

**TENDER RESPONSE DOCUMENT****Subject Matter of Request for Tender**

**Establishment of a Single Party Framework Agreement for the Supply, Installation, Maintenance, Removal and Storage of Artistic Lighting Illuminations and Associated Equipment for Dublin City Council with an initial contract with options for the Winter Lights Festival for 2027.**

**Closing Date and Time for Receipt of Tenders**

**[15/10/2026 at 12:00]**

**Organisation Name**

**Contact Name\***

**Contact Email**

**\* 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**

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

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

### Financial Information – Pass/Fail Criteria

| Tax Clearance                                                                                                                                                                                                                                                                                   |  | Please confirm<br>YES/NO |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--|
| I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <a href="http://www.revenue.ie/en/online/tax-clearance.html">http://www.revenue.ie/en/online/tax-clearance.html</a> 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             |                       |
| <b>Turnover</b>                                                                                                                                                                                                                                                                                           |                              |                |                       |
| I confirm that we have the requisite turnover which exceeded €1,500,000 during <b>two (2)</b> of the last three (3) years; and €3,000,000 during <b>one (1)</b> of the last three (3) years.                                                                                                              |                              |                |                       |
| Year                                                                                                                                                                                                                                                                                                      | 2025                         | 2024           | 2023                  |
| Month End (e.g. July)                                                                                                                                                                                                                                                                                     |                              |                |                       |
| Turnover €                                                                                                                                                                                                                                                                                                |                              |                |                       |
| I confirm that I will provide evidence of turnover promptly on request.<br><b>NOTE #1:</b> In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.                                                                                 |                              | Yes            |                       |
|                                                                                                                                                                                                                                                                                                           |                              | No             |                       |
| <b>Insurances</b>                                                                                                                                                                                                                                                                                         |                              |                |                       |
| I confirm that we have the following insurances in place                                                                                                                                                                                                                                                  |                              |                |                       |
| Insurance Type                                                                                                                                                                                                                                                                                            | Level required if successful | Level in Place | Details of Any Excess |
| Employers Liability                                                                                                                                                                                                                                                                                       | €13,000,000                  | €              |                       |
| Public Liability                                                                                                                                                                                                                                                                                          | €6,500,000                   | €              |                       |
| Product Liability                                                                                                                                                                                                                                                                                         | €6,500,000                   | €              |                       |
| Professional Indemnity                                                                                                                                                                                                                                                                                    | €2,500,000                   |                |                       |
| 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:                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• evidence of insurances in place     <b>or</b></li><li>• letter from Insurance Broker confirming that the required levels can be put in place if successful</li></ul> |  |
| <b>Note: Insurances provided by vendors must be authorised for this jurisdiction.</b>                                                                                                                        |  |

## 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;                                                                                                                                                                                                                                                                            |                                                                |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------|
| <p>Non-payment of taxes or social security obligations</p> <p><b>1.2</b> 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?</p> <p>Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved</p> |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |           |
| <p>2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                       | <b>YES</b>                                                     | <b>NO</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                       | 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 | <ul style="list-style-type: none"> <li>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</li> </ul>                                                                                                                                                                           |  |  |
|       | <ul style="list-style-type: none"> <li>has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or</li> </ul>                                                                                                                                                                                                                                   |  |  |
| 2.1.i | <p>has undertaken to:</p> <ul style="list-style-type: none"> <li>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</li> <li>negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul> |  |  |

**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: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>YES</b> | <b>NO</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| (i)                                                                                                                                         | Employment Equality Acts 1998-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |           |
| (ii)                                                                                                                                        | Equal Status Acts 2000-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |           |
| (iii)                                                                                                                                       | National Minimum Wage Act 2000 as amended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |           |
| (iv)                                                                                                                                        | Organisation of Working Time Act 1997 as amended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |           |
| (v)                                                                                                                                         | Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |           |
| (vi)                                                                                                                                        | Disability Act 2005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| (vii)                                                                                                                                       | 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                                                                                                                                                                                                                                                                                                                                                                                                                 |            |           |
| (viii)                                                                                                                                      | 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. |            |           |
| (ix)                                                                                                                                        | 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 – <a href="#">EU Regulation 2022/576</a> , 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 <b>[enter name of Tenderer]</b> 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 |  |
|-----------|--|

### Previous Experience - Pass/Fail Criteria

THIS CRITERION WILL BE ASSESSED ON THE TOTALITY OF THE RESPONSE.

Tenderers must demonstrate to the satisfaction of Dublin City Council that they have the experience necessary to meet the requirements of the Framework Agreement (including the Call-Off Contracts that may be issued thereunder). In order to demonstrate that the Tenderer meets this criterion, each Tenderer must submit, by completing the reference contract templates below:

Details of **One (1) reference contracts** which demonstrates, to the satisfaction of Dublin City Council, the Tenderer's experience in successfully delivering comparable lighting festival, with the specific requirements set out below. The reference contract must relate to lighting festival services delivered **within the 36 months prior to the deadline for submission of the RFT response**. Reference contracts outside this timeframe will not be considered.

The reference must.

- (i) have a budget of at least €1,000,000
- (ii) The lighting festival should be for a minimum period of five (5) days (excluding set up and takedown)
- (iii) demonstrate each of the following:
  - the development of the lighting festival concept
  - management and production of the festival including installation, maintenance,
  - the precise services supplied
  - how the contract was managed

Tenderers must use the table format below for their answers and must respond to each element of the table.

In completing the table for each reference project, Tenderers must provide sufficient information to allow Dublin City Council to evaluate whether all of the requirements above have been met and whether the services have been successfully delivered. If all the requirements above are not demonstrated in the response, it shall be marked as a FAIL and the Tenderer shall be eliminated from the Competition.

Tenderers will note that they are to provide contact details for referees for each reference project. Dublin City Council has the right (but shall not be obliged) to contact the referees to verify the information being provided, without further reference to the Tenderer. It is the responsibility of Tenderers to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by Dublin City Council.

Internal reference projects (for example, service delivery to another group company) are not permitted.

Dublin City Council may require supporting documentation to verify the details provided by the Tenderer and Tenderers must provide such supporting information without delay when requested by Dublin City Council. However, where the Tenderer is unable, for a valid reason, to provide the requested documentation, the Tenderer must inform Dublin City Council of the reason as to why the documentation cannot be supplied and, if Dublin City Council considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of Dublin City Council, that they have the required capacity.

The reference contract should be limited to one (1)). If more than one (1) reference contracts are provided, Dublin City Council will only evaluate the first one (1) reference contract in the order they appear in this Tender Response Document, the remainder will be ignored.

**Note #1:** All required fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, tenderers must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.

**Note #2:** Where the Tenderer is a grouping relying on the resources of others to meet the previous experience requirement, at least one of the projects must have involved the third party identified above under Section A1.

**Note #3:** Tenderers must note that they are to provide contact details for referees for each reference project. The Contracting Authority has the right to contact the referees to verify the information being provided, without further reference to the Tenderer. It is the responsibility of Tenderers to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by the Contracting Authority. Tenderers should also note that the Contracting Authority may at its discretion contact all referees or referees for the Tenderers that will be invited to tender only.

**Note #4:** Tenderers must note the Contracting Authority may deem a Tenderer inadmissible based on the feedback received from the referees indicated in the application, where applicable.

**Note #5:** Any reference contracts presented must have been substantially delivered by the Tenderer party.

| Reference Contract #1                                                                                          |                              |
|----------------------------------------------------------------------------------------------------------------|------------------------------|
| Client Name:                                                                                                   |                              |
| Event Name:                                                                                                    |                              |
| Event Date:                                                                                                    |                              |
| Contact Name:                                                                                                  |                              |
| Contact email:                                                                                                 |                              |
| Period of delivery (from/to):<br><i>Must be at least five (5) days<br/>(excluding set up and<br/>takedown)</i> |                              |
| Budget<br><br><i>At least €1,000,000</i>                                                                       |                              |
| The event budget above refers<br>to the following period:                                                      |                              |
| Information in relation to % of<br>contract the Lead Tenderer was<br>responsible for:                          |                              |
| If third parties were involved,<br>are they party to this                                                      | <input type="checkbox"/> Yes |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| application and identified clearly in Section A1?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> No |
| Insert name(s) of third party/parties (if applicable):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
| Outline the role of third parties on the contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
| <p>Taking account of the features of the framework agreement please provide information in relation to the following, demonstrating comparability with the framework agreement being awarded under this procurement.</p> <p><b>Note:</b></p> <p>(i) Mere affirmation as a response is not sufficient.</p> <p>(ii) Requirements below must be completed for each reference contract</p> <p>(iii) Responses should reflect what the Tenderer actually did for the reference contract not what the Tenderer might have done or could do.</p> |                             |
| <b>Each of the following requirements must be demonstrated in this reference contract</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <p>The reference contract must relate to a comparable lighting festival.</p> <p>Please provide details including:</p> <ul style="list-style-type: none"> <li>○ the development of the lighting festival concept</li> <li>○ management and production of the festival including installation, maintenance,</li> <li>○ the precise services supplied</li> <li>○ how the contract was managed</li> </ul>                                                                                                                                     |                             |
| (i) the development of the lighting festival concept                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |

*Insert response*

- (ii) details on the management and production of the festival including installation, maintenance,

*Insert response*

- (iii) provide details of the precise services supplied

*Insert response*

- (iv) details on the how the contract was managed

*Insert response*

(v) *Any additional information which the tenderer considers relevant to offer assurance that this reference project is fully comparable with the nature, scale, value and scope to the initial contract.*

#### 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 <sup>rd</sup> party certified or managed in-house?                    | 3 <sup>rd</sup> Party Certified      |     |  |
|                                                                               | In-House                             |     |  |
| If 3 <sup>rd</sup> 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  |  |
| I confirm that evidence of compliance will be provided promptly on request.   | Yes                                  |     |  |
|                                                                               | No                                   |     |  |

**In house Health & Safety, best practice, standards adherence measures**

If you do not have an externally certified system, please provide details of the processes and procedures for ensuring adherence to Health & Safety legislative requirements in the delivery of the services relevant to this Framework Agreement.

Please detail what policies, practices and oversight you have currently in place, and what steps you take to verify and continuously improve your Health & Safety management.

Please provide up-to-date examples.

**Tenderer's response:**

*Please use this free text page(s) for your response*

## RESPONSE TO THE AWARD CRITERIA

| Criterion A:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Weighting | Maximum Marks | Minimum Marks Required |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|------------------------|
| Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |               |                        |
| <b>Methodology for delivery of the services addressing the scope of services with reference to the initial call-off contract</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 35%       | 3500          | 1750                   |
| <b>Instructions</b><br><br><i><b>Tenderers must clearly describe in their response how they will deliver the requirements set out below and the RFT Section 2.3.1 for requirements</b></i><br><br><b>This Criterion will be assessed on the totality of the response.</b><br><br>Tenderers, in their response, must set out their approach to the overall management, production, design and delivery of the festival, which at a minimum must include, but is not limited to, the following: <ol style="list-style-type: none"> <li>1. Details of the concept and theme for the festival including identification of sites proposed. An overall programme for the event should be submitted with your response.</li> <li>2. <b>For each site or installation proposed, tenderers must provide as a discrete section within their tender submission, a site specific methodology, resource allocation, programme milestones, risk management measures (the associated cost schedule should be cross-referenced to the TRD-PS DCC Lighting Events FWA excel workbook. Tenderers shall clearly identify each installation using the location references specified in this TRD.</b></li> </ol> |           |               |                        |

There should be a minimum of **19** individual installations/sites presented as part of your proposal. **Four (4)** of those **19** installations/sites must include the following:

- digital projection mapping for the GPO,
  - illumination of Millenium Bridge,
  - digital projection on the wall of the Palace Street building and
  - projection on the Custom House.
3. Deliver creative and innovative installations or projections or other artistic lighting infrastructure that evokes the magic of the festival that will entice people to visit the city centre.
  4. A clear breakdown of all activities across all festival sites and event zones, detailing exact operational hours and event capacities
  5. Timelines for the installation, electrical setup, scheduled daily monitoring, post-event takedown and safe storage of all lighting systems and associated equipment to ensure full health and safety compliance
  6. Give a brief outline of their proposed methodology for dealing with extreme weather conditions, vandalism, equipment failure including maximum down time in projections. Demonstrate knowledge of the permits and permissions required
  7. Tenderers are required to set out their proposals for maintaining service continuity. In their responses, they must clearly specify response times, including those applicable outside normal working hours, and explain how they will manage all potential scenarios. This should include, but is not limited to, emergency situations, technical issues, power outages, and other unforeseen events
  8. Dublin City Council Events are committed to reducing the environmental impact of all events. Indicate measures that will be undertaken to reduce the environmental impact of the delivery of Winter Lights in this location. Include examples of energy efficiency and identify any opportunities to reduce, re-use or recycle materials
  9. The provision of a Festival project plan in the form of a Gantt chart
  10. Resource allocation tables for the event across all stages (from engagement with the Contracting Authority to delivery of post event report) identifying key roles and all other roles required to deliver the services indicating the volume

of resources for each role and their effort e.g. hours including use of contractors and/or third parties

11. Tenderers must identify and list all the relevant documentation that would be required to deliver the Festival including any associated statutory requirements.
12. Provision of details on the proposed sustainable practices and materials used in the delivery of the Festival together with details of any social inclusion provisions
13. Address any other elements/issues which the tenderer considers to be relevant to the Festival
14. Provide a sample Festival report template
15. Clear and prominent Dublin City Council branding as the lead proprietor.

### **Tenderers' Response**

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

| Criterion B:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Weighting | Maximum Marks | Minimum Marks Required |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|------------------------|
| Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |               |                        |
| <b>Overall Quality, Balance and Management of the Human Resources Proposed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 25%       | 2500          | 1250                   |
| <b>Instructions</b><br><br><i><b>Tenderers must clearly describe in their response how they will deliver the requirements set out below and the RFT Section 2.3.2 for requirements</b></i><br><br><b>This Criterion will be assessed on the totality of the response.</b><br><br>Tenderers in their response <b>must</b> address each of the following: <ul style="list-style-type: none"> <li>(i) Tenderers must submit CVs (not to exceed two (2) A4 pages each and using the format below) for the Production Director and core team resources proposed for to deliver the requirements set out in the RFT section 2.3.2.1, (a) to (l), clearly setting out their individual roles, responsibilities and relevant experience and how the individual(s) will add value to the delivery of the contract</li> <li>(ii) Separately Tenderers must complete the Resource Allocation table below indicating the time commitment for the Production Director and each of the core team resources proposed for the delivery of the Initial Call-Off Contract (January 2027 Dublin City Council Dublin Winter Lights Festival) and include the number of resources required to deliver the event, <b>(from engagement with the Dublin City Council to delivery of post event report)</b> , together with all the roles required to deliver the event indicating the volume of resources for each role and their effort e.g. hours. The resource allocation table must also indicate where the resources are the Tenderer's own and/or contractor and/or third party</li> </ul> |           |               |                        |

- (iii) Tenderers must submit as part of their tender response a contract specific organisational structure reflecting the management structure and all resources proposed, including contractors and/or third party. In addition, tenderers should address how this management structure will support the delivery of the services set out in, the RFT section 2.3 scope of requirements; Tenderers are reminded that where they propose to use third parties they should demonstrate where these resources will be used in the Tenderer's organisation structure; and
- (iv) Tenderers shall submit as part of their tender a response demonstrating how they will have sufficient replacement personnel (of at least equal quality and experience to the core resources) available, so as to ensure that the services will not be interrupted or delayed for any reason. Tenderers are reminded that the Contracting Authority considers that the availability of suitably experienced personnel is vital to the successful delivery of the services. As part of their response, Tenderers should set out the numbers of replacement personnel available to them in the same areas of expertise as each to the core resources.

Dublin City Council will be assessing (i) and (ii) above on the balance of the resources proposed (both in terms of seniority and in terms of coverage of the service requirements) and their relevant experience in terms of coverage of the service requirements.

Dublin City Council will be assessing the responses to (iii) and (iv) above on the level of confidence they give Dublin City Council that the service will be high quality and continuously available.

Tenderers should note that, as set out in the contract documents, the proposed resources(s) will be required to deliver the services, having regard to the nature of the particular call-off, although Dublin City Council reserves the right to seek additional personnel in any call-off contract.

Please note that any proposed changes to the personnel must be notified to Dublin City Council and agreed in advance. Dublin City Council reserves the right to reject

proposed replacements and seek alternative team members with experience equal to or greater than original team.

**Tenderers' Response**

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

- (i) **Core Team Members CVs** (*template below can be copied for each core team member proposed*)

| Format of CV for Core Team Members                                                                                                                                                                                                                                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name                                                                                                                                                                                                                                                                                                                            |  |
| Role on the team                                                                                                                                                                                                                                                                                                                |  |
| Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained)                                                                                                                                                                                                        |  |
| Years' experience                                                                                                                                                                                                                                                                                                               |  |
| Detail experience <b>relevant to role on the team</b> , with examples of specific projects where the relevant experience has been gained. Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance. |  |

*Please use this free text page(s) (i.e. **do not** type in the box) for your response.*

**(ii) Resource Allocation Schedule**

Tenderers must complete the table below for the Production Director and core team members proposed to deliver the services and addressing each of the requirements (a) to (l) set out in the RFT, Section 2.3.2.1. The table and can be expanded as necessary

| <b>Core Team Role</b> | <b>Name</b> | <b>No. of Days<br/>(time<br/>commitment)</b> | <b>Event Stage</b> | <b>Confirmation<br/>CV / Bio is<br/>enclosed.</b> |
|-----------------------|-------------|----------------------------------------------|--------------------|---------------------------------------------------|
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |
|                       |             |                                              |                    |                                                   |

(iii) **Details of a contract specific organisational structure**

*Please use this free text page(s) for your response*

- (iv) **Demonstrate how the Tenderer will have sufficient replacement personnel to ensure continuity of service.**

*Please use this free text page(s) for your response*

| Criterion C:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Weighting | Maximum Marks | Minimum Marks Required |
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| Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |               |                        |
| <b>Contract Management Proposals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10%       | 1000          | 500                    |
| <b>Instructions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |               |                        |
| <p><b><i>Tenderers must clearly describe in their response how they will manage the contract and are referred to the RFT Section 2.4 for requirements</i></b></p> <p><b>This Criterion will be assessed on the totality of the response.</b></p> <p>(i) Tenderers are required to submit a CV in the format set out below for the proposed Contract Manager. This role can be carried out by a member of the proposed overall team. Tenderers should also propose a deputy Contract Manager who can act on an interim/ emergency basis in the absence of the dedicated Contract Manager.</p> <p>The Contracting Authority will be assessing the relevant contract management experience of the proposed Contract Manager in terms of coverage of the contract management service requirements set out in the RFT section 2.4.</p> <p>(ii) Tenderers are required to set out their contract management proposals this should include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reporting on information such as statistics, data on ongoing monitoring, tracking, commentary, and analytics e.g. on attendance numbers, performance</li> <li>• Fee management and invoicing</li> <li>• Escalation Procedures.</li> <li>• Formal Complaints Procedure.</li> <li>• Response times for queries</li> </ul> |           |               |                        |

- Providing an overview of an Exit Management Plan for activities and information transfer involved for execution at the conclusion of this framework.

Tenders will be assessed on the level of confidence their proposals give the Contracting Authority that a high-quality service will be delivered.

### **Tenderers' Response**

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

#### **(i) Contract Managers CV**

| <b>Format of Contract Manager CV</b>                                                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Name</b>                                                                                                                                                                               |  |
| <b>Please provide details demonstrating how the Contract Management requirements are met by the proposed Contract Manager addressing the requirements set out in the RFT, Section 2.4</b> |  |
|                                                                                                                                                                                           |  |
| <b>Detail any other relevant experience in relation to contract management</b>                                                                                                            |  |
|                                                                                                                                                                                           |  |

|                                         |  |
|-----------------------------------------|--|
| <b>Deputy Contract Manager proposed</b> |  |
|-----------------------------------------|--|

(ii) **Contract management proposals**

*Please use this free text page(s) for your response*

| Criterion D:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Weighting | Maximum Marks | Minimum Marks Required |
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| Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |               |                        |
| Event Sustainability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10%       | 1000          | 500                    |
| <b>Instructions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |               |                        |
| <p><b><i>Tenderers must clearly describe in their response how they will deliver the requirements set out below and are referred to RFT Section 2.3.3 for requirements</i></b></p> <p><b>This Criterion will be assessed on the totality of the response.</b></p> <p>Tenderers should provide information on added value initiatives which are relevant to the services and which will be delivered in terms of social and environmental sustainability as follows:</p> <ul style="list-style-type: none"> <li>(i) describe measures and steps that your organisation will implement for the term of this framework which will promote environmental sustainability and reduce any harmful impact on the environment associated with delivering the relevant services.</li> <li>(ii) <b>describe measures and steps that your organisation will implement for the term of this framework which will promote social impact/inclusion associated with delivering the relevant services.</b></li> <li>(iii) <b>Dublin City Council Events are committed to reducing the environmental impact of all events.</b> Tenderers should <b>indicate</b> their proposed <b>measures that will be undertaken to reduce the environmental impact of the delivery of Winter Lights</b> across all the <b>locations</b>. This should <b>include examples of energy efficiency and identify any opportunities to reduce, re-use or recycle materials.</b></li> <li>(iv) clearly outline how the initiatives proposed under (i), (ii) and (iii) above will be monitored and measured in terms of their impact. Any relevant organisational policies/standards should also be referenced</li> </ul> |           |               |                        |

- (v) describe initiatives which support the circular economy that your company will carry out for the term of this framework. These must be specific to the services under the framework.

**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 E**

|              |                                                                                                                                                                                                    |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To:</b>   | Dublin City Council                                                                                                                                                                                |
| <b>From:</b> |                                                                                                                                                                                                    |
| <b>Re:</b>   | Establishment of a Single Party Framework Agreement for Supply, Installation, Maintenance, Removal and Storage of Artistic Lighting Illuminations and Associated Equipment for Dublin City Council |

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.

**Table A: Cost for evaluation purposes**

Tenderers should insert the cost for the delivery of the Initial Call-off Contract as set out in the RFT, Section 2 in the table below.

|                                                                                                                                                                                  |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Total Cost (excl. VAT) for evaluation purposes</b><br><i>(please insert total figure from ‘the TRD-PS DCC Lighting Events FWA’, Costs for Evaluation worksheet, cell D26)</i> | <b>€0.00</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

**Table B: Breakdown of cost**

Using the separate excel workbook (named ‘TRD-PS DCC Lighting Events FWA’) uploaded separately with the RFT on eTenders, Tenderers should provide a breakdown of all items that make up the Cost for the delivery of the Initial Call-off Contract set out in Table A above.



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 first year of the framework agreement,
- 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 seven (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.

|                                   |  |              |  |
|-----------------------------------|--|--------------|--|
| <b>Signed:</b>                    |  |              |  |
| <b>Name (in Capital Letters):</b> |  |              |  |
| <b>On behalf of:</b>              |  |              |  |
| <b>Address:</b>                   |  |              |  |
| <b>Telephone:</b>                 |  | <b>Fax:</b>  |  |
| <b>Email:</b>                     |  | <b>Date:</b> |  |