



**Seirbhís Phríosúin
na hÉireann**
Irish Prison Service

Tender Response Document (Open Procedure)

Title:	Single Party Framework Agreement for Prison Service Strategic and Technical Professional Services
Contracting Authority Ref.	Irish Prison Services
eTenders Ref:	8845239
Closing Date for Queries:	31 st August 2026 at 12.00 noon (Irish time)
Closing Date for Tender Submissions:	14 th September 2026 at 12.00 noon (Irish time)
Submissions and Queries via:	etenders only

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1 Instruction for Completion

This document **MUST** be used for the submission of tenders.

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

2 Response to the Selection Criteria

2.1 General Contact Information

Tenderer Summary				
Weighting: Pass/Fail				
Pass Requirement: Tenderers must complete this Section				
Organisation Name:				
Contact Name:				
Position:				
Address:				
Telephone (Office):				
Telephone (Mobile):				
Email:				
Website:				
VAT Registration Number:				
Date of Establishment:				
Legal Status (Company, Sole Trader, etc.):				
Is the Tenderer a Small and Medium Enterprise (SME)?	Yes		No	
SMEs are enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million				
Is the tenderer a consortium / group of Economic Operators?	Yes		No	
If yes, please provide the following information				
Name	Legal Status	Element to be Delivered		
Each member must submit a separate Tender Response Document				

2.2 Financial Information – Pass/Fail Criteria

Tax Compliance		
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:			
Tax Reference Number (PPSN):			
Access Number:			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes		
	No		
Registration Number:			
Certificate Number:			
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes		
	No		
Financial Capacity			
I confirm that our turnover exceeded €350,000 per annum in each of the last three financial years. If turnover figures for 2025 are unavailable, please use 2024, 2023 and 2022			
Financial Year	2025	2024	2023
Turnover	€	€	€
Month of financial year end			
I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: (evidence of turnover for each of the last three financial years)	Yes		
	No		
I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the tenderer 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.	Yes		
	No		
Insurances			
I confirm that we have the following insurances in place:			
Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		
	No		
I confirm that if successful, where the levels required under the contract or framework are higher than	Yes		

those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	No	
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.		
Signed:		
Position:		
Date:		

2.3 Declaration Bona Fides & Statutory Obligations – Pass/Fail Criteria

Declaration of Bona Fides & Statutory Obligations (Under Public Sector Directive 2014/24/EU - Article 57)			
Weighting: Pass/Fail Pass requirement: Tenderers must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant tenderer under each heading. This must be completed by each group member. Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).			
		Yes	No
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?	Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	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;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	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;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations		

	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? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	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		
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - 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

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:

		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

This Declaration is made for the benefit of the Contracting Authority
I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	

2.4 Organisaiton and Capacity– Pass/Fail Criteria

Personnel & Skills

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition 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.

2.5 Previous Experience - Pass/Fail Criteria

Previous Experience	
Weighting: Pass/Fail Minimum requirement to remain eligible in the competition	
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 of the RfT. 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.	
The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise. All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, tenderers must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.	
Reference Contract #1	
Client Name:	
Contact Name:	
Contact email:	

Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Any other relevant information:				
Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Any other relevant information:				
Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Any other relevant information:				

2.6 Quality Assurance – Pass/Fail Criteria

Quality Assurance				
Weighting: Pass/Fail				
Minimum requirement to remain eligible in the competition: Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether externally certified.				
Do you operate a Quality Management System?	Yes		No	
Manager responsible for Quality:				
Quality management	Externally Certified		In-house	
If externally certified, please provide the following information:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

3 Response to the Award Criteria

3.1 Response to Qualitative Award Criteria

Criterion A	Weighting	Maximum Marks	Minimum Marks
	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		

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response.

Criterion B	Weighting	Maximum Marks	Minimum Marks
	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		

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response.

Criterion C	Weighting	Maximum Marks	Minimum Marks
	30%	3000	1500
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 - o Financial and economic advisory, strategic infrastructure planning, and project appraisal and review services - o Architectural advisory and consultant services - o Mechanical and electrical engineering advisory and consultant services - o 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.		

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response.

Criterion D	Weighting	Maximum Marks	Minimum Marks
	10%	1,000	n/a
Title	Technical Merit of Team Proposed		
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		

Tenderer's Response

Please use this free text page(s) (i.e. **do not** type in the box) for your response.

3.2 Response to Quantative Award Criteria

Form of Tender – Ultimate Cost (Criterion E) (25%)

To:	Irish Prison Service
From:	
Subject:	Single Party Framework Agreement for Prison Service Strategic and Technical Professional Services

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender (RFT) document.

SERVICES

Tenderers should quote maximum daily fee rates that they will apply for the duration of the framework agreement for service grades as described below. The resulting blended daily rate should then be calculated and shown based on the notional blend of inputs set out.

Table A

Professional Grade	Maximum Daily Fee Rate (€, excluding VAT)						Notional Blend of Inputs	Illustrated Blended Daily Rate (€, excluding VAT)
	Financial/ Economic	Architecture	M&E Engineering	Quantity Surveying	Other Specialists (if included)	Average of All Professions		
A	B1	B2	B3	B4	B5	B (=average b1 to b5)	C	D=B*C
Managing Director/ Partner/ Subject Matter Expert, with at least 15 years' relevant experience							20%	
Director/Principal/ Senior Manager, with at least 10 years' relevant experience							15%	
Manager, with 5-7 years' relevant experience							15%	
Consultant, with 2- 5 years' relevant experience							25%	
Junior Consultant, with up to 2 years' relevant experience							25%	
Total							100%	

Tenderers' scores under this criterion will be based on the maximum blended daily rate as calculated above, with full marks awarded to the lowest qualifying blended daily fee quoted, and other marks awarded in proportion to the extent this is exceeded.

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	$\frac{A \times C}{B}$

Note: The figures above are notional volumes and provide no guarantee of work to be awarded under this framework agreement. It is being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

I/We confirm that I/we:

- Have priced our tender on the basis of all rates being inclusive of all out of pocket expenses (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs,
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of tenders,
- Agree that you are not bound to accept the most economically advantageous or any tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement,
- Have read and thoroughly examined the RFT,
- Fully understand the RFT and the Client's requirements,
- Undertake to treat the details of the RFT, its tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the RFT or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the RFT except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,

- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, civil/family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Framework Agreement, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

Signed:	
Name (in Capital Letters):	
On behalf of:	
Address:	
Telephone (Office):	
Telephone (Mobile):	
Email:	
Date:	

4 Confirmation Check

Relevant Documents Completed				
I confirm that I have completed the relevant elements of this Tender Response Document	Yes		No	
I confirm that I have completed the Art. 57 declaration contained in this Tender Response Document, and I acknowledge that any changes in the circumstances confirmed in this declaration will be notified immediately to the Contracting Authority.	Yes		No	
I confirm that I have read and accept the terms of the Contract and/or the Framework Agreement Terms and Conditions.	Yes		No	
I confirm that I have opted to provide a completed European Single Procurement Document in place of Selection Criteria / Art. 57	Yes		No	
Where I have used an ESPD, I confirm that I will provide all relevant information promptly on request.	Yes		No	