



TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender

Single Party Framework for the provision of Agent Services for Dublin City Council and initial contract for the provision of Agent Services for the letting of proposed office space at Camden Yard, Dublin

Closing Date and Time for Receipt of Tenders	Monday 12 October 2026 at 17:00hs (Irish time)
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Organisation Name	
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Contact Name*	
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Contact Email	
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*** Please note that all communication regarding this Tender will be through the eTenders messaging system. Please ensure that the Contact Name is registered as an eTenders user.**

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Instructions for Completion

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

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

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

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

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

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.
Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)

Financial Information – Pass/Fail Criteria

Tax Clearance		Please confirm YES/NO	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	
		No	
Tenderer Name:			
Tenderer PPSN/ Tax Reference Number			
Access Number			
OR, I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)			
Registration Number		Certificate Number	
OR,		Yes	

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request			No	
Turnover				
I confirm that we have the requisite turnover to be considered for the contract/framework.				
Year	2025	2024	2023	
Month End (e.g. July)				
Turnover €				
I confirm that I will provide evidence of turnover promptly on request. NOTE #1: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.			Yes	
			No	
Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		
Professional Indemnity	€1,000,000	€		
OR				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, or where we do not currently have the required forms of insurances, I will be in a position to put the required forms and levels of insurances required in place.				
AND				

I confirm that I will provide the following promptly on request:

- evidence of insurances in place **or**
- letter from Insurance Broker confirming that the required levels can be put in place if successful

Note: Insurances provided by vendors must be authorised for this jurisdiction.

Declaration of Bona Fides – Pass/Fail Criteria**DECLARATION OF BONA FIDES AS PER ARTICLE 57 OF DIRECTIVE 2014/24/EU**

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		

1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations 1.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			
2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		

2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: - unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration Re Statutory Obligations – Pass/Fail Criteria

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		YES	NO
(a)	Employment Equality Acts 1998-2011		
(b)	Equal Status Acts 2000-2011		
(c)	National Minimum Wage Act 2000 as amended		
(d)	Organisation of Working Time Act 1997 as amended		
(e)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(f)	Disability Act 2005		
(g)	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

Article 5k Declaration – Pass/Fail Criteria

EU REGULATION 2022/576 ON RESTRICTIVE MEASURES IN THE CONTEXT OF RUSSIAN ACTIONS IN THE UKRAINE

A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5k of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I [enter name of Tenderer] declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.	Yes	No

This Declaration is made for the benefit of the Contracting Authority

I/We certify that if a Trade Union refers a case concerning such employees of this company, whom they represent, to the Workplace Relations Commission conciliation service or to the Labour Court for investigation, that the company will accept the invitation and participate in such conciliation conferences or hearings, as appropriate.

I certify that the information provided in the **Declaration of Bona Fides**, the **Declaration re Statutory Obligations**, and the **Article 5k Declaration** is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Tenderer	
Name of Authorised Signatory	

Position	
Signature	

Manpower Levels – Pass/Fail Criteria

Skillset Required	Full Time Equivalent (FTE) Numbers in Tendering Entity	FTEs provided via 3 rd Parties	Minimum Number Required
Director / Lead Agent			1
Senior Surveyor / Agent			1
Surveyor / Agent			1

Technical Resources – Pass/Fail Criteria

Resource Required	Minimum Level	Tenderer's Response
Director / Lead Agent	Minimum 15 years' experience in commercial office agency and tenant negotiations. Responsible for overall service delivery and client liaison. A relevant third-level qualification in a property-related discipline or equivalent professional accreditation and experience demonstrating competence in residential letting and	

	property management.	

Previous Contracts / Experience – Pass/Fail Criteria

Reference Contract #1				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	
Contract Value		Period value refers to		
Detailed description				
Any other relevant information				
Reference Contract #2				
Customer Name				
Contact Name				

Contact Number				
Delivery Date(s)	From		To	
Contract Value			Period value refers to	
Detailed description				
Any other relevant information				
Reference Contract #3				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	

Contract Value		Period value refers to	
Detailed description			
Any other relevant information			

Health & Safety – Pass/Fail Criteria

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it 3 rd party certified or managed in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			

	Scope of Certification		
	Name of Certification Body		
	Evidence will be provided on request	Yes	
		No	

Quality Assurance – Pass/Fail Criteria

Do you operate a quality management system?	Yes		No	
Name of Manager responsible for Quality				
Is it 3 rd party certified or in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
		No		
If in-house, please provide summary of system:				

RESPONSE TO THE AWARD CRITERIA

Response to Qualitative Award Criteria

Criterion A:		Weighting	Maximum Marks	Minimum Marks Required
Title: Letting and Delivery Capability				
		70%	7000 marks	3500
Instructions	Tenderers must demonstrate their capability and capacity to secure a letting of the Property within a timely manner. Tenderers must provide a detailed methodology outlining their proposed approach to bringing the proposed property to market, identifying prospective occupiers, negotiating terms and concluding a letting transaction.			
	The response for this criteria is limited to 8 A4 pages.			
Tenderers' Response				

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

Form of Tender – Services – Cost Criterion B

To:	
From:	
Re:	

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

FEE	Total Fee (Excluding VAT)			
Proposed Total Fee for delivery of the Initial Contract outlined in tender document. <i>(To include all expenses).</i>	€			
Detailed breakdown of costs is attached:	YES		NO	

DAILY RATES (inclusive of all administrative expenses) The rates are fixed for the duration of the Framework Agreement			
Staff Category	A Notional Days (7.5 hours per day)	B Maximum Daily Rate €	C Total Excl. VAT (A x B = C)
Director	1	€0	€0
Associate Director	5	€0	€0
Senior Surveyor	10	€0	€0
Surveyor	10	€0	€0
Graduate Surveyor	20	€0	€0
TOTAL TABLE A			€0

The Tenderer must submit a Fixed Fee for the services.

Tenderers must also provide daily rates, exclusive of VAT, for all grades proposed to deliver the Services.

Tenderers must complete the tables above in full. Failure to complete this table in full will result in elimination from the competition.

The ultimate cost (UC) is calculated by adding the total costs identified in table FEE and table Daily rates.

The daily rates submitted shall apply for the duration of the Contract and shall be used where Dublin City Council requires additional services within the scope of the contract.

The notional hours used for evaluation purposes are provided solely to facilitate the assessment of tenders and do not constitute a guarantee of work or create any entitlement to payment.

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement. Any review of rates after this period will be subject to consultation and agreement with appointed Dublin City Council personnel. Any increases will not exceed the rate of inflation as measured by the Consumer Price Index (CPI).
- Have read and thoroughly examined the Tender Document,
- Have read the attached General Terms and Conditions for the Purchase of Services,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,

- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

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