



INVITATION TO TENDER DOCUMENT

BEAUMONT HOSPITAL

OPEN PROCEDURE

SINGLE-PARTY FRAMEWORK AGREEMENT

FOR

THE PROVISION OF ORGAN TRANSPORT SERVICES

MAXIMUM POTENTIAL DURATION OF AGREEMENT: FOUR YEARS

DEADLINE DATE FOR RECEIPT OF TENDERS: 02/10/2026 AT 12.00 NOON (LOCAL TIME)

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

DISCLAIMERS

All information contained in this Invitation to Tender document is provided in the strictest confidence and has been made available solely for the purpose of facilitating the production and submission of tenders. No party may disclose the contents of this document without the express permission of Beaumont Hospital (hereinafter 'the Contracting Authority').

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

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

Without prejudice to the principle of equal treatment, the Contracting Authority is not obliged to engage in a clarification process in respect of tender submissions with missing or incomplete information. Therefore, tenderers are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

CHECKLIST FOR TENDER SUBMISSIONS

In order to allow the Contracting Authorities to fully evaluate completed tender submissions, Tenderers are advised to ensure that their responses include all of the following information:

All information required under each Award Criterion (Section 6)	
The completed and signed Form of Tender (Appendix 1)	
The completed Pricing Schedule (Appendix 2)	
The completed and signed European Single Procurement Document (Appendix 3)	
All other information required by this Invitation to Tender document	

This checklist has been provided for guidance purposes only and the Contracting Authorities accept no responsibility for omissions of any description. Tenderers are advised to read this Invitation to Tender document and its appendices in full in order to provide a comprehensive and compliant response.

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1. INTRODUCTION

1.1 About the Contracting Authorities

Organ Donation and Transplant Ireland (ODTI) provides governance, integration and leadership in developing a national framework for advancing organ donation, procurement and transplant in Ireland. ODTI has requested the Contracting Authorities to prioritise the introduction of streamlined and efficient transport arrangements to meet ongoing requirements in organ procurement and to comply with legislative requirements.

This competition is being conducted by Beaumont Hospital on behalf of three National Transplant Units (Beaumont Hospital, the Mater Misericordiae University Hospital and St. Vincent's University Hospital) and the National Organ Procurement Service. Further general information regarding each of the Contracting Authorities is provided hereunder:

- 1.1.1 Beaumont Hospital employs approximately 4,300 whole-time equivalent staff and has c. 913 beds with the additional treatment capacity of 40 places. It is the principal teaching hospital for the Royal College of Surgeons in Ireland and enjoys close links with Dublin City University, especially in the area of nurse training, and with other academic institutions in respect of training and research. The National Kidney Transplant Service (NKTS) is based at Beaumont Hospital. Further information about the Hospital is available online: www.beaumont.ie/aboutus and for the NKTS: <https://www.nkts.ie/>
- 1.1.2 The Mater Misericordiae University Hospital is a charitable voluntary hospital serving Dublin's north inner city. It is a university teaching hospital providing acute and tertiary specialist services and has approximately 740 beds. The Mater Misericordiae University Hospital is the national centre for heart and lung transplantation and the national centre for valve and homograft procurement.
- 1.1.3 St. Vincent's University Hospital is a major academic teaching hospital providing a front line emergency service and national/regional medical care at inpatient and outpatient level. The National Liver and Pancreas Transplant Programme is based at St. Vincent's University Hospital.
- 1.1.4 The National Organ Procurement Service for the Republic of Ireland is coordinated by Organ Donation and Transplant Ireland (ODTI), an office of the Health Service Executive. The National Organ Procurement Service offers a 24-hour service designed to manage organ donation between hospitals and transplant centres.

1.2 About the Competition

The Contracting Authorities are employing the open procedure to establish this framework agreement. In accordance with the provisions governing the conduct of the open procedure, any interested economic operator may tender for appointment as the successful tenderer. In the first instance, tenders received will be assessed against the grounds for exclusion and eligibility criteria

contained in Sections 4 and 5 of this document, respectively. Tenders not eliminated under either the grounds for exclusion or the eligibility criteria will then be evaluated against the award criteria, rules and weightings contained in Section 6 of this document in order to identify the most economically advantageous tender.

1.3 About the Framework Agreement

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or not be awarded. In the context of a single-party framework agreement, the successful framework member does not have to compete for each new contract. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of services from a particular economic operator. Indeed, the Contracting Authorities reserve the right to operate outside of the framework agreement at their discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the Contracting Authorities have adopted a framework agreement approach to this project in order to leverage efficiencies and maximise cost savings over the period in question.

1.4 Duration and Structure of the Framework Agreement

This framework agreement will have a maximum potential duration of four years. Contracts will be awarded under the agreement for defined volumes of work, to be determined as the need arises. In this regard, the initial contract under this framework agreement comprises the provision of the required support services for a period of two years. Following the expiry of the initial contract, matters such as the performance of the successful framework member and the continued strategic appropriateness of the agreement will be assessed in order to determine whether subsequent contract(s) will be placed. For the avoidance of doubt, it is hereby stated that the duration of any individual contracts entered into under this agreement may extend beyond the date of expiry of the framework agreement itself.

1.5 Award to Runner-up

In the event that, following the award of this single-party framework agreement, the successful framework member cannot, for whatever reason, execute the framework agreement or any contract awarded under it to the satisfaction of the Contracting Authorities, the Contracting Authorities reserves the right to award the agreement to the next highest-ranked tenderer emerging from this competitive process at any time during the tender validity period. This shall be without prejudice to the right of the Contracting Authorities to terminate the agreement and commence a new competitive process.

1.6 Termination

Once the initial contract has expired or has been terminated, there is no obligation upon the Contracting Authorities to make use of this framework agreement. It is emphasised that contracts shall be awarded under this framework agreement solely as and when the need arises. The framework

agreement and any contract awarded under it may be terminated in accordance with the framework agreement terms and conditions, a draft version of which is contained in Appendix 5 of this document.

1.7 Precedence of Framework Agreement Terms and Conditions

Tenderers are advised that the Contracting Authorities' framework agreement terms and conditions, as set out in Appendix 5 of this document, shall take precedence over any service level agreements, contractual documents or conditions proposed by tenderers. While the successful tenderer may wish to propose a service level agreement to govern the day-to-day operation of this framework agreement, it is emphasised that any such service level agreement shall be strictly secondary to the framework agreement; in the event of any conflict between the service level agreement and the framework agreement, the framework agreement shall take precedence.

1.8 Contractual Arrangements

Each Contracting Authority defined in Section 1.1 of this document will enter into a common framework agreement with the successful tenderer identified by this competition. However, under the terms of the framework agreement, each Contracting Authority may, at its discretion, enter into specific and unique contracts or service level agreements with the successful tenderer. In particular, it is emphasised that, unless agreed otherwise, each Contracting Authority will assume separate responsibility for operational matters such as invoicing, purchase orders and day-to-day contract management.

2 SPECIFICATION OF REQUIREMENTS

2.1 Introduction

- 2.1.1 The Contracting Authorities intend to establish a framework agreement with a suitably qualified and experienced economic operator for the provision of a range of transport services associated with organ transplant activities. Concerning the legislative context for this competition, Regulation 16 of S.I. 325 of 2012, which addresses the quality and safety of human organs intended for transportation, makes specific reference to the need to ensure that the transport of organs is governed by appropriate operating procedures. It is anticipated that this competitive process will identify an economic operator capable of providing a high-quality service that safeguards the integrity of organs during transport within suitable transport times.
- 2.1.2 The specific details of these legislative requirements are contained in the subsequent Quality and Safety Framework for Human Organs Intended for Transplantation, produced by ODTI in conjunction with the Health Products Regulatory Authority (HPRA), 2014. As stated at Section 2.16 of this Invitation to Tender document, the ODTI and HPRA reserve the right to monitor the implementation of the provisions of the legislation and associated Quality and Safety Framework throughout the term of the framework agreement. For information purposes, an excerpt from the Quality and Safety Framework is included in Appendix 4.

2.2 Specific Requirements of Beaumont Hospital

- 2.2.1 The National Renal Transplant Centre, based at Beaumont Hospital, may require the following transport services under this framework agreement:
- The successful service provider may be required to transport a surgical kidney retrieval team and associated equipment to and from donor hospitals nationally;
 - The successful service provider may be required to transport equipment to donor hospitals and to return organs to Beaumont Hospital unaccompanied;
 - The successful service provider may be required to transport transplant teams, with kidneys for transplant, to Temple Street Hospital;
 - The successful service provider may be required to transport renal transplant related specimens as required from donor hospitals to Beaumont Hospital;
 - The successful service provider may be required to provide a vehicle on active standby at the retrieval site while an organ retrieval is ongoing.
- 2.2.2 The successful service provider's driver will be required to participate in the transport of equipment between theatre and the transport vehicle. This will involve collecting equipment and consumables from the rear of Beaumont Hospital's Theatre area and delivering it to the

theatre entrance at the donor hospital. Organs must be collected from an agreed location in the donor hospital and returned, by the driver, to the rear of Beaumont Hospital's Theatre area

2.3 Specific Requirements of the Mater Misericordiae University Hospital

2.3.1 As the National Centre for Heart and Lung Transplantation and the National Centre for Valve and Homograft Procurement, the Mater Misericordiae University Hospital may require the following transport services under this framework agreement:

- The successful service provider may be required to transport a dedicated transplant team for the retrieval of organs and tissue to and from various hospitals throughout Ireland / Northern Ireland by road or by utilising regional airports, or to and from Dublin / Baldonnell Airport in the event of patients being located in the United Kingdom;
- In the event that both a heart and lungs are being retrieved, the successful service provider may be required to facilitate the transport of the heart with a member of the retrieval team back to the Mater Misericordiae University Hospital (with blue lights to shorten ischaemic time) before the lungs are transported with the remainder of the retrieval team;
- The successful service provider may be required to provide a vehicle on active standby at the retrieval site while an organ retrieval is ongoing.
- The successful tenderer may be required to transport unaccompanied specimens and/or biopsies to the Laboratory and from various hospitals throughout Ireland / Northern Ireland.

2.3.2 Typically, the following staff and vehicle numbers are involved in each call-out:

CALL-OUT	STAFF NUMBERS	EQUIPMENT	VEHICLE TYPE AND NUMBERS
Valve or Tissue Only	1 – 3 Surgeons / Retrieval Team Members	• One case • One box • One heart / valve transport container * (that must be plugged in on the return journey if used)	One van with a minimum of three rows of seats.
Heart Only	1 – 3 Surgeons / Retrieval Team Members	• One case • One large box	One van with a minimum of three rows of seats.

		• One heart / valve transport container * (that must be plugged in on the return journey if used) • One Sherpapak cardiac transport system • One transport trolley • Organ care system** (machine that must be plugged in if used)	
Heart and Lungs	2 – 3 Surgeons / Retrieval Team Members and 1 Nurse	• One case • Three extra-large boxes • One Sherpapak cardiac transport system • One heart / valve transport container* (that must be plugged in on the return journey if used) • Two transport containers • Organ care system** (machine that must be plugged in if used)	One van with a minimum of three rows of seats.
Lungs Only	2 – 3 Surgeons / Retrieval Team Members and 1 Nurse	• One case • Two extra-large boxes • One transport trolley.	One van with a minimum of three rows of seats.
Lungs and Valves	2 – 3 Surgeons/ Retrieval Team members and 1 Nurse	• One case • One heart / valve transport container * (that must be plugged in on the return journey if used) • Two Trolleys • Two large boxes	One van with a minimum of three rows of seats.

*Tenderers should note that that all vehicles should be equipped to supply sufficient power to multiple pieces of equipment.

****Tenderers should note that while the transport of an Organ Care System is not a current requirement, this may be a requirement in the near future to extend heart ischaemia time. In this regard, tenderers should ensure that all proposed vehicles have the capacity to transport such equipment if required.**

2.3.3 The vehicles in question must be capable of carrying up to three large organ retrieval boxes, a heart valve retrieval portable refrigerated container, 1 suitcase containing all surgical equipment and documentation, 1 bronchoscopy kit in a suitcase, 1 Organ Care System and two trolleys to transport all required equipment as described in Section 2.3.2 to and from the retrieval centre.

2.3.4 The successful service provider's driver will be required to participate in the transport of equipment between theatre and the transport vehicle.

2.4 Specific Requirements of St. Vincent's University Hospital

2.4.1 The National Liver and Pancreas Transplant Programme, based at St. Vincent's University Hospital, may require the following transport services under this framework agreement:

- The successful service provider may be required to transport a dedicated retrieval team from St. Vincent's University Hospital to and from various donor hospitals throughout Ireland;
- The successful service provider may be required to transport unaccompanied organs, or organs accompanied by retrieval teams, between Dublin Airport and St. Vincent's University Hospital;
- The successful service provider may be required to transport unaccompanied specimens and/or biopsies to St. Vincent's University Hospital;
- The successful service provider may be required to provide a vehicle on active standby at the retrieval site while an organ retrieval is ongoing.

2.4.2 Typically, the following staff and vehicle numbers are involved in each call-out:

CALL-OUT	STAFF NUMBERS	EQUIPMENT	VEHICLE TYPE AND NUMBERS
Liver	2 Surgeons and 2 Nurses. At times there may be an additional 2 resources required.	• Two retrieval instrument sets • One retrieval suitcase • Up to two igloos for liver • One retrieval pack.	One van with three rows of seats

Pancreas	2 Surgeons and 3 Nurses	• Two retrieval instrument sets • One retrieval suitcase • Up to two igloos for pancreas • One retrieval pack.	One van with three rows of seats
Liver and Simultaneous Pancreas and Kidney transplant.	2 Surgeons and 3 Nurses	• Four retrieval instrument sets • Two retrieval suitcases • Up to three igloos for liver • One retrieval Pack	One van with three rows of seats
Off-Site Transplant	The Contracting Authority is unable to provide exact staffing requirements as this shall be determined by the type of transplant required and associated equipment. However, the Contracting Authority envisages that the number of vans specified will suffice.	The Contracting Authority is unable to provide exact equipment requirements as this shall be determined by the type of transplant required. However, the Contracting Authority envisages that the number of vans specified will suffice.	One to two vans with three rows of seats.

- 2.4.3 The successful service provider's driver will be required to participate in the transport of equipment between theatre and the transport vehicle.

2.5 Specific Requirements of the National Organ Procurement Service

- 2.5.1 The National Organ Procurement Service may require the following transport services under this framework agreement:

- The successful service provider may be required to transport Procurement Coordinators to donor hospitals in order to meet the family of the donor patient, with collection taking place either from a Procurement Coordinator's home (this may include transportation from Counties outside of Dublin), or from the National Organ Procurement Service's city centre location.

- In the event that the donor hospital is located outside of Dublin, the successful service provider may be required to wait at the donor hospital and to transport the Procurement Coordinators back to their office / home.

2.6 Specific Requirements regarding Multi-Organ Retrieval

Where full multi-organ retrieval is available, there would be a requirement of up to one car and four large vehicles for the transplant teams. There may be instances where there are multiple multi-organ retrievals within a short time frame of each other, the successful tenderer must ensure that they have access to the appropriate number of clean, staffed vehicles to fulfil the Contracting Authority's requirements in such circumstances.

Tenderers are advised that the retrieval process is 24 hours a day, 365 days a year and in all weathers. The successful tenderer shall be required to explicitly guarantee their ability to provide this service to the Contracting Authority.

2.7 Current Service Usage

- 2.7.1 For information purposes and based on historical information, the extent to which the required transport services were utilised by the Contracting Authorities is provided below. Tenderers are advised, however, that this information is not prescriptive; usage will vary depending upon demand. Moreover, under the terms of the framework agreement, and as explained at Section 1.3 of this Invitation to Tender document, no guarantee is offered, nor should any such guarantee be inferred, regarding the volume of business to be awarded to the successful service provider. Tenderers should note that volumes may increase pending legislative changes.

Contracting Authority	Previous Requirements
Beaumont Hospital	59 call-outs
Mater Hospital	55 call-outs
St. Vincent's Hospital	80 call-outs
NOPS	Between 80 – 120 call-outs

- 2.7.2 Given the likelihood of more than one request for service occurring simultaneously, the successful service provider will be required to ensure that adequate resources are made available (in terms of both vehicles and personnel) in order to ensure successful service delivery during periods of increased demand. In particular, it is imperative that simultaneous requests for service from more than one Contracting Authority can be satisfied by the successful service provider.

2.8 *Timeliness of Service*

- 2.8.1 It is a mandatory requirement that the successful tenderer will provide a full service to the Contracting Authorities for 24 hours per day, seven days per week and 365 days of the year.
- 2.8.2 Regarding urgent requests for service, it is a mandatory requirement that the successful service provider is in a position to collect personnel from any of the Contracting Authorities' premises within one hour of receiving notification.
- 2.8.3 In the event of standard requests for service, the Contracting Authorities undertake to provide as much notice as possible in specifying a collection time. Once a collection time is specified by the Contracting Authorities, it is a mandatory requirement that the specified collection time is adhered to, in all cases, by the successful service provider.
- 2.8.4 The successful service provider will endeavour to ensure that medical personnel or Procurement Coordinators reach the donor hospital in a timely manner.
- 2.8.5 In order to maximise outcomes for recipient patients, the successful service provider will ensure that organs are transported to the relevant hospital in as timely a manner as possible. In this regard, no diversions or undue delays of any description will be permitted.
- 2.8.6 As provided for by S.I. 342 of 2006, it is a mandatory requirement that the successful service provider's vehicles are fitted with a blue light, the nature and operation of which must be as per the Road Traffic (Lighting of Vehicles) Regulations.
- 2.8.7 The successful service provider will be required to implement a suitably rigorous emergency driving policy that all staff will be expected to adhere to. It is a mandatory requirement that all staff are appropriately licensed and are suitably trained in principles of emergency driving.
- 2.8.8 If requested to exceed the speed limit, an agreed protocol for approval with the successful service provider's control centre (as referred to in Section 2.12.1 of this document) must be in place and must be utilised.

2.9 *Working Time Legislation*

- 2.9.1 As the successful service provider may be required to wait for indefinite periods at donor hospitals and may be required to make repeated trips on behalf of the Contracting Authorities, it is a mandatory requirement that the successful tenderer has in place sufficiently rigorous procedures to ensure compliance with the Road Transport Working Time Directive, where applicable, and the Working Time Directive. **It is emphasised that compliance with all working time legislation will be the sole responsibility of the successful tenderer; the Contracting Authorities shall not be held liable for any breaches or irregularities in this regard.**

2.10 *Specific Provisions re: Transport Vehicles*

- 2.10.1 All vehicles utilised by the successful service provider must comply fully with all legislative provisions in relation to taxation. The successful service provider must maintain the tax compliant status of all vehicles for the duration of the framework agreement.
- 2.10.2 All vehicles utilised by the successful service provider must be appropriately insured, taking into account the purpose for which they are to be used. The successful service provider must maintain valid insurance cover for all vehicles for the duration of the framework agreement.
- 2.10.3 All vehicles utilised by the successful service provider must comply with the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012. The successful service provider must maintain all certification in this regard for the duration of the framework agreement.
- 2.10.4 All vehicles utilised by the successful service provider must be regularly cleaned and disinfected. In this regard, all vehicles must have a documented schedule of cleaning.
- 2.10.5 All vehicles utilised by the successful service provider must contain appropriate spill kits.

2.11 *Breakdown Procedures and Contingency Arrangements*

- 2.11.1 The successful service provider will be required to implement and operate a sufficiently rigorous breakdown procedure and contingency policy, which must ensure that reliability and continuity of service is not pejoratively impacted by matters such as mechanical faults, driver absences or unforeseen events of any description.

2.12 *General Provisions re: Quality of Service*

- 2.12.1 As a general obligation, the successful service provider will provide a safe, quality-oriented, timely and efficient transport service.
- 2.12.2 The driver will undertake the transport in the safest manner possible, having primary regard for the driver's own safety as well as the safety of personnel/specimens/organs being transported and the safety of other road users. Lights and sirens will be used appropriately, but only following a request to so from the relevant Contracting Authority personnel.
- 2.12.3 Transport containers for the transport of organs and/or tissues must be appropriately secured in an identified section of the vehicle and in a manner that does not adversely affect the organ/tissue quality.
- 2.12.4 At all times, the driver must comply with road traffic and transport regulations and any instructions of the Gardaí.
- 2.12.5 The successful service provider will be required to cooperate fully with the Contracting Authorities in respect of arranging appropriate transport. In this regard, if so requested, the

successful service provider will advise the Contracting Authorities in respect of the most appropriate transport arrangements to be followed for a particular case.

- 2.12.6 While the successful service provider's drivers are actively engaged in the transport of organs, no unrelated duties will be undertaken.
- 2.12.7 The successful service provider's drivers must not remove or tamper with any devices or associated equipment utilised to transport organs.
- 2.12.8 The successful service provider's drivers will be required to render all reasonable assistance to the Contracting Authorities' personnel as required.
- 2.12.9 Unless so directed by the Contracting Authorities, the successful service provider's drivers must not transport passengers other than employees of the successful service provider or the Contracting Authorities.

2.13 Operational Arrangements

- 2.13.1 The successful service provider will be required to facilitate the implementation of appropriate operational/administration arrangements intended to ensure successful service delivery. At a minimum, it is envisioned that such arrangements will include the following:
 - The operation of a dedicated control centre by the successful service provider, which must be in a position to receive calls from the Contracting Authorities on a 24/7 basis;
 - Adherence on the part of the successful service provider to standard operating procedures regarding contact between drivers and Contracting Authority sites / donor hospitals;
 - Observance on the part of the successful service provider of any documentary requirements stipulated by the Contracting Authorities (e.g., organ tracking documentation, travel docket, etc.)

2.14 Contract Management Measures

2.14.1 Account Management Resources

The successful tenderer will be required to nominate a sufficiently senior and suitably qualified Account Manager, plus an authorised Deputy Account Manager, to act as points of contact for the Contracting Authorities throughout this contract. The nominated account management resources will assume responsibility for overseeing all aspects of the relationship between the successful service provider and the Contracting Authorities. The account management resources of the successful tenderer will be required, with due notice provided by the Contracting Authorities, to participate in conference calls and to attend meetings as required. Where possible, the successful tenderer will submit any report or

documentation required for discussion at least 24 hours in advance of any scheduled call or meeting, or as soon as is practical in the event of an unscheduled call or meeting.

2.14.2 Account Management Meetings

The successful tenderer will be required to implement a schedule of account management meetings, with dedicated review meetings to be held at least every quarter. The purpose of the quarterly meetings is to resolve any relationship matters or invoicing issues and to inform the Contracting Authorities of any difficulties arising in respect of the delivery of the required services.

2.14.3 Complaint Monitoring

The successful tenderer must have in place a sufficiently thorough complaints management policy, accompanied by an appropriate escalation procedure. At all times, the successful framework member will be required to cooperate with the Contracting Authorities regarding the investigation and resolution of complaints.

2.14.4 Confidentiality

The successful framework member will be required to uphold the highest standards of confidentiality with regard to all information retained on behalf of the Contracting Authorities. Unless an explicit indication is received to the contrary, the successful framework member will assume that all information of which it is made aware over the duration of this framework agreement is strictly confidential. The successful framework member will be required to take all steps necessary to ensure that its employees fully respect the confidentiality of all information to which they may become privy over the course of this framework agreement.

2.14.5 Invoicing

Invoices will be submitted monthly in arrears and will comply with any specific instructions received from the Contracting Authorities in respect of format and content. It is a mandatory requirement that invoices detail the number of journeys undertaken during the time period in question and the relevant destinations, the applicable fixed fee for each journey, any associated mileage rate and any charges arising from waiting at donor sites.

2.14.6 SLA

The successful service provider will be required to enter into a project-specific Service Level Agreement (SLA) for the performance of any contract under this framework agreement. Any such SLA will contain key performance indicators and agreed service levels, as well as financial penalties in the event of non-performance.

2.15 *Audit of Service*

- 2.15.1 The ODTI and the Contracting Authorities reserve the right to conduct audits of the successful service provider's performance, using a third-party if necessary, in line with the Quality and Safety of Organs Framework. Audits will be coordinated by ODTI with six weeks' notice of any audit provided to the successful framework member. The successful framework member will be required to close-out any non-conformances identified by any audit. It is emphasised that the continued operation of the framework agreement is strictly conditional upon the positive outcome of any such audits.

2.16 *General Data Protection Regulations (GDPR)*

- 2.16.1 As an organisation engaged in providing services to the Contracting Authorities, the successful tenderer will be required to adhere to the following provisions:

- (i) To the extent that it may be deemed a 'data processor' for the purposes of the 'GDPR,' the successful tenderer will make itself fully aware of all applicable obligations under the GDPR and will put in place sufficiently robust mechanisms to ensure adherence to the relevant provisions of the GDPR.
- (ii) To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, the successful tenderer will implement appropriate technical and organisational measures in such a manner that any processing activities undertaken will meet the requirements of the GDPR and ensure the protection of the rights of the data subject.
- (iii) To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, the successful tenderer will comply with the provisions of Article 28(3)(a) to 28(3)(h) of the GDPR.
- (iv) To the extent that it may be deemed a 'sub-processor' for the purposes of the GDPR, the successful tenderer will comply with the provisions of Article 28(4) of the GDPR.

3 INSTRUCTIONS TO TENDERERS

3.1 Compliance with Instructions to Tenderers

Tenderers are required to comply with these Instructions to Tenderers when preparing their tender submissions. By submitting a tender, each tenderer acknowledges and agrees to be bound fully by these Instructions to Tenderers. Non-compliance with these Instructions may, and in stated circumstances shall, invalidate the submitted tender, subject always to the discretion of the Contracting Authorities. The decision of the Contracting Authorities in relation to compliance with these Instructions to Tenderers is final and binding.

3.2 Ambiguities, Discrepancies, Errors or Omissions in the Tender Document

If you consider that you are missing any documents or information, the absence of which would preclude you from submitting a comprehensive tender, or should you become aware of any ambiguity, discrepancy, error or omission in this Invitation to Tender document, please raise the matter by sending an e-mail through the eTenders question and answer function (see www.etenders.gov.ie) as soon as possible.

3.3 Queries

All queries regarding this competition should be submitted via the eTenders question and answer function (see www.etenders.gov.ie) before close of business on 21/09/2026. The following additional conditions govern the submission of queries:

- (a) No approach of any kind should be made to any other person within, or associated with, the Contracting Authorities in connection with this Invitation to Tender. Any such approach may, at the absolute discretion of the Contracting Authorities, result in the elimination of the tenderer in question from this process.
- (b) The Contracting Authorities will endeavour to respond to all reasonable queries received but do not undertake to respond to all queries indiscriminately. In particular, queries seeking interpretation of this Invitation to Tender document may not result in a response.
- (c) In the event that a tenderer considers a query confidential or commercially sensitive, it must mark the query accordingly. If the Contracting Authorities consider, at their absolute discretion, that the query or related response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response will be held as confidential, subject to the Contracting Authorities' obligations under law.

If the Contracting Authorities are of the opinion that it would be inappropriate to answer the query on a confidential basis, they will notify the tenderer accordingly and require the tenderer to either withdraw the query or agree to its release, accompanied by a response, to all tenderers.

3.4 Qualification of Tenders

Please note that qualifications to a tender submission may render the tender submission invalid.

3.5 Tender Submission

The deadline date and time for receipt of tenders is **02/10/2026** at 12.00 noon (local time). Tenders must be submitted via the Irish government's Procurement Opportunities Portal (www.etenders.gov.ie) **only**. The completed tender submission, which is to include all information identified in the Checklist for Tender Submissions contained in this Invitation to Tender document and all other information required by this Invitation to Tender document, must be compiled in such a manner such that it can be read immediately upon opening of the e-mail. Tenderers must ensure electronic documents are not corrupt. The Contracting Authority is not responsible for corruption in electronic documents.

Each tenderer is fully responsible for the uploading of the tender document to the post-box. Please note all documents contained in the tender submission must be uploaded together in one zipped file. The post-box will close automatically at 12.00 noon exactly on the closing date; in this regard, tenderers are advised to commence the uploading process substantially in advance of this time to avoid missing the deadline. E-mailed, faxed, hard copy, posted or late tenders will not be considered.

3.6 Extension of Tender Period

The Contracting Authorities reserves the right, at their sole discretion, to revise the deadline date for receipt of tender submissions by giving notice in writing to tenderers at any point up to the deadline date contained in this Invitation to Tender document.

3.7 Notice of Addenda

The Contracting Authorities reserve the right to update or alter the information contained in this document at any time, but not later than seven (7) days before the deadline date for the receipt of tender submissions. Any such notification will automatically become part of this Invitation to Tender document.

3.8 Modifications to Tenders (Prior to Deadline Date for Receipt of Tenders)

Modifications to tender submissions will be accepted in the form of supplementary information and/or addenda, provided they are submitted via the eTenders web portal before the deadline date for the receipt of tender submissions.

3.9 Cost of Preparation of Tender Submissions

The Contracting Authorities will not be liable for any costs incurred by tenderers in the preparation and submission of tenders and/or any associated work effort or costs (legal or otherwise) arising as a

result of participation in this competition, regardless of the outcome or conduct of the competitive process.

3.10 Clarification of Abnormally Low Tenders

In the event that the Contracting Authorities consider the tender submission to be commercially unsustainable or otherwise problematic in light of the tendered price or any other financial matter, the tenderer shall be invited to provide clarification to the Contracting Authorities in respect of all elements of the tender submission that the Contracting Authorities deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authorities' concerns, may, at the discretion of the Contracting Authorities, result in the elimination of the tender in question.

3.11 Tender Validity Period

To allow sufficient time for tender assessment, a tender validity period of twelve months is required, commencing on the deadline date for receipt of tender submissions.

3.12 Currency

Tender prices and any other financial information must be submitted in Euro (€) only. All invoices and payments will be in Euro (€) only.

3.13 Confidentiality

The distribution of this Invitation to Tender document is for the sole purpose of obtaining tender submissions as referred to therein. The distribution of this document does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documentation provided in connection with this competition as private and confidential. Similarly, the Contracting Authorities undertake to use all reasonable endeavours to ensure that any confidential information received from tenderers is not disclosed to third parties, subject always to its obligations under law and the applicable provisions of the Freedom of Information Acts.

In this regard, tenderers are asked to consider if any of the information supplied by them in response to this Invitation to Tender document should not be disclosed because of its sensitivity. Tenderers must specify the precise information that is sensitive and the reasons for its sensitivity. Tenderers are advised that it is not sufficient to merely include a statement of confidentiality encompassing all information contained in a tender submission.

The Contracting Authorities cannot guarantee that any information provided by tenderers, either in response to this Invitation to Tender or in the course of any framework agreement established as a result thereof, will not be released pursuant to the Contracting Authorities' obligations under law, including the Freedom of Information Acts 1997 and 2003, European Procurement Directives and all Irish procurement legislation and guidance. The Contracting Authorities accept no liability whatsoever in respect of any information provided that is subsequently released or in respect of any consequential damage suffered as a result of such obligations.

3.14 Conflict of Interest

Any conflict of interest involving a tenderer must be fully disclosed to the Contracting Authorities. Any registrable interest involving the tenderer and the Contracting Authorities, or employees of the Contracting Authorities or their relatives, must be fully disclosed in the tender submission. In the event that the tenderer becomes aware of the conflict of interest only after a tender submission has been made, the conflict of interest must be immediately disclosed to the Contracting Authorities. The terms 'registrable interest' and 'relative' will be interpreted in accordance with Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate the establishment of any framework agreement, depending upon when the conflict of interest is made known to the Contracting Authorities.

3.15 National Legislation

Tenderers are advised that national legislation applies in respect of matters such as employment, working hours, official secrets, data protection and health and safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectorial agreements in preparing tenders. Moreover, tenderers are advised that the laws of Ireland will govern this competitive process. This competitive process, any resulting framework agreement and any resulting contract will be subject to the exclusive jurisdiction of the Irish courts.

3.16 Determination of Responsiveness

After opening tender submissions, the Contracting Authorities will determine whether each tender submission is substantially responsive to the requirements of this Invitation to Tender document. If a material deviation exists that limits in any substantial way the Contracting Authorities' rights or the tenderer's obligations under any framework agreement to be established, the tender shall be rejected.

3.17 Clarification of Tenders

To assist in the evaluation and associated comparison of tender submissions, the Contracting Authorities may ask tenderers to clarify and supplement certain aspects of their tender submissions, including financial proposals. A request for such clarifications should not be construed as an indication of success in the competition.

3.18 Interference

Any effort by a tenderer to unduly influence the Contracting Authorities, its personnel or any other relevant persons or bodies regarding the process of examination, clarification, evaluation and comparison of tenders and any decisions concerning the establishment of the framework agreement shall result in the elimination of said tenderer's tender submission. In accordance with Section 38 of the Ethics in Public Office Act 1995, any money, gift or other consideration from a person seeking success in a public tendering competition will be deemed to have been paid or given corruptly unless the contrary is proved.

3.19 Prohibition on Canvassing

Any tenderer who, in connection with this competition:

- (a) offers any inducement, fee or reward to any member, officer or employee of the Contracting Authorities or any person acting as an advisor to the Contracting Authorities in connection with the competition; or
- (b) takes any step constituting a breach of the Prevention of Corruption Acts 1989 to 2010; or
- (c) canvasses any of the persons referred to in paragraph (a) above in connection with the competition; or
- (d) contacts any officer or employee of the Contracting Authorities prior to the framework agreement being established about any aspect of the competition in manner not permitted by this Invitation to Tender document

may be eliminated from the competition, without prejudice to any other civil remedies available to the Contracting Authorities and without prejudice to any criminal liability such conduct by a tenderer may attract.

3.20 Prohibition on Collusion

Any tenderer who, in connection with this competition:

- (a) fixes or adjusts the amount or terms of his/her tender submission by or in accordance with any agreement or arrangement with any other tenderer (other than a member of his own grouping or consortium); or
- (b) enters into any agreement or arrangement with any other tenderer that he/she shall refrain from tendering or as to the amount or terms of any tender to be submitted; or
- (c) causes or induces any person to enter into such an agreement or arrangement as referred to in paragraphs (a) or (b) above; or
- (d) informs any tenderer of the amount, approximate amount or terms of any rival tender; or
- (e) canvasses any other tenderer in connection with this competition; or
- (f) offers or agrees to pay or give, or does pay or give, any sum of money, inducement or valuable consideration directly or indirectly to any person for any information in connection with any rival tender submission; or

- (g) communicates to any person other than the Contracting Authorities the amount or approximate amount or terms of his proposed tender submission (except in the event that such disclosure is made in confidence and is necessary for the preparation of the tender submission); or
- (h) contacts any officer or employee of the Contracting Authorities prior to the framework agreement being established about any aspect of the competition in manner not permitted by this Invitation to Tender document

may be eliminated from the competition, without prejudice to any other civil remedies available to the Contracting Authorities and without prejudice to any criminal liability such conduct by a tenderer may attract.

3.21 Notification of Tender Evaluations

All tenderers will be informed in writing of the outcome of this tender competition following the completion of the evaluation of tender submissions.

4 GROUNDS FOR EXCLUSION

4.1 Grounds for Exclusion

This Section of the Invitation to Tender document details the grounds for exclusion that apply to this competition in accordance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016.

A tenderer's position under each of these grounds will be assessed by reference to the completed European Single Procurement Document (ESPD) contained in Appendix 3 of this document. The completed ESPD will comprise a 'self declaration' by the tenderer that the grounds for exclusion detailed hereunder do not apply. The information contained in this Section of the Invitation to Tender document informs tenderers of how the completed ESPD will be interpreted by the Contracting Authorities.

For the avoidance of doubt, the Contracting Authorities reserve the right to request any tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed hereunder. Such a request may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authorities may require the successful tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed hereunder.** In the event that the supporting documentation demonstrates that a ground for exclusion does, in fact, apply, the tenderer will be eliminated from this competition.

(Grounds detailed overleaf)

EXCLUSION GROUND		REG.
(i)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of participation in a criminal organisation, within the meaning of Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime.	57.1(a)
(ii)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of corruption, as defined by Regulation 57.1(b) of the European Union (Award of Public Authority Contracts) Regulations 2016.	57.1(b)
(iii)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests drawn up under the Council Act of 16 July 1995.	57.1(c)
(iv)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of terrorist offences or offences linked to terrorist activities, within the meaning of Articles 1 and 3 respectively of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism or inciting or aiding or abetting or attempting to commit an offence referred to in Article 4 of that Council Framework Decision.	57.1(d)
(v)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of money laundering or terrorist financing, within the meaning of Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.	57.1(e)
(vi)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of child labour and other forms of trafficking in human beings, within the meaning of Article 2 of Directive 2011/36/EU41 of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA.	57.1(f)
<i>NOTE #1: In respect of each of the exclusion grounds detailed under points (i) to (vi) above, an economic operator may provide evidence to the effect that it has undertaken sufficient measures to demonstrate its reliability, despite the existence of the ground for exclusion. Where, in the opinion of the Contracting Authority, such evidence is sufficient, the economic operator shall not be excluded from the competition. Appropriate evidence is detailed in Regulation 57.14 of the European Union (Award of Public Authority Contracts) Regulations 2016.</i> <i>NOTE #2: In the event that a conviction listed under points (i) to (vi) above occurred more than five years prior to the date of advertisement of this competition, the relevant ground for exclusion shall not apply.</i>		

(vii)	An economic operator will be excluded from this competition if the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions and said breach has been established by a judicial or administrative decision having final and binding effect in accordance with the law of the country in which the operator is established or the Member State of the Contracting Authority. <i>NOTE #1: This provision will not apply when the economic operator has fulfilled its obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any interest accrued or fines.</i> <i>NOTE #2: At the discretion of the Contracting Authority, this provision may not apply when only minor amounts of taxes or social security contributions are in question or when the economic operator did not have time, between being made aware of the breach of obligations and the commencement of this competition, to pay, or to enter into an arrangement to pay, the amounts in question.</i> <i>NOTE #3: In the event that the breach of obligations referred to above occurred more than five years prior to the date of advertisement of this competition, this ground for exclusion shall not apply.</i>	57.3(a), 57.3(b)
(viii)	An economic operator will be excluded from this competition if the economic operator, in performance of a public contract, has not complied with all applicable obligations in the fields of environmental, social and labour law that apply at the place where the works are carried out or the services provided and that have been established by European Union law, national law, collective agreements or by international, environmental, social and labour law.	57.8(a)
(ix)	An economic operator will be excluded from this competition if the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law of the State. <i>NOTE: The Contracting Authorities may, at their discretion, decide not to exclude an economic operator on this ground for exclusion if it is possible for the Contracting Authorities to establish that the economic operator would be able to perform the contract, taking into account national rules, measures and laws relating to the continuation of business.</i>	57.8(b)
(x)	An economic operator will be excluded from this competition where the Contracting Authorities can demonstrate, by appropriate means, that the economic operator is guilty of grave professional misconduct, which renders its integrity questionable.	57.8(c)
(xi)	An economic operator will be excluded from this competition where the Contracting Authorities have sufficiently plausible indications to conclude that the economic operator has entered into arrangements with other economic operators aimed at distorting competition.	57.8(d)

(xii)	An economic operator will be excluded from this competition where a conflict of interest, as defined by Regulation 34 of the European Union (Award of Public Authority Contracts) Regulations 2016, cannot be effectively remedied by other, less intrusive, measures.	57.8(e)
(xiii)	An economic operator will be excluded from this competition where a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure cannot be remedied by other, less intrusive, measures.	57.8(f)
(xiv)	An economic operator will be excluded from this competition where the economic operator 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.	57.8(g)
(xv)	An economic operator will be excluded from this competition where the economic operator has been 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, has withheld such information or is not able to submit supporting documents required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016	57.8(h)
(xvi)	An economic operator will be excluded from this competition where the economic operator has undertaken to unduly influence the decision-making process of the Contracting Authority, or obtain confidential information that may confer upon it undue advantages in the procurement procedure or where the economic operator has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	57.8(i)
<i>NOTE #1: In respect of each of the grounds for exclusion detailed under points (viii) to (xvi) above, an economic operator may provide evidence to the effect that it has undertaken sufficient measures to demonstrate its reliability, despite the existence of the ground for exclusion. Where, in the opinion of the Contracting Authority, such evidence is sufficient, the economic operator shall not be excluded from the competition. Appropriate evidence is detailed in Regulation 57.14 of the European Union (Award of Public Authority Contracts) Regulations 2016.</i> <i>NOTE #2: In respect of each of the exclusion grounds detailed under points (viii) to (xvi) above, in the event that the situation referred to occurred more than three years prior to the date of advertisement of this competition, the relevant ground for exclusion will not apply.</i>		

5 ELIGIBILITY CRITERIA

5.1 Eligibility Criteria and Associated Rules

The Contracting Authorities are using the open procedure for the establishment of this framework agreement. While any interested party may submit a tender, only those tenderers meeting the stated levels of financial and technical capacity will be considered for appointment as the successful tenderer.

In order to enable the Contracting Authorities to ascertain tenderers' financial and technical capacity, all tenderers must complete the ESPD contained in Appendix 3 of this document. In particular, Part IV of the ESPD constitutes a 'self declaration' to the effect that the tenderer complies with each of the eligibility criteria and rules detailed hereunder. Once the ESPD has been completed, no additional response to these eligibility criteria is required.

For the avoidance of doubt, the Contracting Authorities reserve the right to request any tenderer to provide all supporting documentation necessary to demonstrate compliance with all eligibility criteria detailed hereunder. Such a request may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authorities may require the successful tenderer to provide all supporting documentation necessary to demonstrate compliance with all eligibility criteria detailed hereunder.** In the event that the supporting documentation demonstrates that any eligibility criterion is not complied with, the tenderer will be eliminated from this competition.

(Criteria detailed overleaf)

(a) INSURANCES

REQUIREMENT
It is a requirement that tenderers either possess the following forms and levels of insurance, or are in a position to implement the following forms and levels of insurance if successful in the competition: (a) Public Liability Insurance - €6.5m (b) Employer's Liability Insurance - €13m (c) Motor Insurance - €6.5m* (d) Medical Liability / Medical Transport Liability Insurance – of an appropriate level <i>*NOTE: The figure of €6.5m in relation to motor insurance relates to third-party property damage. The Contracting Authorities require an unlimited level of legal liability in respect of death or bodily injury.</i>
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 3, tenderers are confirming that they either possess the forms and levels of insurance indicated or, alternatively, that they are in a position to obtain the forms and levels of insurance indicated if successful in this competition. Should the Contracting Authorities elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authorities to confirm that this criterion is complied with: (a) Evidence of the possession of the required forms and levels of insurance (i.e., certificates of insurance provided by brokers or underwriters); (b) A signed letter from the tenderer's insurance broker to the effect that the required forms and levels of insurance can be implemented should the tenderer prove successful in this competition.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(b) FINANCIAL CAPACITY

REQUIREMENT
It is a requirement that tenderers have attained a turnover of at least €300,000 in any one of the three previous financial years.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 3, tenderers are confirming that they have attained a turnover of at least €300,000 in any one of the three previous financial years. Should the Contracting Authorities elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authorities to confirm that this criterion is complied with: (a) Financial statements or extracts from financial statements; (b) An objectively verifiable statement of the tenderer's overall turnover (e.g., an auditor's statement).
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(c) TAX CLEARANCE

REQUIREMENT
It is a requirement that tenderers either possess a Tax Clearance Certificate issued by the Irish Revenue Commissioners, or will possess such certification prior to the award of this framework agreement. For the avoidance of doubt, it is emphasised that the Contracting Authorities are precluded from processing invoices submitted by economic operators not in possession of an Irish Tax Clearance Certificate.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 3, tenderers are confirming that they either possess a Tax Clearance Certificate issued by the Irish Revenue Commissioners or have applied for such a certificate. Should the Contracting Authorities elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authorities to confirm that this criterion is complied with: (a) A reference to electronic evidence of tax clearance status issued by the Irish Revenue Commissioners (i.e., a screenshot, a hyperlink or any other appropriate material); (b) Copies of correspondence between the tenderer and the Irish Revenue Commissioners.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(d) PREVIOUS EXPERIENCE

REQUIREMENT
It is a requirement that tenderers have successfully delivered, within the previous five years, two contracts of a similar nature, scale and complexity to the requirement comprising the subject-matter of this competition. In order to be deemed genuinely comparable in terms of nature, scale and complexity, the services in question must have involved the satisfactory provision of medical transport services to and from busy public sites.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 3, tenderers are confirming that they have successfully delivered, within the previous five years, two contracts of a similar nature, scale and complexity to the requirement comprising the subject matter of this competition. Should the Contracting Authorities elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authorities to confirm that this criterion is complied with: • The names of the two clients in question; • Contact information for both clients; • The commencement and termination dates of the two contracts; • The annual values of the two contracts; • A detailed description of the services provided under each of the two contracts to include: – The number of separate call-outs arising per annum under each contract; – An outline the range of locations involved in each contract; – An outline of any specific response times that you were required to adhere to under each contract; – An indication of the extent of which each contract is comparable to the Contracting Authorities' current requirements.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(e) DECLARATION OF STATUTORY OBLIGATIONS

REQUIREMENT
It is a requirement that tenderers are fully compliant with the statutory obligations under all relevant employment and Health and Safety legislation, as stated below.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 3, tenderers are confirming that they are fully compliant with all statutory obligations under all relevant employment and Health and Safety legislation, including the following: • Employment Equality Act 1998; • Equal Status Act 2000; • Equality Act 2004; • Minimum Wage Act 2000; • Employment Regulation Orders of the Irish Labour Court; • The Working Time Directive (Directive 93/104/EC, as amended by Directive 2000/34/EC); • The Safety, Health and Welfare at Work Act 2005 and all associated legislation Tenderers are also confirming that they have procedures in place to ensure that all subcontractors (if any are to be utilised) apply the same standards. Should the Contracting Authorities elect to seek supporting evidence from tenderers confirming this compliance, the tenderer in question shall provide any documentary information reasonably requested by the Contracting Authorities that attests to compliance.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

6 AWARD CRITERIA

6.1 Award Criteria and Weightings

This framework agreement will be established with the tenderer submitting the most economically advantageous tender, identified following application of the award criteria and weightings detailed hereunder. It is emphasised that the Contracting Authorities are not bound to accept the most economically advantageous tender or any tender received, and reserve the right to accept or reject in whole or in part any or all tenders received.

6.1 – AWARD CRITERIA AND WEIGHTINGS				
CRITERION		%	MAXIMUM SCORE ACHIEVABLE	MINIMUM SCORE REQUIRED
A	Measures Intended to Ensure Continuity of Service	50	5,000	N/A
A1	<i>Timeliness of Service</i>	20	2,000	1,200
A2	<i>Breakdown Cover and Contingency Arrangements</i>	20	2,000	1,200
A3	<i>Proposed Administrative Measures</i>	10	1,000	600
B	Proposed Contract Management Measures	10	1,000	600
C	Ultimate Cost	40	4,000	N/A

6.2 Award Criterion Explained

6.2.1 **Criterion A1 - Timeliness of Service (20%)**

By reference to Section 2.6 of this Invitation to Tender document, tenderers are required to outline all measures to be employed in ensuring that the required service is delivered in as timely a manner as possible. **At a minimum**, and in order to attain the minimum required score associated with this criterion, responses to this criterion **must** include the following:

- An explicit commitment to provide the required services 24 hours per day, seven days per week, 365 days a year (Section 2.9.1);
- An explicit commitment that urgent requests for service will be facilitated within one hour of receiving notification (Section 2.9.2);

- An explicit commitment that all vehicles are fitted with a blue light, which will be operated in accordance with all relevant legislation (Section 2.9.6);
- A copy of the tenderer's emergency driving policy, together with an explanation of all training provided to drivers in this regard (Section 2.9.7);
- A description of all policies, procedures and practices used to ensure that a sufficient number of vehicles and drivers are available to meet any requests for service, including a detailed explanation of rostering arrangements in respect of staff and maintenance/servicing arrangements in respect of vehicles.

In responding to this criterion, tenderers must take account of the fact that the four separate Contracting Authorities availing of this framework agreement may require simultaneous call-outs. Scores in excess of the minimum required score associated with this criterion shall be apportioned by reference to the overall merit of responses.

6.2.2 **Criterion A2 – Breakdown Procedures and Contingency Arrangements (20%)**

By reference to Section 2.12 of this Invitation to Tender document, and in order to attain the minimum required score associated with this criterion, tenderers are required to provide at least the following information:

- A description of the tenderer's breakdown procedures, including a copy of any breakdown cover policy in place;
- A comprehensive explanation of all contingency arrangements in place, to include mechanisms for dealing with the unforeseen absences of staff, delays and unforeseen events of every description.

Scores in excess of the minimum required score associated with this criterion shall be apportioned by reference to the overall relative merit of the breakdown procedures and contingency arrangements described.

6.2.3 **Criterion A3 – Proposed Administrative Measures (10%)**

Tenderers are required to comprehensively describe all administrative measures that will be relied upon in successfully executing this framework agreement. **At a minimum**, and in order to attain the minimum required score associated with this criterion, responses to this criterion **must** include the following:

- A description of the tenderer's dedicated control centre facility (Section 2.14.1);

- An outline of the tenderer's standard operating procedures regarding (a) communication between drivers and the control centre and (b) communication between drivers and clients;
- Any documentary systems in place to monitor and track ongoing service requests;
- Any IT systems in place to monitor and track ongoing service requests (e.g., GPS tracking systems).

Scores in excess of the minimum required score associated with this criterion shall be apportioned by reference to the overall relative merit of the proposed administrative measures described.

6.2.4 **Criterion B – Proposed Contract Management Measures (10%)**

By reference to Section 2.15 of this Invitation to Tender document, tenderers are required to outline all contract management measures that will be employed during this framework agreement. **At a minimum**, and in order to attain the minimum required score associated with this criterion, responses to this criterion **must** include at least the following elements:

- The identity and envisioned role of the nominated account manager;
- A copy of the tenderer's complaint resolution policy, to include appropriate escalation procedures;
- Any other standard contract management measures deemed appropriate by the tenderer, including service review meetings, key performance indicators and standard contractual terms.

Scores in excess of the minimum required score associated with this criterion shall be apportioned by reference to the overall relative merit of the proposed administrative measures described.

6.2.5 **Criterion D – Ultimate Cost (40%)**

Tenderers are required to complete the Pricing Schedule contained in Appendix 2, setting out the daily rates and annual charges applying to the delivery of the required services. The manner in which a single ultimate cost figure shall be arrived at for evaluation purposes is detailed in the Pricing Schedule. This single ultimate cost figure must be carried forward, unaltered, to the Form of Tender contained in Appendix 1 of the Invitation to Tender document. Scores will be apportioned under this criterion as follows:

Points awarded = (the maximum score achievable) multiplied by (the cost of the lowest-cost valid tender) divided by (the cost of the valid tender in question).*

*NOTE: In this instance, the phrase ‘valid tender’ refers to a tender not eliminated as a result of a failure to attain the minimum required score under a qualitative award criterion.

6.3 Qualitative Award Criteria Explained

As a general condition of evaluation, the Contracting Authorities will utilise the evaluation process in order to determine whether each tender submission is substantially responsive to the requirements of this Invitation to Tender document. If a material deviation exists that limits in any material way the Contracting Authorities’ rights or the tenderer’s obligations under the framework agreement to be established, the tender submission may, depending upon the severity of the deviation in question, be rejected.

For the avoidance of doubt, it is hereby stated that failure to comply with a mandatory requirement under any criterion will result in a failure to attain the relevant minimum required score associated with the qualitative criterion in question and, consequently, will result in the tenderer’s elimination from the competition.

Scores other than the minimum required score under each qualitative criterion will be apportioned by reference to the overall merit of responses.

6.4 Minimum Qualitative Score Required

The evaluation team shall rely upon the following scoring bands for the purposes of apportioning scores under the qualitative award criteria:

ELIMINATED	0% of marks available	No response
	20% of marks available	Poor
	40% of marks available	Mediocre
	60% of marks available	Acceptable
	70% of marks available	Good
	80% of marks available	Very Good
	90% of marks available	Excellent
	100% of marks available	Outstanding

Tenderers should note that they must achieve a minimum rating of ‘acceptable,’ or 60% of the total marks available, for all qualitative award criteria. For the avoidance of doubt, a failure to attain any minimum required score will result in the elimination of the tender submission from further consideration. Should a tender submission fail to attain a minimum required score, tenderer’s attention is drawn to the fact that the following provisions shall apply:

- The tender submission in question shall not be subject to a comparative assessment against other tender submissions.
- The financial proposal contained in the tender submission in question shall not be subject to evaluation under Award Criterion D (Ultimate Cost).
- The tenderer in question will be notified of the reasons for the failure to attain the minimum required score. Additionally, the tenderer in question shall be informed of the name of the successful tenderer and shall be informed of the duration of the standstill period.
- On the basis that no comparative assessment will have taken place and the financial proposal of the tenderer in question will not have been assessed, the characteristics and relative advantages of the successful tenderer under any qualitative or financial criterion **will not be provided**, by virtue of the fact that the Contracting Authorities will not have access to such information.

6.5 Verification/Clarification Meetings

Meetings for the purpose of verification and/or clarification may be carried out with certain tenderers as an element of the evaluation process and solely in order to identify the most economically advantageous tender. Such meetings may be required in order to verify the scores achieved by tenderers in respect of their written tender submissions, or to resolve any procedural ambiguities. Following such meetings, any scores provisionally awarded by the Contracting Authorities may legitimately be revised and/or amended in order to take into account matters discussed. For the avoidance of doubt, tenderers should note that mere performance at interview will not of itself be evaluated. A request to attend a clarification or verification meeting should not be construed as an indication of success in this competition; no legitimate expectations should arise from any such request.

Notwithstanding the foregoing, without prejudice to the principle of equal treatment, the Contracting Authorities are not obliged to engage in a clarification process in respect of tender submissions involving missing or incomplete information. Therefore, tenderers are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

The Contracting Authorities expressly warrant that any clarification or verification activities will not introduce new conditions to the competition, will not have the effect of amending the assessment methodology described in this Invitation to Tender documentation and will not pejoratively impact upon the principles of equal treatment and transparency in accordance with which this procurement exercise is being conducted. In particular, any information becoming apparent during any verification or clarification meeting will be relied upon only in the context of the award criteria, sub-criteria, weightings and specification of requirements contained in this Invitation to Tender documentation.

6.6 Acceptance of Assessment Methodology

By submitting a tender submission, each tenderer acknowledges that the evaluation of tender submissions will be conducted in accordance with the procedures laid down in this Invitation to Tender document. Any queries, reservations or observations should properly be raised by tenderers via the communications protocol contained in Section 3 of this document prior to the submission of a tender.

APPENDIX 1 – FORM OF TENDER

This Form of Tender must be completed, signed and returned by tenderers. The purpose of this document is to facilitate the evaluation of financial proposals on a like-for-like basis. Any action, modification or omission that frustrates or prevents the evaluation of financial proposals on a like-for-like basis may, at the sole discretion of the Contracting Authorities and depending upon its materiality, result in the elimination of the tender in question as inadmissible. Additionally, any qualification of financial offers, may, at the sole discretion of the Contracting Authorities and depending upon its materiality, result in the elimination of the tender in question as inadmissible.

Contracting Authorities: Beaumont Hospital
The Mater Misericordiae University Hospital
St. Vincent's University Hospital
The National Organ Procurement Service (Organ Donation and Transplant Ireland [ODTI], HSE)

Competition: Single-Party Framework Agreement for the Provision of Organ Transport Services

I/We, having read the full Tender Documents and associated Appendices, do hereby offer to provide the whole of the services described all to the entire satisfaction of the Contracting Authorities, for the following notional ultimate cost figure and will establish a framework agreement accordingly:

NOTIONAL ULTIMATE COST FOR EVALUATION PURPOSES	(Insert)
--	----------

I/We confirm that I/we:

- Will keep this offer open for acceptance by the Contracting Authorities for a period of twelve months from the date of deadline for submission of tenders;
- Agree that you are not bound to accept the most economically advantageous tender or any tender you may receive;
- Have read and thoroughly examined the tender document;
- Fully understand the tender document and the Contracting Authorities' requirements;
- Undertake to treat the details of this invitation to tender document, the resulting tender submission and any subsequent clarifications as private and confidential;
- Acknowledge that acceptance by the Contracting Authorities of a tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the framework agreement has been formally established by the Contracting Authorities;
- 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 framework agreement;

- Have included everything necessary for the performance of this agreement, including all elements that are either expressly stated in the tender document or contained in any supplementary information or which could reasonably be inferred there from;
- 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 Authorities 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 framework agreement may be performed that are in force seven days prior to the deadline for receipt of tenders;
- Will not, if awarded membership of the framework agreement, employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age, etc.;
- Will not, if awarded membership of the framework agreement, source any goods or services in countries subject to official international trading sanctions.

SIGNATURE	<i>(Insert)</i>	Date	<i>(Insert)</i>
Name	<i>(Insert)</i>	Position	<i>(Insert)</i>
Telephone	<i>(Insert)</i>	Email	<i>(Insert)</i>

A tenderer's failure to sign and date this Form of Tender and to complete all sections will invalidate the tender submission.

APPENDIX 2 – PRICING SCHEDULE

Please consult the separate Excel document, which must be completed and returned with tender submissions.

APPENDIX 3 – EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

- a) This document must be completed and returned by tenderers. The completed version of this document will constitute a 'self-declaration' that the grounds for exclusion detailed in Section 4 of the Invitation to Tender document do not apply to the tenderer and that the tenderer is in a position to comply with each of the eligibility criteria detailed in Section 5 of the Invitation to Tender document.
- b) Failure to complete all sections of this document will result in the tenderer's elimination from this competition. Moreover, failure to provide sufficient detail in respect of any field may, at the discretion of the Contracting Authorities, result in the elimination of the tenderer in question.
- c) Any misrepresentation in respect of the completed document will result in the tenderer's elimination from this and future procurement competitions.
- d) Tenderers may reuse a European Single Procurement Document previously submitted in respect of another competition. Alternatively, in the event that a tenderer has previously completed an electronic version of this document, the tenderer may provide the Contracting Authorities with electronic access to the relevant document. In both instances, it is imperative that the completed version of the European Single Procurement Document contains all of the information sought by this document.
- e) For the avoidance of doubt, the Contracting Authorities reserve the right to request any tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed in Section 4 of the Invitation to Tender document. Additionally, the Contracting Authorities reserve the right to request any tenderer to provide all supporting documentation necessary to demonstrate compliance with the eligibility criteria detailed in Section 5 of the Invitation to Tender document. Such requests may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authorities may require the successful tenderer to provide all supporting documentation necessary to confirm the assertions made hereunder.**
- f) If a tenderer fails to provide supporting documentation necessary to confirm the assertions made hereunder within five working days of a request to do so from the Contracting Authorities, the tenderer in question will be eliminated from the competition.

PART I – INFORMATION CONCERNING THE PROCUREMENT PROCEDURE AND THE CONTRACTING AUTHORITY

IDENTITY OF THE PROCURER:	ANSWER:
Name:	Beaumont Hospital
Which procurement is concerned?	Single-Party Framework Agreement for the Provision of Organ Transport Services
Title or short description of the procurement:	Single-Party Framework Agreement for the Provision of Organ Transport Services
File reference number attributed:	3073

PART II – INFORMATION CONCERNING THE ECONOMIC OPERATOR	
A: INFORMATION ABOUT THE ECONOMIC OPERATOR	
IDENTIFICATION:	ANSWER:
Name:	<i>Insert</i>
VAT-number, if applicable: <i>(If no VAT-number is applicable, please indicate another national identification number, if required and applicable)</i>	<i>Insert</i>
Postal Address:	<i>Insert</i>
Contact Person or Persons:	<i>Insert</i>
Telephone:	<i>Insert</i>
E-mail:	<i>Insert</i>
Internet address, if applicable:	<i>Insert</i>
GENERAL INFORMATION:	ANSWER:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise?	Yes ☐ No ☐ Define which: <i>Insert</i>
Only in the case the procurement is reserved, is the economic operator a sheltered workshop, a 'social business,' or will it provide for the performance of the contract in the context of sheltered employment programmes?	NOT APPLICABLE
If yes, what is the corresponding percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to.	NOT APPLICABLE
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g., under a national [pre]qualification system)?	Yes ☐ No ☐ Not Applicable ☐
<i>If you have answered 'yes' to the above question, answer the remaining parts of this Section, Section B and, where relevant, Section C of Part II. Then complete and sign Part VI. (i.e., if you have answered 'yes' to the above question, there is no need to complete Parts III and IV of this Appendix).</i>	
Please provide the name of the list or certification and the relevant registration or certificate number, if applicable:	<i>Insert</i>
If the certificate of registration or certification is available electronically, please state:	<i>Insert web address, issuing authority or body, precise reference of the documentation.</i>
Please state the references on which the registration or certification is based and, where applicable, the classification obtained in the official list:	<i>Insert</i>

Does the registration or certification cover all of the required selection criteria? <i>(If 'no,' please complete and sign Appendix IV of this document.)</i>	Yes ☐ No ☐
Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the Contracting Authorities or Contracting Entity to obtain it directly by accessing a national database in any Member State that is available free of charge?	Yes ☐ No ☐ <i>(If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation).</i>
FORM OF PARTICIPATION	ANSWER:
Is the economic operator participating in the procurement procedure together with others?	Yes ☐ No ☐
<i>If you have answered 'yes' to the above question, please ensure that the others concerned provide a separate ESPD document and please answer the questions below:</i>	
If 'yes,' please indicate the role of the economic operator in the group (e.g., leader, responsible for specific tasks, etc.):	<i>Insert</i>
If 'yes,' please identify the other economic operators participating in the procurement procedure together:	<i>Insert</i>
Where applicable, please insert the name of the participating group:	<i>Insert</i>
LOTS:	ANSWER:
Where applicable, please indicate the lot(s) for which the economic operator wishes to tender:	NOT APPLICABLE
B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR	
<i>Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:</i>	
REPRESENTATION, IF ANY:	ANSWER:
Full Name: <i>(Accompanied by the date and place of birth, if required)</i>	<i>Insert</i>
Position / Acting in the capacity of:	<i>Insert</i>
Postal Address:	<i>Insert</i>
Telephone:	<i>Insert</i>
E-mail:	<i>Insert</i>
If necessary, please provide detailed information regarding the representation (e.g., its form, extent, purpose, etc).	<i>Insert</i>

C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES	
RELIANCE:	ANSWER:
Does the economic operator rely on the capacities of other entities in order to meet the eligibility criteria for this competition as set out in Section 5 of the associated Invitation to Tender document?	Yes ☐ No ☐
<i>If 'yes,' please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III of this Appendix for each of the entities concerned, duly completed and signed by the entities concerned. Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.</i> <i>Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, it may also be necessary for some or all of the entities concerned to complete Part IV of this Appendix.</i>	
D: INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY	
SUBCONTRACTING	ANSWER:
Does the economic operator intend to subcontract any share of the contract to third parties?	Yes ☐ No ☐ If 'yes,' and so far as is known, please list the proposed subcontractors.
<i>If 'yes,' please provide the information required under Sections A and B of this part for each of the subcontractors concerned.</i>	

PART III – EXCLUSION GROUNDS

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57.1 of Directive 2014/24/EU sets out the following reasons for exclusion:

- 1. Participation in a criminal organisation;*
- 2. Corruption;*
- 3. Fraud;*
- 4. Terrorist offences or offences linked to terrorist activities;*
- 5. Money laundering or terrorist financing;*
- 6. Child labour and other forms of trafficking in human beings.*

GROUNDS:	ANSWER:
Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?	Yes ☐ No ☐ <i>If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
<i>If 'yes,' please provide the following information:</i>	
Date of conviction, which of the grounds for conviction (points 1 to 6 above) is concerned and the reason(s) for the conviction:	<i>Insert dates, points and reasons.</i>
Identify who has been convicted:	<i>Insert</i>
Insofar as is established directly in the conviction:	<i>Insert the length of the period of exclusion and the point(s) concerned.</i> <i>If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
In cases of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS	
PAYMENT OF TAXES / SOCIAL SECURITY:	ANSWER:
Has the economic operator met all of its obligations relating to the payment of taxes or social security contributions, both in the country in which it is established and in the Member State of the Contracting Authority if other than the country of establishment?	Yes ☐ No ☐
If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>

If the economic operator has not met all of its obligations relating to the payment of taxes or social security contributions, please provide the following information:

Country or member state concerned:	Taxes	Social Contributions
	<i>Insert</i>	<i>Insert</i>
What is the amount concerned?	<i>Insert</i>	<i>Insert</i>
How has this breach of obligations been established?	<i>Insert</i>	<i>Insert</i>
If through a judicial or administrative decision, is this decision final and binding?	Yes ☐ No ☐	Yes ☐ No ☐
If through a judicial or administrative decision, please indicate the date of conviction or decision:	<i>Insert</i>	<i>Insert</i>
If through a judicial or administrative decision, and in the case of a conviction, please provide the length of the period of exclusion:	<i>Insert</i>	<i>Insert</i>
If this breach of obligations has been established by other means, please indicate the other means in question:	<i>Insert</i>	<i>Insert</i>
Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest or accrued fines?	Yes ☐ No ☐	Yes ☐ No ☐
If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>	

C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT

GROUND:	ANSWER:
Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law?	Yes ☐ No ☐
If the economic operator has breached its obligations in the fields of environmental, social and labour law, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>

Is the economic operator in any of the following situations: • Bankrupt; • The subject of insolvency or winding-up proceedings; • In an arrangement with creditors; • In any analogous situation arising from a similar procedure under national laws and regulations; • That its assets are being administered by a liquidator or the court; • That its business activities are suspended?	Yes ☐ No ☐
If the economic operator is in any of the situations mentioned in the immediately preceding question, please provide comprehensive details of the situation:	<i>Insert</i>
Please provide the reasons for nevertheless being able to perform the contract or framework agreement, taking into account the applicable national rules and measures on the continuation of business in those circumstances, as per Article 57.4 of Directive 2014/24/EU.	<i>Insert</i>
If the relevant documentation is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
Is the economic operator guilty of grave professional misconduct?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the matter.</i>
If the economic operator is guilty of grave professional misconduct, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Has the economic operator entered into arrangements with other economic operators aimed at distorting competition?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the arrangements in question.</i>
If the economic operator has entered into arrangements with other economic operators aimed at distorting competition, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Is the economic operator aware of any conflict of interest due to its participation in the procurement procedure?	Yes ☐ No ☐ <i>If 'yes' please provide a comprehensive description of the conflict(s) in question.</i>

Has the economic operator or an undertaking related to it advised the Contracting Authority or otherwise been involved in the preparation of the procurement procedure?	Yes ☐ No ☐ <i>If 'yes' please provide a comprehensive description of the matter.</i>
Has the economic operator experienced that a prior public contract, framework agreement or concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with a prior contract?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the matter.</i>
If the economic operator experienced that a prior public contract, framework agreement or concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with a prior contract, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Can the economic operator confirm the following: • That it has not been 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? • That it has not withheld such information? • That it has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity? • That it has not undertaken to unduly influence the decision making process of a contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in a procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	Yes ☐ No ☐

PART IV – ELIGIBILITY CRITERIA

α: GLOBAL INDICATION FOR ALL SELECTION CRITERIA

Concerning the eligibility criteria, the economic operator declares that it satisfies the required eligibility criteria for this competition as detailed in Section 5 of the Invitation to Tender document:

Yes ☐ No ☐

PART V – REDUCTION OF THE NUMBER OF QUALIFIED CANDIDATES

NOT APPLICABLE

PART VI – CONCLUDING STATEMENTS

The undersigned formally declare that the information stated under Parts II – III of this Appendix is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- (a) The Contracting Authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge;
- (b) As of 18/10/2018 at the latest, the Contracting Authority already possesses the documentation concerned.

The undersigned formally consent to Beaumont Hospital gaining access to documents supporting all information provided in this European Single Procurement Document for the purposes of this competition.

Signed (Authorised Signatory):	<i>Insert</i>
Block Capitals:	<i>Insert</i>
Position:	<i>Insert</i>
Company:	<i>Insert</i>
Registered Office:	<i>Insert</i>
Date:	<i>Insert</i>

APPENDIX 4 – FRAMEWORK FOR QUALITY AND SAFETY OF HUMAN ORGANS INTENDED FOR TRANSPLANTATION

The Framework for Quality and Safety of Human Organs Intended for Transplantation requires the adoption and implementation of operating procedures, roles and responsibilities for the transportation of organs in accordance with Regulation 16 of Statutory Instrument 325 (2012). Excerpt from Framework for Quality and Safety of Human Organs Intended for Transplantation:

- 14.1 Each transplantation centre must ensure that organs have been transported appropriately and that all documentation and samples (where relevant) accompanying an organ are checked for unique identifiers.

15 Preservation, preparation, packaging, labelling and transport of organs

- 15.1 Preservation, preparation, packaging, labelling and transportation of organs must be in accordance with clear and detailed instructions, and adherence to these instructions is required to obtain a defined quality.

- 15.2 During the entire process, all containers must be clearly labelled. There should be instructions concerning the type and method of labelling.

- 15.3 Procurement material and equipment which could affect the quality and safety of an organ must be managed in accordance with relevant European Union, international and national legislation, standards and guidelines on the sterilisation of medical devices.

- 15.4 With regards to transporting organs; procurement organisations and transplantation centres must ensure the following:

- The organisations, bodies or companies involved in the transportation of organs have appropriate operating procedures in place to ensure the integrity and quality of the organs during transport and a suitable transport time.
- The shipping containers used for transporting organs are labelled with the following:
 - Identification of the procurement organisation and the establishment where the procurement took place, including their addresses and telephone numbers.
 - Identification of the transplantation centre of destination, including its address and telephone number.
 - A statement that the package contains an organ, specifying the type of organ and, where applicable, its left or right location and marked 'HANDLE WITH CARE' and
 - Recommended transport conditions, including instructions for keeping the contained at an appropriate temperature and position.

The above requirement need not be met where transportation is carried out within the same establishment.

- The organs transported are accompanied by a report on the organ and donor characterisation

- 16.5 The acceptable time between organ recovery and transplantation can vary depending on the nature of the organs. Therefore, there is a need to ensure that the time of release meets accepted safety standards. Safety and quality evaluation procedures should take these differences in transplant time frames into account; in particular, they should include the cold ischemia time as a composite, but very strong, quality indicator of the conditions surrounding transplantation.

APPENDIX 5 – DRAFT TERMS AND CONDITIONS OF THE FRAMEWORK AGREEMENT

*The following terms are provided as an indication of the intended format of the framework agreement to be signed with the framework operator emerging from this competition. Tenderers are **not** requested to sign these terms as part of their tender submission but should review them carefully and indicate any areas of interest by submitting a written query during the tender period.*

Single-Operator Framework Agreement for the Provision of Organ Transport Services

PARTIES

Beaumont Hospital

The Mater Misericordiae University Hospital

St. Vincent's University Hospital

The National Organ Procurement Service (Organ Donation and Transplant Ireland [ODTI], HSE)
(Hereinafter referred to as 'the Contracting Authorities')

[XXXX]

(Hereinafter referred to as 'the Framework Operator' or 'Operator')

BACKGROUND

The Contracting Authorities have conducted a tender competition for the establishment of a single-party framework agreement for the provision of organ transport services.

- a. The framework agreement was advertised in the Official Journal of the European Union and via the Irish Government's Procurement Opportunities Portal (www.etenders.gov.ie).
- b. The open procedure was used and an Invitation to Tender was issued with a deadline date for tender submissions of [XX/XX/2026].
- c. Following evaluation of the submitted tender against the published award criteria, the Framework Operator is now appointed as the single operator under this Framework Agreement.

DEFINITIONS

'Contract' means a contract falling within the advertised scope of this Framework Agreement, constituting a defined and agreed piece of work to be performed by the Framework Operator;

'Framework Agreement' means these terms and conditions, including the Schedules hereto;

'Framework Period' means the period in years set out in Clause 2.1;

'Invitation to Tender' means the tender document issued by the Contracting Authorities on [XX/XX/2026];

'Price' means the amount in Euro chargeable by the Framework Operator in respect of any item, supply or services purchased by the Contracting Authorities;

'Request for Supplementary Tender' means a document issued by the Contracting Authorities at any point during the Framework Period requesting a proposal for the provision of either supplies or services;

'Supplementary Tender' means the written submission of the Framework Operator in response to a Request for Supplementary Tender;

'Tender' means the submission of the Framework Operator in response to the Invitation to Tender together with any clarifications, additions or amendments accepted by the Contracting Authorities.

1. Appointment of Framework Operator

- 1.1 In consideration of payment by the Contracting Authorities of good and valuable consideration, receipt of which is hereby acknowledged, the Framework Operator accepts its appointment under the terms and conditions of this Framework Agreement.
- 1.2 Appointment to this Framework does not entitle the Operator to be consulted in respect of, or awarded, any contract during the Framework Period. The Contracting Authorities may at their sole discretion choose not to enter into any contracts falling within the scope of this Framework Agreement, or to terminate the Agreement in accordance with Clause 11.
- 1.3 While this Framework Agreement will, in general, form the basis for the award of contracts falling within the scope set out in Clause 3.1 during the Framework Period, the Contracting Authorities may at their sole discretion decide to carry out a separate contract award procedure for contracts falling within the specified scope. In this event, the Contracting Authorities shall observe all applicable public procurement rules and shall not afford any advantage to the Framework Operator.

2. Period of Framework Agreement

- 2.1 The Framework Agreement shall take effect on the Commencement Date and will be for a maximum potential duration of four years.

3. Scope of Framework Agreement

- 3.1 This Framework Agreement relates to the provision of organs transport services, as more fully described in Schedule 1 of this Agreement, which contains the Specification of Requirements issued with the Invitation to Tender document.

4. Award of Contracts

- 4.1 Contracts under this Framework Agreement may be awarded either on foot of the Invitation to Tender or on foot of a Request for Supplementary Tender in accordance with the procedure set out in Clause 5.

5. Procedure for Supplementary Tenders

- 5.1 In general, it is envisioned that the majority of work required under this framework agreement will be directly awarded on foot of the Invitation to Tender document. From time-to-time, however, and in respect of requirements for which no price is contained in Schedule 2 of this Agreement, the Contracting Authorities may elect to issue a Request for Supplementary Tender during the Framework Period, in accordance with the following procedure. It is emphasised that Supplementary Tenders will be sought solely in respect of work falling under the advertised scope of the framework agreement.

5.1.1 The Contracting Authorities will issue a Request for Supplementary Tender to the Framework Operator in writing, specifying the conditions that will apply in respect of the Supplementary Tender.

5.1.2 The Contracting Authorities shall specify the scope of the Supplementary Tender, and in particular whether the applicable terms and fees will be determined by reference to the Tender or, where relevant, the Supplementary Tender.

5.1.3 The Contracting Authorities shall fix a deadline for the receipt of the Supplementary Tender taking into account the complexity of the Contract and the time needed to prepare an appropriate proposal.

5.1.4 Following evaluation of the Supplementary Tender, the Contracting Authorities shall determine whether it meets its stated requirements and whether a Contract will be awarded.

- 5.2 The Contracting Authorities shall not be responsible for any costs incurred by the Framework Operator in the preparation of a Supplementary Tender or any related site visits.

- 5.3 The Contracting Authorities shall not be obliged to award any Contract on foot of a Request for Supplementary Tender and may terminate the award procedure at any time at its sole discretion.

6. Conditions for Award of Contracts

- 6.1 Award of any Contract under the Framework Agreement may be subject to the Framework Operator facilitating, upon request, the drafting and implementation of a Service Level Agreement, to include agreed key performance indicators, response times, escalation

procedures and penalties.

7. Pricing

- 7.1 The maximum Price chargeable in respect of all Items contracted during the initial 24 months of the Framework Period shall be that set out in the Form of Tender or Pricing Schedules submitted as part of the Tender (Schedule 2 of this Agreement). Following the expiry of this 24 month period, the maximum Price chargeable will be adjusted for inflation on each annual anniversary of the Commencement Date of the framework. This adjustment shall be in accordance (whether positive or negative) with the CPI index.
- 7.2 The Contracting Authorities may seek, or the Framework Operator may offer, lower prices at any time during the Framework Period. In particular, where a given item, supply or service is being offered to other purchasers at a lower price, the Contracting Authorities may request adjustment of the Pricing Schedules or Form of Tender to reflect this. The Contracting Authorities may reject any aspect of a Supplementary Tender on the grounds that the Price offered is not acceptable.

8. Personnel

- 8.1 The personnel assigned by the Framework Operator to deliver any Contract under this Framework Agreement shall be those identified in its Tender or Supplementary Tender, or other personnel of equivalent qualifications, skills, professional expertise and experience expressly approved by the Contracting Authorities.

9. Obligations of Framework Operator

- 9.1 The Framework Operator is required to inform the Contracting Authorities of any conflict of interest of which it becomes aware during the period of the Framework Agreement. Any registrable interest involving the Framework Operator and the Contracting Authorities or employees of the Contracting Authorities or their relatives must be communicated to the Contracting Authorities immediately. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 and the Second Schedule of the Ethics in Public Office Act, 1995.
- 9.2 The Framework Operator is required to maintain, as a minimum, the forms of insurance set out in Schedule 3. This may be subject to revision during the lifetime of the Agreement, in which case the Contracting Authorities shall notify the Framework Operator of the revised requirements and allow thirty (30) days for the provision of evidence that the required policies are in place. The levels of insurance required in respect of individual Contracts may vary, in which case the Contracting Authorities shall notify the Framework Operator of the required levels of insurances in the relevant Request for Supplementary Tender or at the earliest opportunity.

- 9.3 The Framework Operator shall maintain in its possession a valid Tax Clearance Certificate issued by the Irish Revenue Commissioners throughout the Framework Period and for the duration of any Contract.
- 9.4 The Framework Operator shall retain a copy of its signed ESPD as submitted with its Tender in response to the Contracting Authorities' Invitation to Tender document. If at any point during the Framework Period or during the lifetime of a Contract the Operator becomes aware of circumstances that might affect the validity of any of the statements in its Declaration, it shall notify the Contracting Authorities in writing of such circumstances at the earliest possible opportunity.
- 9.5 The Framework Operator shall not give, provide or offer to any staff or agent of the Contracting Authorities a loan, fee, reward, gift, advantage, benefit or other payment during the Framework Period as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this Agreement or any Contract.
- 9.6 The Framework Operator shall not assign the benefit of its appointment under this Framework Agreement, or under any Contract, or any part thereof without the written permission of the Contracting Authorities.

10. Review Meetings

- 10.1 The Contracting Authorities and the Framework Operator shall liaise on a regular basis to address any issues arising that may impact on the performance of this framework agreement and to agree milestones, compliance schedules and operational protocols as required from time-to-time.

11. Termination of Appointment

- 11.1 Without prejudice to any other rights or remedies to which it may be entitled, the Contracting Authorities shall be entitled to terminate the appointment of the Framework Operator forthwith and without liability by giving notice at any time if:
- 11.1.1 The Operator commits a material breach of any term or condition of this Framework Agreement, or a Contract concluded under the Framework Agreement;
- 11.1.2 the Operator fails to perform any obligation or responsibility under this Agreement or a Contract concluded under the Framework Agreement either at all or to a standard that the Contracting Authorities, acting reasonably, considers satisfactory and, if such breach is capable of being remedied, fails to remedy the breach within fourteen (14) days of notice given by the Contracting Authorities requiring the Operator to do so;

- 11.1.3 The Operator's performance of an obligation under a Contract is not in accordance with the terms of this Framework Agreement, including its Schedules, or any agreed Service Level Agreement, or fails to meet any standard prescribed by law;
- 11.1.4 Any person employed by the Operator or acting on its behalf offers or appears to offer a corrupt gift or inducement in the sense set out in Clause 9.5 above, whether with or without the knowledge of the Operator;
- 11.1.5 The Operator convenes a meeting for the purposes of, or proposes to enter into any arrangement or composition for the benefit of its creditors;
- 11.1.6 The Operator ceases or threatens to cease to carry on business or takes or suffers any analogous action under any applicable law;
- 11.1.7 The Operator is unable to pay its debts within the meaning of Section 214 of the Companies Act, 1963 (as amended by Section 123 of the Companies Act, 1990) or any analogous provision of law;
- 11.1.8 An order is made or an effective resolution is passed for the winding up of the Operator's company other than for the purpose of a restructuring the terms of which have been agreed by the Contracting Authorities;
- 11.1.9 A petition is presented or an order is made or a resolution passed or any analogous proceedings or action is taken for the appointment of an examiner, administrator, receiver, trustee or any similar officer over the Operator's company;
- 11.1.10 An encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Operator;
- 11.1.11 The Contracting Authorities reasonably believes that any of the events mentioned above is about to occur in relation to the Operator and notifies the Operator;
- 11.1.12 The Operator has committed any fraudulent act or any criminal activity or is guilty of gross negligence in the performance of this agreement or the relevant Contract;
- 11.1.13 Any representation made by the Operator in connection with this Agreement or a Contract shall in the opinion of the Contracting Authorities prove to be untrue or incorrect in a material respect as of the date when made;
- 11.1.14 Any event analogous to those contemplated in Clauses 11.1.5 through 11.1.12 occurs to the Operator within the laws of any other jurisdiction.

The Framework Operator shall have no claim for damages or otherwise against the Contracting Authorities as a result of the termination of its appointment in accordance with this Clause.

12. General

- 12.1 The Framework Operator acknowledges that the Contracting Authorities are subject to the Freedom of Information Acts 1997-2003, as amended. Accordingly, information furnished to the Contracting Authorities by the Operator may be released pursuant to the Contracting Authorities' statutory obligations. If the Operator considers that any of the information supplied by it to the Contracting Authorities under this Framework Agreement or any Contract should not be disclosed because of its sensitivity, the Operator must, when providing the information, indicate this and specify the reason for its sensitivity. The Contracting Authorities accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such obligations.
- 12.2 This Agreement shall be governed by and construed in accordance with the laws of Ireland.
- 12.3 Should any part of this Framework Agreement be or subsequently be found to be invalid, unlawful or unenforceable, then such parts shall be severed from the Framework Agreement and the remainder of the Agreement shall continue in full force and effect.
- 12.4 Force Majeure
- 12.4.1 If through no fault of a party, its performance has been affected or delayed by force majeure, such party shall be at no liability to the other providing the performances are recommenced as soon as possible after such force majeure has ceased to operate.
- 12.4.2 If however, force majeure causes a delay or failure in performance for a period longer than seven days, the Contracting Authorities shall have the right to terminate this Agreement by seven days' notice in writing.
- 12.4.3 Force majeure shall mean an occurrence beyond the control and without the fault or negligence of the party affected in which it is unable to prevent or provide against by the exercise of reasonable diligence including, but not limited to, acts of God or the public enemy, ex-procreation or confiscation of facilities, government intervention, war, hostilities, rebellion, terrorist activities, local or national emergency, sabotage or riots, floods, or unusually severe weather conditions which could not be reasonably anticipated, fires, explosions, or other catastrophe, national or district strikes or other concerted acts of workmen or other similar occurrences other than strikes or concerted acts of the Framework Operator's workforce.
- 12.5 Nothing in this Agreement shall prevent the Contracting Authorities from complying with their obligations under public procurement legislation. If necessary this Framework Agreement and any Contract concluded hereunder may be abridged, modified, or amended without penalty to the Contracting Authorities so as to enable the Contracting Authorities to comply with said obligations.

13. General Data Protection Regulations ('GDPR')

13.1 As an organisation engaged in providing services to the Contracting Authorities, the Framework Operator will be required to adhere to the following general provisions:

13.1.1 To the extent that it may be deemed a 'data processor' for the purposes of the 'GDPR,' the Framework Operator will make itself fully aware of all applicable obligations under the GDPR and will put in place sufficiently robust mechanisms to ensure adherence to the relevant provisions of the GDPR.

13.1.2 To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, the Framework Operator will implement appropriate technical and organisational measures in such a manner that any processing activities undertaken will meet the requirements of the GDPR and ensure the protection of the rights of the data subject.

13.1.3 To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, each Framework Operator will comply with the provisions of Article 28(3)(a) to 28(3)(h) of the GDPR.

13.1.4 To the extent that it may be deemed a 'sub-processor' for the purposes of the GDPR, each Framework Operator will comply with the provisions of Article 28(4) of the GDPR.

13.2 In addition to the foregoing, the Framework Operator shall enter into the Confidentiality and Data Processing Agreement appended to this Agreement at Schedule 4. The Framework Operator undertakes, without reservation, to be bound by the provisions of the Confidentiality and Data Processing Agreement and acknowledges that any breach of the provisions of the Confidentiality and Data Processing Agreement will be construed by the Contracting Authorities as a breach of this Framework Agreement, which may, depending upon its materiality, may give rise to the termination of this Framework Agreement.

13.3 For the avoidance of doubt, it is emphasised that the Confidentiality and Data Processing Agreement appended to this Framework Agreement at Schedule 4 is to be governed and construed solely in accordance with the laws of Ireland. The Irish Courts shall have exclusive jurisdiction to hear any disputes relating to, or deriving from, the Confidentiality and Data Processing Agreement.

14. Notices

14.1 The names and e-mail addresses of the parties for the purpose of the giving of notices under this Agreement are as follows:

For the Contracting Authorities:

David McHugh

Senior Procurement Officer
Beaumont Hospital
davidmchugh@beaumont.ie

For the Framework Operator:
[XXXX]

14.2 All notices to the Contracting Authorities or the Framework Operator from the other party under this Agreement or the relevant Contract shall be in writing and sent to the appropriate address set out above.

14.3 All notices, documents and communications provided under this Agreement or the relevant Contract shall be in the English language.

IN WITNESS whereof the parties hereto have executed this Framework Agreement the day and year first herein WRITTEN

SIGNATURES

SIGNED for and on behalf of [XXXX] by:

Signed: _____

Date: _____

Witnessed by: _____

SIGNED for and on behalf of the Contracting Authorities by:

Signed: _____

Date: _____

Witnessed by: _____

Schedules and Appendices

Schedule 1 – Specification of Requirements

Schedule 2 – Form of Tender / Pricing Schedule

Schedule 3 – Forms and Levels of Insurance

Schedule 4 – Confidentiality and Data Processing Agreement

SCHEDULE 1 – SPECIFICATION OF REQUIREMENTS

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 2 – FORM OF TENDER / PRICING SCHEDULE

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 3 – FORMS AND LEVELS OF INSURANCE

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 4 – CONFIDENTIALITY AND DATA PROCESSING AGREEMENT

THIS AGREEMENT shall take effect on the Commencement Date of the Contract or Framework Agreement (as appropriate) to which it is appended and is made between:

- (1) **Beaumont Hospital**
The Mater Misericordiae University Hospital
St. Vincent's University Hospital
The National Organ Procurement Service (Organ Donation and Transplant Ireland [ODTI], HSE)
(the 'Contracting Authorities')
- (2) **[XXXX]**
(the 'Service Provider')

GENERAL

- A. In connection with a current or proposed Service between the Contracting Authorities and the Service Provider, whereby the Service Provider is supplying, or proposes to supply, goods or services (the Service) to the Contracting Authorities, the Contracting Authorities may directly make available to the Service Provider from time to time the Information (as defined below), or the Service Provider or its servants, employees, agents, subsidiaries or sub-contractors may indirectly acquire or have access to the Information by virtue of the Service. For the avoidance of doubt, the Service as referred to in this Schedule includes all services and/or supplies as defined in the Contract or Framework Agreement to which this Agreement is appended.
- B. This Agreement shall apply to the Service Provider's use of the Information (as defined below) and other related matters.
- C. In the event of any ambiguity or discrepancy between the provisions of this Agreement and the provisions of the Contract or Framework Agreement to which this Agreement is appended, the provisions of the Contract or Framework Agreement shall apply.
- D. Any standard terms proposed by the Service Provider pertaining to data protection or confidentiality are hereby expressly disclaimed.
- E. The term of this Agreement shall correspond to the term of the Contract or Framework Agreement to which this Agreement is appended.

1. DEFINITIONS

In this Agreement, unless the context otherwise requires:

Data Breach(es) means any breach of security leading to (or which may lead to) the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data or other Information transmitted, stored or otherwise Processed, and (for the avoidance of doubt) has the meaning afforded to "personal data breach" under Article 4(12) of the GDPR (when effective);

Data Controller or Controller has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Data Processor or Processor has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Data Protection Acts means the Data Protection Acts 1988 and 2003 (as amended) and the European Communities (Electronic Communications, Networks and Services) (Privacy and Electronic Communications) Regulations 2011 (S.I. 336/2011) and every statutory modification, re-enactment, replacement and/or amendment thereof for the time being in force (or, where the context so admits or requires, any one or more of such Acts) and all orders and regulations/statutory instruments made thereunder;

Data Protection Directive means Directive 95/46/EC of the European Parliament and of the Council of 24th October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;

Data Subject has the meaning given to this term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Delete for the purposes of this Agreement means removing all Information which is electronically held in such a way that it can never be retrieved from the device on which it is held;

FOIA 2014 means the Freedom of Information Act 2014 and any amendments to or replacements thereof, including by means of directly effective EU Regulation;

GDPR means the EU General Data Protection Regulation, Regulation (EU) 2016/679, the effective date of which is 25th May 2018;

Information means any and all Information, (irrespective of the format, to include paper, electronic or otherwise) belonging to the Contracting Authorities, including but not limited to the following:

- 1.1. Personal Information concerning the Contracting Authorities' clients, patients or staff, or others whose personal Information is in the control of the Contracting Authorities, including confidential Information concerning the physical and mental health of the Contracting Authorities' clients, patients, staff or others. For the avoidance of doubt, personal Information includes Personal Data and also includes patient data;
- 1.2. Information regarding the business affairs of the Contracting Authorities generally, and as regards the Service;
- 1.3. Information regarding the policies, procedures and work practices of the Contracting Authorities;
- 1.4. Goods and services (including, without limitation, audit, consultancy and related services);
- 1.5. Information regarding the existence, content, progress or conclusion of any negotiations between the Contracting Authorities and the Service Provider relating to the Service; and
- 1.6. Confidential codes or other Information concerning access to the Contracting Authorities' computer networks and / or Information systems;

Personal Data has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR, and relates only to personal data, or any part of such personal data, of which the Contracting Authorities are the Data Controllers or joint Data Controllers and in relation to which the Service Provider is providing the Service, and (for the purposes of this Agreement) also includes Sensitive Personal Data and Special Categories of Data;

Processing, Processed and Process (and like words) have the meaning given to those terms in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Pseudonymisation, Pseudonymised and like words, have the meaning given to those terms (when effective) in Article 4 of the GDPR;

Sensitive Personal Data has the meaning given to this term in Section 1(1) of the Data Protection Acts;

Special Categories of Data has the meaning given to this term and/or such Personal Data as referred to in Article 9(1) and/or Article 10 of the GDPR.

Any reference to a third party in this Agreement includes, for the avoidance of doubt, subcontractors.

2. OBLIGATIONS OF THE SERVICE PROVIDER:

In consideration of the Contracting Authorities directly making the Information available to the Service Provider, or the Service Provider otherwise acquiring the Information, and in consideration of the award of the contract to provide the Service, the Service Provider shall:

- 2.1. Not take or remove any Information from the Contracting Authorities' premises without having received the written authorisation of the Contracting Authorities. Such written authorisation must be issued in advance of the first instance and will apply thereafter;
- 2.2. Manage and Process any Information which it acquires from the Contracting Authorities in accordance with the documented instructions of the Contracting Authorities and the obligations of the Data Protection Acts and the GDPR in so far as these obligations apply to the Service Provider as a Data Processor, including with regard to transfers of Personal Data to a third country or an international organisation, unless required to do so by European Union, EU Member State or Irish law to which the Service Provider is subject; in such a case, the Service Provider shall inform the Contracting Authorities of that legal requirement before Processing, unless that law prohibits such information on important grounds of public interest;
- 2.3. Maintain secret and confidential all Information furnished to it or otherwise acquired by its servants, employees, agents, subsidiaries or sub-contractors save and to the extent that such Information has been made available to the public by the Contracting Authorities or by any third party lawfully in possession thereof and entitled to make such disclosure without restriction;
- 2.4. Take appropriate measures to ensure the reliability of the Service Provider's servants, employees, agents, subsidiaries or sub-contractors who have access to the Information and ensure that they are required to maintain the confidentiality of the Information which they access and process (in this regard, the Service Provider must be in a position to provide the

Contracting Authorities with a named list of its servants, employees, agents, subsidiaries or sub-contractors authorised to have access to Information);

- 2.5. Not disclose Information to any of the Service Provider's servants, employees, agents, subsidiaries or sub-contractors unless and only to the extent that such persons need to know such Information for the purposes of providing services in connection with the Service, and provided that such person has been made aware of the restrictions in this Agreement on the disclosure of the Information and has agreed in writing to comply with such restrictions;
- 2.6. Not disclose any Information to any third party without the prior written consent of the Contracting Authorities;
- 2.7. Not engage any third party to Process the Information or any part thereof on its behalf without the prior written consent of the Contracting Authorities. Should such consent be given, then the obligations of the Service Provider as set out in Clause 2 of this Agreement shall be imposed on that third party by way of a separate written Agreement between the Service Provider and the third party, which Agreement will terminate automatically upon the termination of this Agreement for any reason. In the event that the third party fails to fulfil its obligations set out in Clause 2 of this Agreement, the Service Provider shall remain fully liable to the Contracting Authorities for the performance by the third party of those obligations;
- 2.8. Not use the Information directly or indirectly for any purpose other than in connection with the provision of services to the Contracting Authorities regarding the Service;
- 2.9. Not reverse engineer, de-compile or disassemble Information or attempt to use the Information in any form other than machine readable object code, or allow a third party to do any of the above;
- 2.10. Not make any press announcement or otherwise publicise the business relationship with the Contracting Authorities in any way, including, without limitation, using the name of the Contracting Authorities in any publicity material, unless authorised to do so by the Contracting Authorities;
- 2.11. Only use the Information solely for the purposes of fulfilling the requirements of the Service.
- 2.12. Implement appropriate human, organisational and technological controls and measures in accordance with Section 2(c) of the Data Protection Acts and Article 32 of the GDPR, to keep the Information secure and to protect against accidental loss, destruction, damage, alteration, or disclosure of the Information.
- 2.13. Take the necessary precautions for the prevention of unauthorised access to, unauthorised disclosure of or other unauthorised processing of the Information and in particular:
 - 2.13.1. Keep all Information obtained from the Contracting Authorities or otherwise relating to the Service separate from all documents and other records of the Service Provider;
 - 2.13.2. Only make such copies of the Information as are necessary for the provision of services to the Contracting Authorities regarding the Service; and

- 2.13.3. Mark all documentation containing the Information as being subject to the terms of this Agreement and indicate that it is contrary to the terms of this Agreement to copy, disclose or use in any manner or fashion such documentation without the prior written consent of the Contracting Authorities; and
 - 2.13.4. Have all necessary access controls in place to include authentication and authorisation for access to Information to ensure its security and confidentiality; and
 - 2.13.5. Have all necessary systems in place to ensure the ongoing confidentiality, integrity, availability and resilience of Processing systems and services; and
 - 2.13.6. Have the ability to restore the availability and access to the Information in a timely manner in the event of a physical or technical incident; and
 - 2.13.7. Have a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the Processing of the Information;
- 2.14. Ensure, upon termination or the completion of this Agreement, that all documents, data, other records or tangible objects containing or representing Information which have been disclosed by the Contracting Authorities to the Service Provider ("**Information Records**"), and all copies thereof which are in the possession of the Service Provider and their subcontractors, shall at the written request and election of the Contracting Authorities, be returned to the Contracting Authorities or securely Deleted. Without prejudice to the generality of the foregoing:-
- 2.14.1. Where the Contracting Authorities have requested that the Service Provider return Information Records, the Information Records shall be returned from the Service Provider to the Contracting Authorities in a commonly used electronic format;
 - 2.14.2. Where the Contracting Authorities have requested that the Service Provider securely Delete Information, the Service Provider shall ensure the Information is permanently Deleted from any of the Service Provider's systems or devices which were used to store the Information and from those of third parties to whom the Service Provider has disclosed and/or permitted access to the Information or Information Records, save in the case of Information to the extent that European Union or Member State law requires storage or retention of the Information;
 - 2.14.3. Where the Service Provider is required for legal or regulatory compliance to retain a copy of any Information, the Service Provider shall provide the Contracting Authorities in writing with full details of any Information they are proposing to retain and the details of the legal and regulatory obligations governing this action;
 - 2.14.4. Without prejudice to the obligations at Clause 2.14.3 above, in circumstances where European Union or Irish law requires the Service Provider to retain any Personal Data which the Contracting Authorities have shared with the Service Provider, the Service Provider shall provide the Contracting Authorities in writing with full details of any Personal Data they are legally required to retain and the details of the European Union or Irish legal obligations governing this action, and ensure the

Personal Data retained by them is anonymised or Pseudonymised by them to the Contracting Authorities' satisfaction and in a manner and to a standard which is satisfactory under European Union law (including, without limitation, the GDPR);

- 2.15. Provide all necessary assistance to the Contracting Authorities in ensuring compliance with the provisions of Articles 32 to 36 of the GDPR and/or any legislative requirements of the Data Protection Acts or any guidance issued by the Irish Data Protection Commissioner regarding Data Breaches, and in particular to notify the Contracting Authorities as soon as is practical, but no later than 48 hours after they or (as applicable) their subcontractors become aware of any actual or suspected Data Breach. In such an event the Service Provider will immediately supply the Contracting Authorities with all the relevant facts surrounding the actual or suspected Data Breach and will provide all necessary assistance to the Contracting Authorities to investigate, report upon, ameliorate, correct and end (or, as applicable, prevent) the Data Breach and to ensure that no such Data Breach (or any similar breach) occurs in future;
- 2.16. Ensure that all appropriate and necessary technical and organisational measures are in place to enable the Contracting Authorities to fulfill their obligations to respond to requests from Data Subjects exercising their rights under Section 2D of the Data Protection Acts and Chapter III of the GDPR, (including the rights of access to, rectification of and erasure of their Personal Data), and shall promptly comply with any request from the Contracting Authorities to amend, transfer, restrict Processing of, or Delete such Personal Data;
- 2.17. For the purposes of Freedom of Information/ transparency obligations placed upon the Contracting Authorities (by FOIA 2014, national or European public procurement regulations or otherwise):
 - 2.17.1. Procure that it and its servants, employees, agents, subsidiaries or sub-contractors shall assist the Contracting Authorities, at no additional charge and within such timescales as the Contracting Authorities may reasonably specify, in meeting any requests for *Information* which are made to the Contracting Authorities under the *FOIA 2014* or other applicable transparency rules, such assistance to include (but not be limited to) the provision of a copy of the requested Information.
 - 2.17.2. Notwithstanding anything to the contrary in this Agreement, if the Contracting Authorities receive a request for Information pursuant to the FOIA 2014, the Contracting Authorities shall be entitled to disclose all Information (in whatever form) as is necessary to comply with the FOIA 2014.
 - 2.17.3. If, at the request of the Service Provider, the Contracting Authorities seek to withhold Information protected by this Agreement and a competent authority determines, or the parties subsequently agree, that the Information is not exempt, then the Service Provider shall reimburse the Contracting Authorities for all costs (including but not limited to legal costs) incurred by the Contracting Authorities in seeking to withhold such Information from a request under the FOIA 2014.
 - 2.17.4. Not (and shall procure that its servants, employees, agents, subsidiaries or sub-contractors do not) respond directly to a request for Information under the FOIA 2014 unless expressly authorised to do so by the Contracting Authorities;

- 2.18. Ensure the security of Information stored on all fixed and mobile devices, including medical devices, desktop computers, servers and mobile computer devices (i.e. laptops, notes, tablets, personal data assistants, Blackberry-enabled devices, iPads, iPhones and other smart type devices etc) and removal storage devices (i.e. CD, DVD, portable hard drives, Diskettes, ZIP disks, Magnetic tapes, etc); and further -
- 2.18.1. Only in exceptional circumstances and with the written consent of the Contracting Authorities, should the Service Provider hold Information on mobile computing or removable storage devices. Should the business requirements necessitate the holding of Information on such devices then the Service Provider shall ensure that only the Information absolutely necessary for their purpose is stored in this format and that the Information is held on such devices only for the minimum amount of time necessary and furthermore, after such period that they will Delete all Information from these devices;
- 2.18.2. Where the use of mobile computing or removal storage devices is a necessity then the Service Provider will take all necessary precautions to ensure the safety of these devices from theft, or loss and authorized access. As a minimum all mobile computing and removal storage devices must be appropriately secured including by means of strong encryption and protected by the use of strong complex passwords;
- 2.18.3. The encryption used by the Service Provider must satisfy or better the requirements of the HSE Encryption Policy (the current version of which is available at http://hse.ie/eng/services/Publications/pp/ict/Encryption_Policy.pdf) as may be updated from time to time. At any time during the term of this Agreement, the Contracting Authorities may request the Service Provider to set out in writing the current encryption measures used and the Service Provider will provide this information within five business days. If, in the reasonable opinion of the Contracting Authorities, the encryption standard employed by the Service Provider is not sufficient, the Service Provider will implement, at their expense, whatever encryption standards are proposed by the Contracting Authorities. At no time should cipher keys be held on the mobile computing or removal storage device for the data which they secure. In addition, the Service Provider will at all times hold cipher keys in a secure fashion;
- 2.18.4. Under no circumstances (encrypted or otherwise) is the Service Provider sanctioned by the Contracting Authorities to download or store Information on USB memory sticks/keys;
- 2.19. Ensure the security of the Information in transit (including by way of electronic transit/transit by way of electronic communication). Where it is necessary to transfer the Information, the Service Provider must take all necessary precautions to ensure the security of the Information before, during and after transit; and further -
- 2.19.1. The Service Provider shall ensure that all transfers of the Information are legal, justifiable, and only the minimum Information absolutely necessary for a given purpose is transferred.

- 2.19.2. All transfers of Information should, where possible, only take place electronically via secure on-line channels or electronic mail. Where the Service Provider transfers Information electronically, in any form and by any means, the Information must be encrypted using strong encryption. The encryption methods used must satisfy or better the requirements of the HSE Encryption Policy referred to by Clause 2.18.3.
 - 2.19.3. Where it is not possible to transfer the Information electronically, the Information may be encrypted and copied to a mobile storage device (with the exception of USB memory sticks/keys) and transported manually. The encryption methods used must satisfy or better the requirements of the HSE Encryption Policy referred to by Clause 2.18.3. The encrypted mobile storage media, should wherever possible, be hand delivered by the Service Provider to, and be signed for by, the intended recipient. If this is not possible, the use of registered post or some other certifiable delivery method must be used.
- 2.20. In relation to transfers of Information outside of the Republic of Ireland:
- 2.20.1. The Service Provider must seek the written consent of the Contracting Authorities prior to the Service Provider sending Information outside the jurisdiction of the Republic of Ireland. The Contracting Authorities may, at their discretion, prohibit the Service Provider from sending *Information* outside the jurisdiction of the Republic of Ireland;
 - 2.20.2. Where the Contracting Authorities have consented to the transfer of Information outside the Republic of Ireland, the Service Provider may only transfer Information to a legal entity located in:
 - 2.20.2.1. A country within the European Economic Area;
 - 2.20.2.2. A country outside the European Economic Area but approved for this purpose by the EU Commission pursuant to Article 25 of the Data Protection Directive and (when effective) to Article 45(3) of the GDPR;
 - 2.20.2.3. A country outside the European Economic Area but subject to the execution by the Contracting Authorities, the Service Provider and the transferee of standard contractual clauses adopted by the EU Commission in accordance with the examination procedure referred to in Article 31(2) of the Data Protection Directive (and Article 93(2) of the GDPR), as provided for in Article 26(4) of the Data Protection Directive (and Article 46 of the GDPR);
 - 2.20.2.4. A country outside the European Economic Area but where the transferee of the Information is a parent or subsidiary company of the Service Provider, provided that the Service Provider and that parent or subsidiary company have adopted Binding Corporate Rules which have been approved by the relevant national Data Protection Authority under Article 26(2) of Data Protection Directive and/or the comply with the provisions of Article 47 of the GDPR; or

2.20.2.5. The United States of America only when the Information transferee has agreed in writing to be bound by the European Commission's Implementing Decision (EU) 2016/1250 of 12th July 2016 (EU-US Privacy Shield).

2.21. Make available all information necessary to demonstrate compliance with the obligations laid down in Article 28 of the GDPR in respect of the duties of Data Processors and in particular, If so requested by the Contracting Authorities, the Service Provider shall:

2.21.1. Permit the Contracting Authorities or their representatives (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the Service Provider's data Processing facilities and activities (and/or those of its agents, subsidiaries and sub-contractors) and comply with all reasonable requests or directions by the Contracting Authorities to enable the Contracting Authorities to verify and/or procure that the Service Provider is in full compliance with its obligations under this Agreement;

2.21.2. Make available for audit by the Contracting Authorities or their representatives, (subject to reasonable and appropriate confidentiality undertakings), all staff procedures, processes and instructions that the Service Provider employ for the management of Information;

2.21.3. Permit the Contracting Authorities or their representatives, (subject to reasonable and appropriate confidentiality undertakings), to inspect the contractual arrangements that the Service Provider has in place, governing the transfer of any Information from the Service Provider to legal entities located outside the European Economic Area (whether they be in the form of standard contractual clauses as referred to in Clause 2.20.2.3, Binding Corporate Rules as referred to in clause Clause 2.20.2.4, an agreement by the transferee to be bound by the EU-US Privacy Shield as referred to in Clause 2.20.2.5 or any other form);

3. DISCLOSURE REQUIRED BY LAW

In the event that the Service Provider is legally required to disclose any of the Information to a third party, the Service Provider undertakes to notify the Contracting Authorities of such requirement prior to any disclosure and, unless prohibited by law, to supply the Contracting Authorities with copies of all communications between the Service Provider and any third party to which such disclosure is made. The Service Provider must co-operate with the Contracting Authorities in bringing any legal or other proceedings to challenge the validity of the requirement to disclose Information.

4. BREACH OF AGREEMENT

The Service Provider hereby indemnifies and agrees to keep indemnified the Contracting Authorities against any costs, expenses, damages, harm or loss suffered or incurred by reason of any disclosure of the Information in breach of the terms and conditions of this Agreement and shall account to the Contracting Authorities for any moneys received by the Service Provider directly or indirectly arising out of the disclosure or use of any of the Information in breach of the terms and conditions of this Agreement.

5. NO WARRANTY

Nothing in this Agreement shall constitute a warranty by the Contracting Authorities as to the accuracy of any of the Information and the Contracting Authorities will not be liable to the Service Provider or to any other party to which any of the Information may be disclosed for any loss or damage howsoever caused, arising directly or indirectly out of the inaccuracy of any of the Information.

6. NO LICENCE

The Service Provider acknowledges that the Information is of a special and unique character and that the Information and any patent, copyright or other intellectual property rights of whatever nature attaching thereto are and will remain the property of the Contracting Authorities and nothing in this Agreement will be construed as giving the Service Provider a licence in respect of such patent, copyright or other intellectual property rights.

7. SURVIVAL OF OBLIGATIONS

The non-disclosure obligations of this Agreement will survive and continue and will bind the Service Provider's legal representatives, successors and assigns notwithstanding that the Service may not be actually implemented by the parties.

8. WAIVER

The rights of the Contracting Authorities under this Agreement will not be prejudiced or restricted by any indulgence or forbearance extended to the Service Provider or other parties, and no waiver by the Contracting Authorities in respect of any breach of this Agreement will operate as a waiver in respect of any subsequent breach.

9. VARIATION

This Agreement may not be released, discharged, supplemented, amended, varied or modified in any manner except by an instrument in writing signed by a duly authorised officer or representative of each of the parties hereto.

10. NOTICE

All notices to the Contracting Authorities or the Service Provider from the other party under this Agreement shall be in writing and sent to the appropriate address set out above.

11. SEVERANCE

If any provision of this Agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions of this Agreement will remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision will apply with whatever modification is necessary to make it valid, enforceable or legal.

11. GOVERNING LAW

This Agreement will be governed by and construed in accordance with the laws of Ireland and the parties hereto hereby irrevocably submit to the exclusive jurisdiction of the courts of Ireland.

12. SIGNATURE

IN WITNESS whereof the parties hereto have executed this Framework Agreement the day and year first herein WRITTEN

SIGNED for and on behalf of [XXXX] by:

Signed: _____

Date: _____

Witnessed by: _____

SIGNED for and on behalf of the Contracting Authorities by:

Signed: _____

Date: _____

Witnessed by: _____