



TENDER RESPONSE DOCUMENT

Title of Procurement

Provision of Independent Auditing and Certification Services to the EPA for ISO 14001 Environmental Management System and ISO 50001 Energy Management System as an Integrated Management System.

Contracting Authority Ref.

C0000036

eTenders RFT ID

8917372

**Closing Date and Time for
Receipt of Tenders**

01 October 2026

Organisation Name

Contact Name

Contact Email

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1. Instructions 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

2.0 General Contact Information

Organisation Name:				
Contact Person:				
Position:				
Address (including post code):				
Phone:				
Email:				
Website:				
Date of Establishment, if applicable:	VAT Registration No:		Legal Structure – partnership, limited company, etc.	
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Details of any Sub-contractors or Consortium members:				
Name	Proposed Role in Delivery of the Contract		Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)	

2.1 Financial Information – Pass/Fail Criteria

Tax Clearance				
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 Tax Reference Number:				
Access Number:				
OR, I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)				
Registration Number:		Certificate Number:		
OR, I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request			Yes	
			No	
Turnover				
I confirm that we have the requisite turnover to be considered for the contract/framework.				
Year	2023	2024	2025	
Month End (e.g. July)				
Turnover €				
We Confirm that we have the financial capacity to pay our debts identified on the current statement of assets and liabilities as being the debts as they fall due.			Yes	
			No	
I confirm that I will provide evidence of turnover and capacity to pay our debts 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	€1,000,000	€		
Cyber Liability	€1,000,000	€		
AND				
I confirm that if successful, where the levels required under the contract 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				

2.2 Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU

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).

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 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; <u>or</u>		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; <u>or</u>		
2.1.i	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.		

2.3 Declaration re Statutory Obligations – Pass/Fail

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
(a)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(b)	Employment Equality Acts 1998-2011		
(c)	Equal Status Acts 2000-2011		

(d)	National Minimum Wage Act 2000 as amended		
(e)	Organisation of Working Time Act 1997 as amended		
(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: Data Protection & Security We confirm that all Data subjects whose Personal Data is provided in our Questionnaire and/or 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 on request.			
Declaration re: Retired Civil/Public Servant Is any member of the proposed team a retired Civil/Public Servant in receipt of a Civil/Public Service Pension Benefit?			
Declaration Re: Data Protection & Security We confirm that all Data subjects whose Personal Data is provided in our Questionnaire and/or 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 on request.			
Declaration Re: Restrictive measures in the context of Russian actions in the Ukraine We confirm that our company is not owned by Russian nationals or economic operators established in the Russian Federation, including any self-employed person, legal person, institution or other entity. I further confirm that the subcontractors, suppliers and persons on whom the contract with the EPA relies, are not nationals of the Russian Federation, or a company, institution or			

other entity established in the Russian Federation, in accordance EU Regulation 2022/576.

This Declaration is made for the benefit of the Contracting Authority.

I certify that the information provided in the **Declaration re Personal Circumstances** and the **Declaration re Statutory Obligations** is 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

2.4 Personnel and Skills

Pass/Fail Criteria

Skillset Required	Full Time Equivalent (FTE) Numbers in Tendering Entity	FTEs provided via 3 rd Parties	Minimum Number Required
The human resources offered must be supported by evidence of technical capabilities in the provision of audit and certification services. Tenderers should demonstrate, through a proven track record, their candidate's technical ability to undertake the specified work. Tenderers should propose a clearly defined and appropriately resourced audit team structured to ensure continuity, competence and compliance with ISO 14001 & 50001 throughout the certification cycle. Tenderers will be assessed on the extent to which they demonstrate that the proposed personnel: - The tendering organisation must hold current and valid accreditation to certify ISO 14001 and ISO 50001 from a recognised national accreditation body. Valid current certifications held should be to ISO/IEC17021-2 and ISO50003:2021 Standard or equivalent)¹. - Technical resources should hold appropriate and current integrated ISO 14001/50001 auditor and/or lead auditor qualifications issued			1-3

¹ **ISO/IEC 17021** is the international standard that sets requirements for the competence, consistency, and impartiality of bodies auditing and certifying management systems.

ISO 50003 specifies requirements for competence, consistency, and impartiality in auditing and certifying ISO 50001 energy management systems

by recognised and accredited bodies. • Have proven experience in delivering integrated ISO certification activities, including Stage 1, Stage 2, surveillance, and re-certification audits. • Have demonstrable capability to apply ISO 14001 & 50001 requirements, audit methodologies, and certification decision-making processes in an accredited certification context. • Have experience operating within accredited certification frameworks, including preparation of compliant audit plans, reports, non-conformities, and certification recommendations. • Have experience certifying complex and/or multi-site organisations, preferably within the public sector or organisations with comparable governance and oversight arrangements.			
Please attach an organisation chart, clearly identifying all relevant departments, divisions, and detailing all members including sub-contractors, consortium members, if applicable.			

2.5 Technical Equipment and Resources

Pass/Fail Criteria

Resource Required	Minimum Level	Tenderer's Response
Tenderers must demonstrate access to the technical resources necessary to deliver the contract in accordance with the TRD. This includes appropriate IT equipment, systems, software, and tools required to plan, conduct, record, and report on ISO 14001/ISO 50001 auditing and certification activities. Such resources may be held in-house or provided through third-party arrangements and must be available for the duration of the contract.	As specified	

2.6 Previous Experience

Pass/Fail Criteria

Reference Contract #1				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	
Contract Value		Period value refers to		
Detailed description				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement:				
Demonstrated experience of surveillance and recertification audits in compliance with ISO 14001:2015				
Experience auditing complex and/or multi site organisations, preferably within the public sector or organisations with similar governance and oversight arrangements				
Preparation of formal audit documentation, including audit plans, audit reports, non-conformity statements and certification recommendations.				
Demonstrated ability to deliver services independently, impartially, and within agreed timeframes.				
Any other relevant information				

Reference Contract #2			
Customer Name			
Contact Name			
Contact Number			
Delivery Date(s)	From		To
Contract Value		Period value refers to	
Detailed description			
Taking account of the features of the contract agreement, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement:			
Demonstrated experience of surveillance and recertification audits in compliance with ISO 14001:2015			
Experience auditing complex and/or multi-site organisations, preferably within the public sector or organisations with similar governance and oversight arrangements			
Preparation of formal audit documentation, including audit plans, audit reports, non-conformity statements and certification recommendations.			
Demonstrated ability to deliver services independently, impartially, and within agreed timeframes.			
Any other relevant information			

Reference Contract #3			
Customer Name			
Contact Name			
Contact Number			
Delivery Date(s)	From		To
Contract Value		Period value refers to	
Detailed description			
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement:			
Demonstrated experience of surveillance and recertification audits in compliance with ISO 14001:2015			
Experience auditing complex and/or multi site organisations, preferably within the public sector or organisations with similar governance and oversight arrangements			
Preparation of formal audit documentation, including audit plans, audit reports, non-conformity statements and certification recommendations.			
Demonstrated ability to deliver services independently, impartially, and within agreed timeframes.			
Any other relevant information			

2.7 Health & Safety Management System

Pass/Fail criteria

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it externally party 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				
I confirm that evidence of compliance will be provided promptly on request.	Yes			
	No			

2.8 Quality Assurance Management System

Pass/Fail Criteria

Do you operate a quality management system?	Yes		No	
Name of Manager responsible for Quality				
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, please provide summary of system:				

2.9 Environmental Management Systems

Pass/Fail Criteria

Do you operate an Environmental Management System / Policy?	Yes		No	
Name of Manager responsible for Environmental Management				
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			
If in-house, please provide summary of system:				

3. 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 and no later than 5 working days.	Yes		No	

4. Response to the Award Criteria

4.0 Form of Tender – Cost Criterion A

To:	Environmental Protection Agency
From:	
Re:	Provision of Independent Auditing and Certification Services to the EPA for ISO 14001 Environmental Management System and ISO 50001 Energy Management System as an Integrated Management System.

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 Document.

(a) Proposed costs for years 1-3 for existing ISO 14001 auditing

ISO 14001 Auditing & Certification fee structure	Total fee proposed (excluding VAT)	Total fee proposed (including VAT)
Year 1 – ISO 14001 surveillance audit (up to 4 EPA sites)	€	€
Year 2 – ISO 14001 surveillance audit (up to 4 EPA sites)	€	€
Year 3 – ISO 14001 recertification audit (4 EPA sites)	€	€
Proposed total fee for ISO 14001 auditing for Years 1–3, including all expenses	€	€

(b) Proposed costs for the inclusion of ISO 50001 costs for Years 2–3

ISO 50001	Total fee proposed (excluding VAT)	Total fee proposed (including VAT)
Year 2 – ISO 50001 pre-certification audit (1- 2 sites)	€	€
Year 3 – ISO 50001 certification audit (3- 4 sites)	€	€
Proposed total fee for ISO 50001 costs for Years 2–3, including all expenses	€	€

(c) Proposed total fee for Contract

Proposed total fees for (a) + (b)	€	€
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Note: Overall total fees proposed for both ISO 14001 and ISO 50001 as outlined in (c) will be used for cost evaluation purposes.

I/We confirm that I/we:

- (i) In relation to daily/hourly fees all rates are inclusive of out-of-pocket (i.e. mileage, subsistence, phone, postage, etc.) and account/contract management related costs.
- (ii) Will keep this offer for the contract open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- (iii) Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- (iv) Agree that the rates stated are maximum prices for the duration of the contract agreement,
- (v) Have read and thoroughly examined the Tender Document,
- (vi) Fully understand the Tender Document and the Client's requirements,
- (vii) Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- (viii) 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 between the Contracting Authority and the Tenderer,
- (ix) 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,
- (x) Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- (xi) Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- (xii) 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,
- (xiii) 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.
- (xiv) Have read and understood the Terms and Conditions of Contract and agreed to be bound by these Terms and Conditions if awarded a contract.
- (xv) Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, 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:		Mobile:	
Email:		Date:	

4.1 Response to Qualitative Award Criteria

Criterion B:		Weighting	Maximum Marks	Minimum Marks Required
Title: Quality of technical and human resources offered				
		25%	2,500	1,500
Instructions	The human resources offered must be supported by evidence of technical capabilities in the provision of audit and certification services. Tenderers should demonstrate, through a proven track record, their candidate’s technical ability to undertake the specified work. Tenderers should propose a clearly defined and appropriately resourced audit team structured to ensure continuity, competence and compliance with ISO 14001 and ISO 50001 throughout the certification cycle [Note: ISO50001 not expected in Year 1]. Refer to the award criteria in the RFT for further details.			
Tenderers’ Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.

Criterion C:		Weighting	Maximum Marks	Minimum Marks Required
Title: Methodology and programme of work to meet delivery requirements				
		25%	2,500	1,500
Instructions	Tenderers must clearly outline how they intend to undertake the work and provide an indicative schedule for the first auditing cycle, ensuring adequate coverage across all EPA locations and detail the involvement of proposed personnel. Audit delivery will follow a structured, risk-based, and accreditation-compliant process, providing assurance of continued conformity and effectiveness of the EPA’s EMS. Refer to the award criteria in the RFT for further details.			
Tenderers’ Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.

Criterion D:		Weighting	Maximum Marks	Minimum Marks Required
Title:Efforts to reduce project environmental impact				
		20%	2000	1,200
Instructions	Please demonstrate, in your response, how you will champion sustainability in delivering the required services. Refer to the award criteria in the RFT for further details.			
Tenderers’ Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.