

TENDERER'S RESPONSE DOCUMENT (TRD)

Forensic Data Administrator

Please read the instructions carefully.

Tenderers should use this TRD and once completed and signed submit it to The Office of the Director of Authorised Intervention via www.eTenders.ie by 12.00hrs on 09 October 2026

Failure to complete or respond in an adequate manner to the information requested shall render the tender submission non-compliant.

Instructions for Completion of the TRD

Tenderers should read the Request for Tender (RFT) before they attempt to complete this Tender Response Document (TRD).

If you consider that the TRD is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible via the messaging function on eTenders and prior to the closing date for queries.

Where there is a discrepancy between the contents and/or instructions in this TRD and the RFT, the RFT will take precedence.

Tenderers must follow the instructions contained in this document.

STEP 1

COMPLETE THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The ESPD, in effect a prequalification questionnaire, can be accessed on eTenders in the contract notice that advertised this tender opportunity. Once logged in, open the document on eTenders. You will be prompted to respond to several questions dealing with exclusion and selection criteria. Once reviewed and completed, press the 'Submission' button. This will automatically upload the ESPD as part of your tender response. If sub-contractors are used, they too must also complete the ESPD.

STEP 2

COMPLETE PRIMARY CONTRACTOR DETAILS AS SET OUT IN TABLE HEREUNDER

Company Name/Contractor Name	
Company Legal Form (if appropriate)	
Registered Address	
Business Address (if different)	
Company Registration Number (if appropriate)	
VAT Registration Number	
Tax Clearance Certificate Access Number and PPSN	
Contact Person	
Authorised Representative (if different)	
Date business commenced trading (if appropriate)	
Email	
Phone/Mobile	
URL	
If sub-contractors are being used, provide a brief explanation about their involvement in contact delivery	

If sub-contractors are used their details should be provided using the table hereunder.

Use the table multiple times as appropriate.

Company Name/Contractor Name	
Address for correspondence	
Company registration address (if different)	
Company Registration Number	
VAT Registration Number	
Tax Clearance Certificate Access Number and PPSN	
Contact Person	
Legal status	
URL	

Email	
Phone/Mobile	

STEP 3

VERIFY THAT YOU SATISFY THE SELECTION CRITERIA AND WILL SUPPLY SUPPORTING EVIDENCE WITHIN SEVEN WORKING DAYS IF SO REQUESTED (tick box as appropriate)

RULE: This is a **Pass/Fail** requirement: if the tenderer does not self-declare it meets **all** the selection criteria listed hereunder, the tender submission shall be considered as non-compliant and excluded from the competition. Evidence supporting these declarations will be sought from the preferred tenderer only.

Selection Criteria	Yes	No
<u>Forensic Data Administrator</u> <u>(a) Experience required</u> • <u>Development of data management protocols and standard operating procedures.</u> • <u>Application of data management systems to missing persons and forensic human identification.</u> • <u>Database development. Knowledge and experience of a Forensic Data base i.e. Integrated Data Management System (iDMS).</u> • <u>Presenting and preparing data sets for reporting purposes.</u> • <u>Quality control of data entered into a data management system, and oversight and training of users.</u> • <u>Proven work in the implementation of forensic human identification programs.</u> <u>(b) Qualifications</u> • <u>A postgraduate degree in a relevant field</u>		
Have insurances listed in section 2.21.1 of the RFT or can provide certificates prior to the award of contract.		
Tenderers must demonstrate a proven ability to provide the goods/services required and provide details of two similar or related projects undertaken in different forensic contexts, giving an indication of the scale of the project, the name of the organisation service provided to, dates and services provided. (including contact names and details, one for each project).		

STEP 4

PROVIDE TWO REFERENCES IN RELATION TO PROJECTS OF A SIMILAR NATURE USING THE TEMPLATE HEREUNDER

RULE: Tenderers must demonstrate a proven track record by way of two verifiable reference contracts/or employment in progress or completed in the past three years. It is essential that these references clearly demonstrate tenderer's track record in supporting **forensic data management**. This is a **Pass/Fail** requirement: if the references are not adequate then the tender submission shall be considered as non-compliant and excluded from the competition.

REFERENCE 1

Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of consultancy services provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance Measurement	Provide evidence of meeting contract performance measurement requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

REFERENCE 2

Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of consultancy services provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
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Contract Performance Measurement	Provide evidence of meeting contract performance measurement requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

STEP 5

RESPOND TO THE AWARD CRITERIA (refer to section 3.3 of the RFT)

Only tenders that meet all the selection criteria will be evaluated.

Tenderers should carefully review the requirements and all relevant technical specifications (Appendix 1 of the RFT) before responding to the award criteria hereunder.

Graphics, diagrams, and visual material may be used.

Material provided over the recommended page count limits may be disregarded by the evaluators.

The minimum qualifying mark required is 60% in relation to each sub-criterion. If a tenderer fails to achieve this minimum mark the tender submission shall be deemed non-compliant.

Tenders are required to complete Quality award details schedule in respect of their tender proposal. The contracting will award the contract to the **highest scoring candidate**.

The award criteria are as follows.

If tenderers do not meet the minimum threshold (60%) for the non-price award criterion they will be eliminated from the tender competition.

Tenderers should read the guidelines in the TRD carefully.

Award Criteria	Available Mark	Minimum Mark Required
Criterion A Tenderers must demonstrate their full understanding of Client requirements.	200	120
Criterion B Tenderers are required to provide detailed information to demonstrate the quality and expertise of the proposed individual/individuals assigned to deliver the service having regard to the requirements of this contract.	500	300
Cost	300	Not applicable

Forensic Data Administrator

Criterion A

Tenderers must demonstrate their full understanding of Client requirements as set out in Appendix 1. **Maximum 2 A4-page limit.**

Insert Response Here

Criterion B

Tenderers are required to provide detailed information to demonstrate the quality and expertise of the proposed team assigned to deliver the service having regard to the requirements of this contract. **Maximum 4 A4-page limit.**

Insert Response Here

Name	
Position	
Highest professional qualification	
Number of years' experience	
Details of comparable assignments managed during career	
Summary of key skills and expertise	
Summary of key experiences	
Confirm availability for duration of the contract term	
Justification for the appointment	

Higher marks will be given to tenderers that clearly demonstrate in detail that the candidate has the relevant skills set and experience to deliver the requirements (Appendix 1).

3.COST (300 Marks)

COST (300 Marks)

In regard to the instructions provided in the Pricing Schedule (Appendix 2), Tenderers are required to complete the table below.

All prices must be quoted in euros exclusive of VAT. VAT must be quoted as a separate line item as indicated.

The cost proposed should be inclusive of all fees, charges, or other costs necessary

(including travel costs, subsistence, or any other incidental expenses)

All costs must be inclusive of all project management, overheads, and administration. Any other third-party costs must be agreed in advance with ODAIT.

	Excluding VAT	Includin g VAT
Daily Rate/Fee*	€	€
TOTAL	€	€

***Maximum daily rate of €350 applies.**

A Daily Rate will be based on eight (8) hours of work (excluding breaks). Resources may stay longer in the CA's premises for on-site Services in order to cater for any breaks they may require as permitted.

The Rates submitted will be the **Maximum Rates a Tenderer will charge for each Role for the Term of the Contract**. Tenderers are reminded that the Rates tendered in response to this Competition will be capped for the Term of the Contract subject to the increase in Rates allowed pursuant to clause 2.10.6 of the RFT.

STEP 6

COMPLETE AND SIGN THE 'TENDERER'S STATEMENT' HEREUNDER

TO: The Office of the Director of the Authorised Intervention, Tuam (ODAIT)

RE: RFT for the provision Forensic Data Administrator services.

Having examined this RFT, the selection criteria, and the requirements and specifications (Appendix 1), we hereby agree and declare the following:

1. We understand the nature and extent of the services required to be delivered as described in the requirements and specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT and the Confidentiality Agreement at Appendix 6 of the RFT.
3. We confirm that we have complied with all requirements as set out at Part 2 of this RFT.
4. We accept all the selection criteria as set out in Part 3 of the RFT.
5. We agree to provide the services in accordance with the RFT and our tender submission.
6. We agree that, if awarded any contract we shall comply with the terms and conditions of the Services Contract at Appendix 5.
7. We shall if awarded any Contract have in place on the effective date of the Contract all insurances as required by paragraph 2.21.1 of the RFT.
8. We agree that if awarded any Contract we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, climate, social and labour law.
9. We confirm that all Data Subjects whose Personal Data is provided in our application 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.

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	Click here and insert name

Position:	Click here and insert details
Company:	Click here and insert details
Registered Office Address:	Click here and insert address
	Click here and insert address
Date:	Click here and insert date

STEP 7

SAVE AND SUBMIT THIS TRD (and the ESPD) VIA ETENDERS