



Oifig an Stiúrthóra um
Idirghabháil Údaraithe, Tuaim
Office of the Director of
Authorised Intervention, Tuam

**Phase Three: Forensic Frameworks for the provision
of services of suitably qualified and experienced
professionals to assist in the excavation, recovery
and analysis of human remains**

Lot 1: Geomatics Assistant

Lot 2: Forensic Laboratory Technicians

**TENDERER'S RESPONSE DOCUMENT – QUALITATIVE SUBMISSION
(TRD - QS)**

Tenderer name: [INSERT]

1. TENDERER STATEMENT

TO: The Office of the Director of the Authorised Intervention, Tuam (ODAIT)

Having examined the RFT and the requirements of Lot [INSERT NUMBER OF LOT YOU ARE APPLYING FOR], we hereby agree and declare the following:

1. We understand the nature and extent of the services required to be delivered under the above Lot.
2. We accept all of the terms and conditions of the RFT and have submitted compliant Tender Response Documents.
3. We will provide to ODAIT such evidence that we meet the Selection Criteria as ODAIT may require at a later stage in the Competition (including the Declaration set out in Appendix 1, should ODAIT ask us for this).
5. We agree that, if awarded any Services Contract we shall comply with the terms and conditions of same.
6. We confirm that all prices quoted in our Tender will remain valid for 6 months.
7. We agree that if awarded any Service Contract we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, climate, social and labour law.
8. We confirm that all Data Subjects whose Personal Data is provided in our application have consented to the processing of such Personal Data by us, ODAIT and the supplier of the etenders.gov.ie website, for the purposes of our participation in this competition or that we otherwise have a legal basis for providing such Personal Data to ODAIT for the purposes of our participation in this competition and that we will provide evidence of such consent and / or legal basis to ODAIT upon request.

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	Click here and insert name
Position:	Click here and insert details
Company:	Click here and insert details
Registered Office Address:	Click here and insert address
	Click here and insert address
Date:	Click here and insert date

2. TENDERER DETAILS

Tenderer Name	
Legal Form (company, sole trader, partnership etc.)	
Registered Address	
Business Address (if different)	
Company Registration Number (if appropriate)	
VAT Registration Number	
Tax Clearance Certificate Access Number and PPSN	
Contact Person	
Email	
Phone/Mobile	
URL	
If sub-contractors are being used, provide a brief explanation about their involvement in contract delivery	
Please advise if any actual or potential conflicts of interest arise.	
Please disclose any Registrable Interest involving any Tenderer or subcontractor and ODAIT, members of the Government, members of the Oireachtas, or employees and officers of ODAIT and their relatives. The terms "Registrable Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.ie	

Please confirm which Lot you are applying for: (tick one box only)¹

Lot	Tick Box
Lot 1: Geomatics Assistant	
Lot 2: Forensic Laboratory Technicians	

¹ If you wish to apply for more than one Lot, a separate Tender Response Document must be completed for each Lot.

3. SELECTION CRITERIA

Please confirm that you can satisfy the following Selection Criteria:

(A) Grounds for Exclusion

Please confirm if any of the grounds for exclusion set out in Appendix 1 apply to the Tenderer or any third party on whose resources the Tender will seek to rely to perform a Service Contract.

Confirmed?	None of the grounds of exclusion in Appendix 1 apply to the Tenderer or any third party on whose resources the Tenderer seeks to rely. OR The following grounds for exclusion in Appendix 1 apply to the Tenderer (or any third party on whose resources the Tenderer seeks to rely: [insert] <i>(delete as appropriate)</i>
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Where any ground for exclusion does apply, ODAIT reserves its right to take whatever action it considers appropriate in accordance with the European Union (Award of Public Authority Contracts) Regulations 2016 and other applicable law. This may include elimination from the Competition in question.

(B) Insurance

Please confirm that the Tenderer either has, or that they will have before any Framework Agreement is concluded, a quote from an insurance broker for all of the following required insurances:

Employer's Liability	Minimum cover - €12.7 million for any one claim or series of claims arising out of a single occurrence. <i>(Note - Sole Trader does not require employer's liability.)</i>	<i>Confirmed? Yes or No</i>
Public Liability	Minimum cover - €6.5 million for any one claim or series of claims arising out of a single occurrence.	<i>Confirmed? Yes or No</i>
Professional Indemnity	Minimum cover - €500,000 for any one claim or series of claims arising out of a single occurrence.	<i>Confirmed? Yes or No</i>

The territorial limits and jurisdiction of its insurance policies must include Ireland. There must be no exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of

coverage specified above.

There is no need to provide the quote or evidence of insurance cover with the Tender Response Document, however evidence of quotes will be sought from a Tenderer prior to a Framework Agreement being awarded to it and evidence of insurance cover will be sought prior to any Service Contract being awarded. If such evidence is not produced the Tenderer will cease to be eligible to be awarded the Framework Agreement or Service Contract, as the case may be.

4. AWARD CRITERIA

Criterion A: Understanding of Requirements

Tenderers are required to set out below their understanding of the requirements of the Lot that they are tendering for and the nature of the services to be provided thereunder.

Tenders should explain how they proposed to carry out the required services given the duties outlined with due regard for the unique environmental and archaeological circumstances of the site in Tuam.

Maximum 2 pages. (Calibri font size 11; do not amend margins of boxes below)

Insert Response Here

Criterion B - CVs

Tenderers are required to demonstrate the quality and expertise of the individuals to be assigned to deliver the services under the Lot in question by providing a CV for each person proposed. There is no limit to the number of CVs that may be proposed. If more than one person is proposed per Lot, one CV must be submitted for each person.

Page Limits – in each CV:

- **Educational/Professional Qualifications and Employment Record must not exceed 3 pages**
- **Each reference project for Specialist Skills and Knowledge must not exceed 2 pages**
- **Each summary must not exceed 1 page**

PLEASE NOTE:

Lot 1 – Geomatics Assistant

The minimum that must be demonstrated in any CV is as follows:

Experience required	(i) A minimum of 4 years' experience in Archaeology/Forensic Archaeology, which must include: a minimum of 1 year of experience in Archaeological Geomatics, or equivalent.
Minimum qualifications	An undergraduate degree in Geomatics/Survey, forensic archaeology/archaeology with a substantial Geomatics component, or related field.
A failure of a CV to satisfy the requirements above will result in the CV being excluded from the tender; any other CVs in the tender that do meet the above requirements will be evaluated.	

Lot 2 – Forensic Laboratory Technicians

The minimum that must be demonstrated in any CV is as follows:

Experience required	(i) A minimum of 2 years' experience handling human skeletal remains (ii) Proven ability to undertake responsibilities with autonomy
Minimum qualifications	Bachelor's Degree (e.g. BA/BSc or equivalent) in Biological Anthropology, Human Osteoarchaeology or similar.
A failure of a CV to satisfy the requirements above will result in the CV being excluded from the tender; any other CVs in the tender that do meet the above requirements will be evaluated.	

In addition, the following are desirable and should be demonstrated in any CV, where possible:

Desirable	(i) Experience with the analysis of commingled human remains
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	(ii) Experience with analysis of infant/sub adult human remains
	(iii) Experience in analysis from a forensic context

FORM OF CV TO BE USED FOR EACH PERSON PROPOSED

Part 1 of CV

(max. 3 pages for Educational and Professional Qualifications and Employment Record)

(Calibri font size 11; do not amend margins of boxes below)

CURRICULUM VITAE		
Name		
Position in Firm		
Role		
# of Years in Industry		
EDUCATIONAL & PROFESSIONAL QUALIFICATIONS		
Description of Qualification	Year Obtained	Accreditation Body
EMPLOYMENT RECORD		
Employer	Period	Position and Key Expertise

Part 2 of CV

(max. 2 pages per Project) (Calibri font size 11; do not amend margins of boxes below)

SPECIALIST KNOWLEDGE & EXPERTISE	
Each individual proposed must demonstrate a proven track record by way of two verifiable reference contracts/or employments in progress or completed (one of which must be your current or most recent position held). It is essential that these references clearly demonstrate the individual's track record in supporting archaeological excavation.	
PROJECT 1	
Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of consultancy services provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value Please outline how your qualifications and experience substantiate your ability to fulfil the services required under this Lot.
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to ODAIT's current requirements
Contract Performance Measurement	Provide evidence of meeting contract performance measurement requirements
Relevance to Services	Please outline how your qualifications and experience substantiate your ability to fulfil the services required under this Lot.
Client Referee – name, address, email address, tel. number	Click here and insert name

PROJECT 2

Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of consultancy services provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to ODAIT's current requirements
Contract Performance Measurement	Provide evidence of meeting contract performance measurement requirements
Relevance of Services	Please outline how your qualifications and experience substantiate your ability to fulfil the services required under this Lot.
Client Referee – name, address, email address, tel. number	Click here and insert name

Part 3 of CV

(max. 1 page per CV Summary) (Calibri font size 11; do not amend margins of box below)

SUMMARY TO BE PROVIDED WITH EACH CV PROPOSED

Tenderers are required to provide detailed information to demonstrate the quality and relevant expertise of each individual proposed to deliver the service. Please outline how the qualifications and experience in the CV for that individual substantiate his/her capacity to fulfil the role as outlined in this tender.

APPENDIX 1 – GROUNDS FOR EXCLUSION

1. [The Tenderer/third party on whose resources the Tenderer will seek to rely to perform a Service Contract] nor any person who is a member of the administrative, management or supervisory body of that entity nor any person who has powers of representation, decision or control in that entity has:
 - (a) ever been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
 - (b) ever been the subject of a conviction for 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 the national law of the Contracting Authority or the law of the state in [Click here and insert name of entity] is established.
 - (c) ever been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
 - (d) ever been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
 - (e) ever been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
 - (f) ever been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
2. [The Tenderer/third party on whose resources the Tenderer will seek to rely to perform a Service Contract]:
 - (a) is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.
 - (b) has carried out the preparation of its Tender independently
3. [The Tenderer/third party on whose resources the Tenderer will seek to rely to perform a Service Contract]:
 - (a) has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
 - (b) is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
 - (c) is not guilty of grave professional misconduct.
 - (d) has not entered into agreements with other economic operators aimed at distorting competition.
 - (e) is not aware of any conflict of interest due to its participation in the Competition;
 - (f) has not had any prior involvement in the preparation of the Competition;
 - (g) has not 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.
 - (h) Is not 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 for this Competition and

did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).

- (i) has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
4. [The Tenderer/third party on whose resources the Tenderer will seek to rely to perform a Service Contract] does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
5. The origin of goods connected to the tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

[SWEARING CLAUSE TO BE ADDED AT LATER STAGE]