



Comhairle Cathrach Chorcaí
Cork City Council

Energy Management Team
Emergency Management and Climate Action Directorate

General Information

for

Provision of Consultancy Services for a District Heating
Feasibility Study for Cork City

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1 INTRODUCTION

1.1 About the Contracting Authority

Cork City Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Cork City Council is the Local Authority for the administrative of Cork City. Cork is located in the south-west of Ireland, in the province of Munster, since an extension to the city's boundary in 2019, the city area increased from 39 km² to 187 km², and the population within the city bounds increased from 125,000 to 210,000. Cork City Councils significant economic advantages include Cork Port, fast access to rail, road, and power and telecommunications infrastructure.

Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level.

Further information is available at our corporate website www.corkcity.ie

1.2 Title of Contract

This contract shall be known as the “Provision of Consultancy Services for a District Heating Feasibility Study for Cork City”. It will be frequently referred to as the *District Heating Feasibility Study*

1.3 Timeline for Submission/Tender Process

The following important particulars relating to this Procurement are all provided on the e-tenders notice accessible via the e-tenders web-portal.

- Publication date of OJEU Notice
- Closing Date for Submission of Queries
- Closing date for Submission of Tender Response Documentation.

2 SERVICES REQUIRED

The Contracting Authority invites tenders for the award of a contract as specified hereunder.

2.1 Specification

Cork City Council wishes to explore the potential for use of district heating in Cork city to cater for heat energy demand whilst contributing to decarbonisation of Ireland's energy sector.

Nationally, the Climate Action Plan aims to deliver 2.7 Terawatt hours (TWh) of district heating by the year 2030, representing around 10% of heat demand in the country. The Heat (Networks and Miscellaneous Provisions) Bill 2024, due to be signed into legislation in 2026 will establish a centrally-planned approach to support the development of district heating in Ireland.

Ireland's 2021 Climate Action and Low Carbon Development (Amendment) Bill commits Ireland to reducing greenhouse gas emissions by 51% by 2030. This requires immediate deep emissions reductions in every sector. Energy used for heating and cooling accounts for 20% of Ireland's greenhouse gas emissions, but the current pace of decarbonisation falls short of the cuts required. Almost every sector of Ireland's economy uses heat energy including local authority buildings. It is therefore incumbent on local authorities to seek to implement measures to realise the obligatory targets.

In addition to this statutory obligation, Cork City is now part of an ambitious EU initiative known as *EU Mission: Climate-Neutral and Smart Cities*. The EU Mission objective is to achieve accelerated European wide decarbonisation efforts and aims to deliver 100no. climate-neutral and smart cities by 2030. The cities chosen are to act as experimentation and innovation hubs so that all European cities follow suit by 2050. Under the EU Mission, Cork City Council is committed to at least an 80% reduction in greenhouse gas emissions compared to the 2018 referenced baseline.

In this regard, and because it is the intention of Cork City Council to explore the potential for district heating, it will form an important component of any future Energy Master Plan that may be prepared by the local authority to identify the current situation and projected destination in relation to energy usage and decarbonisation. Currently, Cork City Council is Energy Management System certified under ISO 50001, which is accredited by the National Standards Authority of Ireland (NSAI) in operation.

The Cork City Council Development Plan 2022-2028 explicitly identifies under Objective 2.11, the need to explore and develop the concept of a "Low Carbon City":

- *Put in place mechanisms to support the delivery of a lower carbon, sustainable city where development avoids, mitigates and adapts to the effects of climate change while protecting and enhancing Cork City's environmental assets.*

A sustainably powered district heating network aligns fully with this objective. To ascertain its feasibility is of critical importance at this juncture.

Exploration of a district heating network is supported explicitly through Objective 5.21 of the Development Plan 2022-2028 as it states:

- *To support the delivery of district heating and be guided by the proposed Policy Framework for the Development of District Heating in Ireland and in time, the Cork City District Energy Action Plan.*

District heating provides an efficient vehicle with which to deliver decarbonisation at scale. In this light, it is important to note how Cork City Council's Development Plan 2022-2028 proposes to identify a pilot Decarbonising Zone within the city (Ch. 5.19):

- *Cork City Council will identify a pilot Decarbonising Zone within the city as per Action 25c of the Government's Interim Climate Actions 2021. A Decarbonising Zone is an area spatially identified by the local authority, in which a range of climate mitigation measures can co-exist to address local low carbon energy, greenhouse gas emissions and climate. The mitigation measures can include a range of technologies and measures addressing electricity, heat, transport, building energy efficiency, carbon sequestration, energy storage etc. The Zone must at a minimum reduce its greenhouse gas emissions by 7% per annum from 2021 to 2030 (a 51% reduction over the decade) which is in line with the Climate Bill. It will become a demonstrator area with potential to roll-out the initiative to other parts of the City as part of an evolving process where lessons learnt will form a key factor in the evolution of the initiative.*

Under the remit of this tender, the concluding report is to propose and justify 5no. suitable district heating pilot sites which would align with the measures proposed for the Decarbonising Zone as indicated above.

The successful Tenderer will be required to deliver a detailed and robust District Heating Feasibility Study for Cork City which includes but is not limited to the following:

- Development of a heat map for Cork city that includes heat demand, heat sources and spatial constraints to district heating installations to identify opportunity areas using Irish District Energy Association (IrDEA) Heat Atlas, SEAI District Heat Map, and the Euro Heat and Power waste heat map.
- Assessment of thermal and building demand to evaluate the viability of a potential district heating network, including identification of potential anchor loads.
- Identification, and investigation, of heat supply options. This may include, but not be limited to, the following:
 - Combined Heat and Power Plant (CHP);
 - Waste heat sources such as from industry, wastewater network and treatment sites, or other;
 - Renewable sources such as from geothermal, biomass or heat pumps;
 - Energy from waste facilities; or
 - Energy from future potential industrial and/or commercial projects/processes.
- Identification of key stakeholders such as supply, demand, anchor loads and potential developers.
- Identification and consideration of residential developments and zoned lands that could be serviced by a District Heating Network and the parameters for same.
- Qualitative evaluation to rank areas where new district heating networks would be best developed (include identified major growth areas).
- Qualitative evaluation to rank 5no. areas where pilot district heating networks would be best developed, in alignment with the Decarbonising Zone ambitions of the Cork City Council Development Plan 2022-2028.
- Conducting a review and appraisal of current planning policy to support district heating and the utilisation of local waste heat sources.
- Development of policy to prioritise locating appropriate new developments within or adjacent to the opportunity areas identified with provision for future connection to a district heating network.

- Providing an overview of the regulatory and legislative context for the proposed project taking into consideration national, regional and local policy and regulations.
- Identification of, and engagement with, all relevant stakeholders and community affected by, or within, the opportunity areas identified.
- Conducting an operating temperature analysis of high-ranking opportunity areas identified.
- Identification and evaluation of feasible network routes and building connection types and constraints.
- Conducting a quantitative evaluation of the expected carbon emission reductions, energy savings and renewable energy production from a district heating network.
- Carrying out a cost benefit analysis of district heating networks against other low carbon technologies such as individual heat pumps (including both air source or ground source), combined heat and power plants and biomass units, etc.
- Evaluation and advice on all potential funding/finance opportunities in relation to the development of a district heating system in the area identified including appropriate district heating business model options.
- Evaluation and advise on all potential funding opportunities in relation to the development of a district heating system – Exploring opportunities based from European exemplars and best practice across France, Belgium, Denmark, The Netherlands, Sweden and others. Examination of the potential for capital funding investment through EU Green Bonds should also be considered.
- Carrying out a carbon performance evaluation of the potential emission savings.
- Completion of a risk assessment on the impact of potential projects on the local area.
- Evaluation of environmental risks associated with the implementation of a district heating network.
- Carrying out Strategic Environmental Assessment (SEA) screening on proposals emanating from this feasibility study.
- Carrying out Appropriate Assessment (AA) screening on proposals emanating from this feasibility study.
- Consideration and analysis of, and culminating in advice on, best practice governance model for ownership and operation of any potential district heating network. Evidence for same should be based on practices currently being adopted in market models from mainland Europe, such as France, Belgium, The Netherlands, Denmark, Sweden and others.
- Regularly meeting on a monthly basis, or more frequently if deemed necessary, with key management within Cork City Council.
- Attendance at plenary Council meetings to brief Elected Members at the outset, at key milestones during study development and to present the finalised feasibility study.
- Compilation and reporting on key findings and analysis of the feasibility study.
- Adhering to SEAI Centre of Excellence Guidance documents including:
 - SEAI District Heating Feasibility Study How to Guide
 - SEAI District Heating Feasibility Study Template.
- Delivery of finalised and agreed District Heating Feasibility Study.

- Development of a City-wide district heating masterplan report with associated concept grade mapping of proposed routing.
 - Long term framework for future network development, planning policy implications and considerations shall be incorporated into this, making due consideration for future route protection, connection opportunities and phased expansion beyond the initial starter areas. The explored route protection shall take account of the development plan for Cork City as well as other infrastructure investment being proposed for the Cork City area at national government and local government level.
 - In conjunction with a proposed city-wide district heating plan, a city wide Strategic Environmental Assessment (SEA) shall accompany the masterplan for same. This shall evaluate the macro-level environmental and sustainability impacts of deploying a large-scale heating network across an entire urban area.

The list is an outline brief for the feasibility study which will form a basis for development by the successful Tenderer. It is understood that the brief will be further evaluated, questioned, and developed based on ongoing involvement, dialogue, consultation and coordination with the Contracting Authority once the contract has been awarded. The proposals will address any evolving needs, further requirements, constraints, and opportunities which may arise.

It will be necessary for the successful Tenderer to ensure that the final district heating feasibility study report complies with the requirements of the guidance documents prepared by the SEAI District Heating Centre of Excellence. These are included as reference documents for Information purposes with this Tender package.

2.2 Health & Safety

In executing the contracted services for the project, participants will have full responsibility for completing their work in full compliance with the Safety, Health and Welfare at Work Act 2005 and any relevant Regulations, Guidelines and Codes of Practice established under or associated with the Act. The Safety, Health and Welfare at Work (Construction) Regulations 2013 will be particularly relevant.

3 PROCUREMENT PROCESS AND EVALUATION

The Contracting Authority will inform all Applicants of any decisions taken at the end of each stage in accordance with current statutory requirements of SI No. 130 of 2010 European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010, as amended.

3.1.1 Tender Documents

The tender documentation comprises the following:

1. This General Information document
2. District Heating Request for Tender document.
3. Tender Response Document Services (TRD) 2025
4. Appendix - European Single Procurement Document (ESPD)
5. Services Contract (Information)
6. SEAI – Feasibility Study Template (Information)
7. SEAI – How-to-Guide (Information)

3.1.2 Tender Response Requirements

The following information shall be included the Tender Response Document:

- General Contact Information
- Financial Information: Declaration of Tax Clearance, Company Turnover and Insurances.
- Declaration Re Personal Circumstances, Statutory Obligations and International Procurement Instrument.
- Quality Assurance – Pass / Fail Criteria
- Criterion A – Cost Criterion
- Criterion B - Competency, Reliability and Continuity of Supply
 - All supporting documentation as indicated in Section 3.2 following.
- Criterion C – Project Team Proposed
 - All supporting documentation as indicated in Section 3.2 following.
- Criterion D - Methodology for Service Delivery
 - All supporting documentation as indicated in Section 3.2 following.

3.2 Evaluation

Only tenders that meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document and the supporting tender documents, will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The contract will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings. Tenderers should note that the qualitative award criteria are assessed first.

Please note that the maximum marks available is 10,000.

Criterion A		Weighting	Maximum Marks	Minimum Marks Required
		40%	4000	N/A
Title	Cost Criterion			
Description	Please complete the Cost Criterion A Section of the Tender Response Document. Please see Section 3.3 following for a breakdown of the scoring metric used under this Criterion.			
Criterion B		Weighting	Maximum Marks	Minimum Marks
		20%	2000	1000
Title	Competency, Reliability and Continuity of Supply			
Description	Tenderers are required to demonstrate their experience on studies of a similar nature, scale and complexity. Tenderers in their submission should include details of the following: ▪ Details of experience in the preparation of feasibility studies on energy projects, in particular, in the area of district heating systems. ▪ Details of experience in heat/spatial mapping to capture potential of district heating in different areas. ▪ Details of three [3] projects of a similar scale, nature and complexity completed in the last five [5] years. ▪ Experience of working with local authorities in the Republic of Ireland on similar projects is desirable. Tenderers are also required to satisfy the Contracting Authority that their service proposals may be fully relied upon. To this end, Tenderers are required to provide contact details for two referees to attest the successful performance on comparable previous Contracts during the last five [5] years. The Contracting Authority reserves the right to contact any of the referees provided to verify the successful delivery of services or to rely upon information otherwise objectively available. Tender Response documentation for this Section must not exceed 1no. page per sample project work referenced, and 1no. summary/outline page to address the other aspects identified above. Documents exceeded this page count under Criterion B will not be deemed admissible and shall not be assessed under the Tender review procedure.			
Criterion C		Weighting	Maximum Marks	Minimum Marks
		20%	2000	1000
Title	Project Team Proposed			
Description	Tenderers are required to provide details of the personnel proposed for the service delivery. Tenderers shall include as a minimum:			

	▪ Curricula vitae of the key personnel proposed for delivery of the contract, to include information with dates regarding expertise and current and anticipated workloads. ▪ A responsibility assignment matrix identifying the responsibilities of all proposed personnel involved in the delivery of the project, including their responsibilities, activities and hours proposed for successful delivery of each stage of the project. Proposals will be assessed in respect of the quality and balance of resourcing offered. Tender Response documentation for this Section must not exceed 2no. pages per project team member. There is no upper limit to the number of team members that the Tenderer wishes to propose in order to deliver the package deliverables as per Section 2.1 <i>Specification</i> of the Request for Tender Document. Documents exceeded the page count of 2no. page per project team member, under Criterion C, will not be deemed admissible and shall not be assessed under the Tender review procedure.							
<table><tr><td rowspan="2">Criterion D</td><td>Weighting</td><td>Maximum Marks</td><td>Minimum Marks</td></tr><tr><td>20%</td><td>2000</td><td>1000</td></tr></table>		Criterion D	Weighting	Maximum Marks	Minimum Marks	20%	2000	1000
Criterion D	Weighting		Maximum Marks	Minimum Marks				
	20%	2000	1000					
Title	Methodology for Service Delivery							
Description	Tenderers are required to provide a detailed methodology for service delivery, ensuring that all the specified requirements outlined in this document including milestones for project outputs can be delivered on time. Tenderers must submit a comprehensive Gantt chart demonstrating the delivery of the study as outlined in the specification of requirements. The critical path must be outlined and all constraints identified. The Tenderer must outline the proposed communication channels, quality assurance and management systems in place to ensure that the services are delivered on time and to the high standards anticipated by the local authority. <u>Excluding the Project timeframe Gantt chart,</u> Tender Response documentation for this Section must not exceed 2no. pages. <u>Excluding the Project timeframe Gantt chart,</u> Documents exceeding the page count of 2no. pages under Criterion D, will not be deemed admissible and shall not be assessed under the Tender review procedure							

NOTE 1: Tenderers should ensure in their tender submission that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

3.3 Methodology for Calculating Scores

3.3.1 Criterion A – Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Maximum Marks available for Cost	B
Cost for the tender being evaluated	C
Formula employed	$\frac{A \times B}{C}$

3.3.2 Criterion B - Competency, Reliability and Continuity of Supply

Criterion B - Competency, Reliability and Continuity of Supply, will be assessed in the following manner:

- (i) A raw score out of 10 will be allocated per project listed. (Max scoring of 3no. projects x 10 = 30 marks available taking account of the scoring guidance set out in (iv) below).
- (ii) The raw score, in this case, out of 30 awarded will be divided by 30 and then multiplied by the maximum marks available for that section in order to obtain the mark.
- (iii) All marks other than the raw scores will be calculated to two decimal places.
- (iv) Scoring of answers is as follows (0 the lowest and 10 the highest);

0 = Failed to address the issue.

1-2 = A response which the Employer considers has limited detail.

3-4 = A response which the Employer considers lacks convincing detail.

5-6 = A response which demonstrates a reasonable understanding of the Employer's requirements for the services to be provided but lacks sufficient detail to award a higher mark.

7-8 = A response that demonstrates real understanding of the requirements as evidenced by the relevance, associated compliances, quality assurance and aligns with the deliverables as outlined for this Tender.

9-10 = A response that exceeds the Employer's requirements. Provides detailed supporting evidence and has very few or no weakness. Deliverables shown align fully with the deliverables as outlined for this Tender. Response demonstrates that the Tenderer will provide outstanding service if awarded.

Cork City Council and/or their agents reserves the right to contact the relevant Employers during the evaluation process to validate the details supplied by applicants in their submissions.

3.3.3 Criterion C - Project Team Proposed

Criterion C - Project Team Proposed, will be assessed in the following manner:

- (i) A raw score out of 10 will be allocated to each proposed project team member. (Min scoring of 1 no. roles x 10 = 10 marks available taking account of the scoring guidance set out in (iv) below. Note that there is no maximum limit of proposed team members. It is at the discretion of the tenderer to determine the project team members required to provide the deliverables package outlined in the Specification as per Section 2.1)
- (ii) The raw score for the proposed team will then be aggregated by dividing it by the number of team members proposed. For example, if 5 no. project team members are proposed, the cumulative awarded team score shall be divided by 5 to obtain a team averaged score. This averaged score will then be multiplied by the maximum marks available for that section in order to obtain the mark.
- (iii) All marks other than the raw scores will be calculated to two decimal places.
- (iv) Scoring of answers is as follows (0 the lowest and 10 the highest);

0 = Role not filled.

1-2 = Proposed role filler has poor background experience and qualifications and is unsuitable for the management or delivery of the project proposed.

3-4 = Proposed role filler lacks convincing experience and qualifications for the management or delivery of the project proposed.

5-6 = Proposed role filler meets the experience and qualification expectations of the client but lacks sufficient detail to award a higher mark. Exhibits good project work experience for the delivery of the project proposed.

7-8 = Proposed role filler exceeds the experience and qualification expectations of the client Exhibits strong project work experience for the delivery of the project proposed.

9-10 = Proposed role filler is an industry leader and SME across the discipline of the proposed project. Their project work history aligns fully with the project proposed.

Cork City Council and/or their agents reserves the right to contact the relevant Employers during the evaluation process to validate the details supplied by applicants in their submissions.

3.3.4 Criterion D - Methodology for Service Delivery

Criterion D - Methodology for Service Delivery, will be assessed in the following manner:

- (i) A total raw score out of 20 will be allocated to this Criterion.
 - a. A score allocation out of 10 for the proposed project timeframe Gantt chart (or equivalent supplied). The project timeframe must align with the 12 month project timeframe as indicated in Section 2.1 (Specification).
 - b. A score allocation out of 10 for the proposed communication channels, quality assurance and management systems in place to ensure that the services are delivered on time and to the high standards anticipated by the local authority

- (ii) The raw score for the project timeframe (/10) and quality related deliverables (/10) will be combined to give a total out of 20 marks. This will then be multiplied by the maximum marks available for that section in order to obtain the mark.
- (iii) All marks other than the raw scores will be calculated to two decimal places.
- (iv) Scoring of answers is as follows (0 the lowest and 10 the highest);
 - 0 = Failed to address the issue.
 - 1-2 = A response which the Contracting Authority considers has limited detail.
 - 3-4 = A response which the Contracting Authority considers lacks convincing detail.
 - 5-6 = A response which demonstrates a reasonable understanding of the Contracting Authority's requirements for the services to be provided but lacks sufficient detail to award a higher mark.
 - 7-8 = A response that demonstrates real understanding of the requirements as evidenced by the relevance, sufficient granularity, quality assurance and deliverables to be achieved.
 - 9-10 = A response that exceeds the Contracting Authority's requirements. Provides detailed supporting evidence and has very few or no weakness. Response demonstrates that the Tenderer will provide outstanding service if awarded.

Cork City Council and/or their agents reserves the right to contact the relevant Employers during the evaluation process to validate the details supplied by applicants in their submissions.

4 FORMAT OF SUBMISSIONS

Applicants should not provide, at this stage, any information other than that requested for Stage 1.

The Council will not consider any additional information as part of the evaluation process.

It is the Applicant's responsibility to ensure that all the necessary information is supplied and that it is accurate.

Submissions shall be submitted strictly through the competition's page on the e-tenders web-portal only (www.etenders.gov.ie). Submissions will **not** be accepted through any other means whatsoever.

Appendix C of this document summarises the supporting documents that should be submitted in response to this invitation to tender.

5 TENDER QUERIES & CLARIFICATIONS

Any queries regarding this competition **must** be submitted via the messaging function on the e-tenders web-portal www.etenders.gov.ie. Queries lodged through any other means **will not** be accepted.

The deadline for Applicants to submit a query is stated on the e-tenders notice will be 6 working days prior to the closure of the competition date as published on e-tenders. Queries will not be accepted after the query deadline has passed.

Cork Council will circulate responses to queries to all Applicants that have registered an interest in this competition within 3 working days of the query deadline. The responses will be anonymised - the identity of the party making the query will not be disclosed in the responses.

Queries received will be complied by the contracting authority. All query responses to queries received shall be published together, in unison via the eTenders portal, within 3 working days, following the query deadline date.

6 CLARIFICATIONS OF APPLICANT'S SUBMISSIONS

Should Cork City Council consider that that any aspect of an Applicant submission is unclear, the Council may seek a clarification from the Applicant during the assessment process.

It should be noted that responses to clarifications must in no way materially alter or supplement an Applicant's submission. Should the response be considered to have altered or supplemented the submission, that Applicant may be excluded from the competition process.

No unsolicited communications will be entertained during the evaluation period.

7 ADDITIONAL INFORMATION AND GENERAL CONDITIONS

- 1) Cork City Council is subject to the provisions of the Freedom of Information Act (FOI) 2014. If you consider that any of the information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for the sensitivity specified. In such cases, the relevant material, will in response to the FOI request; be examined in the light of the exemptions provided for in the Acts.
- 2) It will be a condition for the award of the contract that the successful tenderer can promptly produce a current Tax Clearance Certificate. Please refer to Irish Revenue web-site – <http://www.revenue.ie/> . Tenderers must submit a signed statement that the company and all proposed Sub-Contractors (if applicable), or consortium members (if applicable), are able to produce a valid Tax Clearance Certificate in compliance with Circular (43) 2006 as amended or replaced and that the certificate will be maintained for the duration of the contract and will be on a 12 month basis, or, must submit a valid Tax Clearance Certificate as stated above.
- 3) Suppliers must register their interest on the eTenders web site (www.etenders.gov.ie) to be included on the mailing list for clarifications.
- 4) Please note also that all information relating to attachments, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie) only. Registration is free of charge. Cork City Council will not accept responsibility for information relayed (or not relayed) via third parties.
- 5) Tenders may be submitted in English or in the Irish language only.
- 6) Please note that OJEU contracts are covered by the Government Procurement Agreement (GPA).
- 7) Appeals procedure: The body to whom appeals should be addressed is – The High Court, Four Courts, Inns Quay, Dublin 7
- 8) The Council will not be liable in respect of any costs incurred by Applicants in the preparation of submissions irrespective of the outcome, nor if the procedure is cancelled or postponed.
- 9) The Council reserves the right, without notice, to terminate the process or change any part of the tender process including the time limits and the procedures for the tender process. In

such circumstances, the Council and its advisors shall not be liable to any persons as a result thereof.

- 10) Responses to this procurement competition will be evaluated in their own right. No recognition will be given to information previously submitted.
- 11) All financial information provided by Applicants should be denominated in Euro (€) except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.
- 12) No publicity regarding this public procurement competition or the award of the contracts is permitted unless and until the Council has given its prior written consent to the relevant communication.
- 13) Applicants must be prepared to contract under Irish law.
- 14) This Information for Applicants document is not a contract, or a part of a contract, or an offer to make a contract. There will be no contract unless and until a contract is finally and formally concluded at the end of the procurement process. The Council has no obligation to enter into a contract with any Applicant or any Tenderer.
- 15) Applicants shall not canvass any member or employee of the Council. Failure to comply with this requirement will result in disqualification from the procurement process.
- 16) Applicants are expressly and strictly prohibited from discussing any aspect of their submission with other Applicants or otherwise exchanging information or colluding in respect of this procurement process. Any Applicant who fails to comply with this requirement may be disqualified.

APPENDIX A: CHECKLIST FOR SUPPORTING DOCUMENTS FOR SUBMISSION

No.	Response to Tender	Check
1	Completion of all declarations as outlined in the Request for Tender document.	
2	Completion of the supporting European Single Procurement Document (ESPD)	
3	Completion of the Tender Response Document	
4	Documentation in support of Financial Information as indicated in the Tender Response Document	
5	Documentation in support of Criterion B – Competency, Reliability and Continuity of Supply (1no. page per project proposed for assessment – 3 projects required. 1no. page with contact details of two referees to attest the successful performance on comparable previous contracts)	
6	Documentation in support of Criterion C – Project Team Proposed (2no. pages per team member proposed. There is no maximum limit for the number of team members proposed)	
7	Documentation in support of Criterion D – Methodology for Service Delivery (1no. project timeframe Gantt chart, or equivalent. 2no. pages expanding upon the proposed communication channels, quality assurance and management systems in place to ensure that the services are delivered on time and to the high standards anticipated by the local authority.)	