



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

QUALIFICATION QUESTIONNAIRE

Scope of Contract	Provision of a Senior ICT Management Resource
Procedure	Restricted
Issue Date	16/09/2026
Closing Date for Queries	Monday 21 September 2026 and 16.00 hours
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of completed Questionnaires – to be submitted via www.etenders.gov.ie ONLY	Monday 28 September 2026 at 12:00
Please note that information relating to this Qualification Questionnaire, including clarifications and changes, 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. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	



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DISCLAIMER

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

All information contained in this Qualification Questionnaire document is provided for the purpose of facilitating the production and submission of tenders.

Candidates are recommended to read the Qualification Questionnaire 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 **Dublin City University** (hereinafter “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 shall NOT be bound to accept the lowest or any tender proposal and reserves the power to accept any part of any tender proposal, unless the bidder expressly stipulates to the contrary at the time of tendering.

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 and in particular, where failure to provide the required information has already been notified to candidates as a factor which will result in their exclusion from the competition. Therefore, candidates are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

1. About DCU

1.1. The Contracting Authority

Dublin City University (hereinafter referred to as “DCU”, “the University”, or the “Contracting Authority”) is the authority responsible for this procurement.

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world’s leading Young Universities and is among the world’s top 2% globally. DCU is known as Ireland’s University of Impact, with a mission to ‘transform lives and societies’ and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a ‘transformative student experience’ that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a ‘People First’ institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world’s Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

DCU’s mission is to transform lives and societies. The current DCU Strategic Plan can be found here:

www.dcu.ie/strategy

1.2. Small and Medium Enterprise participation

It is the policy of DCU to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of DCU that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately

2. Procurement Process and Scope of Contract

2.1. Procurement Procedure

DCU is employing a Restricted Procedure for this procurement competition. The procedure involves the use of two competitive phases as follows:

Stage I – Pre-Qualification Phase (This Phase)

1. Interested parties are invited to complete the attached Qualification Questionnaire (Appendix 1), and to submit it before the specified deadline. All applications will be evaluated in line with the criteria and rules outlined in Appendix A. Responses will be scored and the top scoring five (5) **OR** at least five (5) qualifying Candidates will be invited to tender, subject to that number meeting the minimum requirements. Please note that more than 5 participants will be chosen only in the event that equal or extremely similar scores are awarded to the 5th and 6th or 7th candidates. Ultimately however no more than seven participants will be chosen for the second stage of the competition.
2. Responses to the Questionnaire will be assessed in accordance with the selection criteria, weightings and minimum rules summarised in Appendix 1 of this document.

Stage II – Invitation to Tender Phase

Applicants shortlisted at Stage I will receive a formal Invitation to Tender (ITT) through eTenders. Further detail about this Stage will be set out in the ITT.

2.2. Duration of the Contract

DCU anticipates that any contract arising from this procurement will have an initial term of twelve (12) months, with an option to extend for one additional period of up to twelve (12) months, subject to satisfactory performance and the University's requirements.

The maximum contract duration shall not exceed twenty-four (24) months.

2.3. Value for the Contract

It is envisaged that maximum spend under this contract will not exceed €160,000 excluding VAT.

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure under the contract.

2.4. Compliance with the Terms and Conditions of the Contract

Award of contract will be conditional upon acceptance of DCU's Terms and Conditions as appended at the relevant Appendix.

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission. Any reservation with regard to these terms should be submitted as a query in accordance with the procedure described in the Instructions to Tenderers of this document.

2.5. Award to Runner Up

If, following the award of a contract, the successful tenderer cannot, for whatever reason, deliver the required services to the satisfaction of DCU; DCU reserves the right to award the contract to the next highest scoring tenderer emerging from the process at any time during the contract tender validity period.

This shall be without prejudice to the right of DCU to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

2.6. Anticipated Timeline for the Procurement

The following indicative timeline is envisaged for this procurement:

Issue Questionnaire	As specified on title page
Closing date for Queries	As specified on title page
Closing date for completed Questionnaires	As specified on title page
Notification of results of Questionnaire Evaluation	October 2026
Issue Invitation to Tender	October 2026
Closing date for completed Tenders	October 2026
Award decision	October/November 2026
Commencement of Contract	November 2026

The dates provided above are estimates at the time of publication of the Qualification Questionnaire. The Contracting Authority will endeavour to run the process to this timetable, but this cannot be guaranteed

3. Specification of Requirements

3.1. Detailed Specification of Requirements

DCU is seeking Candidates capable of providing a suitable ICT resource with extensive experience in managing enterprise-grade virtualization and data protection suites.

Specifically, the ICT resource will be required to possess:

- **VMWare Architecture & Management:** Significant expertise in managing VMWare vSphere (ESXi 8.x/9.x) and vCenter Server environments.
 - Responsibilities: Lifecycle management (patching/upgrades using vLCM), distributed switch networking, and resource management (DRS/HA).
 - Outputs: Execute DCU virtualization assessment and provide architecture recommendations.
- **Dell EMC Unity Storage Management:** Comprehensive experience managing Dell Unity XT or Hybrid Flash arrays.
 - Responsibilities: Provisioning LUNs and VMFS Datastores, managing Storage Pools, performing firmware upgrades, and troubleshooting latency or performance bottlenecks via Unisphere.
 - Outputs: Lead Dell EMC Unity refresh activities: provisioning, upgrades, troubleshooting.
- **Dell RecoverPoint for VMs (RP4VMs):** Proven experience configuring and managing Dell RecoverPoint for Virtual Machines.
 - Responsibilities: Creating and managing Consistency Groups, sizing Journal volumes, and executing disaster recovery drills (Failover/Failback testing).
 - Outputs: Plan and execute DR drills using RecoverPoint; produce drill reports and runbooks.
- **Dell Avamar Backup Administration:** Hands-on experience with Dell Avamar for enterprise backup and deduplication.
 - Responsibilities: Manage backup policies, perform Guest OS and Image-level restores, and troubleshoot integration with Data Domain storage backends.
- **Zabbix Monitoring Expert:** Advanced knowledge of Zabbix for infrastructure monitoring.
 - Responsibilities: Maintain Zabbix monitoring dashboards and alerts.
 - Outputs: Create custom templates for VMWare hypervisors, configure triggers and alerts for hardware/performance anomalies, and design "single-pane-of-glass" dashboards for the operations team.
- **Scripting & Automation:** Proficiency in PowerCLI or Python.
 - Responsibilities: Automate routine VMWare maintenance tasks and report on storage consumption/snapshot bloat.
 - Outputs: Develop automation scripts (PowerCLI/Python) and reporting tools.

- Documentation: Ability to author detailed runbooks for DR execution and infrastructure topology diagrams.
 - Responsibilities: Plan and execute DR drills using RecoverPoint; produce drill reports and runbooks.
 - Outputs: Provide monthly status reports to DCU ICT infrastructure management.

DCU will soon be undertaking key infrastructure projects, including an assessment of potential new Virtualization Infrastructures for DCU, which is a business-critical platform which delivers services to multiple key business units. Additionally, a refresh of the existing Dell EMC Unity platform is planned for 2027. Both these projects will require the resource to take full ownership of that process.

For the avoidance of doubt, DCU is seeking the provision of one (1) resource to provide the above services. DCU does not wish to consider proposals for solutions provided by teams of resources.

3.2. Contract Management

DCU requires tenderers to nominate a dedicated contract manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

Overall responsibility for a good working relationship with DCU

Provide regular reports on performance as agreed with DCU

Meet as and when required to review and examine performance

Deal with disputes, complaints or concerns that cannot be adequately resolved

Proactively discuss with DCU ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings

3.3. Sustainability

DCU is committed to placing sustainability at the core of all the University's activities and to demonstrating leadership in our operational sustainability and is committed to understanding the impacts of all our activities and establishing science-based targets and action plans to reduce and mitigate these impacts. In our Sustainability Charter we have committed to identifying the carbon footprint of goods and services consumed by our university and to work with suppliers to reduce these.

- More information is available from www.dcu.ie/sustainability

4. CANDIDATE INSTRUCTIONS

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to applicants.

4.1. Queries

Candidates should ensure that they have read this document and any associated information available on www.etenders.gov.ie and in any relevant European Call for Competition relating to this competition.

Candidates should satisfy themselves that they have all the information required to complete this stage of the procurement process.

Requests for additional information and clarification on any matters must be made via the Questions and Answers facility on www.etenders.gov.ie including any omissions which would prevent applicants from submitting a comprehensive response. Please submit queries as soon as possible.

All clarifications/additional information will be issued via the etenders website (www.etenders.gov.ie) and will be made available to all potential Candidates who have noted their interest on the etenders website. In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

All queries should be submitted on or before **16.00 hours (Irish time) on [enter date here - at least 10 (national) / 12 (EU) calendar days before closing date]** to enable clarifications to be issued all interested Candidates prior to the deadline date for the receipt of applications.

Please note that information relating to this Qualification Questionnaire, including clarifications and changes, 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. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

4.2. Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix 1 to this Document, Candidates should note the following conditions:

All questions must be completed in full using the format provided and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Candidates for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected



tenderers be invited to tender in response to the specific requirements of the contract/framework agreement, the published award criteria and the Invitation to Tender document.

Where a 'Rule' is associated with a particular question, Candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition and to avoid the pain of exclusion. Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by a Candidate in the preparation or submission of its Application or otherwise. Further, The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Candidate unless previously agreed in writing by The Contracting Authority. Each Candidate is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an Application or in participating in this process and competition.

4.3. Composition of Candidates

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (SME) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit an application in response to this Qualification Questionnaire the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the contract only (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the "Subcontractor"). The applicant must clearly



and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact personnel of the Prime Contractor authorised to represent the applicant and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) **will not** be accepted or responded to.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture applicants must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party.

Candidates are strictly prohibited from discussing any aspect of their Application to the Qualification Questionnaire with other Candidates or otherwise exchanging information or colluding in respect of the project. Any Candidate who fails to comply with this requirement may be disqualified.

4.4. Limitation on Number of Submissions

Candidates are limited to a single application on their own behalf, in addition to which they may be a member of a single consortium, but cannot be the lead member of that consortium.

4.5. Submission of Applications

The Contracting Authority is using the tender Postbox facility and applications must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Candidates must ensure that they give sufficient time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. All applications submitted in soft copy must be compiled such that they can be read immediately using PDF readers.

The Contracting Authority is not responsible for corruption in electronic documents. Candidates must ensure electronic documents are not corrupt.

Candidates should produce their response as a SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.

Candidates must ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date/time. Candidates should take into account the fact that upload speeds vary. In order to submit a document to the electronic postbox, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Candidates should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

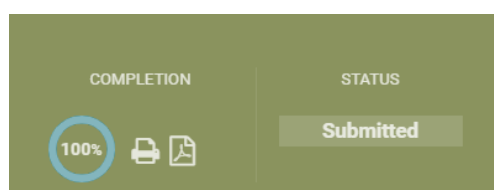
4.5.1. Accessing documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop down menu
- (e) Complete the “Association with the CfT” tab
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

4.5.2. Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

NOTE: It is important to note that only persons who have downloaded and accepted a document can submit an upload. Also, please leave sufficient time for upload of documents prior to the deadline as it is not possible to upload any material after this time and The Contracting Authority will not accept documents not received in compliance with the rules of the tender.

4.6. European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response which will be accepted as evidence of compliance with Section A of the Questionnaire. However, The Contracting Authority requires information via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

In respect of Section A, progression to tender stage will be conditional upon selected Candidates providing confirmatory evidence of self-declared information to The Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the Candidate being deemed excluded from further participation in the competition

4.7. Evaluation of Applications

An “Application” means the submission by a Candidate of a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

4.8. Clarification of Responses

While not being obliged to seek clarifications from Candidates, The Contracting Authority reserves the *right*, at its absolute discretion, to ask Candidates for clarification or elaboration of certain responses to assist in its evaluation of questionnaires, where it is considered appropriate and necessary in the circumstances.

However, it is emphasised that The Contracting Authority will **not** be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met and where they were required to be provided as part of the original application on pain of exclusion from the competition. Therefore, Candidates should pay particular attention to ensure that their applications contain all the required information.

4.9. Identification of Tender List

All applications will be evaluated in line with the criteria and rules outlined in Appendix A. Responses will be scored and the top scoring five (5) **OR** at least five (5) qualifying Candidates will be invited to tender, subject to that number meeting the minimum requirements. Please note that more than 5 participants will be chosen only in the event that equal or extremely similar scores are awarded to the 5th and 6th or 7th candidates. Ultimately however no more than seven participants will be chosen for the second stage of the competition.

4.10. Interference

Any effort by the Candidate to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.11. Freedom of Information

All responses to this qualification questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the candidate except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Candidates are invited to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, candidates should specify the information that is sensitive and the reasons for its sensitivity.

The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any disclosure of the relevant information which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.12. Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a Candidate in one of the following circumstances:

- (a) if the Candidate has offered or given or agreed to give to any person any gift or consideration of any kind 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 contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or

- (b) if like acts have been done by any other person employed by the Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

APPENDIX 1: THE QUALIFICATION QUESTIONNAIRE

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Candidate Summary	Candidates must complete this section. If the Candidate is a consortium or comprised of sub-contractors, this must be clearly indicated and where the Candidate is relying on any aspect of financial, legal or technical competence of a party to the Candidate this must be identified and fully supported in the application.
A2	Tax Compliance	Note: Candidates are required to complete the relevant sections in the Questionnaire taking note of the turnover/financial requirements and insurance levels required for the competition.
A3	Insurance	
A4	Declaration of Bona Fides	Candidates must complete, sign and date the Declaration. Non-compliant Candidates under any of the headings will be automatically disqualified. This Declaration also includes compliance with statutory obligations.

REF	WEIGHTED CRITERIA	REQUIREMENT	MAX MARKS	MINIMUM MARKS REQUIRED
B1	Previous Contracts	Candidates should refer to instances within the last three to five years which demonstrate that they have successfully delivered services of a comparable nature and scale on at least one (1) occasion. The contract(s) referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.	10,000	6,000
TOTAL		1,000	10,000	6,000

Qualitative criteria will be scored using the following baseline scoring system:

Score	Category	Description
90 – 100%	Exceptional	An exceptional response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
0 – 49%	Unacceptable	An unacceptable response demonstrating an insufficient understanding – not adequately supported

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

SECTION A – PASS/FAIL CRITERIA

A1. CANDIDATE SUMMARY				
Weighting: Pass/Fail only				
Pass requirement: Candidates must complete this section.				
Organisation Name				
Contact Name				
Position				
Address				
Telephone Office				
Telephone Mobile				
Email				
Website				
Vat Registration Number				
Date of establishment, if applicable				
Legal Status, if any (Company (Ltd.), Partnership, Sole Trader, etc.)				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.				

CONSORTIUM or SUB-CONTRACTORS			
If the candidate wishes to rely on the standing of other parties including sub-contractors full details must be provided.			
Is the candidate a group of economic operators?			
Yes ☐ No ☐			
If Yes, please provide the following information:			
Please enclose an organisational chart with the proposed hierarchical structure of the grouping		Confirm if attached Yes ☐ No ☐	
Please describe the commercial and legal relationship amongst its members			
If your answer is "Yes", please provide the following information:	Name	Service to be delivered	Confirm Separate Questionnaire enclosed?
Member #1			
Member #2			
Member #3			

A2 - TAX COMPLIANCE – PASS/FAIL			
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	
		No	
Applicant Name:			
Tax Reference Number (PPSN):			
Access Number:			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:		Yes	
		No	
Registration Number:			
Certificate Number:			

Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	
	No	

A3 – INSURANCES – PASS/FAIL

(A) I confirm that we have the following insurances in place:

Pass requirement: Applicants should provide information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Indemnity Limit	Level in place	Details of any Excess	Expiry Date
Employers Liability	€13,000,000 for any one claim or series of claims arising out of a single occurrence and unlimited in the period of insurance (see notes below)			
Public Liability	€6,500,000 limit for any one claim or series of claims arising out of a single occurrence per period of insurance (see note below)			
Professional Indemnity	€1,500,000 limit for any one claim per period of insurance			
Cyber	€1,000,000 limit for any one claim per period of insurance			
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or	YES			
	NO			

Letter from Insurance Broker confirming that the required levels could be put in place if successful		
I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	YES	
	No	
Please note that The Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.		
Signed:		
Position:		

A4 DECLARATION OF BONA FIDES

In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).

Weighting: Pass/Fail only

Pass requirement: Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations 1.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.	YES	NO
The Economic Operator:	Please indicate your answer by	

		marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

DECLARATION RE STATUTORY OBLIGATIONS			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		YES	NO
Employment Equality Acts 1998-2011			
Equal Status Acts 2000-2011			
National Minimum Wage Act 2000 as amended			
Organisation of Working Time Act 1997 as amended			
Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007			
Disability Act 2005			
General Data Protection Regulation 2007			
We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.			
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – <u>EU Regulation 2022/576</u> , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
This Declaration is made for the benefit of The Contracting Authority			
I certify that the information provided in the Declaration re Personal Circumstances and the Declaration re Statutory Obligations is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator			
Signature			

Name in print or block capitals	
Rank / Position	
NOTE: The term Economic Operator covers equally the concepts of Contractor, Supplier and Service Provider whether as Candidate, Tenderer or Participant under an award procedure in accordance with the relevant Public Procurement Directive.	

SECTION B - WEIGHTED CRITERIA

Title of Criterion	<i>B1 - Previous Contracts</i>		
Maximum Marks	10,000		
Minimum Marks	6,000		
Minimum requirement to remain eligible in the competition: Candidates should refer to instances within the last three to five years which demonstrate that they have successfully delivered services of a comparable nature and scale on at least one (1) occasion. The contract(s) referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.			
The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise. All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Candidates must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.			
CONTRACT #1			
Start Date		End Date:	
Client Name & address			
Client contact person:		Contact email	
Details of Services provided			
Frequency of supply/service			
Approximate annual value			
Please indicate below the extent of which this project is comparable with this contract – mere affirmation is not sufficient.			

CONTRACT #2			
Start Date		End Date:	
Client Name & address			
Client contact person:		Contact email	
Details of Services provided			
Frequency of supply/service			
Approximate annual value			
Please indicate below the extent of which this project is comparable with this contract – mere affirmation is not sufficient.			
CONTRACT #3			
Start Date		End Date:	
Client Name & address			
Client contact person:		Contact email	
Details of Services provided			
Frequency of supply/service			
Approximate annual value			
Please indicate below the extent of			



which this project is comparable with this contract – mere affirmation is not sufficient.	
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