



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

Appendix 1: Phoenix Park Heritage Trail Signage Quotation Response Document

Subject matter of Request for Quotation	
<i>Design, Manufacture and Supply of Heritage Trail Signs for the Phoenix Park</i>	
Name of Organization submitting Quotation	
Contact Name of Organization	
Closing date for Submission	12:00 PM Noon on Friday 16 / 10 / 2026
Quotations are to be returned	Online via eTenders

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Appendix 1: Phoenix Park Heritage Trail Signage Quotation Response Document

1. General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Phone:		
Address:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.

2. Tax Information

Tax Clearance			Please confirm YES/NO	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:			Yes	
			No	
Name:				
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, I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request			Yes	
			No	

3. Insurance Information

Insurances						
I confirm that we have the following insurances in place						
Insurance Type	Levels Required	Levels in Place	Confirmation to upgrade to level if successful			
Employers Liability	€13,000,000		Yes		No	
Public Liability	€6,500,000		Yes		No	
Professional Indemnity	€		Yes		No	
Other.....	€		Yes		No	

4. Declarations

Declaration of Bona Fides			
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	
Participation in a criminal organisation			
Corruption			
Fraud			
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;			
The subject of a conviction for money laundering or terrorist financing;			
The subject of a conviction of child labour and other forms of trafficking in human beings;			
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;			
Declaration re statutory obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:			
Employment Equality Acts 1998-2011			
Equal Status Acts 2000-2011			
National Minimum Wage Act 2000 as amended			
Organisation of Working Time Act 1997 as amended			
Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007			
Disability Act 2005			
We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.			
NAME		SIGNATURE	

5. Response to Criteria

Note to applicants: Please include a response to the four criteria under the headings listed below.

Criterion A: The Cost – Lump Sum Price

THIS FORM MUST BE COMPLETED AND RETURNED [closing date: 12:00 PM Noon on Friday 16 / 10 / 2026]			
To:	eTenders		
Re:	Design, Manufacture, Supply and Delivery of Heritage Trail Signs in the Phoenix Park, Dublin 8		
Item/Description	Quantity	Unit Price	Cost € (excl. VAT)
1. Design of bespoke Heritage Trail signage for the Phoenix Park [please refer to Instruction to Tenderers document]	50	€	€
2. Manufacture of bespoke Heritage Trail signage for the Phoenix Park [please refer to Instruction to Tenderers document]	50	€	€
3. Supply and Delivery of bespoke Heritage Trail signage to the Phoenix Park [please refer to Instruction to Tenderers document]	50	€	€
4. On-site Workshop Meeting: In person Meeting in Whitefields, Phoenix Park. [please refer to Instruction to Tenderers document]	2	€	€
Total Cost (excl. VAT)			€
Rate of VAT applicable			%
Total Cost (incl. VAT)			€
1. I/We have examined the request for quotations and hereby offer to provide the services in accordance with the specification of requirements . 2. This offer will remain open for acceptance by you for a period of 6 months from the closing date for receipt of quotations. 3. We acknowledge that you are not obliged to accept the lowest or any offer. 4. We undertake to perform and complete the services in accordance with specification of requirements. 5. We acknowledge that all costs and expenses incurred by us in producing and submitting this offer will be borne by us in full. We undertake to treat the details of this contract as private and confidential. We acknowledge that no part of these documents may be transmitted by us to a third party.			
Signed:			
Name (Capital Letters):			
Date:			
Position:			
Applicant/ Organisation:			
Address:			

Criterion B: Previous Experience with similar sized projects

- **Confirm that the firm has undertaken three projects of similar size and scale in the last two years. Please provide a one-page A4 document including images and text describing each project.**

Previous Project		
Customer Organisation Name		
Reference	Private Sector [] Public Sector []	
Staff numbers employed (If applicable)		
Client Contact Name:		
Position:		
Contact Number:		
Email Address:		
Contract Period date, term and completion date (if completed):	Start Date	
	Term of Contract	
	Completion Date	
Nature and scope of the Contract Note: If the Contract formed part of a wider project where others were involved please state your role within the overall project and how you interacted with the others involved.		
Please indicate the extent to which this Contract is comparable with the Services required by The Office of Public Works.		
Value of Contract per annum (for information purposes only)	€	

Note: Applicants please duplicate the table as necessary.

Criterion C: Methodology and Programme Delivery Plan of Services

- **Describe within two A4 pages the Methodology and Programme Delivery Plan of Services required to complete this project.**

Criterion D: Green Public Procurement (GPP)

- **Green Public Procurement Sustainability measures:**
Within two A4-pages, the tenderer is required to outline its proposals for minimising the environmental impact of the products and services delivered under the contract Pricing Schedule.

6. Conclusion

I/We confirm that I/we

- That our confirmation in the Declaration is true and accurate at the date of submission of this quotation.
- We will notify the Contracting Authority should any of the circumstances confirmed in the Declaration change.
- Will provide the services at the fee quoted, which are fully inclusive of all costs, charges and expenses.
- 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.
- Will keep this offer for the contract open for acceptance by you for a period of 6 months from the date of deadline for submission of quotation,
- Undertake to treat the details of this Request for Quote, our response and any subsequent agreements as private and confidential,
- Agree that you are not bound to accept any quotation you may receive,
- Fully understand the Contracting Authority's requirements and 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 services required under the contract,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of quotes,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.,

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