



OPW Oifig na
nOibreacha Poiblí
Office of Public Works

Request for Tender Facilities Management Consultancy Services

ME26003

Document 6 Submission Details

Revision 1

1. Guidance

- 1.1 The Tendered is advised to follow the layout as per this tender form for the return of tender.
- 1.2 The Tenderer is advised to read the Tenderers Statement (Section 2). It shall be necessary to return a signed copy of the Statement for the Tender to be considered along with the Declaration of Personal Circumstances (Section 3)
- 1.3 The Qualification and Award Criteria are shown here for ease of reference.
- 1.4 The tenderers shall provide information required for each heading for the Qualification and Award Criteria and in the order shown in the attached tables.

2. Tenderer's Statement

TO: The Office of Public Works

Having examined your Request for Tenders (RFT), for this specific tender, including the Instructions to Tenderers, Qualification and Award Criteria, Requirements and Specifications, Terms and Conditions of the Framework Contract, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Service Requirements Annex 1 & Appendix 1 To Annex 3 to the Framework Agreement as published with this RFT.
2. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender. We accept all of the Terms and Conditions of the Framework, the Standard Conditions of Engagement, including the Task List, the Confidentiality Agreement, and all other requirements of the tender and agree if awarded any contract to execute the Services Contract in accordance of the contract.
3. We accept all the Qualification and Award Criteria as set out in the RFT.
4. We confirm that we have complied with all requirements as set out at Part 2 (General Instructions to Tenderers) of the RFT.
5. We confirm our compliance with all relevant legal employment requirements as set out in this RFT, in particular but not exclusively paragraph 2.11 of the RFT.
6. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the closing date for the receipt of Tenders as specified at Paragraph 2.10 of the RFT.
7. Our compliance with all relevant legal employment requirements as set out in the RFT.
8. We acknowledge that the RFT does not constitute an offer to enter into a contract and neither this document nor any of the information set out therein should be regarded as a commitment or representation on the part of the Contracting Authority or any other person to enter into a contractual arrangement. No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. The Contracting Authority may, at its absolute discretion, cancel this public procurement competition at any time prior to a formal written contract being executed by and on behalf of the Contracting Authority.
9. We shall, if invited to participate in the Framework Agreement, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.

SIGNED: _____
(Authorised Signatory)

on behalf of the Tenderer

Print name: _____

Date:

3. Declaration as to Personal Circumstances of Tenderer

I, the undersigned, having been duly authorised by the Tenderer, sincerely declare that:

1. The Tenderer is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations;
2. The Tenderer is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
3. Neither the Tenderer, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business;
4. The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other state in which the Tenderer is located;
5. The Tenderer has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority;
6. The Tenderer (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organisation; and I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

SIGNED: _____
(Authorised Signatory)

on behalf of the Tenderer

Print name: _____

Date:

QUALIFICATION CRITERIA		
Description	Key Areas/Details	Assessment Pass/Fail or Mark Minimum mark in shown (in bracket)
1.Tenderer's Personal Situation (Tenderers Statement included in the Tender Form)		PASS/FAIL
2. A. Economic and Financial Standing	Provide details of Turnover: Candidates must have achieved a minimum turnover equal to or in excess of €450,000.00 (excluding VAT) in each of the Candidate's last three financial years, (or where the date of establishment is more recent, for each financial year the Candidate has been established). Where a consortium is undertaking to tender for the Facilities Management Consultancy Services, the combined total turnover for all members of the consortium must meet the minimum turnover. If only one member has the requisite skills, resources and experience for the work, that member must have the required annual average turnover indicated above. Candidate's turnover shall be assessed based on a signed letter / statements from the Candidate's auditor/ accountant (dated within 3 months of the date of this notice) for the 3 financial years requested. a) Overall or Group Turnover b) Turnover relating to the Particular Service: Facilities Management Consulting Engineering	PASS/FAIL PASS/FAIL
2. B. Economic and Financial Standing	Provide Banker's Letter: Candidates must provide a letter from the candidate's current principal banker (dated within 3 months of the date of this notice), stating that, to the best of its knowledge, this is the Candidate's principal account and it is currently in good standing.	PASS/FAIL

3. Insurances	Candidates must demonstrate they have the relevant levels of Insurances as set out in this document. Candidates must provide a declaration from their Insurers signed within the past 12 months.	PASS/FAIL
4. A. Technical and Professional Ability	Candidates must provide details of their organisation structure which will support the Candidates contract team (Contract Director level and below) in delivering the Services for the term of this Contract. Note: Details of the Candidates proposed specific contract team are not to be submitted here. a) General managerial staff Candidates shall provide an overall company organisation structure chart. Candidates shall highlight in the organisation structure their management resources for their operations, including their technical personnel resources. (20 marks) b) Candidates must provide evidence of the educational and professional qualifications (with dates obtained) and experience of their management team, including the curricula vitae of five management staff. At least one director must have at least 15 years Facilities Management experience with at least 10 years in a management role. (80 marks)	20 (12) 80 (48)
4. C. Technical and Professional Ability	Provide details of similar services provided over the past 3 years (Include value, both annual and total, dates/period of contract, recipient of service, name and contact details of main contact in recipient's organization) Using the form of the "Previous Experience Table" below, Candidates must provide sufficient information to allow the Contracting Authority to determine the Candidates ability to deliver the nature and scale of the Services described in this document (Note: A maximum word limit applies to the response to the Previous Experience Table"). Candidates should ensure that their response to EACH Previous Experience Table does not exceed 2,000 words. If a Candidates Previous Experience Table response exceeds the maximum 2,000-	200 (120)

	word limit, the Contracting Authority shall only consider and evaluate the first 2,000 words and shall not consider or evaluate any further words of that part of the response.	
a) Client (Organisation) Name	Insert Details	
b) Name, position, and email address of Client contact	Insert Details	
c) Title and Brief Description of the Contract Example	Insert Details	
d) Brief description of the role of the Candidate in the contract example	Insert Details	
e) The start and end dates of the contract example	Insert Details	

QUALIFICATION CRITERIA (CONTD)		
Description	Key Areas/Details	Assessment Pass/Fail or Maximum Mark as shown. Minimum qualifying mark shown in brackets
4. D. Technical and Professional Ability	Provide details of methods of ensuring quality relevant to the service a) Confirm whether your Quality Management System is accredited by a third party to a recognised standard or system (e.g. ISO 9001 or equivalent)? If so, please provide a copy of the certification. (10m) b) Provide a copy of the contents page and an executive summary of your company Quality Management System or equivalent documents which sets out the details of your overall Quality Management System, and which describes the measures, procedures, systems, roles and responsibilities used by the company. (40m)	Pass/Fail
4.E/1 Safety & Health - Design	Evidence that the Tenderer has the competence to act as Designer as per Regulation 15 of the Safety, Health and Welfare at Work (Construction) Regulations	Pass/Fail
4.E/2 Safety and Health – Project Supervisor Design Process.	Evidence the Tenderer has the competence to act as PSDP, or is in the position to provide this service, as per the Safety, Health and Welfare at Work (Construction) Regulations, for the categories of work requiring the Facilities Management Consultancy Service to provide this service.	Pass/Fail
4. F. Technical and Professional Ability	Provide details of company manpower resources, relevant to the service, over the past 3 years	Pass/Fail
4. I. Technical and Professional Ability	Provide details of membership of engineering and/or technical bodies	Pass/Fail

AWARD CRITERIA		
Description	Key Areas/Details	Assessment Pass/Fail or Maximum Mark as shown. Minimum award mark shown in brackets ¹
1.A. Service Delivery	Provide details for service delivery for Sample Project No.1 as per Appendix below.	200 [120]
1.B. Service Delivery	Provide details for service delivery for Sample Project No.2 as per Appendix below.	130 [80]
1.C. Service Delivery	Provide details for service delivery for Sample Project No.3 as per Appendix below.	40 [30]
1.D. Service Delivery	Provide details for service delivery for Sample Project No.4 as per Appendix below.	40 [30]
1.D. Service Delivery	Provide details for service delivery for Sample Project No.5 as per Appendix below.	60 [40]
2.0 Candidates Contract Specific Team	Provide details of the candidates proposed team that will be involved in the delivery of the service as per Appendix below.	130 [80]
2. Cost of Service	ASSESSED COSTS	400 ²

Notes:

The Services Contract will be awarded on the basis of the most economically advantageous tender(s) as identified in accordance with the following criteria:

A tenderer failing to attain the minimum award mark in any heading (selection or award sections) shall not be considered for the award of contract.

Only those Tenderers who have qualified in accordance with this RFT will proceed to be evaluated under this paragraph 3.3.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. Any award of notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer. The Contracting Authority may cancel this Competition at any time prior to a formal written contract being executed by or on behalf of the Contracting Authority. The Contracting Authority does not bind itself to accept the lowest priced or any Tender.

The contract will be awarded on the basis of the most economically advantageous tender. Tenders will be evaluated on the basis of a Qualitative (60%)/Cost (40%) assessment to determine which presents the most economically advantageous tender.

Tenders will be evaluated using the qualitative criteria and associated marks outlined above;

The tender total cost provided by the Tenderer shall be compared with the tender totals provided by the other Tenderers, and marks allocated as follows:

Price marks for Tenderer= $A \times (1 - (0.5 \times ((B - C) / C))$

Where,

A= the total marks available for price

B= Total tender price of the Tenderer

C= Lowest eligible tender price

This formula will be used for the total cost tendered of Document 7 Pricing Document.

Sample Project No.1

The following is a sample project to be used in the assessment of the tender for this service as tendered. The tenderer is required to consider the project details as described and provide a detailed description of the proposed service. **(8000 word limit)**

General description

The Candidate is to provide services for the day-to-day monitoring and operations liaison of a Facilities Management Company on site.

Additional Information

The site is a high security, large multi-tenant (4 separate independent tenants) campus spread across a large site with multiple complex laboratory buildings.

Facilities Management Contract is full services, providing both Hard and Soft Services and is excess of €7M PA.

There are multiple client and tenant meetings onsite each month, which the Candidate is required to attend and in some cases, chair.

There are concurrent ongoing works programmes onsite, both building and MEP, including minor maintenance items, equipment replacement and upgrades, and large scale capital works.

There is an onsite FMCo Helpdesk and full range of onsite FMCo staff including cleaners, security guards and engineering technicians (circa 80 full time staff)

Services required include as a minimum, on a monthly basis

1. 2 no. service line audits,
2. Up to 3 individual incident audits,
3. attendance at regular and ad hoc meetings up to 10 meetings,
4. monthly helpdesk ticket review,
5. PPM walkdowns,
6. H&S audit and compliance.
7. Security audit
8. Management of onsite Works Request system, delivering circa 200k of maintenance and maintenance related minor works and plant replacements per month. These are additional to the €7M fixed cost
9. Cost control and invoice management
10. Weekly OPW update meetings

Candidate is the PSDP for the FM Contract.

Appointment for the provision of the service is annual and includes weekly management meetings with OPW and the production of a full, detailed monthly report.

Requirement for Tender Submission

- 1) Describe in detail how you would approach this commission.
- 2) Assess and describe the resource requirement for the commission and how it would be applied and managed. Include any back office and special resources the candidate can bring to bear.
- 3) Include any reasonable assumptions made in the response and any other relevant details.
- 4) Describe any special considerations you consider relevant for the delivery of the commission.
- 5) Provide an assessment of some of the possible issues that could arise over the duration of the commission, eg non-compliance with PPMs, SOP updates, rollout of a new CAFM system, critical plant shutdowns for maintenance, security breaches, dealing with external contractors for lifecycle plant replacements, cost control, change management
- 6) . Demonstrate how you would solve the possible issues and challenges that may arise with respect to OPW as client, individual building occupants as critical stakeholders and FMCo.

Sample Project No.2

The following is a sample project to be used in the assessment of the tender for this service as tendered. The tenderer is required to consider the project details as described and provide a detailed description of the proposed service. **(5000 word limit)**

General description

The candidate is required to retender the Facilities Management Service contract for the same site as Sample Project 1.

Additional Information

Requirement is to retender the FM contract for the Sample Project 1 site.

The Candidate is required to engage with OPW and the individual tenants to refresh the brief and scope of services.

The candidate is required to draft a full EU tender pack and manage the tender process, including weekly meetings with OPW, management of site visits, clarification process, tender assessment, production of final tender report and management of mobilisation period.

The candidate is to be the PSDP for the tender/design phase.

Cost estimate (net) € 7,000,000 for the FM services.

Programme

Tender Preparation 4 months

Tender Period 2 months

Tender Assessment 2 months

Mobilisation 3 months

Requirement for Tender Submission

- 1) Describe in detail how you would approach this commission.
- 2) Assess and describe the resource requirement for the commission and how it would be applied and managed. Include any back office and special resources the candidate can bring to bear.
- 3) Include any reasonable assumptions made in the response and any other relevant details.
- 4) Describe any special considerations you consider relevant for the delivery of the commission.
- 5) Provide an assessment of some of the possible issues that could arise over the duration of the commission, eg brief changes, asset register inconsistencies, management of the various stakeholders, cost control, change management
- 6) Demonstrate how you would solve the possible issues and challenges that may arise with respect to OPW as client, individual building occupants as critical stakeholders

Sample Project No.3

The following is a sample project to be used in the assessment of the tender for this service as tendered. The tenderer is required to consider the project details as described and provide a detailed description of the proposed service. **(2000 word limit)**

General description

Carry out an annual H&S audit and compliance check on an existing FM Contract.

Additional Information

The candidate is commissioned to carry out an audit on an existing FM contract, value €500k PA. The candidate must consider the original PSDP role and Preliminary H&S plan, the PSCS role and plans and any other relevant SOPs and documentation.

The commission is to provide a full report detailing compliance with the original plan and produce a full list of non-compliances and to manage the process of implementing change or mitigations against these non-compliances.

The site is a busy infrastructure facility, which deals with high volume of heavy goods vehicles.

Programme

Report Production Period 6 weeks

Post Report, Implementation Period 6 weeks

Requirement for Tender Submission

- 1) Describe in detail how you would approach this commission.
- 2) Assess and describe the resource requirement for the commission and how it would be applied and managed. Include any back office and special resources the candidate can bring to bear.
- 3) Include any reasonable assumptions made in the response and any other relevant details.
- 4) Describe any special considerations you consider relevant for the delivery of the commission.
- 5) Provide an assessment of some of the possible issues that could arise over the duration of the commission, eg availability and access to the site, access to records
- 6) Demonstrate how you would solve the possible issues and challenges that may arise with respect to OPW as client, individual building occupants as critical stakeholders

Sample Project No.4

The following is a sample project to be used in the assessment of the tender for this service as tendered. The tenderer is required to consider the project details as described and provide a detailed description of the proposed service. **(3000 word limit)**

General description

Carry out a PPM audit and compliance check on an existing FM Contract.

Additional Information

The candidate is commissioned to carry out a PPM audit on an existing FM contract. The candidate is required to audit and check asset registers, PPM schedules, PPM and reactive maintenance records, record information, safety files and any other relevant information. The asset register and PPM schedule contains 1000 separate mechanical services assets, including primary heating and cooling plant, pumps, heat exchangers, controls items, air-handling units and associated ventilation equipment. The equipment is to be maintained in accordance with SFG20. The candidate is expected to carry out both a desk top analysis of the PPM plan vs the record information from the FMCo maintenance records and carry out a walkdown and visual inspection of 20% of the items including all primary plant. The commission is to provide a full report detailing compliance with the original plan and produce a full list of non-compliances and to manage the process of implementing change or mitigations against these non-compliances.

Programme

Report Production Period 8 weeks
Post Report, Implementation Period 8 weeks

Requirement for Tender Submission

- 1) Describe in detail how you would approach this commission.
- 2) Assess and describe the resource requirement for the commission and how it would be applied and managed. Include any back office and special resources the candidate can bring to bear.
- 3) Include any reasonable assumptions made in the response and any other relevant details.
- 4) Describe any special considerations you consider relevant for the delivery of the commission.
- 5) Provide an assessment of some of the possible issues that could arise over the duration of the commission, eg availability and access to the site, access to records
- 6) Demonstrate how you would solve the possible issues and challenges that may arise with respect to OPW as client, individual building occupants as critical stakeholders

Sample Project No.5

The following is a sample project to be used in the assessment of the tender for this service as tendered. The tenderer is required to consider the project details as described and provide a detailed description of the proposed service. **(3000 word limit)**

General description

Provide Project Management support for a series of minor works on the same site as Sample Project no. 1

Additional Information

The candidate is commissioned to provide Project Management support for an autoclave replacement programme.

There are 5 no. autoclaves to be replaced in existing laboratories, each with differing shutdown biosecurity requirements. Existing Autoclaves are to be removed and new ones installed to existing services. In each case, the existing services need to be modified to accommodate the new units. The autoclaves and their installation are the subject of separate works contracts procured by others. The commission is to successfully manage their installation and to ensure that all stakeholders' requirements are met and their concerns mitigated. Down time is to be minimized.

Each autoclave value is €250k, and the install value is circa €50—100k.

The candidate must consider the original PSDP role and Preliminary H&S plan, the PSCS role and plans and any other relevant SOPs and documentation.

Programme

Installation period for each unit is 8 weeks, with the entire project staggered over 12 calendar months

Requirement for Tender Submission

1. Describe in detail how you would approach this commission.
2. Assess and describe the resource requirement for the commission and how it would be applied and managed. Include any back office and special resources the candidate can bring to bear.
3. Include any reasonable assumptions made in the response and any other relevant details.
4. Describe any special considerations you consider relevant for the delivery of the commission.
5. Provide an assessment of some of the possible issues that could arise over the duration of the commission, eg working to minimise laboratory downtime, availability and access to the labs, delivery delays, issues with final connections
6. Demonstrate how you would solve the possible issues and challenges that may arise with respect to OPW as client, individual building occupants as critical stakeholders

Candidates shall note the maximum word count for each sample project.
Candidates should ensure that their response to each do not exceed the word count stated.
If a Candidates response exceeds the maximum word limit, the Contracting Authority shall only consider and evaluate the response up to the maximum word count and shall not consider or evaluate any further words of that part of the response.

2. Candidates Proposed Team

The candidate shall provide details of their proposed team who will manage, have day to day involvement in any commission or be otherwise involved in the delivery of this service.

The candidate shall provide a structure contract specific organisation chart outlining the personnel involved, their management structure and back office and/or specialist support. (15 marks)

The candidate may provide CVs to a maximum of 10, of core team staff who will have day to day involvement in any commission, outlining their experience and the role they will play in the delivery of the service (80 marks)

If this is a separate person, and not part of the team above, then an additional CV may be provided for this person.

The candidate may also provide additional CVs to a maximum of 5 of other key staff, back office staff or specialist staff who, while not necessarily involved day to day, may contribute as and if required. (35 marks)