APPENDIX 1
SPECIFICATION OF REQUIREMENTS

IDA Ireland

SPECIFICATION OF REQUIREMENTS

FOR

Single Supplier Framework for

Building Surveyor Services for

IDA Buildings Reinstatement Values for Insurance Valuations

2026-2030

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INTRODUCTION

The Industrial Development Agency (Ireland) (**IDA Ireland/IDA**) is Ireland's inward investment promotion agency. It is a non-commercial, semi-state body promoting Foreign Direct Investment (**FDI**) into Ireland through a wide range of services. IDA Ireland partners with potential and existing investors to help them establish or expand their operations in Ireland.

IDA Ireland's strategic remit is to win FDI and see the benefits flow as widely as possible in economic terms throughout Ireland.

IDA Ireland is a globally leading Investment Promotion and Development Agency (**IPDA**) with national responsibility for the attraction and development of FDI in Ireland.

IDA Ireland has client engagements across all geographies attracting client companies to Ireland from the US, Europe, and Asia.

IDA Ireland continues to attract FDI investors to establish operations in Ireland and these client companies require ease of access to all major international markets.

IDA Ireland is a semi-autonomous State agency with its own Board. It has a reporting responsibility to the Minister for Enterprise, Trade and Employment.

IDA Ireland's head office is located at Three Park Place, Hatch Street Upper, Dublin 2. IDA Ireland also has a number of regional and overseas offices.

IDA Ireland's 2025-2029 Strategy can be downloaded at IDA Strategy.

IDA Ireland's Annual Report 2024 can be downloaded at **IDA Annual Reports | IDA Ireland**

Further information on IDA Ireland may be obtained at www.idaireland.com.

IDA Ireland works to showcase Ireland as an investment location based on a blend of a talented skills pool, a long standing FDI track record and pro-business policies. Ireland also benefits from its ease of doing business, a strong third level education sector and access to the European market (the biggest in the world in GDP terms).

Under IDA Ireland's current strategy, Adapt Intelligently: A Strategy for Sustainable Growth and Innovation 2025-2029, our focus remains on winning investment for Ireland and sustained regional development. IDA Ireland regards transformation as critical to delivering and sustaining future economic impact and prioritises areas of research and development, innovation, sustainability, digitalisation, and talent development, as client companies look to build a sustainable future.

BUILDING SURVEYOR SERVICES FOR IDA BUILDINGS REINSTATEMENT VALUES FOR INSURANCE VALUATIONS

Background

A core element of IDA Ireland's success in the attraction of inward investment has been the development and maintenance of an industrial building portfolio designed to meet the needs of potential inward investment. To seek a better regional balance in the attraction of investment, IDA Ireland developed a network of buildings across the various Regions.

Core Service Requirements

The purpose of this Competition is to appoint a single supplier framework of a suitably qualified and experienced Building Surveyor firm for the provision of comprehensive insurance reinstatement valuations for all IDA owned buildings some of which are occupied

The objective of this Framework is to ensure that IDA Ireland's portfolio of c.32 buildings is insured at accurate and current reinstatement values at all times, thus safeguarding IDA Ireland's assets and interests.

These building assets are geographically dispersed across Ireland (See Appendix 6 for current locations).

The successful tenderer will be required to execute both on-site and desk-based valuation services over a four-year contract period, in accordance with international best practice and applicable statutory requirements.

Year 1 – Comprehensive On-Site Insurance Reinstatement Building Valuations of the entire portfolio:

- Field valuation work will take place in January and February 2027, with final reports submitted to IDA Ireland by 1st March 2027 and by the same date each year thereafter. Depending on the contract award date, these activities and submission dates may be even earlier.
  These dates are non-negotiable and Tenderers should ensure that that they have sufficient resources in place to adhere to the strict timelines set out in this CfT.
- Undertake thorough on-site inspections and valuations of all IDA-owned buildings, considering each property's structure, finishes, fixtures, and unique site-specific circumstances.
- Compile detailed valuation reports, inclusive of photographic records, measurements, and professional recommendations for insurance reinstatement values.

IDA currently manages c.32 buildings across various locations (see Appendix 6). The number and locations of these buildings may change during the contract period, therefore the costing schedule should remain flexible to accommodate 'in contract' adjustments as needed, for example where a new building is added or the portfolio of buildings is reduced following sales.

This may mean reduced fees in the event that the building portfolio reduces during the life of the contract.

Years 2 and 3 – Desk-Based Valuations:

- Conduct desk-based reviews and updates using current construction cost indices, market intelligence, and relevant supporting documentation.
- Revise building portfolio reinstatement values in line with prevailing market trends, inflation rates, and any changes in building characteristics or regulations to be submitted to IDA no later than February 1st for each year of the contract.
- Provide concise summary reports detailing methodologies, data sources, and justification for any adjustments made.

Year 4 – Comprehensive On-Site Valuations of the entire portfolio as detailed for Year 1 above except that the final and latest submission date will be February 1st of that year.

It is expected that the successful tenderer can deliver the elements under each key area set out above.

Tenderers should note that, where a building is occupied, a minimum of two weeks' prior notice must be provided to the sitting tenant. This notice should include details of the nature and scope of the proposed inspection. Tenderers must also ensure appropriate flexibility is afforded to sitting tenants in arranging access.

IDA Ireland will provide a side letter referencing the awarded tenderer to support the inspection requirement.

Where a building is unoccupied, the appointed surveyor will be provided with the appropriate contact details in IDA to access the building. Suitable notice to schedule such visits must also be afforded to IDA staff to ensure the most efficient use of time.

Relevant building details will be provided to the successful tenderer, where available.

Required Resources

The IDA is seeking a high-quality core team of **senior personnel** with a balance and blend of experience and expertise to deliver the Core Services Requirements.

Therefore, IDA requires Tenderers to nominate a core team of suitably qualified and experienced senior resources that meets the following minimum requirements:

- **At least two (2) Surveyors** with significant and long-standing experience and specialist expertise in the key areas set out in the Core Service Requirements;
- Please note that each proposed member of the team must have SCSI, RICS, CIOB, CABE or equivalent accreditation/membership. Proof of the above accreditation may be sought prior to contract award.

Each member of the proposed core team must have:

- specific experience and expertise in the core areas set out above; and
- minimum post qualification experience as set out below:

For the purposes of this CfT and the Framework Agreement:

1. An **Agent** is a qualified building surveyor with a **minimum of three (3) years** post qualification experience in similar valuations commissions.
2. It should be noted that graduates may be assigned to the contract 'in a supporting role' but should not form part of the core team of **two (2)** assigned to the framework.

Tenderers are required to complete a Declaration from an authorised official of the Tenderer confirming the above. This declaration has been included in Appendix 2 – Tender Response Document.

The proposed core team must include a dedicated account manager and deputy account manager who will be responsible for delivery of the Services.

Tenderers must declare that they can meet the minimum resourcing requirements set out above and that they have those minimum resources available. **Tenderers will either pass OR fail this Selection criterion.**

Data Protection

IDA Ireland requires that all data must be stored, hosted, processed, and remain at all times within the EEA for the duration of the contract with no non-EEA data transfers, including backups, failover, recovery, replication of data, test systems etc.

It will be a condition of any Contract award arising out of this Competition that the Successful Tenderer shall for the Contract term, comply with all EU applicable requirements of the Data Protection Laws and shall not transfer Personal Data to a recipient outside the European Economic Area (**EEA**), without IDA Ireland's prior written consent.

Where, if and to the extent that, the transfer of data outside of the EEA, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union (a ''**Third Country''**), is required under the Contract the successful tenderer will be required to ensure that appropriate measures are in place to comply with their obligations under applicable law governing such transfers, which may include entering into a contract governing the transfer which contains the 'standard contractual clauses' approved for this purpose by the European Commission.

Account Management

The Successful Tenderer shall provide all the Services required and manage the Framework Agreement in an effective, efficient, and responsible manner.

Good account management is a key element of the service being provided and IDA Ireland require proactive account management with an emphasis on communications and reporting.

The Successful Tenderer will be required to provide a dedicated Account Manager who will act as the primary contact person to IDA Ireland and who will have the necessary authority to take decisions and deal directly with all matters relating to the Framework Agreement and responsibility for ensuring the delivery of the Services under the Framework Agreement.

The duties of the Account Manager will include, but not be limited to:

- Acting as the primary point of contact between the contracting authority and the Building Surveying service provider.
- Taking overall responsibility for the effective and timely delivery of all services under the contract.
- Maintaining a positive, professional working relationship with the contracting authority.
- Coordinating the surveyors, administrative staff and other resources assigned to the contract.
- Managing the communication, liaison and reporting arrangements for the contract.
- Monitoring and reporting progress against agreed programmes, deadlines, service levels and deliverables.
- Ensuring that inspections, valuations, surveys and reports are completed on time and to the required professional and contractual standards.
- Coordinating access to occupied and unoccupied properties, including liaison with tenants and relevant public-sector personnel.
- Responding promptly to queries, requests and instructions from the contracting authority.
- Managing the process for drawing down services under the framework or contract.
- Giving and receiving formal and informal feedback on workloads, processes, performance and the working relationship.
- Attending contract review and performance-management meetings if required.
- Identifying risks, delays, resource constraints or service issues and implementing appropriate corrective action.
- Managing complaints, concerns and disputes that cannot be resolved at operational level.
- Proactively recommending improvements to service delivery, efficiency, reporting and contract administration.
- Ensuring compliance with data-protection obligations, health and safety requirements and other relevant legislation.
- Maintaining accurate records, audit trails and supporting documentation relating to instructions, decisions, reports and deliverables.
- Monitoring fees, expenditure and variations to ensure that services remain within the agreed contractual and financial arrangements.
- Ensuring that a Deputy Account Manager is available to provide continuity during planned or unplanned absences.
- Exercising sufficient authority to make decisions and resolve contract-related matters promptly.
- Ensuring that contract-management activities are carried out in accordance with the agreed pricing arrangements, including any requirement that such activities are non-billable.

The Successful Tenderer will also be required to provide a **Deputy Account Manager** who can deputise for the Account Manager during planned or unplanned absences to ensure that IDA Ireland has a point of contact at all times so that issues may be resolved quickly and effectively.

For the avoidance of doubt contract management activities will be non-billable.

Performance Management

The Framework Member's performance will be continually monitored over the term of the Framework Agreement. Monitoring of the Framework Agreement will consist of regular performance reviews. As part of the contract governance the IDA will establish a regular mechanism to review and assess the quality of the service that is provided under the Framework Agreement and any Contracts awarded. The final format will be agreed between IDA Ireland and the Successful Tenderer(s). Quality of service and response time will be the main criteria for measuring performance.

END OF DOCUMENT