

APPENDIX 2 – TENDER RESPONSE DOCUMENT



TENDER RESPONSE DOCUMENT

SINGLE SUPPLIER FRAMEWORK FOR

BUILDING SURVEYOR SERVICES FOR IDA BUILDINGS

REINSTATEMENT VALUES FOR INSURANCE VALUATIONS 2026-2030

To:	IDA Ireland
Re:	Single Supplier Framework for Building Surveyor Services for IDA Buildings Reinstatement Values for Insurance Valuations 2026-2030
Tender Submission Deadline:	Friday, 02 October 2026
eTenders CfT ID	8923814
Name of Tenderer:	<Tenderer to insert as appropriate>
Structure of Tenderer (Company, Sole Trader, Partnership, Consortium)	<Tenderer to insert as appropriate>

IMPORTANT REMINDER

- i. Tenderers are not permitted to make any alteration whatsoever to the Tender Response Document other than filling in the required information. All answers must be responded to using the Tender Response Document provided.
- ii. Tenderers are NOT permitted to submit their responses in their own branded documents.
- iii. Tenderers must complete this Tender Response Form in its entirety. If any of the fields are not applicable, Tenderers must insert “n/a” (not applicable). Tenderers are advised to observe the instructions/guidance notes provided in each section of the Tender Response Document
- iv. The Tender Response Document must be submitted in the same sequence as presented.
- v. The Tender Response Document must identify clearly where text is supported by additional information in the form of, for example, detailed work programme, curriculum vitae, where required. Any additional information must be enclosed as appendices to this Tender Response Document.
- vi. No other additional information should be provided. For the avoidance of doubt, if Tenderers do provide additional information that has not been requested, this will not form part of the evaluation.
- vii. All submission documents must be in word/excel/PDF portable document format.
- viii. A Tender Response that does not comply with any of the above instructions may be rejected.
- ix. Tenderers should not assume that IDA Ireland or the evaluators are familiar with the Tenderer or their business and should note that responses to this CfT will be evaluated in their own right, based on the material submitted in the CfT response as may be.

GUIDANCE NOTE

The Tenderers submission MUST include this Tender Response Document duly completed by the Tenderer and submitted with its response. The Response Document is divided into 4 Parts, all of which must be completed unless otherwise stated. All parts of the Response Document must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation must be provided, or the documents will not be considered during the evaluation process. Where information is required in more than one Part in this Response Document, it need only be provided once BUT its location within this Response Document MUST be clearly referenced in all other Parts to which it relates. If any of the Parts in this Response Document are not relevant to a Tenderer, please insert “N/A” or “Not Applicable”. Do not leave blank. This Response Document is available in soft copy in Word format and Tenderers are permitted to add additional sections to tables etc. as required.

Tenderers must complete and sign the Self Declaration in Part 2.1

Failure to sign the Self Declaration, or to complete it in the required format, will result in rejection of the tender.

Tenderers must complete and sign the Declaration of Personal Circumstances in Part 2.2

Failure to sign the Declaration of Personal Circumstances, or to complete it in the required format, will result in rejection of the tender.

Tenderers must complete and sign the Tenderers Statement in Part 4

Failure to sign the Tenderers Statement, or to complete it in the required format, will result in rejection of the tender.

Tenderers should present their completed Tender Response Document as set out below:

PART NO	SUBJECT MATTER OF PART
Part 1	Tenderers Details and General Information
Part 2	Selection Criteria
Part 3	Award Criteria
Part 4	Tenderers Statement

It is extremely important that the Tenderer conforms to this format as compliance to our instructions will form part of the evaluation criteria.

All electronic copies must be in word/excel/PDF portable document format. Tenderers are required to provide all details which they consider necessary to provide a sufficient response to each Part of the Tender Response Document.

Tenderers should not assume that IDA Ireland or the evaluators are familiar with the Tenderer or their business and should note that responses to this CfT will be evaluated in their own right, based on the material submitted in the Tender response as may be.

PART 1: TENDERERS DETAILS AND GENERAL INFORMATION

Tenderers are required to provide the following information:

1.1	Full Company Name (full legal name)		
1.2	Business Name/Trading as:		
1.3	Incorporated under the laws of (<i>identify country of incorporation</i>)		
1.4	Registered Address/Registered Office		
1.5	Company registration number:		
1.6	Email address		
	Website		
1.7	Contact details for queries in relation to this Tender	Name	
		Telephone	
		Email	
1.8	VAT Number (if applicable)		
1.9	Directors' names and titles		
1.10	Name of Company Secretary		
1.11	Parent Company (where relevant) Details of country of incorporation, shareholding in Tenderer, registered office, registered number		
1.12	Names and addresses (full legal names, and registered offices, business addresses) of parties on whose resources the Tenderer is relying (if applicable)		
1.13	Please indicate your trading status (tick one box only as applicable)	Public limited company	
		Limited company	
		Limited liability partnership	

		Other partnership	
		Sole supplier	
		Other (please specify)	
1.14	Please indicate if any of the following apply to you (tick one box only as applicable)	Small enterprise	
		Medium enterprise	
		Charity, Voluntary or Community & Social Enterprise	
Basis for competing (tick one box only as applicable)			
a) Your organisation would deliver all of the required Services, if awarded the Contract			
b) Your organisation would act as the prime contractor, using third parties to provide some of the Services, if awarded the Contract			
Subcontractor's Details (applies only if option b) above is selected)			
Provide the details of <u>all</u> subcontractors and/or consortium members who will be involved in the provision of the Services and describe the role to be fulfilled by each subcontractor / consortium member.			

PART 2: SELECTION CRITERIA

2.1 Selection Criteria: Economic and Financial Standing

Tenderers are required to complete the following Declaration:

SELF DECLARATION OF FINANCIAL AND ECONOMIC CAPACITY	Please Tick
The Tenderer must have achieved a turnover of at least seven hundred thousand euro €700,000 (or foreign equivalent) in each of the last three financial years.	
I confirm that I will provide sufficient evidence to demonstrate adequate financial viability and capacity to deliver the services specified in the CfT prior to contract award, if requested to do so.	
I confirm that I will provide audited accounts , if requested to do so. In line with current legislation where a company has an annual turnover of less than €4.4m then audited accounts are not necessary. In these instances, a statement of accounts from the company's accountants will suffice.	
I confirm that I will provide a Bank Reference for the principal account (in the name of the company tendering) not more than three (3) months old prior to the date that the notice was published, if requested at award stage.	
I confirm that I will provide evidence of having the appropriate levels of insurance as detailed in the CfT, if requested at award stage: ○ Employers Liability: €13,000,000 or foreign equivalent ○ Public Liability: €6,500,000 or foreign equivalent ○ Professional Indemnity: €6,500,000 or foreign equivalent ○ Cyber Insurance: €5,000,000 or foreign equivalent	
I confirm that I am currently tax compliant . IDA Ireland can verify tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	
Applicant Name:	
Applicant PPSN/ Tax Reference Number	
Access Number	
OR:	
I confirm that I hold a current valid 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.			
I confirm that I have arranged completion and signature of the following documents by an authorised officer of my organisation and any other parties as requested and have submitted these as part of this Tender Response Document (TRD):			
○ Selection Criteria Self Declaration ○ Declaration of Personal Circumstances of the Tenderer ○ Tenderer's Statement			
I confirm that if it is my intention to rely on third party resources to meet the financial or technical selection criteria or to perform a contract, I will provide a letter of undertaking from the entity being relied on confirming that it will place its resources at the disposal of my company, as Tenderer, if necessary.			
I, the undersigned, confirm on behalf of the Tenderer that the above statements are true and complete. I confirm that the Tenderer will provide evidence substantiating the above confirmation within 7 days of request by IDA Ireland (or such other period as may be specified by IDA Ireland).			
Name		Signature	
Position		Date	

2.2 Selection Criteria: Personal Circumstances of the Tenderer			
Tenderers are required to complete the following Declaration			
DECLARATION AS TO PERSONAL CIRCUMSTANCES (as per Article 57 of Directive 2014/24/EU, implemented by SI 284 of May 2016)			
Tenderers 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 the Tenderer Team (if applicable), director, 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, Article 2(1) of Council Framework Decision 2003/568/JHA, 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	terrorist offences or offences linked to terrorist activities within the meaning of Articles 1 and 3 of Council Framework Decision 2002/475/JHA or for inciting or aiding or abetting or attempting to commit an offence of that Council Framework Decision;		
1.1.e	money laundering or terrorist financing within the meaning of Article 1 of Directive 2005/60/EC;		
1.1.f	child labour and other forms of trafficking in human beings within the meaning of Article 2 of Directive 2011/36/EU.		
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			
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.	YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	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;		
2.1.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 Competition 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 or has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to unduly influence the decision-making process of the Contracting Authority, obtain confidential information that may confer upon the Tenderer undue advantages in the Competition or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
DECLARATION RE STATUTORY OBLIGATIONS			
An Economic Operator who answers 'No' in relation to (i) – (vii) will be excluded from the Competition.			
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 1998-2015		
(ii)	Equal Status Acts 2000-2018		
(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)	Data Protection Act and GDPR, 2018		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
The above Declarations are 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 print or block capitals			
Rank / Position			
NOTE: The term Economic Operator covers equally the concepts of contractor, supplier, and service provider, whether as Tenderer, Consortium member or Subcontractor.			

2.3 Selection Criteria: Technical and Professional Ability and Experience

A. Organisational Structure, Manpower and Skills

Tenderers must demonstrate that their organisational structure is capable of delivering the Services required as set out in the CFT. Tenderers should include the following information with specific reference to the services required:

- An organogram detailing its organisational structure;
- Overall staffing numbers relevant to the Services; and
- Staff categories by practice area/discipline/specialism

An organogram may be provided as a separate appendix to the Tender Response Document.

Insert response here

Minimum Resourcing Requirements	Confirm Yes/No
Tenderers must confirm that they can meet the minimum resourcing requirements	
At least two (2) Agents in the company with a minimum of three (3) years Post Qualification Experience in valuations commissions similar to those set out in the Core Service Requirements (Appendix 1).	

Please note that each proposed member of the valuations team must have SCSi, RICS, CIOB, CABE or equivalent accreditation/membership. Proof of the above accreditation may be sought prior to contract award.	
---	--

B. Experience of Previous Contracts/References

Using the tables provided, Tenderers must provide the information specified in respect of **two (2)** reference contracts that have been successfully performed by the Tenderer within the last **three (3)** years (being the 3 years immediately prior to the tender submission deadline).

The example contracts must demonstrate evidence of:

- Tenderers must demonstrate a high level of experience and expertise in the delivery of **the Services** set out and must provide examples of how their business activities relate to the provision of the services they are tendering for, referencing contracts of a similar size, scale and scope.

In this regard, Tenderers must provide **two (2)** examples of contracts for the services being tendered and which will also act as references for the Tenderer. Reference contracts should clearly demonstrate capability to deliver services of comparable nature and complexity to those required.

- Tenderers should ensure they read Appendix 1 – Specification of Requirements fully to ensure they gain a good understanding of the nature and scale of services required to inform their selection of appropriate reference contracts for submission.

Tenderers must ensure they provide sufficient information to allow IDA Ireland to judge the similarity of the contract(s) to the tender requirements.

References

Using the relevant section in the tables, Tenderers must indicate consent to allow IDA Ireland to contact the nominated referees without further notice being given to the Tenderer.

Tenderers may not simply declare that the above requirement is met by way of Self Declaration. IDA Ireland requires Tenderers to demonstrate their Relevant Experience by reference to information contained in the Tender.

Tenderers should not submit more than two (2) contract examples and not more than three (3) references in response to this criterion. If any response to this criterion consists of more than two (2) contracts or two (2) references, then IDA Ireland will review the first two (2) only and will disregard subsequent contracts and references.

Contract Example #1		
Customer Organisation Name		
Contract start date, term, and completion date (if completed)	Start Date	
	Term of Contract	
	Completion Date	
Contract Turnover (value) p.a.		
Please provide an overview of the client and the nature of the services provided.		
<i>Insert response here</i>		
Please provide a detailed description of how the contract involved delivery of the services.		
<i>Insert response here</i>		
Please provide an overview of the number and types of resources provided to the client including specific areas relevant to the IDA requirements.		
<i>Insert response here</i>		
Detail the relevance of this example to the requirements of the CfT and the extent to which you feel this contract is comparable to IDA Ireland's requirements.		
<i>Insert response here</i>		
Reference		
Name		
Position		
Contact Number		
Email address		
Please tick to agree that IDA Ireland may contact any or all references without prior notice being given to you; the Tenderer.		

Contract Example #2		
Customer Organisation Name		
Contract start date, term, and completion date (if completed)	Start Date	
	Term of Contract	
	Completion Date	
Contract Turnover (value) p.a.		
Please provide an overview of the client and the nature of the services provided.		
<i>Insert response here</i>		
Please provide a detailed description of how the contract involved delivery of the services.		
<i>Insert response here</i>		
Please provide an overview of the number and types of resources provided to the client including specific areas relevant to the IDA requirements.		
<i>Insert response here</i>		
Detail the relevance of this example to the requirements of the CfT and the extent to which you feel this contract is comparable to IDA Ireland's requirements.		
<i>Insert response here</i>		
Reference		
Name		
Position		
Contact Number		
Email address		
Please tick to agree that IDA Ireland may contact any or all references without prior notice being given to you; the Tenderer.		

C. Suitability to Pursue Professional Activity

Tenderers must complete the following declaration:

I, the undersigned, confirm on behalf of the Tenderer that the below statements are true and complete. I confirm that the Tenderer will provide evidence substantiating the above confirmation within 7 days of request by IDA Ireland (or such other period as may be specified by IDA Ireland).			
That none of the Agents proposed to provide the Services have been found guilty of misconduct pursuant to the Property Services (Regulation) Act 2011 (as amended), or in the case of Agents from outside the Republic of Ireland, the equivalent legislation, rules, or regulations, in the last five (5) years.			
That all of the Agents proposed or involved in the delivery of the services hold a current and valid Property Services Provider (PSP) Licence issued by the Property Services Regulatory Authority (PSRA), or equivalent authority in another Member State of the European Union issued in another Member State of the European Union.			
Name		Signature	
Position		Date	

D. 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 Framework Agreement with no non-EEA data transfers, including backups, failover, recovery, replication of data, test systems etc. Tenderers must clearly state how they meet this requirement including where, geographically, data is hosted, stored, and processed, including backup/DR data.
<i>Insert response here</i>
In the event that data needs to be stored and/or processed outside of the EEA, tenderers are asked to specify if an adequacy decision exists in relation to the non-EU country where they intend data storage and/or processing is to be carried out.
<i>Insert response here</i>
In the event storage and processing of the IDA's data is intended to be carried out outside of the EEA, including within the United Kingdom (UK), a Standard Contractual Clause will be required between IDA Ireland and Successful Tenderers. Tenderers must confirm that they are willing to engage with IDA Ireland on putting this measure in place if the situation applies.
<i>Insert response here</i>

PART 3: AWARD CRITERIA

A mere affirmative statement by the Tenderer that it can meet the following requirements or a reiteration of the tender requirements will not be deemed to be a sufficient response.

3.1 Award Criteria: Proposed Methodology and Technical Approach (200)

Based on the requirements set out in Appendix 1 Specification of the CfT, Tenderers should provide a comprehensive methodological statement outlining in full both the on-site and desk-based valuation methods they will use, with an emphasis on quality assurance procedures.

Tenderers should outline in full their proposed methodology for undertaking and delivery of the required Core Services Requirement, including but not limited to highlighting proposed approach to account management, and approach to project management of the assignment.

Tenderers response should specify in detail proposed systems, processes and research measures in this regard.

Tenderers response should also specify arrangements for liaising and communicating with IDA Ireland or any other parties as directed by IDA Ireland, including how Tenderers will ensure effective communication channels with IDA Ireland and other stakeholders.

Tenderers must also provide a description of their proposed approach to:

- effective communication and collaboration with IDA Ireland describing the methods by which the Tenderer will liaise and communicate with IDA Ireland and response to requirements in a timely manner;
- description of Tenderers case management systems and processes for efficient delivery of the service setting out the means and frequency of good communication with IDA Ireland and how the Tenderer will ensure and monitor continuity of service;
- problem resolution and escalation process;
- performance measurement and management;
- approach and methodology for dealing with conflicts of interest. **Tenderers must also provide a copy of their formal written Conflicts of Interest Policy.**

Tenderers must also provide a description of their technical and organisation security measures regarding Data Protection. **A copy of a written Data Protection Policy including procedures for processing personal data must be provided.**

The Conflicts of Interest Policy and Data Protection Policy may be submitted as separate appendices to the Tender Response Document.

The response should be detailed and comprehensive however should not exceed a page limit of **4 A4 pages, including graphics, using Calibri 11 point**. IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

Insert response

3.2 Award Criteria: Proposed Advisory Team including experience and qualifications (200)

(a) Tenderers should provide comprehensive information on the proposed core team and wider access to support resources and other team members, clearly indicating each team member's **proposed contribution to the overall requirements, their precise roles and responsibilities.**

Tenderers must limit their response to part (a) to a **maximum of 3 x A4 pages in total, using Calibri 11 point.** IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

(b) CVs must also be provided for the key personnel, at least 2 but not more than 4, demonstrating their **relevant experience and expertise** for the role proposed. The CV template provided in this Tender Response Document should be used. Each CV must be limited to a **maximum of 2 x A4 pages in total, using Calibri 11 point.** IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

The level of detail provided should enable IDA Ireland to determine the expertise of the individuals proposed and their fitness to deliver the Services.

Please note that each member of the core team must have at least 3 years' experience in similar valuations commissions (Note: valuations considered relevant by IDA Ireland are to be building valuations for office or industrial development and therefore experience should not include residential or retail valuations). Graduate surveyors may be assigned to the contract 'in a supporting role' but should not form part of the core team of two staff assigned to the project. **All proposed members of the valuations team must have SCSi, RICS, CIOB, CABE or equivalent accreditation/membership.** Proof of the above accreditations may be sought prior to contract award.

It would be expected that although individual team members may change over time, the stated Account Manager and the level of qualification and experience of the team would be maintained for the duration of the Framework Agreement. Only suitably experienced and qualified staff must be deployed for this Framework Agreement.

Any drop in the level of performance of the team as a whole or individuals will be taken into account as part of the ongoing review of the Framework Agreement.

Insert response

Please list the individuals who you have determined will be the key personnel in delivering the required services.

The proposed Core Team must meet the minimum resourcing requirements and cover all of the key areas set out in the Core Service Requirements.

Name	Position	Proposed Role

Please complete the CV Template (format table included below) for each member of the team whom it is proposed will deliver the services. This should include details of qualifications, experience, knowledge, skill sets, similar work completed and the role and responsibilities for each team member.

Name 1		
Position in Firm		
Role		
# of Years in industry		
QUALIFICATIONS/PROFESSIONAL/TRAINING RECORD		
Description	Year Obtained	Accreditation Body
EMPLOYMENT RECORD		
Employer	Period	Position
RELEVANT EXPERIENCE AND KEY AREAS OF EXPERTISE		
<i>Insert response</i>		
Please describe this individual's proposed role and responsibilities		
<i>Insert response</i>		

Name 2	
Position in Firm	
Role	
# of Years in industry	

QUALIFICATIONS/PROFESSIONAL/TRAINING RECORD		
Description	Year Obtained	Accreditation Body
EMPLOYMENT RECORD		
Employer	Period	Position
RELEVANT EXPERIENCE AND KEY AREAS OF EXPERTISE		
<i>Insert response</i>		
Please describe this individual's proposed role and responsibilities		
<i>Insert response</i>		

Name 3		
Position in Firm		
Role		
# of Years in industry		
QUALIFICATIONS/PROFESSIONAL/TRAINING RECORD		
Description	Year Obtained	Accreditation Body
EMPLOYMENT RECORD		
Employer	Period	Position

RELEVANT EXPERIENCE AND KEY AREAS OF EXPERTISE		
<i>Insert response</i>		
Please describe this individual's proposed role and responsibilities		
<i>Insert response</i>		

Name 4		
Position in Firm		
Role		
# of Years in industry		
QUALIFICATIONS/PROFESSIONAL/TRAINING RECORD		
Description	Year Obtained	Accreditation Body
EMPLOYMENT RECORD		
Employer	Period	Position
RELEVANT EXPERIENCE AND KEY AREAS OF EXPERTISE		
<i>Insert response</i>		
Please describe this individual's proposed role and responsibilities		
<i>Insert response</i>		

3.3 Award Criteria: Proposed Plan, Schedule and Timeline for completion of Annual Deliverables (200)

Based on the requirements set out in Appendix 1 Specification of the CfT, Tenderers should provide detailed information outlining their proposed plan schedule and timeline for completion of these annual deliverables.

Tenderers must demonstrate their ability to deliver reports on time to IDA Ireland.

Tenderers must also provide a summary layout for a typical valuations report in line with the instructions in the CfT.

Tenderers responses should describe in detail their proposals for ensuring the provision of up-to-date valuation commentary in each report.

Tenderers response should also emphasise the importance of good communications channels with IDA Ireland and demonstrate how the Tenderer intends to adhere to the strict timelines set out.

Tenderers must limit their response to this criterion to a **maximum of 2 x A4 pages in total, using Calibri 11 point**. IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

Insert response here

3.4 Award Criteria: Added Value Proposals (50)

Please note this is not a fail criterion, there is no minimum score requirement.

The response should not exceed a page limit of **1 A4 pages in total, using Calibri 11 point**. IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

Added Value

The added value services the Tenderer will provide to IDA for which no additional charge will apply. IDA would consider added value to include such initiatives as the provision of access to knowledge hubs, commercial building trend updates, market updates on key building issues or any other initiative that would add value in the delivery of the Services.

Insert response

3.5 Award Criteria: Environmental, Social and Governance (ESG) Measures (50)

Please note this is not a fail criterion, there is no minimum score requirement.

The response should not exceed a page limit of **1 A4 pages in total, using Calibri 11 point**. IDA Ireland does not guarantee that any content exceeding this limit will be evaluated.

Environmental, Social and Governance (ESG) Measures

The measurers proposed in connection with the appointment for the Framework Term. Tenderers should identify and describe any innovative ESG measures that their firm will implement in the delivery of this contract or that their firm currently has in place as part of normal business contract delivery

Insert response

PART 4: TENDERERS STATEMENT

Failure to sign the Tenderers Statement or any amendments made to the Tenderers Statement, will result in rejection of the Tender. Furthermore, any assumptions or statements submitted with the Tenderers Statement may disqualify the Tender resulting in its elimination from the Competition.

Having examined your Call for Tenders (the “CfT”) including the Instructions to Tenderers, the Selection and Award Criteria, the Specification of Requirements, and the IDA Ireland Framework Agreement Terms and Conditions, we hereby declare the following:

- We accept all of the Terms and Conditions of the CfT and IDA Ireland’s Framework Agreement Terms and Conditions appended to the CfT.
- We accept all the Selection and Award Criteria as set out in the CfT.
- By submitting a Tender in response to this CfT, we agree that we have satisfied ourselves as to the requirements to be met and have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to the conditions that may in any manner affect the performance of the Services required under the Contract.
- We have found no errors, omissions, conflicts, or ambiguities in the tender documents except those which I/We have brought to the attention of IDA Ireland before the latest date for submitting queries.
- We have included all elements necessary for the performance of the specified Services, which are either expressly stated in the Tender document or contained in any supplementary information, or which could reasonably be inferred therefrom.
- We undertake to treat the details of this Call for Tenders, our Tender, and any subsequent clarifications as private and confidential.
- We agree that IDA Ireland are not bound to accept the most economically advantageous or any Tender you may receive.
- We confirm that all statements, declarations, and information provided in our Tender are true and accurate.
- We agree to provide IDA Ireland with the Services in accordance with the CfT and our Tender.
- We agree that, if awarded any Contract, we shall, in the performance of such Contract, comply with all applicable obligations in the field of environmental, social, and labour law.
- We will not, if awarded any Contract, employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- We have confirmed 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.
- We confirm that we have complied with all requirements as set out in Part 2 of the CfT.

- We confirm that we meet the minimum requirements in relation to turnover, insurance, and tax status, as set out in the CfT, and that we will submit to IDA Ireland the required documentary evidence demonstrating same if requested within the timeframes specified in the CfT.
- We shall, if awarded any Contract under the CfT, have in place on the Effective Date of the Contract all insurances as required in the CfT.
- We confirm that all costs quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.6 of the CfT.
- We have received the consent from all data subjects whose personal data is provided by the Tenderer to the processing of such personal data by the Tenderer, IDA Ireland, the evaluation team 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 IDA Ireland for the purposes of its participation in this Competition and that we will provide evidence of such consent and / or legal basis to IDA Ireland upon request.
- We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
- Any subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of any Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
- We acknowledge that acceptance by IDA Ireland of this Tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless a Contract has been established between IDA Ireland and the Tenderer, executed, and exchanged.
- We undertake to inform IDA Ireland of any changes to this declaration which may arise prior to the award of the Contract.
- I confirm that I am authorised to sign this declaration on behalf of the Tenderer.

Signed:

Authorised Person

Position

Name:

(Block Capitals)

END OF DOCUMENT