



INVITATION TO TENDER DOCUMENT

BEAUMONT HOSPITAL

OPEN PROCEDURE

SINGLE-PARTY FRAMEWORK AGREEMENT

For

**THE EXECUTION OF A PROGRAMME OF REPAIRS TO EXISTING FIRE DOORS AND THE CARRYING
OUT OF ANNUAL INSPECTION / MAINTENANCE VISITS**

MAXIMUM POTENTIAL DURATION OF AGREEMENT: FOUR YEARS

DEADLINE DATE FOR RECEIPT OF TENDERS: 15/10/2026 AT 12.00 NOON (LOCAL TIME)

Please note that all information relating to this competition, including clarifications and addenda, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents. The Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

DISCLAIMERS

All information contained in this Invitation to Tender document is provided in the strictest confidence and has been made available solely for the purpose of facilitating the production and submission of tenders. No party may disclose the contents of this document without the express permission of Beaumont Hospital (hereinafter 'the Contracting Authority').

Tenderers are recommended to read the Invitation to Tender document thoroughly. While all reasonable steps have been taken to ensure that the information set out in this document is factually correct, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in this document or otherwise provided by or on behalf of the Contracting Authority, in writing or otherwise, to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on this document, or for the information contained in this document, or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the Contracting Authority has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

Without prejudice to the principle of equal treatment, the Contracting Authority is not obliged to engage in a clarification process in respect of tender submissions with missing or incomplete information. Therefore, tenderers are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

CHECKLIST FOR TENDER SUBMISSIONS

In order to allow the Contracting Authority to fully evaluate completed tender submissions, Tenderers are advised to ensure that their responses include all of the following information:

All information required under each Award Criterion (Section 6)	
The completed and signed Form of Tender (Appendix 1)	
The completed Pricing Schedule (Appendix 2)	
The completed European Single Procurement Document (ESPD) (Appendix 3)	
The completed Health and Safety Induction (Appendix 4)	
The completed Contractor's Basic Health & Safety Rules (Appendix 5)	
The completed Contractor's Safety Code (Appendix 6)	
All other information required in connection with this competitive process.	

This checklist has been provided for guidance purposes only and the Contracting Authority accepts no responsibility for omissions of any description. Tenderers are advised to read this Invitation to Tender document and its appendices in full in order to provide a comprehensive and compliant response.

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1. INTRODUCTION

1.1 About the Contracting Authority

Beaumont Hospital, incorporating St. Joseph's Hospital Raheny, employs approximately 4,300 whole-time equivalent staff and has a total capacity of 913 beds with an additional treatment capacity of 40 places. It is the principal teaching hospital for the Royal College of Surgeons in Ireland and enjoys close links with Dublin City University, especially in the area of nurse training, and with other academic institutions in respect of training and research. Further information regarding the hospital is available online: www.beaumont.ie/aboutus.

1.2 About the Competition

The Contracting Authority is employing the open procedure to establish this framework agreement. In accordance with the provisions governing the conduct of the open procedure, any interested economic operator may tender for appointment as the successful framework member. In the first instance, tenders received will be assessed against grounds for exclusion and the eligibility criteria and rules contained in Sections 4 and 5 of this document, respectively. Tenders that meet the requirements of the grounds for exclusion and the eligibility criteria will then be evaluated against the award criteria, rules and weightings contained in Section 6 of this document in order to identify the most economically advantageous tender.

1.3 About the Framework Agreement

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or not be awarded. In the context of a single-party framework agreement, the successful framework member does not have to compete for each new contract. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of services from a particular economic operator. Indeed, the Contracting Authority reserves the right to operate outside of the framework agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the Contracting Authority has adopted a framework agreement approach to this project in order to leverage efficiencies and maximise cost savings over a four year period.

1.4 Duration of the Framework Agreement

This framework agreement will have a maximum potential duration of four years. Matters such as the performance of the successful framework member, budgetary considerations and the continued strategic appropriateness of the agreement will be assessed in order to determine the number and frequency of contracts awarded under this agreement.

1.5 Award to Runner-up

In the event that, following the establishment of this framework agreement, the successful framework member cannot, for whatever reason, execute the framework agreement or any contract awarded under it to the satisfaction of the Contracting Authority, the Contracting Authority reserves the right to award the agreement to the next highest-ranked tenderer emerging from this competitive process. This right may be availed of during the tender validity period. This shall be without prejudice to the right of the Contracting Authority to terminate the agreement and commence a new competitive process.

1.6 Termination

Once established, there is no obligation upon the Contracting Authority to make use of this framework agreement. Notwithstanding this fact, the framework agreement may be terminated in accordance with the framework agreement terms and conditions, a draft version of which is contained in Appendix 7 of this document.

1.7 Contractual Arrangements for Work Packages

Depending upon their scope and value, individual packages of work under this framework agreement shall be governed either by the framework agreement terms and conditions (as set out in draft form in Appendix 7 of this document) or by the Capital Works Management Framework Short Public Works Contract (PW-CF6), as available to download under Pillar 1 (Contracts) of www.constructionprocurement.gov.ie.

1.8 Site Visits

In order to ascertain the precise scope and complexity of this framework agreement, tenderers are strongly encouraged to undertake site visits prior to submitting tenders. In order to express an interest in undertaking a site visit, please e-mail tendering@beaumont.ie, using the subject line 'SITE VISIT REQUEST – FIRE DOORS' before close of business on 02/10/2026.

2. SPECIFICATION OF REQUIREMENTS

2.1 General Requirements

The Contracting Authority intends to appoint a suitably qualified and experienced contractor to perform the following duties:

- (i) Upon appointment (and annually thereafter) the successful framework member shall be required to perform an inspection of all fire doors across the Contracting Authority's campus (i.e., Beaumont Hospital and St. Joseph's Hospital, Raheny). Arising from this inspection, the successful tenderer shall produce a work-list for review by the Contracting Authority.
- (ii) The work-list produced pursuant to Point 2.1(i) above shall be utilised to agree defined packages of repair or replacement work with the successful tenderer as the need arises.

This framework agreement shall be established by reference to daily rates and the percentage surcharge applied to material costs by the successful tenderer. Each annual review and each discrete package of work shall comprise a distinct contract for the purposes of the operation of the framework agreement.

2.2 Legislative Provisions

The fundamental purpose of this framework agreement is to safeguard Beaumont Hospital's adherence to the following legislative provisions:

- Safety Health and Welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 and, in particular, Chapter 1 of Part 2, which sets out conditions relating to the workplace;
- The Building Regulations 2007, Technical Guidance Document B, which addresses fire safety;
- The Fire Services Act 1981 and 2003;
- HTM 05-02; BSBS 8214, Code of Practice for Fire Door Assemblies, Appendix B to Technical Guidance Document B, 2006.

In addition to the foregoing specific provisions, the successful tenderer shall comply with all relevant Codes of Practice, Standards, HTMs, HBNs, Fire Regulations, the Building Regulations and its associated Technical Documents, local Building Codes, Safety Regulations and any other regulations applicable to the project, together with all relevant Statutory Rules, Regulations, Bye-laws and other enforceable instruments. **In particular, any repaired or replaced fire doors must comply with BS 476 and BS EN 1634, while any work involving hinges, gaps and seals must comply with BS EN 1634.**

2.3 Contractor's Responsibilities

The successful tenderer shall assume responsibility for the following tasks:

2.3.1 Initial / Annual Survey

Upon appointment, and annually thereafter, the successful tenderer shall undertake an inspection of all existing fire doors across the Contracting Authority's campus. The purpose of this inspection shall be to assess the condition of all fire doors and their compliance with all regulations and applicable legislative provisions. The survey shall be documented in a suitable electronic format. Arising from this inspection exercise, a detailed work-list shall be produced for discussion with the Contracting Authority.

Concerning each door, it is anticipated that the initial / annual survey shall describe, in detail, the overall condition of the door, its current compliance (or otherwise) with all regulatory and legislative provisions and any works needed to render the door fully compliant.

2.3.2 Programme of Repair and Maintenance Works

The work-list produced pursuant to Section 2.3.1 shall be discussed with the Contracting Authority in order to define various packages of repair and maintenance works, which shall be undertaken by the successful tenderer at the direction of the Contracting Authority. In carrying out the required repair and maintenance works, the successful tenderer shall adhere to the following provisions:

- (a) Tenderers are advised that the phasing of repair works may need to take account of the need to minimise disruption to the Hospital's normal activities. It is not anticipated, however, that out of hours work will be required.
- (b) The successful tenderer must complete all maintenance, repair and replacement works required under this framework agreement to HTM 05-02; BSBS 8214, Code of Practice for Fire Door Assemblies, Appendix B to Technical Guidance Document B, 2006.
- (c) The successful tenderer must certify that all works performed under the Framework are in accordance with the provisions listed in Section 2.3.2(b) above. Certification must be provided by a member of an approved certification scheme and may legitimately be provided by a third party. Alternatively, the certification process may necessitate liaison between the successful tenderer and any third-parties engaged separately by the Contracting Authority. The successful tenderer shall be expected to co-operate fully with all reasonable requests in relation to certification.
- (d) The successful tenderer must implement a range of relevant control measures to be followed during the carrying out of the required repair works, to include the reduction of dust, the reduction of noise and the control of any other matters likely to impact upon the continued operation of the Hospital during the execution of the repair works.

- (e) The successful tenderer shall remove all waste and debris resulting from repair works carried out at the Hospital's premises. It is emphasised that this obligation shall be in addition to the successful tenderer's overall obligation to maintain good house-keeping within and around each area within which repair work is being carried out.
- (f) The successful tenderer shall ensure that, following any repair work, the area in question is left in a condition that enables the Contracting Authority to undertake its activities efficiently and without risk to the health and safety of patients, staff, visitors or the public.
- (g) All materials provided by the successful tenderer for the purposes of carrying out the required repair works shall be of a standard and quality acceptable to the Contracting Authority. The Contracting Authority shall have the absolute right to reject any materials that the Contracting Authority, acting reasonably, deems to be improper, defective or unsatisfactory. In such instances, the successful tenderer shall, at its own expense, substitute acceptable materials and re-execute the repair work in question to the satisfaction of the Contracting Authority.
- (h) Further to Requirement 2.3.2(g), all doors, frames, and attachments are to be provided by the successful tenderer and must be appropriately certified by a recognised body. Evidence of such certification must be provided to the Contracting Authority upon installation. Additional fire stopping of frame to structure must be included, with a hardwood or equivalent architrave fitted.
- (i) The successful tenderer shall be responsible for providing all tools, equipment, instruments and plant required to carry out the repair works in question and will be solely responsible for the maintenance of any such equipment. In particular, all power tools must be in good working order, tested and verified before the commencement of any repair work. All plant and tools must be clearly identified as the successful tenderer's property.
- (j) The successful tenderer shall use the degree of skill, care and diligence in the execution of all required works that would reasonably be expected of a competent professional contractor experienced in carrying out repair and replacement activities of a similar nature, scope and complexity to those comprising the subject-matter of this framework agreement. Additionally, the successful tenderer shall carry out the works in a good and workmanlike manner.
- (k) The successful tenderer must install a dedicated fuse outlet spur for any power supply required for hold-open devices. It is not a mandatory requirement that an independent electrical supply is used for the fused spur; however, the successful tenderer will be required to liaise with the Technical Services Department's electrical team before undertaking any electrical works.

- (l) In carrying out any repair or replacement works, the successful tenderer shall ensure that all health, safety and welfare measures required under, or by virtue of, the provisions of any enactment or regulations are strictly complied with. For the purposes of any such regulations, the successful tenderer shall be deemed to be the Employer and, as such, will be directly answerable to the Health and Safety Authority under the Safety Health and Welfare at Work Regulations in respect of the conduct of employees and all items of equipment and portable tools, trestles, etc., under the successful tenderer's control.

2.3.3 Risk Assessment Method Statements (RAMS)

Prior to the commencement of any package of work under this framework agreement, the successful tenderer shall be required to submit a Risk Assessment Method Statement (RAMS). RAMS shall be submitted to the Contracting Authority's nominated representative and copied to both the Contracting Authority's Technical Services Department and the Contracting Authority's Health and Safety Department. The RAMS shall be in the format prescribed by Appendix 3 of this Invitation to Tender document. Where a RAMS involves a potential impact upon patients, the RAMS shall also be copied to the Contracting Authority's Infection Prevention and Control Department. Where a RAMS concerns construction activities to be performed outside of normal working hours, the RAMS shall be copied to the Contracting Authority's Security and Nursing Administration Departments. All contact points shall be communicated to the successful tenderer by the Contracting Authority prior to commencement of any works under this framework agreement.

2.3.4 Induction Training

All staff members of the successful tenderer working in the Contracting Authority's premises shall be required to undergo an induction procedure supplied and designed by the Contracting Authority's Health and Safety Department but conducted by the successful tenderer. The Service Provider shall return a signed copy of the induction sheet for all staff working on the site to the Contracting Authority. For information purposes, the format and content of the Health and Safety Induction is contained in Appendix 4 of this Invitation to Tender document.

2.3.5 Contractor's Basic Safety Rules and Safety Code

All staff members engaged by the successful tenderer for the purpose of undertaking repair or replacement work under the framework agreement shall comply with the 'Contractor's Basic Safety Rules' Policy contained in Appendix 5 of this Invitation to Tender document and to the 'Contractor's Safety Code' contained in Appendix 6 of this Invitation to Tender document.

2.4 Warranty

The successful tenderer shall guarantee all products and works provided under this framework agreement for a period of at least two years from the date of delivery against faulty materials and workmanship. The Contracting Authority shall, within such guarantee period or within 14 calendar

days thereafter, give notice in writing to the successful tenderer of any defect in any of the products that may have arisen during the guarantee period under proper and normal use. The successful tenderer shall promptly remedy such defects (whether by repair or replacement as the Contracting Authority shall elect), free of charge. Any items repaired or replaced in accordance with this provision shall also be covered by a guarantee period of at least two years in duration.

2.5 Required Resource Profile

The Contracting Authority's requirements concerning the expertise of tendering organisations and the skills and experience of individual resources are set out below:

2.5.1 Company Profile

The Contracting Authority intends to establish this framework agreement with an established contractor with a demonstrable track record of expertise in this industry. Consequently, it is a mandatory requirement that the tendering organisation possesses relevant accreditation from a third-party certification body (e.g., BM Trada, LPCB, or equivalent).

2.5.2 Account Manager / Supervisor

The successful tenderer will be required to make available a suitably-qualified and experienced Account Manager / Supervisor. This individual must have a demonstrable track record of dealing with fire door works in busy public sector sites, with at least ten years' experience concerning the installation and repair of fire doors. The nominated individual will assume responsibility for ensuring the successful execution of all required works on a day-to-day basis and will act as the single point of contact between the Contracting Authority and the successful tenderer.

For the avoidance of doubt, in addition to the 'technical' role to be fulfilled by the nominated Account Manager / Supervisor, the nominated individual will also pro-actively manage the overall relationship between the Contracting Authority and the successful tenderer, will resolve any issues arising, will rectify delays of every description and will identify opportunities for efficiencies regarding the execution of the required works.

2.5.3 Installers

The successful tenderer will be required to make available a sufficient number of suitably-trained and experienced installers, all of whom must undertake the site-specific induction training described by Section 2.3 above. The successful tenderer shall have access to at least one individual who is suitably qualified and experienced to act as Project Supervisor Construction Stage (PSCS) in respect of the required repair works.

2.5.4 Continuity of Resources

Insofar as is practical, the successful framework member must ensure the availability of all nominated individuals for the duration of the framework agreement. In the event that a particular nominated individual is unavailable to the Contracting Authority, any alternative individual must be approved in advance of service delivery by the Contracting Authority. The Contracting Authority will not be held liable for any costs, time or resources incurred in connection with handover, familiarisation or review activities undertaken by substitute or replacement individuals.

3. INSTRUCTIONS TO TENDERERS

3.1 Compliance with Instructions to Tenderers

Tenderers are required to comply with these Instructions to Tenderers when preparing their tender submissions. By submitting a tender, each tenderer acknowledges and agrees to be bound fully by these Instructions to Tenderers. Non-compliance with these Instructions may, and in stated circumstances shall, invalidate the submitted tender, subject always to the discretion of the Contracting Authority. The decision of the Contracting Authority in relation to compliance with these Instructions to Tenderers is final and binding.

3.2 Ambiguities, Discrepancies, Errors or Omissions in the Tender Document

If you consider that you are missing any documents or information, the absence of which would preclude you from submitting a comprehensive tender, or should you become aware of any ambiguity, discrepancy, error or omission in this Invitation to Tender document, please raise the matter by sending an e-mail to tendering@beaumont.ie as soon as possible.

3.3 Queries

All queries regarding this competition should be submitted via the questions and answers function of the Irish government's Procurement Opportunities Portal (www.etenders.gov.ie). The closing date for receipt of such queries is close of business on 05/10/2026. The following additional conditions govern the submission of queries:

- (a) No approach of any kind should be made to any other person within, or associated with, the Contracting Authority in connection with this Invitation to Tender. Any such approach may, at the absolute discretion of the Contracting Authority, result in the elimination of the tenderer in question from this process.
- (b) The Contracting Authority will endeavour to respond to all reasonable queries received but does not undertake to respond to all queries indiscriminately. In particular, queries seeking interpretation of this Invitation to Tender document may not result in a response.
- (c) In the event that a tenderer considers a query confidential or commercially sensitive, it must mark the query accordingly. If the Contracting Authority considers, at its absolute discretion, that the query or related response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response will be held as confidential, subject to the Contracting Authority's obligations under law.

If the Contracting Authority is of the opinion that it would be inappropriate to answer the query on a confidential basis, it will notify the tenderer accordingly and require the tenderer to either withdraw the query or agree to its release, accompanied by a response, to all tenderers.

3.4 Qualification of Tenders

Please note that qualifications to a tender submission may render the tender submission invalid.

3.5 Tender Submission

The deadline date and time for receipt of tenders is 15/10/2026 at 12.00 noon (local time). Tenders must be submitted through the Irish government's Procurement Opportunities Portal (www.etenders.gov.ie) **only**. The completed tender submission, which is to include all information identified in the Checklist for Tender Submissions contained in this Invitation to Tender document, must be compiled in such a manner such that it can be read immediately upon opening of the post-box. Tenderers must ensure electronic documents are not corrupt. The Contracting Authority is not responsible for corruption in electronic documents.

Each tenderer is fully responsible for the uploading of the tender document to the post-box. Please note all documents contained in the tender submission must be uploaded together in one zipped file. The post-box will close automatically at 12.00 noon exactly on the closing date; in this regard, tenderers are advised to commence the uploading process substantially in advance of this time to avoid missing the deadline. E-mailed, faxed, hard copy, posted or late tenders will not be considered.

3.6 Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to revise the deadline date for receipt of tender submissions by giving notice in writing to tenderers at any point up to the deadline date contained in this Invitation to Tender document.

3.7 Notice of Addenda

The Contracting Authority reserves the right to update or alter the information contained in this document at any time, but not later than seven (7) days before the deadline date for the receipt of tender submissions. Any such notification will automatically become part of this Invitation to Tender document.

3.8 Modifications to Tenders (Prior to Deadline Date for Receipt of Tenders)

Modifications to tender submissions will be accepted in the form of supplementary information and/or addenda, provided they are submitted in a sealed envelope before the deadline date for the receipt of tender submissions.

3.9 Cost of Preparation of Tender Submissions

The Contracting Authority will not be liable for any costs incurred by tenderers in the preparation and submission of tenders and/or any associated work effort or costs (legal or otherwise) arising as a result of participation in this competition, regardless of the outcome or conduct of the competitive process.

3.10 Clarification of Abnormally Low Tenders

In the event that the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic in light of the tendered price or any other financial matter, the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question.

3.11 Tender Validity Period

To allow sufficient time for tender assessment, a tender validity period of twelve months is required, commencing on the deadline date for receipt of tender submissions.

3.12 Currency

Tender prices and any other financial information must be submitted in Euro (€) only. All invoices and payments will be in Euro (€) only.

3.13 Confidentiality

The distribution of this Invitation to Tender document is for the sole purpose of obtaining tender submissions as referred to therein. The distribution of this document does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documentation provided in connection with this competition as private and confidential. Similarly, the Contracting Authority undertakes to use all reasonable endeavours to ensure that any confidential information received from tenderers is not disclosed to third parties, subject always to its obligations under law and the applicable provisions of the Freedom of Information Act 2014..

In this regard, tenderers are asked to consider if any of the information supplied by them in response to this Invitation to Tender document should not be disclosed because of its sensitivity. Tenderers must specify the precise information that is sensitive and the reasons for its sensitivity. Tenderers are advised that it is not sufficient to merely include a statement of confidentiality encompassing all information contained in a tender submission.

The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this Invitation to Tender or in the course of any framework agreement established as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information 2014, European Procurement Directives and all Irish procurement legislation and guidance. The Contracting Authority accepts no liability whatsoever in respect of any information provided that is subsequently released or in respect of any consequential damage suffered as a result of such obligations.

3.14 Conflict of Interest

Any conflict of interest involving a tenderer must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority, or employees of the Contracting Authority or their relatives, must be fully disclosed in the tender submission. In the event that the tenderer becomes aware of the conflict of interest only after a tender submission has been made, the conflict of interest must be immediately disclosed to the Contracting Authority. The terms 'registrable interest' and 'relative' will be interpreted in accordance with Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate the establishment of any framework agreement, depending upon when the conflict of interest is made known to the Contracting Authority.

3.15 National Legislation

Tenderers are advised that national legislation applies in respect of matters such as employment, working hours, official secrets, data protection and health and safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders. Moreover, tenderers are advised that the laws of Ireland will govern this competitive process. This competitive process, any resulting framework agreement and any resulting contract will be subject to the exclusive jurisdiction of the Irish courts.

3.16 Determination of Responsiveness

After opening tender submissions, the Contracting Authority will determine whether each tender submission is substantially responsive to the requirements of this Invitation to Tender document. If a material deviation exists that limits in any substantial way the Contracting Authority's rights or the tenderer's obligations under any framework agreement to be established, the tender shall be rejected.

3.17 Clarification of Tenders

To assist in the evaluation and associated comparison of tender submissions, the Contracting Authority may ask tenderers to clarify and supplement certain aspects of their tender submissions, including financial proposals. A request for such clarifications should not be construed as an indication of success in the competition.

3.18 Interference

Any effort by a tenderer to unduly influence the Contracting Authority, its personnel or any other relevant persons or bodies regarding the process of examination, clarification, evaluation and comparison of tenders and any decisions concerning the establishment of the framework agreement shall result in the elimination of said tenderer's tender submission. In accordance with Section 38 of the Ethics in Public Office Act 1995, any money, gift or other consideration from a person seeking

success in a public tendering competition will be deemed to have been paid or given corruptly unless the contrary is proved.

3.19 Prohibition on Canvassing

Any tenderer who, in connection with this competition:

- (a) offers any inducement, fee or reward to any member, officer or employee of the Contracting Authority or any person acting as an advisor to the Contracting Authority in connection with the competition; or
- (b) takes any step constituting a breach of the Prevention of Corruption Acts 1989 to 2010; or
- (c) canvasses any of the persons referred to in paragraph (a) above in connection with the competition; or
- (d) contacts any officer or employee of the Contracting Authority prior to the framework agreement being established about any aspect of the competition in a manner not permitted by this Invitation to Tender document

may be eliminated from the competition, without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability such conduct by a tenderer may attract.

3.20 Prohibition on Collusion

Any tenderer who, in connection with this competition:

- (a) fixes or adjusts the amount or terms of his/her tender submission by or in accordance with any agreement or arrangement with any other tenderer (other than a member of his own grouping or consortium); or
- (b) enters into any agreement or arrangement with any other tenderer that he/she shall refrain from tendering or as to the amount or terms of any tender to be submitted; or
- (c) causes or induces any person to enter into such an agreement or arrangement as referred to in paragraphs (a) or (b) above; or
- (d) informs any tenderer of the amount, approximate amount or terms of any rival tender; or
- (e) canvasses any other tenderer in connection with this competition; or
- (f) offers or agrees to pay or give, or does pay or give, any sum of money, inducement or valuable consideration directly or indirectly to any person for any information in connection with any rival tender submission; or

- (g) communicates to any person other than the Contracting Authority the amount or approximate amount or terms of his proposed tender submission (except in the event that such disclosure is made in confidence and is necessary for the preparation of the tender submission); or
- (h) contacts any officer or employee of the Contracting Authority prior to the framework agreement being established about any aspect of the competition in manner not permitted by this Invitation to Tender document

may be eliminated from the competition, without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability such conduct by a tenderer may attract.

3.21 Notification of Tender Evaluations

All tenderers will be informed in writing of the outcome of this tender competition following the completion of the evaluation of tender submissions.

4. GROUNDS FOR EXCLUSION

4.1 Grounds for Exclusion

This Section of the Invitation to Tender document details the grounds for exclusion that apply to this competition in accordance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (which applies to this below-threshold works competition on an analogous and voluntary basis).

A tenderer's position under each of these grounds will be assessed by reference to the completed European Single Procurement Document (ESPD) contained in Appendix 2 of this document. The completed ESPD will comprise a 'self declaration' by the tenderer that the grounds for exclusion detailed hereunder do not apply. The information contained in this Section of the Invitation to Tender document informs tenderers of how the completed ESPD will be interpreted by the Contracting Authority.

For the avoidance of doubt, the Contracting Authority reserves the right to request any tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed hereunder. Such a request may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authority may require a successful tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed hereunder.** In the event that the supporting documentation demonstrates that a ground for exclusion does, in fact, apply, the tenderer will be eliminated from this competition.

(Grounds detailed overleaf)

EXCLUSION GROUND		REG.
(i)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of participation in a criminal organisation, within the meaning of Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime.	57.1(a)
(ii)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of corruption, as defined by Regulation 57.1(b) of the European Union (Award of Public Authority Contracts) Regulations 2016.	57.1(b)
(iii)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests drawn up under the Council Act of 16 July 1995.	57.1(c)
(iv)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of terrorist offences or offences linked to terrorist activities, within the meaning of Articles 1 and 3 respectively of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism or inciting or aiding or abetting or attempting to commit an offence referred to in Article 4 of that Council Framework Decision.	57.1(d)
(v)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of money laundering or terrorist financing, within the meaning of Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.	57.1(e)
(vi)	An economic operator will be excluded from this competition if the economic operator, or a member of its administrative, management or supervisory body, has been convicted of child labour and other forms of trafficking in human beings, within the meaning of Article 2 of Directive 2011/36/EU41 of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA.	57.1(f)
<i>NOTE #1: In respect of each of the exclusion grounds detailed under points (i) to (vi) above, an economic operator may provide evidence to the effect that it has undertaken sufficient measures to demonstrate its reliability, despite the existence of the ground for exclusion. Where, in the opinion of the Contracting Authority, such evidence is sufficient, the economic operator shall not be excluded from the competition. Appropriate evidence is detailed in Regulation 57.14 of the European Union (Award of Public Authority Contracts) Regulations 2016.</i> <i>NOTE #2: In the event that a conviction listed under points (i) to (vi) above occurred more than five years prior to the date of advertisement of this competition, the relevant ground for exclusion shall not apply.</i>		

(vii)	An economic operator will be excluded from this competition if the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions and said breach has been established by a judicial or administrative decision having final and binding effect in accordance with the law of the country in which the operator is established or the Member State of the Contracting Authority. <i>NOTE #1: This provision will not apply when the economic operator has fulfilled its obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any interest accrued or fines.</i> <i>NOTE #2: At the discretion of the Contracting Authority, this provision may not apply when only minor amounts of taxes or social security contributions are in question or when the economic operator did not have time, between being made aware of the breach of obligations and the commencement of this competition, to pay, or to enter into an arrangement to pay, the amounts in question.</i> <i>NOTE #3: In the event that the breach of obligations referred to above occurred more than five years prior to the date of advertisement of this competition, this ground for exclusion shall not apply.</i>	57.3(a), 57.3(b)
(viii)	An economic operator will be excluded from this competition if the economic operator, in performance of a public contract, has not complied with all applicable obligations in the fields of environmental, social and labour law that apply at the place where the works are carried out or the services provided and that have been established by European Union law, national law, collective agreements or by international, environmental, social and labour law.	57.8(a)
(ix)	An economic operator will be excluded from this competition if the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law of the State. <i>NOTE: The Contracting Authority may, at its discretion, decide not to exclude an economic operator¹ on this ground for exclusion if it is possible for the Contracting Authority to establish that the economic operator would be able to perform the contract, taking into account national rules, measures and laws relating to the continuation of business.</i>	57.8(b)
(x)	An economic operator will be excluded from this competition where the Contracting Authority can demonstrate, by appropriate means, that the economic operator is guilty of grave professional misconduct, which renders its integrity questionable.	57.8(c)
(xi)	An economic operator will be excluded from this competition where the Contracting Authority has sufficiently plausible indications to conclude that the economic operator has entered into arrangements with other economic operators aimed at distorting competition.	57.8(d)

(xii)	An economic operator will be excluded from this competition where a conflict of interest, as defined by Regulation 34 of the European Union (Award of Public Authority Contracts) Regulations 2016, cannot be effectively remedied by other, less intrusive, measures.	57.8(e)
(xiii)	An economic operator will be excluded from this competition where a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure cannot be remedied by other, less intrusive, measures.	57.8(f)
(xiv)	An economic operator will be excluded from this competition where the economic operator 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.	57.8(g)
(xv)	An economic operator will be excluded from this competition where the economic operator has been 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, has withheld such information or is not able to submit supporting documents required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016	57.8(h)
(xvi)	An economic operator will be excluded from this competition where the economic operator has undertaken to unduly influence the decision-making process of the Contracting Authority, or obtain confidential information that may confer upon it undue advantages in the procurement procedure or where the economic operator has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	57.8(i)
<i>NOTE #1: In respect of each of the grounds for exclusion detailed under points (viii) to (xvi) above, an economic operator may provide evidence to the effect that it has undertaken sufficient measures to demonstrate its reliability, despite the existence of the ground for exclusion. Where, in the opinion of the Contracting Authority, such evidence is sufficient, the economic operator shall not be excluded from the competition. Appropriate evidence is detailed in Regulation 57.14 of the European Union (Award of Public Authority Contracts) Regulations 2016.</i> <i>NOTE #2: In respect of each of the exclusion grounds detailed under points (viii) to (xvi) above, in the event that the situation referred to occurred more than three years prior to the date of advertisement of this competition, the relevant ground for exclusion will not apply.</i>		

5. ELIGIBILITY CRITERIA

5.1 Eligibility Criteria and Associated Rules

The Contracting Authority is using the open procedure for the establishment of this framework agreement. While any interested party may submit a tender, only those tenderers meeting the stated levels of financial and technical capacity will be considered for appointment to this framework agreement.

In order to enable the Contracting Authority to ascertain tenderers' financial and technical capacity, all tenderers must complete the ESPD contained in Appendix 2 of this document. In particular, Part IV of the ESPD constitutes a 'self-declaration' to the effect that the tenderer complies with each of the eligibility criteria and rules detailed hereunder. Once the ESPD has been completed, no additional response to these eligibility criteria is required.

For the avoidance of doubt, the Contracting Authority reserves the right to request any tenderer to provide all supporting documentation necessary to demonstrate compliance with all eligibility criteria detailed hereunder. Such a request may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authority may require a successful tenderer to provide all supporting documentation necessary to demonstrate compliance with all eligibility criteria detailed hereunder.** In the event that the supporting documentation demonstrates that any eligibility criterion is not complied with, the tenderer will be eliminated from this competition.

(Criteria detailed overleaf)

(a) INSURANCES

REQUIREMENT
It is a requirement that tenderers either possess the following forms and levels of insurance, or are in a position to implement the following forms and levels of insurance if successful in the competition: (a) Employer's Liability Insurance - €13m (b) Public Liability Insurance - €6.5m (c) Product Liability Insurance - €6.5m
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 2, tenderers are confirming that they either possess the forms and levels of insurance indicated or, alternatively, that they are in a position to obtain the forms and levels of insurance indicated if successful in this competition. Should the Contracting Authority elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authority to confirm that this criterion is complied with: (a) Evidence of the possession of the required forms and levels of insurance (i.e., certificates of insurance provided by brokers or underwriters); (b) A signed letter from the tenderer's insurance broker to the effect that the required forms and levels of insurance can be implemented should the tenderer prove successful in this competition.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(b) FINANCIAL CAPACITY

REQUIREMENT
It is a requirement that tenderers have attained a turnover of at least €300,000 in any one of the three previous financial years.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 2, tenderers are confirming that they have attained a turnover of at least €300,000 in any one of the three previous financial years. Should the Contracting Authority elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authority to confirm that this criterion is complied with: (a) Financial statements or extracts from financial statements; (b) An objectively verifiable statement of the tenderer's overall turnover (e.g. an auditor's statement).
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(c) TAX CLEARANCE

REQUIREMENT
It is a requirement that tenderers either possess a Tax Clearance Certificate issued by the Irish Revenue Commissioners, or can provide proof of tax clearance status prior to the establishment of this framework agreement. For the avoidance of doubt, it is emphasised that the Contracting Authority is precluded from processing invoices submitted by economic operators not in possession of Irish Tax Clearance.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 2, tenderers are confirming that they either possesses a Tax Clearance Certificate issued by the Irish Revenue Commissioners can provide alterative proof or have applied for tax clearance from the Irish Revenue Commissioners. Should the Contracting Authority elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authority to confirm that this criterion is complied with: (a) A reference to electronic evidence of tax clearance status issued by the Irish Revenue Commissioners (i.e., a screenshot, a hyperlink or any other appropriate material); (b) Copies of correspondence between the tenderer and the Irish Revenue Commissioners.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

(d) HEALTH AND SAFETY STATEMENT

REQUIREMENT
It is a requirement that tenderers possess an up-to-date and compliant health and safety statement that takes full account of the provisions of Section 20 of the Safety, Health and Welfare at Work Act, 2005. In order to be considered a compliant health and safety statement, at a minimum, the document must detail the following: (a) How the safety and health of all employees will be secured and managed; (b) Hazards identified and risks assessed; (c) How the employer will manage his or her safety and health responsibilities, including a commitment to comply with legal obligations, the protective and preventive measures taken, the resources provided for safety and health at the workplace and the arrangements used to fulfil these responsibilities; (d) The plans and procedures to be used in the event of an emergency or serious danger; (e) The duties of employees, including the co-operation required from them on safety and health matters; (f) The names and job titles of people appointed to be responsible for safety and health or for performing the tasks set out in the statement; (g) The arrangements made for appointing safety representatives, and for consulting with employees on safety and health matters, including the names of the safety representatives and the members of the safety committee, if appointed; (h) A suitable review mechanism.
ESPD REFERENCE AND MEANS OF PROOF
By completing the ESPD contained in Appendix 2, tenderers are confirming that they possess a compliant health and safety statement that adequately details all matters listed under points (a) to (h) above. Should the Contracting Authority elect to seek supporting evidence from tenderers confirming the assertions made in the ESPD in respect of this eligibility criterion, the following means of proof will be acceptable to the Contracting Authority to confirm that this criterion is complied with: (a) A copy of the tendering organisation's current health and safety statement.
ELIMINATION
Should a tenderer fail to provide appropriate supporting evidence and means of proof within five working days of a request to do so, the tenderer in question will be eliminated from further consideration.

6. AWARD CRITERIA

NOTE: A narrative response is required to each of the following qualitative award criteria. A failure to provide a narrative response will result in the elimination of the tender submission in question.

6.1 Award Criteria and Weightings

This framework agreement will be established with the tenderer submitting the most economically advantageous tender, identified following application of the award criteria and weightings detailed hereunder. It is emphasised that the Contracting Authority is not bound to accept the most economically advantageous tender or any tender received, and reserves the right to accept or reject in whole or in part any or all tenders received.

6.1 – AWARD CRITERIA AND WEIGHTINGS				
CRITERION		%	MAXIMUM SCORE ACHIEVABLE	MINIMUM SCORE REQUIRED
A	<i>Ultimate Cost</i>	40	4,000	N/A
B	<i>Proposed Methodology for Execution of Fire Door Works</i>	20	2,000	1,200
C	<i>Technical Merit of Resources Proposed</i>	30	3,000	1,800
D	<i>Reliability and Continuity of Service</i>	10	1,000	600

6.2 Award Criteria Explained

6.2.1 (A) Ultimate Cost – 40%

Tenderers are required to complete in full the Form of Tender contained in Appendix 1, which seeks daily rates for the provision of the required services and a percentage surcharge to be applied to material costs. The manner in which submitted rates and percentages will be relied upon in order to arrive at a single notional cost figure for evaluation purposes is set out in the Form of Tender. The lowest notional ultimate cost tender that also meets all minimum requirements described in this document will attain the highest score available under this criterion. The scores of all other valid* tenders will be calculated as follows:

Points awarded = (the maximum score achievable) multiplied by (the cost of the lowest-cost valid tender) divided by (the cost of the valid tender* in question).*

*NOTE: In this instance, the phrase ‘valid tender’ refers to a tender submission not eliminated by virtue of a failure to attain a minimum required score associated with a qualitative award criterion.

6.2.2 *(B) Proposed Methodology for Execution of Fire Door Works – 20%*

By reference to Section 2 of the Invitation to Tender document, tenderers are required to outline their proposed methodologies for carrying out the required works. **In particular, and in order to attain the minimum required score associated with this criterion, responses must address at least the following elements:**

- Taking into account the provisions of Section 2.3.1, tenderers must outline their proposed approaches for carrying out an initial / annual survey of the Contracting Authority's existing fire doors. Tenderers must comprehensively describe the electronic record that will be generated as a result of this survey and must state the type of information that will be recorded.
- As per Sections 2.3.2(b) and (c), tenderers are required to outline their proposed methodologies for securing independent certification of all repair and maintenance works undertaken.
- In accordance with Section 2.3.2(g), tenderers must outline the manner in which materials will be selected, to include a description of the conformity of materials used with current fire safety legislation and industry best practice.
- As per Section 2.3.2(h), tenderers must confirm that all doors, frames and attachments supplied over the course of the framework agreement will be appropriately certified and must state the precise certification in question.
- As per Section 2.3.3, tenderers must explicitly commit to submitting suitably detailed Risk Assessment Method Statements (RAMS) in advance of commencing each package of work under the framework agreement.
- As per Section 2.4, tenders must confirm that all workmanship and materials shall be governed by a warranty of at least 24 months in duration.

A failure to address any of the foregoing points, either at all or in sufficient detail, will result in a failure to attain the minimum required score associated with this criterion and the consequent elimination of the tender submission in question from further consideration. Scores in excess of the minimum required score shall be apportioned based upon the overall relative merit of responses.

6.2.3 *(C) Technical Merit of Resources Proposed – 30%*

By reference to Section 2.5, tenderers are required to outline the merit of their proposed resources. **In order to attain the minimum required score associated with this criterion, responses must include at least the following information:**

- As per Section 2.5.1, evidence that the tendering organisation possesses relevant

accreditation from a third-party certification body must be provided.

- In accordance with Section 2.5.2, a comprehensive curriculum vitae for the nominated Account Manager / Supervisor must be provided, which must contain clear evidence that the individual in question possesses at least ten years' post-qualification experience;
- The curriculum vitae of the nominated Account Manager / Supervisor must contain evidence of the fact that the individual in question has experience of working in the healthcare sector or busy public sites of comparable scale, complexity and occupancy to the Contracting Authority's premises.
- Responses must include a comprehensive description of the training that is provided as standard to installers before they commence work with the tendering organisation, to include a statement of all courses, accreditations and qualifications that the organisation's operative workforce possesses, including any training delivered by the manufacturer(s) of fire doors and related components.
- Responses must include a statement of the number of individual installers that will be made available to the Contracting Authority for the purposes of ensuring successful service delivery under this framework agreement.
- A description of all mechanisms that will be employed to supervise and manage installers over the course of this framework agreement.

A failure to address any of the foregoing points, either at all or in sufficient detail, will result in a failure to attain the minimum required score associated with this criterion and the consequent elimination of the tender submission in question from further consideration. Scores in excess of the minimum required score shall be apportioned based upon the breadth of expertise available to the tendering organisation.

6.2.4 (D) Reliability and Continuity of Service – 10%

The purpose of this criterion is to assess the extent to which the Contracting Authority can place due confidence in a tenderer's ability to deliver the required works in a reliable and continuous manner. **In order to attain the minimum required score associated with this criterion, tenderers are required to describe two reference projects of a comparable nature, scale and complexity to the project under consideration, providing at least the following information:**

- The full name and address of the client in respect of each project;
- The start and end date of each project, which must demonstrate that each project was delivered within the preceding five years;

- The precise extent of the fire door maintenance and repair works delivered under each project;
- The name and contact details of a referee for each project, who must be in a position to attest to the successful delivery of the project in question.

For the avoidance of doubt, a failure to describe two projects of a comparable nature, scale and complexity, each of which must have been satisfactorily delivered within the preceding five years, will result in a failure to attain the minimum required score associated with this criterion and the consequent elimination of the tender submission as a whole from further consideration. Scores in excess of the minimum required score shall be apportioned by reference to the comparability of reference projects listed and, should the Contracting Authority elect to seek references, the quality of references received.

6.3 Assessment of Qualitative Responses

As a general condition of evaluation, the Contracting Authority will utilise the evaluation process in order to determine whether each tender submission is substantially responsive to the requirements of this Invitation to Tender document. If a material deviation exists that limits in any substantial way the Contracting Authority's rights or the tenderer's obligations under the contract to be awarded, the tender submission may, depending upon the severity of the deviation in question, be rejected.

The evaluation team shall rely upon the following scoring bands for the purposes of apportioning scores under the qualitative award criteria:

ELIMINATED	0% of marks available	No response
	20% of marks available	Poor
	40% of marks available	Mediocre
ELIGIBLE	60% of marks available	Acceptable
	70% of marks available	Good
	80% of marks available	Very Good
	90% of marks available	Excellent
	100% of marks available	Outstanding

6.4 Minimum Qualitative Score Required

Tenderers should note that they must achieve a minimum rating of 'acceptable,' or 60% of the total marks available, for each of the individual qualitative criteria (B – D inclusive) in order to avoid elimination from the competition.

6.5 Verification/Clarification Meetings

Meetings for the purpose of verification/clarification may be carried out with appropriate tenderers as an element of the evaluation process in order to identify the most economically advantageous tender. Such meetings may be required in order to verify the scores achieved by tenderers in respect of their written tenders. For the avoidance of doubt, tenderers should note that mere performance at interview will not of itself be evaluated. In the event that such meetings are required, information regarding locations and times will be communicated to the chosen tenderers. In order to ensure the optimum effectiveness of such meetings, it is strongly recommended that key personnel of the tenderer's organisation should attend.

APPENDIX 1 – FORM OF TENDER

This form of tender must be completed, signed and returned in soft-copy format by tenderers. Any amendment to the structure of this document, or any qualification of financial offers, may, at the sole discretion of the Contracting Authority, result in the elimination of the tender in question.

Contracting Authority: Beaumont Hospital

Competition: The Execution of a Programme of Repairs to Existing Fire Doors and the Carrying Out of Annual Inspection / Maintenance Visits.

From: _____

I/We, having read the full Tender Documents and associated Appendices, do hereby offer to provide the products described to the entire satisfaction of the Contracting Authority, for the following prices, and establish a framework agreement accordingly:

NOTIONAL ULTIMATE COST FOR EVALUATION PURPOSES
(To be carried forward unaltered from the Pricing Schedule Appendix 2)

(€, Exc. VAT))

I/We confirm that I/we:

- Will keep this offer open for acceptance by the Contracting Authority for a period of twelve months from the date of deadline for submission of tenders;
- Agree that you are not bound to accept the most economically advantageous tender or any tender you may receive;
- Have read and thoroughly examined the tender document;
- Fully understand the tender document and the Contracting Authority's requirements;
- Undertake to treat the details of this invitation to tender document, the resulting tender submission and any subsequent clarifications as private and confidential;
- Acknowledge that acceptance by the Contracting Authority of a tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the framework agreement has been formally established by the Contracting Authority;
- 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 framework agreement;

- Have included everything necessary for the performance of this contract, including all elements that are either expressly stated in the tender document or contained in any supplementary information or which could reasonably be inferred there from;
- 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 framework agreement may be performed that are in force seven days prior to the deadline for receipt of tenders;
- Will not, if awarded membership of the framework agreement, employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age, etc.;
- Will not, if awarded membership of the framework agreement, source any goods or services in countries subject to official international trading sanctions.

SIGNATURE	<i>(Insert)</i>	Date	<i>(Insert)</i>
Name	<i>(Insert)</i>	Position	<i>(Insert)</i>
Telephone	<i>(Insert)</i>	Email	<i>(Insert)</i>

A Tenderer's failure to sign and date this Form of Tender and to complete all sections will invalidate the tender submission.

APPENDIX 2 – EUROPEAN SINGLE PROCUREMENT DOCUMENT

- a) This document must be completed and returned by tenderers. The completed version of this document will constitute a 'self-declaration' that the grounds for exclusion detailed in Section 4 of the Invitation to Tender document do not apply to the tenderer and that the tenderer is in a position to comply with each of the eligibility criteria detailed in Section 5 of the Invitation to Tender document.
- b) Failure to complete all sections of this document will result in the tenderer's elimination from this competition. Moreover, failure to provide sufficient detail in respect of any field may, at the discretion of the Contracting Authority, result in the elimination of the tenderer in question.
- c) Any misrepresentation in respect of the completed document will result in the tenderer's elimination from this and future procurement competitions.
- d) Tenderers may reuse a European Single Procurement Document previously submitted in respect of another competition. Alternatively, in the event that a tenderer has previously completed an electronic version of this document, the tenderer may provide the Contracting Authority with electronic access to the relevant document. In both instances, it is imperative that the completed version of the European Single Procurement Document contains all of the information sought by this document.
- e) For the avoidance of doubt, the Contracting Authority reserves the right to request any tenderer to provide all supporting documentation necessary to demonstrate the inapplicability of any ground for exclusion detailed in Section 4 of the Invitation to Tender document. Additionally, the Contracting Authority reserves the right to request any tenderer to provide all supporting documentation necessary to demonstrate compliance with the eligibility criteria detailed in Section 5 of the Invitation to Tender document. Such requests may be made at any point during the competitive process. **In particular, before reaching an award decision, the Contracting Authority may require the successful tenderer to provide all supporting documentation necessary to confirm the assertions made hereunder.**
- f) If a tenderer fails to provide supporting documentation necessary to confirm the assertions made hereunder within five working days of a request to do so from the Contracting Authority, the tenderer in question will be eliminated from the competition.

PART I – INFORMATION CONCERNING THE PROCUREMENT PROCEDURE AND THE CONTRACTING AUTHORITY	
IDENTITY OF THE PROCURER:	ANSWER:
Name:	Beaumont Hospital
Which procurement is concerned?	The Execution of a Programme of Repairs to Existing Fire Doors and the Carrying out of Annual Inspection / Maintenance Visits
Title or short description of the procurement:	The Execution of a Programme of Repairs to Existing Fire Doors and the Carrying out of Annual Inspection / Maintenance Visits
File reference number attributed:	3085

PART II – INFORMATION CONCERNING THE ECONOMIC OPERATOR	
A: INFORMATION ABOUT THE ECONOMIC OPERATOR	
IDENTIFICATION:	ANSWER:
Name:	<i>Insert</i>
VAT-number, if applicable: <i>(If no VAT-number is applicable, please indicate another national identification number, if required and applicable)</i>	<i>Insert</i>
Postal Address:	<i>Insert</i>
Contact Person or Persons:	<i>Insert</i>
Telephone:	<i>Insert</i>
E-mail:	<i>Insert</i>
Internet address, if applicable:	<i>Insert</i>
GENERAL INFORMATION:	ANSWER:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise?	Yes ☐ No ☐ Define which: <i>Insert</i>
Only in the case the procurement is reserved, is the economic operator a sheltered workshop, a 'social business,' or will it provide for the performance of the contract in the context of sheltered employment programmes?	NOT APPLICABLE
If yes, what is the corresponding percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to.	NOT APPLICABLE
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g., under a national [pre]qualification system)?	Yes ☐ No ☐ Not Applicable ☐
<i>If you have answered 'yes' to the above question, answer the remaining parts of this Section, Section B and, where relevant, Section C of Part II. Then complete and sign Part VI. (i.e., if you have answered 'yes' to the above question, there is no need to complete Parts III and IV of this Appendix).</i>	
Please provide the name of the list or certification and the relevant registration or certificate number, if applicable:	<i>Insert</i>
If the certificate of registration or certification is available electronically, please state:	<i>Insert web address, issuing authority or body, precise reference of the documentation.</i>
Please state the references on which the registration or certification is based and, where applicable, the classification obtained in the official list:	<i>Insert</i>

Does the registration or certification cover all of the required selection criteria? <i>(If 'no,' please complete and sign Appendix IV of this document.)</i>	Yes ☐ No ☐
Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the Contracting Authority or Contracting Entity to obtain it directly by accessing a national database in any Member State that is available free of charge?	Yes ☐ No ☐ <i>(If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation).</i>
FORM OF PARTICIPATION	ANSWER:
Is the economic operator participating in the procurement procedure together with others?	Yes ☐ No ☐
<i>If you have answered 'yes' to the above question, please ensure that the others concerned provide a separate ESPD document and please answer the questions below:</i>	
If 'yes,' please indicate the role of the economic operator in the group (e.g., leader, responsible for specific tasks, etc.):	<i>Insert</i>
If 'yes,' please identify the other economic operators participating in the procurement procedure together:	<i>Insert</i>
Where applicable, please insert the name of the participating group:	<i>Insert</i>
LOTS:	ANSWER:
Where applicable, please indicate the lot(s) for which the economic operator wishes to tender:	NOT APPLICABLE
B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR	
<i>Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:</i>	
REPRESENTATION, IF ANY:	ANSWER:
Full Name: <i>(Accompanied by the date and place of birth, if required)</i>	<i>Insert</i>
Position / Acting in the capacity of:	<i>Insert</i>
Postal Address:	<i>Insert</i>
Telephone:	<i>Insert</i>
E-mail:	<i>Insert</i>
If necessary, please provide detailed information regarding the representation (e.g., its form, extent, purpose, etc).	<i>Insert</i>

C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES	
RELIANCE:	ANSWER:
Does the economic operator rely on the capacities of other entities in order to meet the eligibility criteria for this competition as set out in Section 5 of the associated Invitation to Tender document?	Yes ☐ No ☐
<i>If 'yes,' please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III of this Appendix for each of the entities concerned, duly completed and signed by the entities concerned. Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.</i> <i>Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, it may also be necessary for some or all of the entities concerned to complete Part IV of this Appendix.</i>	
D: INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY	
SUBCONTRACTING	ANSWER:
Does the economic operator intend to subcontract any share of the contract to third parties?	Yes ☐ No ☐ If 'yes,' and so far as is known, please list the proposed subcontractors.
<i>If 'yes,' please provide the information required under Sections A and B of this part for each of the subcontractors concerned.</i>	

PART III – EXCLUSION GROUNDS	
A: GROUNDS RELATING TO CRIMINAL CONVICTIONS	
<i>Article 57.1 of Directive 2014/24/EU sets out the following reasons for exclusion:</i> <i>1. Participation in a criminal organisation;</i> <i>2. Corruption;</i> <i>3. Fraud;</i> <i>4. Terrorist offences or offences linked to terrorist activities;</i> <i>5. Money laundering or terrorist financing;</i> <i>6. Child labour and other forms of trafficking in human beings.</i>	
GROUND(S):	ANSWER:
Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?	Yes ☐ No ☐ <i>If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
<i>If 'yes,' please provide the following information:</i>	
Date of conviction, which of the grounds for conviction (points 1 to 6 above) is concerned and the reason(s) for the conviction:	<i>Insert dates, points and reasons.</i>
Identify who has been convicted:	<i>Insert</i>
Insofar as is established directly in the conviction:	<i>Insert the length of the period of exclusion and the point(s) concerned.</i> <i>If the relevant documentation is available electronically, please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
In cases of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS	
PAYMENT OF TAXES / SOCIAL SECURITY:	ANSWER:
Has the economic operator met all of its obligations relating to the payment of taxes or social security contributions, both in the country in which it is established and in the Member State of the Contracting Authority if other than the country of establishment?	Yes ☐ No ☐
If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>

<i>If the economic operator has not met all of its obligations relating to the payment of taxes or social security contributions, please provide the following information:</i>		
Country or member state concerned:	Taxes	Social Contributions
	<i>Insert</i>	<i>Insert</i>
What is the amount concerned?	<i>Insert</i>	<i>Insert</i>
How has this breach of obligations been established?	<i>Insert</i>	<i>Insert</i>
If through a judicial or administrative decision, is this decision final and binding?	Yes ☐ No ☐	Yes ☐ No ☐
If through a judicial or administrative decision, please indicate the date of conviction or decision:	<i>Insert</i>	<i>Insert</i>
If through a judicial or administrative decision, and in the case of a conviction, please provide the length of the period of exclusion:	<i>Insert</i>	<i>Insert</i>
If this breach of obligations has been established by other means, please indicate the other means in question:	<i>Insert</i>	<i>Insert</i>
Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest or accrued fines?	Yes ☐ No ☐	Yes ☐ No ☐
If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>	
C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT		
GROUNDS:	ANSWER:	
Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law?	Yes ☐ No ☐	
If the economic operator has breached its obligations in the fields of environmental, social and labour law, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>	
Is the economic operator in any of the following situations: • Bankrupt; • The subject of insolvency or winding-up proceedings; • In an arrangement with creditors; • In any analogous situation arising from a similar procedure under national laws and regulations; • That its assets are being administered by a liquidator or the court; • That its business activities are suspended?	Yes ☐ No ☐	

If the economic operator is in any of the situations mentioned in the immediately preceding question, please provide comprehensive details of the situation:	<i>Insert</i>
Please provide the reasons for nevertheless being able to perform the contract or framework agreement, taking into account the applicable national rules and measures on the continuation of business in those circumstances, as per Article 57.4 of Directive 2014/24/EU.	<i>Insert</i>
If the relevant documentation is available electronically, please indicate:	<i>Please insert the web address, the issuing authority or body and the precise reference of the documentation.</i>
Is the economic operator guilty of grave professional misconduct?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the matter.</i>
If the economic operator is guilty of grave professional misconduct, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Has the economic operator entered into arrangements with other economic operators aimed at distorting competition?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the arrangements in question.</i>
If the economic operator has entered into arrangements with other economic operators aimed at distorting competition, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Is the economic operator aware of any conflict of interest due to its participation in the procurement procedure?	Yes ☐ No ☐ <i>If 'yes' please provide a comprehensive description of the conflict(s) in question.</i>
Has the economic operator or an undertaking related to it advised the Contracting Authority or otherwise been involved in the preparation of the procurement procedure?	Yes ☐ No ☐ <i>If 'yes' please provide a comprehensive description of the matter.</i>
Has the economic operator experienced that a prior public contract, framework agreement or concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with a prior contract?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the matter.</i>

If the economic operator experienced that a prior public contract, framework agreement or concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with a prior contract, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (as per Article 57.6 of Directive 2014/24/EU)?	Yes ☐ No ☐ <i>If 'yes' please insert a comprehensive description of the measures taken.</i>
Can the economic operator confirm the following: • That it has not been 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? • That it has not withheld such information? • That it has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity? • That it has not undertaken to unduly influence the decision making process of a contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in a procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	Yes ☐ No ☐

PART IV – ELIGIBILITY CRITERIA

α: GLOBAL INDICATION FOR ALL SELECTION CRITERIA

Concerning the eligibility criteria, the economic operator declares that it satisfies the required eligibility criteria for this competition as detailed in Section 5 of the Invitation to Tender document:

Yes ☐ No ☐

PART V – REDUCTION OF THE NUMBER OF QUALIFIED CANDIDATES

NOT APPLICABLE

PART VI – CONCLUDING STATEMENTS

The undersigned formally declare that the information stated under Parts II – III of this Appendix is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- (a) The Contracting Authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge;
- (b) As of 18/10/2018 at the latest, the Contracting Authority already possesses the documentation concerned.

The undersigned formally consent to Beaumont Hospital gaining access to documents supporting all information provided in this European Single Procurement Document for the purposes of this competition.

Signed (Authorised Signatory):	<i>Insert</i>
Block Capitals:	<i>Insert</i>
Position:	<i>Insert</i>
Company:	<i>Insert</i>
Registered Office:	<i>Insert</i>
Date:	<i>Insert</i>

APPENDIX 3 – TEMPLATE RISK ASSESSMENT METHOD STATEMENT

 Risk Assessment / Method Statement (RAMS) for Works Beaumont Hospital <i>Please provide as much relevant information as possible to assist the review and approval process</i>				
Prepared By			Date Submitted for Review	
Company			Date of Proposed Works	
Project Ref.			Proposed Duration of Works	
Summary of Work to be Undertaken <i>(Describe the precise area of where the work will take place, the scope and nature of the work. Include duration, work times, drawings and sketches)</i>				
Work Location			Room Code	Start Time
No. of Workers			Day / Night Work	Finish Time
Supervisor				Contact No.
Out of Hours Contact Name:				Out of Hours Contact No:
Work Task <i>(Describe the work in a step by step basis from delivery / arrival to completion)</i>				
Safety Critical Items				
	Asbestos Control			
	Does the job involve interference with asbestos?		Yes	No
	IF YES - refer to the Beaumont Hospital Advisory Protocols for Working on Asbestos and confirm the following -			
	You will ensure the Health & Safety Authority have had one month's notice prior to commencement of work.		Tick to Confirm	
	You will ensure the persons disturbing the asbestos holds a certificate of training in asbestos operations.		Tick to Confirm	

You will ensure all equipment and procedures meet the requirements of approved work practices and relevant technical specifications.		Tick to Confirm	
You will submit a Method Statement detailing the risk involved, suitable control measures including security of stored asbestos and disposal of asbestos contaminated waste and the monitoring strategy to ensure no airborne contamination by asbestos arises or remains. This must be submitted to the H&S Department 7 days prior to work. This must also be forwarded to the Health & Safety Authority.		Tick to Confirm	
You will ensure windows in the area are closed and sealed with tape or covered with polythene.		Tick to Confirm	
For working on white cladding, confirm the following -			
You will place static monitors inside the building for re-assurance monitoring and clearance testing when work has finished.		Tick to Confirm	
You will minimise dust by the use of wetting agents and vacuuming up all released dust.		Tick to Confirm	
You will ensure all persons wear non-white overalls and filtering face-piece to FF P3 specification.		Tick to Confirm	
You will ensure all PPE including overalls used for asbestos work are not worn in areas on site outside the asbestos area.		Tick to Confirm	
You will ensure suitable cleaning / washing facilities are available as required for asbestos work.		Tick to Confirm	
You will use a silicone sealant when removing rivets in order to minimise emissions of dust.		Tick to Confirm	
You will ensure the area is vacuumed, cleaned and sprayed with a sealant on completion of works.		Tick to Confirm	
You will ensure whole sheets of cladding are double wrapped and removed as hazardous waste from the site.		Tick to Confirm	
Infection Prevention Control Measures (Dust and Aspergillosis)			
Will ceiling tiles be removed or is there potential for the works being carried out to generate dust?		Yes	No
If Yes - You will carry out the IPC Risk Assessment before commencing work. See below –			
1. First identify construction activity type from the table below -			
Type A	Type B	Type C	Type D
Inspection and non-invasive activities. Includes but not limited to – - Removal of ceiling tiles for visual inspection on corridors and non clinical areas. - Painting and minimum preparation in corridors and non clinical areas. - Electrical trim work (all plugs, switches, light fixtures, smoke detectors, ventilation fans).	Small scale, short duration activities that create minimal dust. Includes – - Removal of a limited number of ceiling tiles in low risk clinical areas for inspection only. - Installation of telephone and computer cabling. - Access to chase spaces. - Cutting of walls or ceiling where dust migration can be controlled in non clinical areas.	Any work of long / short duration which generates a moderate to high level of dust or requires minor building works, demolition or removal of any fixed building components or assemblies. Includes, but is not limited to – - Sanding of walls for painting or wall covering. - Removal of floor coverings, ceiling tiles, panelling, and wall-mounted shelving and cabinets. - New wall construction. - Minor duct work or electrical work above ceilings. - Major cabling activities.	Major demolition and construction projects. Includes, but is not limited to – New construction / machinery and equipment installations, rectifications and modifications.

Minor plumbing and activities that do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.			
Activity Type Identified – A / B / C/ D			
2. Then identify the infection control risk group by area -			
Group 1 – Low Risk	Group 2 – Medium Risk	Group 3 – High Risk	
Office area / corridors, plant rooms / service ducts, primary care / community treatment rooms.	ED clinical rooms, radiology / magnetic resonance imaging, general surgery recovery units, wards, nuclear machine, admissions discharge, echocardiography, other departmental clinical areas, out-patients, pharmacy, laboratories, endoscopy clinics, examination rooms.	Day surgery rooms, all intensive care units, all operating suites, all high dependency units, dialysis & transport units, oncology, cardiology, cardiac catheterisation suite, pharmacy clean rooms, sterile services departments, bone marrow transplant units.	
Risk Group Identified – Group 1 / 2 / 3			
3. Now identify the “risk class” by correlating “construction type” with “risk group” (from 1 and 2 above) in the matrix below -			
Risk Group	Type A	Type B	Type C
Group 1	Class 1	Class 2	Class 2
Group 2	Class 1	Class 2	Class 3
Group 3	Class 2	Class 3	Class 3
4. After identifying the risk class from 3 above, follow the risk measures advised for each class -			
Class 1	- Execute work by methods to minimise dust from construction. - Immediately replace any ceiling tile displaced for visual inspection.		

Class 2	• Where appropriate, isolate HVAC (heating, ventilating, and air conditioning) system in areas where work is being performed. • Provide active means to prevent airborne dust from dispersing into atmosphere if practicable i.e. dust bag to machine. • Water mist work surfaces to control dust while cutting. • Avoid pooling of water which may be prolonged. • Seal unused doors with duct tape. • Block of and seal air vents. • Wipe work surfaces with detergent. • Contain construction waste before transport in tightly covered containers. • Wet mop and vacuum with filtered vacuum cleaner before leaving work area. • Place dust attracting mat at entrance and exit of work area (tacky mat). • Remove isolation of HVAC system.
Class 3	• Where appropriate, isolate HVAC system in area where work is being done to prevent contamination of duct system. • Complete all critical barriers and implement dust control methods before construction begins. • Maintain negative air pressure within work site. Use HEPA (high efficiency particulate air) equipped air filtration unit if there be a risk that air will enter building. • Do not remove barriers from work area until complete project is clinically clean. • Vacuum with filtered vacuum cleaner during works. • Wet mop area during works. • Remove barrier materials carefully to minimise spreading of dust and debris associated with construction. • Contain construction waste before transport in tightly covered containers. • Remove isolation of HVAC system in areas where work has been done and appropriate checks performed.
Class 4	• Isolate HVAC system in area where work is being done to prevent contamination of duct system. • Complete all critical barriers and implement dust control methods before construction begins. • Maintain negative air pressure within work site using HEPA equipped air filtration unit. • Seal holes, pipes, conduits and punctures appropriately. • Construct airlock and require all personnel to remove dirty apparel and clean down before leaving the work site. The use of cloth / paper disposable overalls / shoes etc. may be required. • Do not remove barriers from work area until completed project is thoroughly cleaned (as before) and repeat clinical clean after barrier removed. • Vacuum work area with filtered vacuum cleaner.

	- Wet mop area with detergent during works. - Remove barrier materials carefully to minimise spreading of dust and debris associated with construction. - Contain construction waste before transport in tightly covered and sealed containers. - Remove isolation of HVAC system in area where work has been done and appropriate checks performed.
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Please confirm that you will adhere to the following -											
All workers will wear visible personal identification while working on the Hospital site.										Tick to Confirm	
All workers will adhere to Beaumont Hospital's no smoking policy.										Tick to Confirm	
Site vehicles will be parked in designated areas only agreed with the project manager.										Tick to Confirm	
Access and egress to the Hospital is via the Trim Road entrance and supplies / service entrance.										Tick to Confirm	
Site compound will be secure at all times.										Tick to Confirm	
Traffic management systems to be put in place for any potential road works and priority provision for ambulance route										Tick to Confirm	
Contractor's tools / equipment will be secured at all times.										Tick to Confirm	
You will be responsible for all equipment tools on site.										Tick to Confirm	
Personal Protective Equipment Required (please tick)											
											
Hi-Vis		Helmet		Gloves		Glasses		Boots		Hearing Protection	
Confirm (✓)		Confirm (✓)		Confirm (✓)		Confirm (✓)		Confirm (✓)		Confirm (✓)	
Other PPE (please specify)											
Site Access / Storage / Materials Handling											
Method for storage of materials											
Method for delivery of materials to site											
Method for maintaining access for other users of the Hospital											
Method for minimising disruption to the Hospital											
Work at Height (if applicable)											
What method of work at height will be carried out? (i.e. MEWP etc.)											
Method of fall protection (i.e. harness, toe boards)											
Working on / near fragile surfaces?											
- Work area must be cordoned off via appropriate method taking into consideration the works taking place (tape, cones, harris fencing, door etc.). - Unauthorised access to work area must not be possible (this includes access to MEWPs and scaffold). - Appropriate signage must be in place before work commences.											
Excavation Work (if applicable)											
Location of excavation work											

Details (cat scan the area)			
Drawings used			
Legionella			
Will your work involve stopping a water source for 4 – 5 days?	Yes		No
IF YES - please liaise with the Beaumont Hospital specialist.			
First Aid Procedures			
Contractors must dial 999 in the event of an emergency and wait for an ambulance to arrive.			
First Aid Management 1. Encourage the area to bleed. 2. Wash under running water. 3. Apply waterproof dressing. 4. Report injury immediately to your employer. Reporting 1. Report all needle stick injuries and near misses to your employer and to the Hospital. 2. Contact the Occupational Health Department on ext. 3273 for an appointment to be assessed following a needle stick injury. 3. The Occupational Health Department opening hours are Monday – Friday 8.00am – 16.30pm. 4. After hours or at the weekend attend the Emergency Department immediately. It is also necessary that staff attend the Occupational Health Department for follow up the next working day. 5. Ensure completion of the Hospital's Risk Management Form.			
Beaumont Hospital Standing Rules			
GENERAL • All workers to wear visible personal identification while on Hospital site. • Beaumont Hospital is a smoke free campus and smoking is not permitted on the hospital campus. • Parking is only permitted in a designated agreed area i.e. building / site compound agreed with the project manager. • Access and egress to the Hospital is via the Trim Road entrance and supplies / services entrance. SECURITY • Site compound to be secure at all times. • Contractor tools / equipment to be secure at all times. • Be responsible for all equipment / tools used on site. • Carry out a deep clean on the area once contractor work is complete.			

Method Statement Briefing and Sign Off			
<i>All workers involved in the works must be briefed on the content of this Method Statement and any additional safety requirements and must sign below to confirm understanding -</i>			
PRINT NAME	Signature	Company Name	Date

APPENDIX 4 – HEALTH AND SAFETY INDUCTION

Please consult the separate Powerpoint document entitled 'Health and Safety Induction'

APPENDIX 5 – CONTRACTOR’S BASIC SAFETY RULES

BEAUMONT HOSPITAL BASIC SAFETY RULES FOR CONTRACTORS

On coming on site at commencement of each day’s work, you must report to the Technical Services Manager or other manager as designated by the Hospital.

The following safety rules must be adhered to **at all times**:-

1. Hospital Emergency Procedures and Hazardous Notices posted around the site must be understood and followed at all times.
2. Safety devices must not be interfered with and can only be temporarily disabled with proper written authorisation. Modifications may only be carried out with express approval.
3. All work performed by the contractor must be carried out in a safe manner and according to all relevant standards and guidelines available in the areas of their expertise.
4. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Special attention must be given to patient areas.
5. Contractors must not use any equipment or the service of personnel belonging to, or engaged by, the Hospital without prior approval being granted by the Hospital in writing.
6. The Contractor must provide all necessary instruction, training and information on health, safety and fire matters to his/her employees.
7. The Contractor must provide competent and adequate supervision of his/her employees and activities and also of those **subcontractors** working on his/her behalf.
8. The Contractor must provide all necessary safety equipment and ensure that it is used correctly at all times.
9. The Contractor must provide clean protective clothing for his/her employees. This includes **but is not limited to** Hard Hats, Safety Shoes, clean coveralls with company name clearly identified and reflective bibs.
10. Proper protective clothing and equipment must be worn/used as required and in other areas or circumstances where it's use is designated or required e.g. Theatres, CSSD etc.
11. All plant and equipment brought onto the Hospital's site must be in good working order and comply with all statutory and other legalisation, be fitted with any necessary guards and safety devices and have relevant Certificates available for checking.
12. The Contractor must inform the Hospital well beforehand of any temporary safety measures that the Hospital may have to undertake with regards to the nature of the proposed works, and the affect on the following:- **Fire Exits, Fire Fighting Equipment, Fire Alarms, Utilities, Adjacent Areas, Wards, Theatres, etc.**
13. The Hospital operates a No Smoking Policy and smoking is forbidden.
14. All injuries, fires, accidents or potentially serious incidents must be reported to a supervisor, Technical Services and Health and Safety Departments at extensions 2333 and 3003 respectively.
15. Drivers of all vehicles must obey road signs and traffic rules and also comply with relevant Hospital Policies Requirements.
16. Incorrect or faulty tools must not be used.
17. In all areas the waste must be removed and disposed of, in an appropriate manner. The area must be left clean, tidy and in good working condition.

18. Express written permission is required, using the Hot Work Permit, from the Technical Services Manager (or his/her Deputy for any hot work (welding/flame cutting)).
19. No Hot Work may commence **UNTIL THE PERMIT HAS BEEN ISSUED AND IS PRESENT AT THE WORK SITE.**
20. Express permission is required for entry to any area in order to carry out work from the Technical Services Manager (or his/her Deputy).
21. All scaffolding must be erected by competent personnel and inspected weekly with all records available for Beaumont Hospital Staff to review.
22. Beaumont Hospital is not responsible for the security of the contractor's property or equipment.
23. Random searches may operate on leaving the premises. Any person found removing property from site without written authorisation will be prosecuted.
24. **Before** commencement of the work the Contractor **must register** with the Occupational Health Department (ext. 3273) to ensure that all staff (including sub contractors) working on his/her behalf have been identified to receive certain vaccinations relative to the area of the Hospital that the work will take place.
25. All contractors and their sub-contractors must be in possession of a **FAS Safe Pass Card**.
26. All Scaffolders, Tower Crane Operators, Slings/Signalling, and Telescopic Handler operator must be in possession of a **FAS Construction Skills Certification Scheme Cards**.
27. The contractor must not connect to or interfere with Electricity, Gas, Compressed Air or other services without express written permission from the Authorised Person in the Hospital

APPENDIX 6 – CONTRACTOR'S SAFETY CODE

Please consult the separate PDF document entitled 'Contractor's Safety Code.'

APPENDIX 7 – DRAFT TERMS AND CONDITIONS OF THE FRAMEWORK AGREEMENT

*The following terms are provided as an indication of the intended format of the framework agreement to be signed with the framework operator emerging from this competition. Tenderers are **not** requested to sign these terms as part of their tender submission but should review them carefully and indicate any areas of interest by submitting a written query during the tender period.*

THE EXECUTION OF A PROGRAMME OF REPAIRS TO EXISTING FIRE DOORS AND THE CARRYING OUT OF ANNUAL INSPECTION / MAINTENANCE VISITS

PARTIES

Beaumont Hospital
(Hereinafter referred to as ‘the Contracting Authority’)

[XXXX]
(Hereinafter referred to as ‘the Framework Operator’ or ‘Operator’)

BACKGROUND

The Contracting Authority has conducted a tender competition for the establishment of a single-party framework agreement for the execution of fire stopping works on an as-needed basis.

- a. The framework agreement was advertised in the Official Journal of the European Union and via the Irish Government’s Procurement Opportunities Portal (www.etenders.gov.ie).
- b. The open procedure was used and an Invitation to Tender was issued with a deadline date for tender submissions of 15/10/2026.
- c. Following evaluation of the submitted tender against the published award criteria, the Framework Operator is now appointed as the single operator under this Framework Agreement.

DEFINITIONS

‘*Contract*’ means a contract falling within the advertised scope of this Framework Agreement, constituting a defined and agreed piece of work to be performed by the Framework Operator, or a discrete package of work;

‘*Framework Agreement*’ means these terms and conditions, including the Schedules hereto;

‘*Framework Period*’ means the period in years set out in Clause 2.1;

‘*Invitation to Tender*’ means the tender document issued by the Contracting Authority on xx/xx/2021;

‘*Price*’ means the amount in Euro chargeable by the Framework Operator in respect of any works purchased by the Contracting Authority;

‘Request for Supplementary Tender’ means a document issued by the Contracting Authority at any point during the Framework Period requesting a proposal for the carrying out of specified works;

‘Supplementary Tender’ means the written submission of the Framework Operator in response to a Request for Supplementary Tender;

‘Tender’ means the submission of the Framework Operator in response to the Invitation to Tender together with any clarifications, additions or amendments accepted by the Contracting Authority.

1. Appointment of Framework Operator

- 1.1 In consideration of payment by the Contracting Authority of good and valuable consideration, receipt of which is hereby acknowledged, the Framework Operator accepts its appointment under the terms and conditions of this Framework Agreement.
- 1.2 Appointment to this Framework does not entitle the Operator to be consulted in respect of, or awarded, any Contract during the Framework Period. The Contracting Authority may at its sole discretion choose not to enter into any Contracts falling within the scope of this Framework Agreement, or to terminate the Agreement in accordance with Clause 11.
- 1.3 While this Framework Agreement will, in general, form the basis for the award of Contracts falling within the scope set out in Clause 3.1 during the Framework Period, the Contracting Authority may at its sole discretion decide to carry out a separate Contract award procedure for contracts falling within the specified scope. In this event, the Contracting Authority shall observe all applicable public procurement rules and shall not afford any advantage to the Framework Operator.

2. Period of Framework Agreement

- 2.1 The Framework Agreement shall take effect on the Commencement Date and will be for a maximum potential duration of four years.

3. Scope of Framework Agreement

- 3.1 This Framework Agreement relates to the execution of fire stopping works, on an as-needed basis, as described in Schedule 1 of this Agreement. It is anticipated that various individual requirements, or individual work packages, will comprise individual Contracts under this Agreement.
- 3.2 No guarantee is offered, nor should any such guarantee be inferred, regarding the volume of Contracts to be awarded under this Agreement. Matters such as the performance of the Framework Operator, the continued strategic appropriateness of the Agreement and budgetary considerations shall be taken into account by the Contracting Authority when determining the number and scope of Contracts awarded under this Agreement.

- 3.3 For the avoidance of doubt, the Contracting Authority shall be at no liability to the Framework Operator as a result of any decision regarding the number of scope of Contracts awarded under this Agreement.

4. Award of Contracts

- 4.1 Contracts under this Framework Agreement may be awarded either on foot of the Invitation to Tender or on foot of a Request for Supplementary Tender in accordance with the procedure set out in Clause 5.

5. Procedure for Supplementary Tenders

- 5.1 In general, it is envisioned that the majority of work required under this framework agreement will be directly awarded on foot of the Invitation to Tender document. From time-to-time, however, in accordance with Article 32.3 of Directive 2004/18/EC (which is being observed in this instance on a voluntary basis), the Contracting Authority may elect to issue a Request for Supplementary Tender during the Framework Period, in accordance with the following procedure. It is emphasised that Supplementary Tenders will be sought solely in respect of work falling within the advertised scope of the Framework Agreement.

5.1.1 The Contracting Authority will issue a Request for Supplementary Tender to the Framework Operator in writing, specifying the conditions that will apply in respect of the Supplementary Tender.

5.1.2 The Contracting Authority shall specify the scope of the Supplementary Tender, and in particular whether the applicable terms and fees will be determined by reference to the Tender or, where relevant, the Supplementary Tender.

5.1.3 The Contracting Authority shall fix a deadline for the receipt of the Supplementary Tender taking into account the complexity of the Contract and the time needed to prepare an appropriate proposal.

5.1.4 Following evaluation of the Supplementary Tender, the Contracting Authority shall determine whether it meets its stated requirements and whether a Contract will be awarded.

- 5.2 The Contracting Authority shall not be responsible for any costs incurred by the Framework Operator in the preparation of a Supplementary Tender or any related site visits.

- 5.3 The Contracting Authority shall not be obliged to award any Contract on foot of a Request for Supplementary Tender and may terminate the award procedure at any time at its sole discretion.

6. Conditions for Award of Contracts

- 6.1 Award of any Contract under the Framework Agreement may be subject to the Framework Operator facilitating, upon request, the drafting and implementation of a Service Level Agreement, to include agreed key performance indicators, response times, escalation procedures and penalties.
- 6.2 At the discretion of the Contracting Authority, and depending upon the scope and value of the Contract in question, Contracts under this Agreement may be governed either by the terms of this Agreement or by the Capital Works Management Framework Short Public Works Contract (PW-CF6), as available to download under Pillar 1 (Contracts) of www.constructionprocurement.gov.ie.

7. Pricing

- 7.1 The Price chargeable in respect of Contracts awarded under this Agreement shall be formulated by mutual agreement between the Contracting Authority and the Framework Operator, based upon the daily rate and percentage surcharge applying to materials set out in Schedule 2 of this Agreement.
- 7.2 The daily rate and percentage surcharge shall be fixed for the duration of the Agreement.
- 7.3 Payment shall be made on the basis of detailed timesheets and vouched expenses for materials.

8. Personnel

- 8.1 The personnel assigned by the Framework Operator to deliver any Contract under this Framework Agreement shall be those identified in its Tender or Supplementary Tender, or other personnel of equivalent qualifications, skills, professional expertise and experience expressly approved by the Contracting Authority.

9. Obligations of Framework Operator

- 9.1 The Framework Operator is required to inform the Contracting Authority of any conflict of interest of which it becomes aware during the period of the Framework Agreement. Any registrable interest involving the Framework Operator and the Contracting Authority or employees of the Contracting Authority or their relatives must be communicated to the Contracting Authority immediately. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 and the Second Schedule of the Ethics in Public Office Act, 1995.
- 9.2 The Framework Operator is required to maintain, as a minimum, the forms of insurance set out in Schedule 3. This may be subject to revision during the lifetime of the Agreement, in which case the Contracting Authority shall notify the Framework Operator of the revised requirements and allow thirty (30) days for the provision of evidence that the required policies

are in place. The levels of insurance required in respect of individual Contracts may vary, in which case the Contracting Authority shall notify the Framework Operator of the required levels of insurances in the relevant Request for Supplementary Tender or at the earliest opportunity.

- 9.3 The Framework Operator shall maintain in its possession a valid Tax Clearance Certificate issued by the Irish Revenue Commissioners throughout the Framework Period and for the duration of any Contract.
- 9.4 The Framework Operator shall retain a copy of its signed European Single Procurement Document, as submitted with its Tender. If at any point during the Framework Period or during the lifetime of a Contract the Operator becomes aware of circumstances that might affect the validity of any of the statements in its European Single Procurement Document, it shall notify the Contracting Authority in writing of such circumstances at the earliest possible opportunity.
- 9.5 The Framework Operator shall not give, provide or offer to any staff or agent of the Contracting Authority a loan, fee, reward, gift, advantage, benefit or other payment during the Framework Period as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this Agreement or any Contract.
- 9.6 The Framework Operator shall not assign the benefit of its appointment under this Framework Agreement, or under any Contract, or any part thereof without the written permission of the Contracting Authority.

10. Review Meetings

- 10.1 The Contracting Authority and the Framework Operator shall liaise on a regular basis to address any issues arising that may impact on the performance of this framework agreement and to agree milestones, compliance schedules and operational protocols as required from time-to-time.

11. Termination of Appointment

- 11.1 Without prejudice to any other rights or remedies to which it may be entitled, the Contracting Authority shall be entitled to terminate the appointment of the Framework Operator forthwith and without liability by giving notice at any time if:
 - 11.1.1 The Operator commits a material breach of any term or condition of this Framework Agreement, or a Contract concluded under the Framework Agreement;
 - 11.1.2 the Operator fails to perform any obligation or responsibility under this Agreement or a Contract concluded under the Framework Agreement either at all or to a standard that the Contracting Authority, acting reasonably, considers satisfactory and, if such breach is capable of being remedied, fails to remedy the breach within

fourteen (14) days of notice given by the Contracting Authority requiring the Operator to do so;

- 11.1.3 The Operator's performance of an obligation under a Contract is not in accordance with the terms of this Framework Agreement, including its Schedules, or any agreed Service Level Agreement, or fails to meet any standard prescribed by law;
- 11.1.4 Any person employed by the Operator or acting on its behalf offers or appears to offer a corrupt gift or inducement in the sense set out in Clause 9.5 above, whether with or without the knowledge of the Operator;
- 11.1.5 The Operator convenes a meeting for the purposes of, or proposes to enter into any arrangement or composition for the benefit of its creditors;
- 11.1.6 The Operator ceases or threatens to cease to carry on business or takes or suffers any analogous action under any applicable law;
- 11.1.7 The Operator is unable to pay its debts within the meaning of Section 214 of the Companies Act, 1963 (as amended by Section 123 of the Companies Act, 1990) or any analogous provision of law;
- 11.1.8 An order is made or an effective resolution is passed for the winding up of the Operator's company other than for the purpose of a restructuring the terms of which have been agreed by the Contracting Authority;
- 11.1.9 A petition is presented or an order is made or a resolution passed or any analogous proceedings or action is taken for the appointment of an examiner, administrator, receiver, trustee or any similar officer over the Operator's company;
- 11.1.10 An encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Operator;
- 11.1.11 The Contracting Authority reasonably believes that any of the events mentioned above is about to occur in relation to the Operator and notifies the Operator;
- 11.1.12 The Operator has committed any fraudulent act or any criminal activity or is guilty of gross negligence in the performance of this agreement or the relevant Contract;
- 11.1.13 Any representation made by the Operator in connection with this Agreement or a Contract shall in the opinion of the Contracting Authority prove to be untrue or incorrect in a material respect as of the date when made;
- 11.1.14 Any event analogous to those contemplated in Clauses 11.1.5 through 11.1.12 occurs to the Operator within the laws of any other jurisdiction.

The Framework Operator shall have no claim for damages or otherwise against the Contracting Authority as a result of the termination of its appointment in accordance with this Clause.

12. General

- 12.1 The Framework Operator acknowledges that the Contracting Authority is subject to the Freedom of Information Acts 1997-2003, as amended. Accordingly, information furnished to the Contracting Authority by the Operator may be released pursuant to the Contracting Authority's statutory obligations. If the Operator considers that any of the information supplied by it to the Contracting Authority under this Framework Agreement or any Contract should not be disclosed because of its sensitivity, the Operator must, when providing the information, indicate this and specify the reason for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such obligations.
- 12.2 This Agreement shall be governed by and construed in accordance with the laws of Ireland.
- 12.3 Should any part of this Framework Agreement be or subsequently be found to be invalid, unlawful or unenforceable, then such parts shall be severed from the Framework Agreement and the remainder of the Agreement shall continue in full force and effect.
- 12.4 Force Majeure
- 12.4.1 If through no fault of a party, its performance has been affected or delayed by force majeure, such party shall be at no liability to the other providing the performances are recommenced as soon as possible after such force majeure has ceased to operate.
- 12.4.2 If however, force majeure causes a delay or failure in performance for a period longer than seven days, the Contracting Authority shall have the right to terminate this Agreement by seven days' notice in writing.
- 12.4.3 Force majeure shall mean an occurrence beyond the control and without the fault or negligence of the party affected in which it is unable to prevent or provide against by the exercise of reasonable diligence including, but not limited to, acts of God or the public enemy, ex-procreation or confiscation of facilities, government intervention, war, hostilities, rebellion, terrorist activities, local or national emergency, sabotage or riots, floods, or unusually severe weather conditions which could not be reasonably anticipated, fires, explosions, or other catastrophe, national or district strikes or other concerted acts of workmen or other similar occurrences other than strikes or concerted acts of the Framework Operator's workforce.
- 12.5 Nothing in this Agreement shall prevent the Contracting Authority from complying with its obligations under public procurement legislation. If necessary this Framework Agreement and

any Contract concluded hereunder may be abridged, modified, or amended without penalty to the Contracting Authority so as to enable it to comply with said obligations.

13. GDPR

13.1 As an organisation engaged in executing works on behalf of the Contracting Authority, the Framework Operator will be required to adhere to the following general provisions:

13.1.1 To the extent that it may be deemed a 'data processor' for the purposes of the General Data Protection Regulation, each Framework Operator will make itself fully aware of all applicable obligations under the GDPR and will put in place sufficiently robust mechanisms to ensure adherence to the relevant provisions of the GDPR.

13.1.2 To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, the Framework Operator will implement appropriate technical and organisational measures in such a manner that any processing activities undertaken will meet the requirements of the GDPR and ensure the protection of the rights of the data subject.

13.1.3 To the extent that it may be deemed a 'data processor' for the purposes of the GDPR, the Framework Operator will comply with the provisions of Article 28(3)(a) to 28(3)(h) of the GDPR.

13.1.4 To the extent that it may be deemed a 'sub-processor' for the purposes of the GDPR, the Framework Operator will comply with the provisions of Article 28(4) of the GDPR.

13.2 In addition to the foregoing, the Framework Operator shall enter into the Confidentiality and Data Processing Agreement appended to these terms and conditions at Schedule 4. The Framework Operator undertakes, without reservation, to be bound by the provisions of the Confidentiality and Data Processing Agreement and acknowledges that any breach of the provisions of the Confidentiality and Data Processing Agreement will be construed by the Contracting Authority as a breach of this Agreement that, depending upon its materiality, may give rise to the Agreement's termination.

14. Notices

14.1 The address, e-mail address, facsimile and telephone numbers of the parties for the purpose of the giving of notices under this Agreement are as follows:

For the Contracting Authority:
[XXXX]

For the Framework Operator:
[XXXX]

14.2 All notices to the Contracting Authority or the Framework Operator from the other party under this Agreement or the relevant Contract shall be in writing and sent to the appropriate address set out above.

14.3 All notices, documents and communications provided under this Agreement or the relevant Contract shall be in the English language.

IN WITNESS whereof the parties hereto have executed this Framework Agreement the day and year first herein WRITTEN

SIGNATURES

SIGNED for and on behalf of [XXXX] by:

Signed: _____

Date: _____

Witnessed by: _____

SIGNED for and on behalf of the Contracting Authority by:

Signed: _____

Date: _____

Witnessed by: _____

Schedules and Appendices

Schedule 1 – Specification of Requirements

Schedule 2 – Form of Tender / Pricing Schedule

Schedule 3 – Forms and Levels of Insurance

Schedule 4 – Confidentiality and Data Processing Agreement

SCHEDULE 1 – SPECIFICATION OF REQUIREMENTS

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 2 – FORM OF TENDER / PRICING SCHEDULE

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 3 – FORMS AND LEVELS OF INSURANCE

[To be inserted prior to the commencement of the Framework Agreement]

SCHEDULE 4 – CONFIDENTIALITY AND DATA PROCESSING AGREEMENT

THIS AGREEMENT shall take effect on the Commencement Date of the Contract or Framework Agreement (as appropriate) to which it is appended and is made between:

- (1) **Beaumont Hospital**
(the 'Contracting Authority')
- (2) **[XXXX]**
(the 'Service Provider')

GENERAL

- A. In connection with a current or proposed Service between the Contracting Authority and the Service Provider, whereby the Service Provider is supplying, or proposes to supply, goods or services (the Service) to the Contracting Authority, the Contracting Authority may directly make available to the Service Provider from time to time the Information (as defined below), or the Service Provider or its servants, employees, agents, subsidiaries or sub-contractors may indirectly acquire or have access to the Information by virtue of the Service. For the avoidance of doubt, the Service as referred to in this Schedule includes all services and/or supplies as defined in the Contract or Framework Agreement to which this Agreement is appended.
- B. This Agreement shall apply to the Service Provider's use of the Information (as defined below) and other related matters.
- C. In the event of any ambiguity or discrepancy between the provisions of this Agreement and the provisions of the Contract or Framework Agreement to which this Agreement is appended, the provisions of the Contract or Framework Agreement shall apply.
- D. Any standard terms proposed by the Service Provider pertaining to data protection or confidentiality are hereby expressly disclaimed.
- E. The term of this Agreement shall correspond to the term of the Contract or Framework Agreement to which this Agreement is appended.

1. DEFINITIONS

In this Agreement, unless the context otherwise requires:

Data Breach(es) means any breach of security leading to (or which may lead to) the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data or other Information transmitted, stored or otherwise Processed, and (for the avoidance of doubt) has the meaning afforded to "personal data breach" under Article 4(12) of the GDPR (when effective);

Data Controller or Controller has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Data Processor or Processor has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Data Protection Acts means the Data Protection Acts 1988 and 2003 (as amended) and the European Communities (Electronic Communications, Networks and Services) (Privacy and Electronic Communications) Regulations 2011 (S.I. 336/2011) and every statutory modification, re-enactment, replacement and/or amendment thereof for the time being in force (or, where the context so admits or requires, any one or more of such Acts) and all orders and regulations/statutory instruments made thereunder;

Data Protection Directive means Directive 95/46/EC of the European Parliament and of the Council of 24th October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;

Data Subject has the meaning given to this term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Delete for the purposes of this Agreement means removing all Information which is electronically held in such a way that it can never be retrieved from the device on which it is held;

FOIA 2014 means the Freedom of Information Act 2014 and any amendments to or replacements thereof, including by means of directly effective EU Regulation;

GDPR means the EU General Data Protection Regulation, Regulation (EU) 2016/679, the effective date of which is 25th May 2018;

Information means any and all Information, (irrespective of the format, to include paper, electronic or otherwise) belonging to the Contracting Authority, including but not limited to the following:

- 1.1. Personal Information concerning the Contracting Authority's clients, patients or staff, or others whose personal Information is in the control of the Contracting Authority, including confidential Information concerning the physical and mental health of the Contracting Authority's clients, patients, staff or others. For the avoidance of doubt, personal Information includes Personal Data and also includes patient data;
- 1.2. Information regarding the business affairs of the Contracting Authority generally, and as regards the Service;
- 1.3. Information regarding the policies, procedures and work practices of the Contracting Authority;
- 1.4. Goods and services (including, without limitation, audit, consultancy and related services);
- 1.5. Information regarding the existence, content, progress or conclusion of any negotiations between the Contracting Authority and the Service Provider relating to the Service; and
- 1.6. Confidential codes or other Information concerning access to the Contracting Authority's computer networks and / or Information systems;

Personal Data has the meaning given to that term in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR, and relates only to personal data, or any part of such

personal data, of which the Contracting Authority is the Data Controller or joint Data Controller and in relation to which the Service Provider is providing the Service, and (for the purposes of this Agreement) also includes Sensitive Personal Data and Special Categories of Data;

Processing, Processed and Process (and like words) have the meaning given to those terms in Section 1(1) of the Data Protection Acts and (when effective) in Article 4 of the GDPR;

Pseudonymisation, Pseudonymised and like words, have the meaning given to those terms (when effective) in Article 4 of the GDPR;

Sensitive Personal Data has the meaning given to this term in Section 1(1) of the Data Protection Acts;

Special Categories of Data has the meaning given to this term and/or such Personal Data as referred to in Article 9(1) and/or Article 10 of the GDPR.

Any reference to a third party in this Agreement includes, for the avoidance of doubt, subcontractors.

2. OBLIGATIONS OF THE SERVICE PROVIDER:

In consideration of the Contracting Authority directly making the Information available to the Service Provider, or the Service Provider otherwise acquiring the Information, and in consideration of the award of the contract to provide the Service, the Service Provider shall:

- 2.1. Not take or remove any Information from the Contracting Authority's premises without having received the written authorisation of the Contracting Authority. Such written authorisation must be issued in advance of the first instance and will apply thereafter;
- 2.2. Manage and Process any Information which it acquires from the Contracting Authority in accordance with the documented instructions of the Contracting Authority and the obligations of the Data Protection Acts and the GDPR in so far as these obligations apply to the Service Provider as a Data Processor, including with regard to transfers of Personal Data to a third country or an international organisation, unless required to do so by European Union, EU Member State or Irish law to which the Service Provider is subject; in such a case, the Service Provider shall inform the Contracting Authority of that legal requirement before Processing, unless that law prohibits such information on important grounds of public interest;
- 2.3. Maintain secret and confidential all Information furnished to it or otherwise acquired by its servants, employees, agents, subsidiaries or sub-contractors save and to the extent that such Information has been made available to the public by the Contracting Authority or by any third party lawfully in possession thereof and entitled to make such disclosure without restriction;
- 2.4. Take appropriate measures to ensure the reliability of the Service Provider's servants, employees, agents, subsidiaries or sub-contractors who have access to the Information and ensure that they are required to maintain the confidentiality of the Information which they access and process (in this regard, the Service Provider must be in a position to provide the Contracting Authority with a named list of its servants, employees, agents, subsidiaries or sub-contractors authorised to have access to Information);

- 2.5. Not disclose Information to any of the Service Provider's servants, employees, agents, subsidiaries or sub-contractors unless and only to the extent that such persons need to know such Information for the purposes of providing services in connection with the Service, and provided that such person has been made aware of the restrictions in this Agreement on the disclosure of the Information and has agreed in writing to comply with such restrictions;
- 2.6. Not disclose any Information to any third party without the prior written consent of the Contracting Authority;
- 2.7. Not engage any third party to Process the Information or any part thereof on its behalf without the prior written consent of the Contracting Authority. Should such consent be given, then the obligations of the Service Provider as set out in Clause 2 of this Agreement shall be imposed on that third party by way of a separate written Agreement between the Service Provider and the third party, which Agreement will terminate automatically upon the termination of this Agreement for any reason. In the event that the third party fails to fulfil its obligations set out in Clause 2 of this Agreement, the Service Provider shall remain fully liable to the Contracting Authority for the performance by the third party of those obligations;
- 2.8. Not use the Information directly or indirectly for any purpose other than in connection with the provision of services to the Contracting Authority regarding the Service;
- 2.9. Not reverse engineer, de-compile or disassemble Information or attempt to use the Information in any form other than machine readable object code, or allow a third party to do any of the above;
- 2.10. Not make any press announcement or otherwise publicise the business relationship with the Contracting Authority in any way, including, without limitation, using the name of the Contracting Authority in any publicity material, unless authorised to do so by the Contracting Authority;
- 2.11. Only use the Information solely for the purposes of fulfilling the requirements of the Service.
- 2.12. Implement appropriate human, organisational and technological controls and measures in accordance with Section 2(c) of the Data Protection Acts and Article 32 of the GDPR, to keep the Information secure and to protect against accidental loss, destruction, damage, alteration, or disclosure of the Information.
- 2.13. Take the necessary precautions for the prevention of unauthorised access to, unauthorised disclosure of or other unauthorised processing of the Information and in particular:
 - 2.13.1. Keep all Information obtained from the Contracting Authority or otherwise relating to the Service separate from all documents and other records of the Service Provider;
 - 2.13.2. Only make such copies of the Information as are necessary for the provision of services to the Contracting Authority regarding the Service; and
 - 2.13.3. Mark all documentation containing the Information as being subject to the terms of this Agreement and indicate that it is contrary to the terms of this Agreement to

copy, disclose or use in any manner or fashion such documentation without the prior written consent of the Contracting Authority; and

- 2.13.4. Have all necessary access controls in place to include authentication and authorisation for access to Information to ensure its security and confidentiality; and
 - 2.13.5. Have all necessary systems in place to ensure the ongoing confidentiality, integrity, availability and resilience of Processing systems and services; and
 - 2.13.6. Have the ability to restore the availability and access to the Information in a timely manner in the event of a physical or technical incident; and
 - 2.13.7. Have a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the Processing of the Information;
- 2.14. Ensure, upon termination or the completion of this Agreement, that all documents, data, other records or tangible objects containing or representing Information which have been disclosed by the Contracting Authority to the Service Provider (“**Information Records**”), and all copies thereof which are in the possession of the Service Provider and their subcontractors, shall at the written request and election of the Contracting Authority, be returned to the Contracting Authority or securely Deleted. Without prejudice to the generality of the foregoing:-
- 2.14.1. Where the Contracting Authority has requested that the Service Provider return Information Records, the Information Records shall be returned from the Service Provider to the Contracting Authority in a commonly used electronic format;
 - 2.14.2. Where the Contracting Authority has requested that the Service Provider securely Delete Information, the Service Provider shall ensure the Information is permanently Deleted from any of the Service Provider’s systems or devices which were used to store the Information and from those of third parties to whom the Service Provider has disclosed and/or permitted access to the Information or Information Records, save in the case of Information to the extent that European Union or Member State law requires storage or retention of the Information;
 - 2.14.3. Where the Service Provider is required for legal or regulatory compliance to retain a copy of any Information, the Service Provider shall provide the Contracting Authority in writing with full details of any Information they are proposing to retain and the details of the legal and regulatory obligations governing this action;
 - 2.14.4. Without prejudice to the obligations at Clause 2.14.3 above, in circumstances where European Union or Irish law requires the Service Provider to retain any Personal Data which the Contracting Authority has shared with the Service Provider, the Service Provider shall provide the Contracting Authority in writing with full details of any Personal Data they are legally required to retain and the details of the European Union or Irish legal obligations governing this action, and ensure the Personal Data retained by them is anonymised or Pseudonymised by them to the Contracting Authority’s satisfaction and in a manner and to a standard which is satisfactory under European Union law (including, without limitation, the GDPR);

- 2.15. Provide all necessary assistance to the Contracting Authority in ensuring compliance with the provisions of Articles 32 to 36 of the GDPR and/or any legislative requirements of the Data Protection Acts or any guidance issued by the Irish Data Protection Commissioner regarding Data Breaches, and in particular to notify the Contracting Authority as soon as is practical, but no later than 48 hours after they or (as applicable) their subcontractors become aware of any actual or suspected Data Breach. In such an event the Service Provider will immediately supply the Contracting Authority with all the relevant facts surrounding the actual or suspected Data Breach and will provide all necessary assistance to the Contracting Authority to investigate, report upon, ameliorate, correct and end (or, as applicable, prevent) the Data Breach and to ensure that no such Data Breach (or any similar breach) occurs in future;
- 2.16. Ensure that all appropriate and necessary technical and organisational measures are in place to enable the Contracting Authority to fulfill its obligations to respond to requests from Data Subjects exercising their rights under Section 2D of the Data Protection Acts and Chapter III of the GDPR, (including the rights of access to, rectification of and erasure of their Personal Data), and shall promptly comply with any request from the Contracting Authority to amend, transfer, restrict Processing of, or Delete such Personal Data;
- 2.17. For the purposes of Freedom of Information/ transparency obligations placed upon the Contracting Authority (by FOIA 2014, national or European public procurement regulations or otherwise):
- 2.17.1. Procure that it and its servants, employees, agents, subsidiaries or sub-contractors shall assist the Contracting Authority, at no additional charge and within such timescales as the Contracting Authority may reasonably specify, in meeting any requests for *Information* which are made to the Contracting Authority under the *FOIA 2014* or other applicable transparency rules, such assistance to include (but not be limited to) the provision of a copy of the requested Information.
- 2.17.2. Notwithstanding anything to the contrary in this Agreement, if the Contracting Authority receives a request for Information pursuant to the FOIA 2014, the Contracting Authority shall be entitled to disclose all Information (in whatever form) as is necessary to comply with the FOIA 2014.
- 2.17.3. If, at the request of the Service Provider, the Contracting Authority seeks to withhold Information protected by this Agreement and a competent authority determines, or the parties subsequently agree, that the Information is not exempt, then the Service Provider shall reimburse the Contracting Authority for all costs (including but not limited to legal costs) incurred by the Contracting Authority in seeking to withhold such Information from a request under the FOIA 2014.
- 2.17.4. Not (and shall procure that its servants, employees, agents, subsidiaries or sub-contractors do not) respond directly to a request for Information under the FOIA 2014 unless expressly authorised to do so by the Contracting Authority;
- 2.18. Ensure the security of Information stored on all fixed and mobile devices, including medical devices, desktop computers, servers and mobile computer devices (i.e. laptops, notes, tablets, personal data assistants, Blackberry-enabled devices, iPads, iPhones and other smart type

devices etc) and removal storage devices (i.e. CD, DVD, portable hard drives, Diskettes, ZIP disks, Magnetic tapes, etc); and further -

- 2.18.1. Only in exceptional circumstances and with the written consent of the Contracting Authority, should the Service Provider hold Information on mobile computing or removable storage devices. Should the business requirements necessitate the holding of Information on such devices then the Service Provider shall ensure that only the Information absolutely necessary for their purpose is stored in this format and that the Information is held on such devices only for the minimum amount of time necessary and furthermore, after such period that they will Delete all Information from these devices;
 - 2.18.2. Where the use of mobile computing or removal storage devices is a necessity then the Service Provider will take all necessary precautions to ensure the safety of these devices from theft, or loss and authorized access. As a minimum all mobile computing and removal storage devices must be appropriately secured including by means of strong encryption and protected by the use of strong complex passwords;
 - 2.18.3. The encryption used by the Service Provider must satisfy or better the requirements of the HSE Encryption Policy (the current version of which is available at http://hse.ie/eng/services/Publications/pp/ict/Encryption_Policy.pdf) as may be updated from time to time. At any time during the term of this Agreement, the Contracting Authority may request the Service Provider to set out in writing the current encryption measures used and the Service Provider will provide this information within five business days. If, in the reasonable opinion of the Contracting Authority, the encryption standard employed by the Service Provider is not sufficient, the Service Provider will implement, at their expense, whatever encryption standards are proposed by the Contracting Authority. At no time should cipher keys be held on the mobile computing or removal storage device for the data which they secure. In addition, the Service Provider will at all times hold cipher keys in a secure fashion;
 - 2.18.4. Under no circumstances (encrypted or otherwise) is the Service Provider sanctioned by the Contracting Authority to download or store Information on USB memory sticks/keys;
- 2.19. Ensure the security of the Information in transit (including by way of electronic transit/transit by way of electronic communication). Where it is necessary to transfer the Information, the Service Provider must take all necessary precautions to ensure the security of the Information before, during and after transit; and further -
- 2.19.1. The Service Provider shall ensure that all transfers of the Information are legal, justifiable, and only the minimum Information absolutely necessary for a given purpose is transferred.
 - 2.19.2. All transfers of Information should, where possible, only take place electronically via secure on-line channels or electronic mail. Where the Service Provider transfers Information electronically, in any form and by any means, the Information must be

encrypted using strong encryption. The encryption methods used must satisfy or better the requirements of the HSE Encryption Policy referred to by Clause 2.18.3.

- 2.19.3. Where it is not possible to transfer the Information electronically, the Information may be encrypted and copied to a mobile storage device (with the exception of USB memory sticks/keys) and transported manually. The encryption methods used must satisfy or better the requirements of the HSE Encryption Policy referred to by Clause 2.18.3. The encrypted mobile storage media, should wherever possible, be hand delivered by the Service Provider to, and be signed for by, the intended recipient. If this is not possible, the use of registered post or some other certifiable delivery method must be used.

2.20. In relation to transfers of Information outside of the Republic of Ireland:

- 2.20.1. The Service Provider must seek the written consent of the Contracting Authority prior to the Service Provider sending Information outside the jurisdiction of the Republic of Ireland. The Contracting Authority may, at its discretion, prohibit the Service Provider from sending *Information* outside the jurisdiction of the Republic of Ireland;
- 2.20.2. Where the Contracting Authority has consented to the transfer of Information outside the Republic of Ireland, the Service Provider may only transfer Information to a legal entity located in:
 - 2.20.2.1. A country within the European Economic Area;
 - 2.20.2.2. A country outside the European Economic Area but approved for this purpose by the EU Commission pursuant to Article 25 of the Data Protection Directive and (when effective) to Article 45(3) of the GDPR;
 - 2.20.2.3. A country outside the European Economic Area but subject to the execution by the Contracting Authority, the Service Provider and the transferee of standard contractual clauses adopted by the EU Commission in accordance with the examination procedure referred to in Article 31(2) of the Data Protection Directive (and Article 93(2) of the GDPR), as provided for in Article 26(4) of the Data Protection Directive (and Article 46 of the GDPR);
 - 2.20.2.4. A country outside the European Economic Area but where the transferee of the Information is a parent or subsidiary company of the Service Provider, provided that the Service Provider and that parent or subsidiary company have adopted Binding Corporate Rules which have been approved by the relevant national Data Protection Authority under Article 26(2) of Data Protection Directive and/or the comply with the provisions of Article 47 of the GDPR; or
 - 2.20.2.5. The United States of America only when the Information transferee has agreed in writing to be bound by the European Commission's

Implementing Decision (EU) 2016/1250 of 12th July 2016 (EU-US Privacy Shield).

2.21. Make available all information necessary to demonstrate compliance with the obligations laid down in Article 28 of the GDPR in respect of the duties of Data Processors and in particular, If so requested by the Contracting Authority, the Service Provider shall:

2.21.1. Permit the Contracting Authority or its representatives (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the Service Provider's data Processing facilities and activities (and/or those of its agents, subsidiaries and sub-contractors) and comply with all reasonable requests or directions by the Contracting Authority to enable the Contracting Authority to verify and/or procure that the Service Provider is in full compliance with its obligations under this Agreement;

2.21.2. Make available for audit by the Contracting Authority or its representatives, (subject to reasonable and appropriate confidentiality undertakings), all staff procedures, processes and instructions that the Service Provider employ for the management of Information;

2.21.3. Permit the Contracting Authority or its representatives, (subject to reasonable and appropriate confidentiality undertakings), to inspect the contractual arrangements that the Service Provider has in place, governing the transfer of any Information from the Service Provider to legal entities located outside the European Economic Area (whether they be in the form of standard contractual clauses as referred to in Clause 2.20.2.3, Binding Corporate Rules as referred to in clause Clause 2.20.2.4, an agreement by the transferee to be bound by the EU-US Privacy Shield as referred to in Clause 2.20.2.5 or any other form);

3. DISCLOSURE REQUIRED BY LAW

In the event that the Service Provider is legally required to disclose any of the Information to a third party, the Service Provider undertakes to notify the Contracting Authority of such requirement prior to any disclosure and, unless prohibited by law, to supply the Contracting Authority with copies of all communications between the Service Provider and any third party to which such disclosure is made. The Service Provider must co-operate with the Contracting Authority in bringing any legal or other proceedings to challenge the validity of the requirement to disclose Information.

4. BREACH OF AGREEMENT

The Service Provider hereby indemnifies and agrees to keep indemnified the Contracting Authority against any costs, expenses, damages, harm or loss suffered or incurred by reason of any disclosure of the Information in breach of the terms and conditions of this Agreement and shall account to the Contracting Authority for any moneys received by the Service Provider directly or indirectly arising out of the disclosure or use of any of the Information in breach of the terms and conditions of this Agreement.

5. NO WARRANTY

Nothing in this Agreement shall constitute a warranty by the Contracting Authority as to the accuracy of any of

the Information and the Contracting Authority will not be liable to the Service Provider or to any other party to which any of the Information may be disclosed for any loss or damage howsoever caused, arising directly or indirectly out of the inaccuracy of any of the Information.

6. NO LICENCE

The Service Provider acknowledges that the Information is of a special and unique character and that the Information and any patent, copyright or other intellectual property rights of whatever nature attaching thereto are and will remain the property of the Contracting Authority and nothing in this Agreement will be construed as giving the Service Provider a licence in respect of such patent, copyright or other intellectual property rights.

7. SURVIVAL OF OBLIGATIONS

The non-disclosure obligations of this Agreement will survive and continue and will bind the Service Provider's legal representatives, successors and assigns notwithstanding that the Service may not be actually implemented by the parties.

8. WAIVER

The rights of the Contracting Authority under this Agreement will not be prejudiced or restricted by any indulgence or forbearance extended to the Service Provider or other parties, and no waiver by the Contracting Authority in respect of any breach of this Agreement will operate as a waiver in respect of any subsequent breach.

9. VARIATION

This Agreement may not be released, discharged, supplemented, amended, varied or modified in any manner except by an instrument in writing signed by a duly authorised officer or representative of each of the parties hereto.

10. NOTICE

All notices to the Contracting Authority or the Service Provider from the other party under this Agreement shall be in writing and sent to the appropriate address set out above.

11. SEVERANCE

If any provision of this Agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions of this Agreement will remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision will apply with whatever modification is necessary to make it valid, enforceable or legal.

11. GOVERNING LAW

This Agreement will be governed by and construed in accordance with the laws of Ireland and the parties hereto hereby irrevocably submit to the exclusive jurisdiction of the courts of Ireland.

12. SIGNATURE

IN WITNESS whereof the parties hereto have executed this Framework Agreement the day and year first herein

WRITTEN

SIGNED for and on behalf of [XXXX] Contracting Authority by:

Signed: _____

Date: _____

Witnessed by: _____

SIGNED for and on behalf of the Contracting Authority by:

Signed: _____

Date: _____

Witnessed by: _____