers admitted to the Framework

The framework agreement will be established as a single-party framework agreement with the tenderer selected following the tender stage and the application of the award criteria and subject to that tenderer meeting the minimum criteria and rules.

2.5 Duration of the Framework Agreement

The framework agreement will be for a period of five (5) years with an option to extend its duration for two (2) further one (1) year periods up to a maximum of seven (7) years.

The Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

2.6 Estimated Value for the Framework Agreement

It is envisaged that maximum spend under this framework agreement will not exceed €2,500,000 excluding VAT.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

2.7 Awarding Contracts under the Framework Agreement

Single-party framework agreement contracts may be awarded directly on foot of the original tenders or by consultation with the Framework Member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

2.8 Right to tender outside of the Framework

The Contracting Authority intends to use the framework for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the Framework Member(s). Admission to a framework does not guarantee the award of any contract to any Economic Operator, nor does it give the member(s) the right to be consulted in respect of, or tender for, any contract.

2.9 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions..

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission. Any reservation with regard to these terms should be submitted as a query in accordance with the procedure described in the Instructions to Tenderers (*Section 6*) of this document.

2.10 Award to Runner Up

If it is not possible following the conclusion of the competitive process to award the framework agreement to the designated successful tenderer from this competitive process; the Contracting Authority reserves the right to award the framework agreement to the tenderer with the next highest score based on the original competition, at any time during the tender validity period.

If, following the award of any contract under this framework agreement, the Framework Member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the contract to the next highest scoring tenderer emerging from the process at any time during the contract tender validity period.

2.11 Contract Management

The Contracting Authority requires tenderers to nominate a dedicated contract manager who will act as the main point of contact for the duration of the framework. This person shall have the authority to deal with all matters in relation to contracts and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority
- Provide regular reports on performance as agreed with the Contracting Authority
- Meet as and when required to review and examine performance
- Deal with disputes, complaints or concerns that cannot be adequately resolved
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings

3 Selection Criteria

The Contracting Authority is using the **Open** procedure for the award of this framework agreement, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderer's qualifications, tenderers are required to provide the information set out below in the Tender Response Document (TRD) which is based on a self-declaration model. However, tenderers are required to provide the minimum information required.

3.1 Use of the European Single Procurement Document

In accordance with Directive 2014/24/EU, tenderers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of compliance with *Section 4.3* on condition that all information self-declared will be provided promptly on request at any time prior to an award decision.

3.2 Relying on the standing of other Entities

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

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium/joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

3.3 General Declarations and Financial Capacity Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered 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.	
Financial and Economic Standing	
Tax Compliance	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant. Please refer to the tax rules contained in the Tender Response Document.
Financial Capacity	(a) Confirmation that the tendering party turnover exceeded €350,000 during each 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:
Insurance Type	Required Level
Employer's Liability	€13 million
Public Liability	€6.5 million
Professional Indemnity	€1.5 million
Declaration	
Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by Regulation SI 284 of May 2016 and 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 the jurisdiction of supply, compliance with equivalent legislation as applicable in the country of establishment / operation is required.	

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered inadmissible.

3.4 Technical Capacity Requirements

Organisation and Capacity - Pass/Fail Criteria

Tenderers must provide information which demonstrates organisational structure, current manpower levels, skills base (including a breakdown of the key positions/skills). Tenderers must demonstrate adequate organisational resources to fulfil contract requirements.

Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that tenderers can prove that they will have these resources at their disposal when required.

Please provide the information below and/or attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.

Please complete the TRD.

Previous Experience - Pass/Fail Criteria

Tenderers must provide information clearly demonstrating successful delivery of a minimum of three (3) previous projects relating to the financial, economic and technical appraisal and assessment of projects comparable to those typically promoted and delivered by the IPS, over the last three (3) years demonstrating comparable multidisciplinary service assignments to the requirements set out in Section 2.

At least two (2) of the projects must demonstrate similar experience in a custodial setting and relate to custodial buildings and infrastructure.

Details should include a detailed description of the contracts referenced, the value of the contract, the precise services supplied and how the contract was managed.

Please complete the TRD.

Quality Assurance Management System - Pass/Fail Criteria

Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether externally certified.

Please complete the TRD.

4 Award Criteria

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The framework will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings. Please refer to the Framework Terms and Conditions for details of the award criteria which would apply in the case of mini-tenders under the framework agreement.

Criterion A	Weighting	Maximum Marks	Minimum Marks 50%
	20%	2,000	1,000
Title	Understanding of the Requirement		
Description	Tenderers should describe their understanding of the needs of the Irish Prison Service and other organisations within the aegis of the Department of Justice under this framework agreement, including both general and specific requirements, the distinct requirements as they relate to secure custodial and other settings, likely service outputs, etc Please limit your response to 4 no. A4 pages under this criterion		
Criterion B	Weighting	Maximum Marks	Minimum Marks 50%
	20%	2,000	1,000
Title	Approach to Delivering the Services		
Description	Tenderers should set out a detailed service approach and methodology for meeting the requirements of what the tenderer would anticipate might be a typical assignment commissioned by the contracting authority under the terms of the agreement. The tenderer should describe the assumptions being made regarding the nature and scope of such an assignment, before setting out an approach and methodology for undertaking it. This should include details of approaches to be followed, methodological techniques, and programmes of work necessary to fulfil the terms of such a contracted assignment Please limit your response to 6 no. A4 pages under this criterion		
Criterion C	Weighting	Maximum Marks	Minimum Marks 50%
	30%	3,000	1,500
Title	Technical Merit of Team Proposed		
Description	Tenderers must provide the following: - Project Team Organisation Chart identifying consultants / sub-consultants making up the team and the key personnel to include ○ Financial and economic advisory, strategic infrastructure planning, and project appraisal and review services ○ Architectural advisory and consultant services		

	○ Mechanical and electrical engineering advisory and consultant services ○ Quantity surveying, cost and cost/value management advisory and consultant services. - Short Form CVs of the key personnel proposed for delivery of the contract, to include, relevant qualification and training, length of time with the company and time in current position, information with dates regarding expertise and experience (highlighting that with the current company or previous employers). Maximum of 8 nominated personnel and 1 x A4 page per CV. - the key personnel proposed for delivery of the services, including their responsibilities and the benefits that each of the personnel will bring to ensuring the successful delivery of the project. Please limit your response to 10 no. A4 pages under this criterion to include tables, organograms and diagrams but excluding CV's. Short Form CVs should be no longer than one (1) each and a maximum of 5no. A4 pages in total under this criterion.		
Criterion D	Weighting	Maximum Marks	Minimum Marks
	10%	1,000	n/a
Title	Value Added Services		
Description	Tenderers must provide details of any added value services they propose to provide the Contracting Authority over the lifetime of the Framework Agreement. Please limit your response to 2 no. A4 pages under this criterion		
Criterion E	Weighting	Maximum Marks	Minimum Marks
	20%	2000	n/a
Title	Ultimate Cost		
Description	Tenderers must provide maximum daily rates across different professional grades to apply for the first three full years of the Framework Agreement. Any services contracted within years 1-3 must be subject to daily fee rates no higher than those quoted for the different grades. Rates may be reviewed in subsequent years to reflect consumer price changes in the interim, where agreed with the IPS. Please refer to Section 3.2 in the Tender Response Document.		

Tenderers should note that they must meet the minimum marks set out in Criterion A, B and C. Failure to meet the minimum marks required under each of those criterion will result in the tenderer being eliminated from the competition.

Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the framework award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

4.1 Methodology for calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	C
Formula employed	$\frac{A \times C}{B}$

4.2 Methodology for scoring Qualitative Criteria

Score	Category	Description
90 – 100%	Exceptional	An exceptional 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 – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly 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		

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

4.3 Post Tender Clarification

At the discretion of the Contracting Authority, tenderers may be invited, in writing, to clarify certain aspects of their tender, particularly where information or documentation to be submitted appears to be incomplete or erroneous. However, all such requests will be made in full compliance with the principles of equal treatment and transparency and avoid any distortion of competition.

4.4 Verification

Award of contract/membership of the framework may be subject to attendance at a verification meeting. It would be essential that the key personnel assigned to this framework should be available

and present at this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

A visit to the tenderer's premises may be required to clarify any questions or queries regarding the tender offer.

4.5 Clarification of Abnormally Low Tenders

If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic considering the tendered price or any other financial matter (including proposed indicative hours), the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question based on it being considered abnormally low.

4.6 Right to Confirm Suitability

Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the establishment of the framework and award of any contract.

5 Instructions for Tenderers

5.1 Closing Date for Tenders

The closing date for tender submission is specified on the title page.

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

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

5.2 Submission of Tenders

The Contracting Authority is using the tender postbox facility and tenders must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

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

5.3 Queries

The closing date for submitting queries is specified on the title page.

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

In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

5.4 Extension of the Tender Deadline

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing (by post or electronic means) to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

5.5 Tender Validity Period

To allow sufficient time for tender assessment a tender validity period of 12 months is required, this period commencing on the closing date by which the tenders are to be returned.

5.6 Discrepancies between Documents

A pdf version of the Request for Tender has been made available on eTenders. This document will be considered as the primary source document in this procurement process, word versions of documents where they are provided are being made available to assist tenderers in responding to the tender competition. Where there is a discrepancy between a pdf version and a word version, the pdf version will take precedence. Tenderers are requested to notify the Contracting Authority immediately of any anomaly. Where applicable the Contracting Authority will issue amended versions.

5.7 Formatting of Tenders / Amending Tender Documents

Tenderers must ensure they use the Tender Response Document (TRD) when preparing their submission.

Tenderers are prohibited from amending any text or content of forms or declarations or templates provided as part of this tender competition in their tender responses. Where amendments have been identified, the Contracting Authority may at its discretion eliminate the tenderer from further consideration. Likewise, failure to use the template documentation provided particularly in relation to costing / pricing may result in tenders being eliminated.

5.8 Collusive Tendering

If any tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its tenders, the bid submitted by such tendering party shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

5.9 Confidentiality

After the official opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations will not be disclosed to tenderers or other persons not officially concerned with such process until the award decision with the successful tenderer has been announced and in conformity with national laws.

Tenderers shall treat the details of all documents supplied to them in connection with this contract as private and confidential and shall not disclose the contents to a third party without the permission of the Contracting Authority.

Any effort by the tenderer to influence the Contracting Authority or their staff in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the award of the contract may result in the rejection of that tender.

5.10 Clarification of Tenders

The Contracting Authority is entitled, but not obliged, to seek clarification of tenders, including pricing breakdowns in the course of the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with the Contracting Authority.

5.11 Correction of errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form or as between the hard copy and electronic versions of the tender (if applicable). In general, the following approach will be applied to manifest errors - where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

Where the Total Quote function has been activated on eTenders and a discrepancy arises between the amount in the Total Quote box and the tender submission, the amount in the tender submission shall take precedence.

5.12 Change in the composition of a Tender

Where a change in composition of a tender arises, this must be notified in writing to the Contracting Authority and formally approved by them.

The Contracting Authority reserves the right, but is not obliged, to disqualify any tenderer that makes any change to its composition after submission of a tender.

5.13 Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

5.14 Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.15 Publicity

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the contract, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word “media” includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and email, accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

5.16 Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and, in particular, to source the requirement with more than one service provider.

The Request for Tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the procurement process.

5.17 Notification of Tender Evaluations

All tenderers will be informed of the outcome of their tenders following tender evaluation and any necessary clarifications.

Potential outcomes can be:

- Establishment of Framework/Award of Contract
- Letter of Regret
- Decision not to proceed with the establishment of the Framework

The following information will be provided in the Letter of Regret – name of successful tenderer designate; the applicable standstill period (for EU tenders only); scores of tenderer being notified and that of the successful tenderer; the features and characteristics of the successful tenderer where they scored higher marks in specific criteria.

In the case of EU tenders only, the Contracting Authority will undertake not to award the contract for a period of at least 14 (or whatever period is stated in the notification letters) days from the date of notification of unsuccessful tenderers (‘standstill period’).

5.18 Award Notices

Following the award of contract, an award notice will be dispatched to the Official Journal of the European Union announcing the results of the competition. It should be noted that it is standard practice for the Contracting Authority to include the price of the winning tender or the range of prices of tenders received in the publication of the award notice as required under European procurement rules.

5.19 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful bidders.

5.20 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this tender. The service provider may have a non-exclusive license to use such material but only for its own purposes (to be agreed with the successful tenderer).

5.21 Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

5.22 Environmental Aspects

The Contracting Authority is committed to the principles of environmental management in its activities and it encourages the implementation of sustainability principles in its procurement practices and throughout the delivery of all contracts.

5.23 Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the successful tenderer's staff to the Contracting Authority staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

5.24 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be euro (€).

All prices and rates quoted should be on the basis of both VAT exclusive and VAT inclusive costs, clearly identifying the applicable rate of VAT.

A schedule of payments will be agreed with the successful tenderer and invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

5.25 Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract(s) awarded on foot of this tender process will be governed by Irish law.

5.26 Anti-Competitive Conduct

Tenderers should take notice of the Competition Act 2002 (as amended, the “2002 Act”), which makes it a criminal offence for tenderers to collude on prices or any other aspects relating to this procurement competition.

5.27 Accessibility / Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

5.28 Withholding Tax

Where applicable, payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353 (0) 67 63400).

5.29 Freedom of Information

All responses to this Request for Tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority’s obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

5.30 Late Payment

The Contracting Authority operates in accordance with EU Directive 2011/7/EU on combating Late Payment in commercial Transactions transposed into national legislation as S.I. 580 of 2012 and amended by S.I. No. 281 of 2016.

5.31 Data Protection

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to 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, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the tenderer in response to this Request for Tender.

The tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Tender Response Document that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the tenderer have consented to the processing of such Personal Data by the tenderer, the Contracting Authority, the Evaluation Team and the supplier of the eTenders website, for the purposes of the participation of the tenderer in this Competition or that the tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

5.32 Responsibility of Successful Party

As a condition of award, it shall be the successful tenderer’s sole responsibility to ensure they have taken account of all obligations under the Contract including factors which might arise based on the withdrawal of the United Kingdom from membership of the EU.