



## Tender Response Document – Goods or Services 2023

### TENDER RESPONSE DOCUMENT

|                                                                                                                                                                                                                                                            |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Provision of Concession Service for the operation of a Café at Monaghan Peace Campus</b>                                                                                                                                                                |                 |
| <b>Provision of Services for Request for Tender for the Establishment of a Single-Supplier Agreement for the Provision of a Café Concession at Monaghan Peace Campus, with the Potential to Extend to a Catering Services Concession at a Future Date.</b> |                 |
| <b>Closing Date and Time for Receipt of Tenders:</b>                                                                                                                                                                                                       | As per eTenders |
| <b>Company Name:</b>                                                                                                                                                                                                                                       |                 |
| <b>Contact Name:</b>                                                                                                                                                                                                                                       |                 |
| <b>Contact Email:</b>                                                                                                                                                                                                                                      |                 |



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### Instructions for Completion

Tenderers should ensure they have read the Call for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible (prior to the closing date for queries).

Where there is a discrepancy between the contents / instructions in this document and the Call for Tender, the Call for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.



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### RESPONSE TO SELECTION CRITERIA

**TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS**

#### General Contact Information

|                                                                      |                      |  |                                                      |  |
|----------------------------------------------------------------------|----------------------|--|------------------------------------------------------|--|
| Organisation Name:                                                   |                      |  |                                                      |  |
| Contact Person:                                                      |                      |  |                                                      |  |
| Position:                                                            |                      |  |                                                      |  |
| Address:                                                             |                      |  |                                                      |  |
| Phone:                                                               |                      |  |                                                      |  |
| Email:                                                               |                      |  |                                                      |  |
| Website:                                                             |                      |  |                                                      |  |
| Small and Medium Enterprise (SME)                                    | Yes                  |  | No                                                   |  |
| Date of Establishment, if applicable                                 | VAT Registration No: |  | Legal Structure – partnership, limited company, etc. |  |
|                                                                      |                      |  |                                                      |  |
| Details of any sub-contractors or consortium members:                |                      |  |                                                      |  |
| Name                                                                 | Legal Status         |  | Element to be Delivered                              |  |
|                                                                      |                      |  |                                                      |  |
| Separate members each must submit separate Tender Response Documents |                      |  |                                                      |  |



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### Financial Information – Pass/Fail Criteria

| Tax Clearance                                                                                                                                                                                                                                                                                                    |      |                    |      | Please confirm YES / NO |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------|------|-------------------------|--|
| <b>Option 1:</b> I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <a href="http://www.revenue.ie/en/online/tax-clearance.html">http://www.revenue.ie/en/online/tax-clearance.html</a> To this end, please confirm: |      |                    |      | Yes                     |  |
|                                                                                                                                                                                                                                                                                                                  |      |                    |      | No                      |  |
| Tenderer Name:                                                                                                                                                                                                                                                                                                   |      |                    |      |                         |  |
| Tenderer PPSN/ Tax Reference Number                                                                                                                                                                                                                                                                              |      |                    |      |                         |  |
| Access Number                                                                                                                                                                                                                                                                                                    |      |                    |      |                         |  |
| <b>Option 2:</b> I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)                                                                                                                                                                                      |      |                    |      |                         |  |
| Registration Number                                                                                                                                                                                                                                                                                              |      | Certificate Number |      |                         |  |
| <b>Option 3:</b> I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request                                                                                                                                                                   |      |                    |      | Yes                     |  |
|                                                                                                                                                                                                                                                                                                                  |      |                    |      | No                      |  |
| Turnover                                                                                                                                                                                                                                                                                                         |      |                    |      |                         |  |
| I confirm that we have the requisite turnover to be considered for the contract/framework.                                                                                                                                                                                                                       |      |                    |      |                         |  |
| Year                                                                                                                                                                                                                                                                                                             | 2025 | 2024               | 2023 |                         |  |
| Month End (e.g. July)                                                                                                                                                                                                                                                                                            |      |                    |      |                         |  |
| Turnover €                                                                                                                                                                                                                                                                                                       |      |                    |      |                         |  |
| I confirm that I will provide evidence of turnover promptly on request.<br><b>NOTE #1:</b> In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.                                                                                        |      |                    |      | Yes                     |  |
|                                                                                                                                                                                                                                                                                                                  |      |                    |      | No                      |  |
| Insurances                                                                                                                                                                                                                                                                                                       |      |                    |      |                         |  |



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| I confirm that we have the following insurances in place                                                                                                                                                                                                                                                          |                              |                |                       |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|-----------------------|--------------|
| Insurance Type                                                                                                                                                                                                                                                                                                    | Level required if successful | Level in Place | Details of Any Excess | Renewal Date |
| Employers Liability                                                                                                                                                                                                                                                                                               | €13,000,000                  | €              |                       |              |
| Public Liability                                                                                                                                                                                                                                                                                                  | €6,500,000                   | €              |                       |              |
| Environmental Liability Impairment                                                                                                                                                                                                                                                                                | €6,500,000                   | €              |                       |              |
| Third Party Property Damage                                                                                                                                                                                                                                                                                       | €2,600,000                   | €              |                       |              |
| Motor Insurance (for transferring of hot food to MPC)                                                                                                                                                                                                                                                             | €2,000,000                   | €              |                       |              |
| Cyber Insurance                                                                                                                                                                                                                                                                                                   | €1,000,000                   | €              |                       |              |
| AND                                                                                                                                                                                                                                                                                                               |                              |                |                       |              |
| I confirm that if successful, where the levels required under the contract/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.                                                                             |                              |                |                       |              |
| AND                                                                                                                                                                                                                                                                                                               |                              |                |                       |              |
| I confirm that I will provide the following promptly on request: <ul style="list-style-type: none"> <li>evidence of insurances in place</li> </ul> <b>or</b> <ul style="list-style-type: none"> <li>letter from Insurance Broker confirming that the required levels can be put in place if successful</li> </ul> |                              |                |                       |              |
| <b>Note:</b> insurance policies where relevant must have jurisdiction in Ireland.                                                                                                                                                                                                                                 |                              |                |                       |              |



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### DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU

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;                                                                                                                                                                                                                                                                            |                                                                |    |
| <b>Non-payment of taxes or social security obligations</b><br><b>1.2</b> 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?<br>Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved |                                                                                                                                                                                                                                                                                                                                                                        |                                                                |    |

### Declaration Of Personal Circumstances Article 57



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| 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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----|
|                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                | 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                                                                                                                                           | <ul style="list-style-type: none"> <li>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</li> </ul>                                                                                                                                                                    |                                                                |    |
|                                                                                                                                                 | <ul style="list-style-type: none"> <li>has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or</li> </ul>                                                                                                                                                                                                                            |                                                                |    |
| 2.1.i                                                                                                                                           | has undertaken to: <ul style="list-style-type: none"> <li>unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or</li> <li>negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul> |                                                                |    |



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| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| (a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Employment Equality Acts 1998-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |    |
| (b)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Equal Status Acts 2000-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| (c)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | National Minimum Wage Act 2000 as amended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |
| (d)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Organisation of Working Time Act 1997 as amended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |    |
| (e)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |
| (f)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Disability Act 2005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |
| (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018                                                                                                                                                                                                                                                                                                                                                                                                                 |     |    |
| (h)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team 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 the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request. |     |    |
| (i)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| <p>This Declaration is made for the benefit of the Contracting Authority</p> <p>I certify that the information provided in the <b>Declaration re Personal Circumstances</b> and the <b>Declaration re Statutory Obligations</b> 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:</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Name of Tenderer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Name of Authorised Signatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |



## Personnel and Skills – Pass/Fail Criteria

**Minimum requirement to remain eligible in the competition:** Tenderers must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.

| Skillset Required | Number of Full Time Equivalent (FTE) | Number of FTEs provided by 3 <sup>rd</sup> Parties | Minimum Number Required |
|-------------------|--------------------------------------|----------------------------------------------------|-------------------------|
| Contracts Manager |                                      |                                                    | 1                       |
| On Site Manager   |                                      |                                                    | 1                       |
| <b>Total</b>      |                                      |                                                    |                         |

Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that Tenderers can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3<sup>rd</sup> parties, if applicable.



## Previous Contracts / Experience – Pass/Fail Criteria

| Reference Contract #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |                        |    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------|----|--|
| Customer Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |                        |    |  |
| Contact Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                        |    |  |
| Contact Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |                        |    |  |
| Delivery Date(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | From |                        | To |  |
| Contract Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      | Period value refers to |    |  |
| Detailed description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |                        |    |  |
| <p>Taking account of the features of the contract / scope of the call for tender, and technical and professional ability required (understanding of Peace Campus Context, Food and beverage expertise, staff qualifications and training, management &amp; service delivery, Compliance and regulations, Quality Assurance and continuous Improvement and Professional Conduct and community engagement), please provide information in relation to relevant experience, demonstrating comparability with the contract being awarded under this procurement.</p> |      |                        |    |  |
| Tenderer to provide response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                        |    |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |                        |    |  |



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| Reference Contract #2        |      |  |                        |  |
|------------------------------|------|--|------------------------|--|
| Customer Name                |      |  |                        |  |
| Contact Name                 |      |  |                        |  |
| Contact Number               |      |  |                        |  |
| Delivery Date(s)             | From |  | To                     |  |
| Contract Value               |      |  | Period value refers to |  |
| Detailed description         |      |  |                        |  |
| Tenderer to provide response |      |  |                        |  |
|                              |      |  |                        |  |



## HSE Registration

### HSE Registration

I confirm that I will register this canteen/Cafe (Registration of Food Business Establishment European Communities (Hygiene of Foodstuffs) Regulations 2006) and produce their letter of approval from the HSE when the canteen/Cafe area is completed and ready for service.

Signed



## Health & Safety – Pass/Fail Criteria

|                                                                                                                                                                                                                                                           |                                      |     |    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|----|--|
| <b>Minimum requirement to remain eligible in the competition:</b> Tenderers must demonstrate compliance with all the relevant Health & Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance. |                                      |     |    |  |
| Do you comply with the Safety Health & Welfare at Work Act 2005?                                                                                                                                                                                          | Yes                                  |     | No |  |
| Manager responsible for Health and Safety:                                                                                                                                                                                                                |                                      |     |    |  |
| Is it externally certified or managed in-house?                                                                                                                                                                                                           | Externally Certified                 |     |    |  |
|                                                                                                                                                                                                                                                           | In-House                             |     |    |  |
| If externally certified, please provide the following information:                                                                                                                                                                                        | Date of most recent certification:   |     |    |  |
|                                                                                                                                                                                                                                                           | Scope of Certification:              |     |    |  |
|                                                                                                                                                                                                                                                           | Name of Certification Body:          |     |    |  |
|                                                                                                                                                                                                                                                           | Evidence will be provided on request | Yes |    |  |
|                                                                                                                                                                                                                                                           |                                      | No  |    |  |



## Quality Assurance – Pass/Fail Criteria

|                                                                                                                                                                                                                                                                                                 |                                      |     |    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|----|--|
| <b>Minimum requirement to remain eligible in the competition:</b> Tenderers should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system. |                                      |     |    |  |
| Do you operate a Quality Management System?                                                                                                                                                                                                                                                     | Yes                                  |     | No |  |
| Manager responsible for Quality Management System:                                                                                                                                                                                                                                              |                                      |     |    |  |
| Is it externally certified or in-house?                                                                                                                                                                                                                                                         | Externally Certified                 |     |    |  |
|                                                                                                                                                                                                                                                                                                 | In-House                             |     |    |  |
| If externally certified, please provide the following information:                                                                                                                                                                                                                              | Date of most recent certification:   |     |    |  |
|                                                                                                                                                                                                                                                                                                 | Scope of Certification:              |     |    |  |
|                                                                                                                                                                                                                                                                                                 | Name of Certification Body:          |     |    |  |
|                                                                                                                                                                                                                                                                                                 | Evidence will be provided on request | Yes |    |  |
|                                                                                                                                                                                                                                                                                                 |                                      | No  |    |  |
| If in-house, please provide summary of system:                                                                                                                                                                                                                                                  |                                      |     |    |  |



## Environmental Management Systems

|                                                                                                                                                                                                                                                                               |                                   |  |    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|----|--|
| <p><b>Minimum requirement to remain eligible in the competition:</b> Tenderers must demonstrate compliance with all the relevant Environmental legislation and guidelines. The Contracting Authority reserves the right to seek further information to verify compliance.</p> |                                   |  |    |  |
| Do you comply with all relevant Environmental legislation?                                                                                                                                                                                                                    | Yes                               |  | No |  |
| Name of Manager responsible for Environmental Management                                                                                                                                                                                                                      |                                   |  |    |  |
| Is it externally party certified or in-house?                                                                                                                                                                                                                                 | Externally Certified              |  |    |  |
|                                                                                                                                                                                                                                                                               | In-House                          |  |    |  |
| If externally certified, please provide the following information:                                                                                                                                                                                                            | Date of most recent certification |  |    |  |
|                                                                                                                                                                                                                                                                               | Scope of Certification            |  |    |  |
|                                                                                                                                                                                                                                                                               | Name of Certification Body        |  |    |  |
| If in-house, please provide summary of system:                                                                                                                                                                                                                                |                                   |  |    |  |



## Food Safety Management Systems

**Minimum Level Required:** Tenderers must provide below information which demonstrates adherence on their own part and that of their suppliers, to a regulatory system such as hazard analysis and Critical Control Point (HACCP) which provides a systematic preventative approach to biological, chemical and physical hazards in food production and processing.

Food Safety Authority of Ireland (FSAI) relevant legislation including but not limited to

- Regulation EC/852/2004 on Hygiene of Foodstuffs
- Regulation EC 178/2002 Traceability and Recall
- I.S. 340:2007 – NSAI Hygiene in the Catering Sector

The Contracting Authority reserves the right to seek further information to verify compliance

|                                                                             |                      |  |          |  |
|-----------------------------------------------------------------------------|----------------------|--|----------|--|
| Do you comply with all relevant food safety legislation?                    | Yes                  |  | No       |  |
| Manager responsible for implementation:                                     |                      |  |          |  |
| Is your food safety management system                                       | Externally Certified |  | In-house |  |
| If externally certified, please provide the following information:          |                      |  |          |  |
| Name of Certification Body:                                                 |                      |  |          |  |
| Date of most recent certification:                                          |                      |  |          |  |
| Scope of Certification:                                                     |                      |  |          |  |
| I confirm that evidence of compliance will be provided promptly on request. | Yes                  |  | No       |  |



## RESPONSE TO THE AWARD CRITERIA

### Cost Criterion

|       |  |
|-------|--|
| To:   |  |
| From: |  |
| Re:   |  |

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Call for Tender Document.

| Criterion A        | Weighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Maximum Marks | Minimum Marks Required |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------|
|                    | 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4000          | N/A                    |
| <b>Title</b>       | <b>Commercial Offering (Proposed Concession Fee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                        |
| <b>Description</b> | <p>Assessment of the overall financial value to Monaghan County Council, considering the social enterprise nature of the Café.</p> <p>The evaluation will consider:</p> <ul style="list-style-type: none"><li>• The proposed monthly fee to the Council: <b>Year 1</b> - €1,500, <b>Year 2</b> - €1,700, <b>Year 3</b> - €2,000, <b>Year 4</b> - €2,200, <b>Year 5</b> - €2,500.</li></ul> <p><b>(4,000 marks)</b></p> <ul style="list-style-type: none"><li>• In Year 2,3, 4 and 5 (if contract is extended, 5% of turnover is also payable monthly to Monaghan County Council.</li></ul> <p>Higher marks will be awarded on tender submissions received with proposals that pay a proposed monthly fee over the amounts requested.</p> <p>Tenderers should ensure that their financial proposal, including concession fee, reflects a balance between commercial sustainability, affordability, and accessibility, in line with the social enterprise ethos of Monaghan Peace Campus Café.</p> |               |                        |



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| Ultimate Cost                  | Unit Fee (Excl. VAT) | Total Fee (excl. VAT) |
|--------------------------------|----------------------|-----------------------|
| <b>Proposed Concession Fee</b> |                      |                       |
| <b>Total</b>                   |                      |                       |



## Response to Qualitative Award Criteria

Any tender receiving less than the minimum marks required will be excluded from further consideration. Those tenderers who have not been excluded will then have their prices assessed.

As per Section 5.2 of the Call for Tender marks will be awarded based on the following table

| Score                                                                                     | Meaning     | Interpretation                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>90 – 100%</b>                                                                          | Outstanding | A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.                                                                      |
| <b>80 – 89%</b>                                                                           | Excellent   | An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.                                                                                                     |
| <b>70 – 79%</b>                                                                           | Very good   | A very good response demonstrating very good understanding offering assurance to client – fully supported.                                                                                                         |
| <b>60 – 69%</b>                                                                           | Good        | A good response demonstrating good understanding offering assurance to client – well supported.                                                                                                                    |
| <b>50 – 59%</b>                                                                           | Acceptable  | An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.                                                                                              |
| <b>Less than 50% is unacceptable and considered ineligible from further consideration</b> |             |                                                                                                                                                                                                                    |
| <b>25 – 49%</b>                                                                           | Mediocre    | Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.                                                        |
| <b>1 – 24%</b>                                                                            | Poor        | Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible. |
| <b>0%</b>                                                                                 | No response | Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.                                                                                       |



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| Criterion B:        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Weighting  | Maximum Marks | Minimum Marks Required |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|------------------------|
| <b>Title</b>        | <b>Quality of Service Proposal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>25%</b> | <b>2500</b>   | <b>1250</b>            |
| <b>Instructions</b> | The Tenderer's approach to delivering café and light hospitality services, including staffing, customer service, operational model, proposed investment in fit-out and equipment. As set out under Section 3 of CFT.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |               |                        |
| <b>B1</b>           | <p><b>Customer Experience and Community Engagement (800 Marks)</b></p> <p>Tenderers shall demonstrate their approach to creating a welcoming, inclusive and customer-focused café environment.</p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Understanding of Peace Campus users, visitors and community groups.</li> <li>• Customer service philosophy and standards.</li> <li>• Measures to ensure accessibility and inclusivity.</li> <li>• Community engagement initiatives.</li> <li>• Methods for obtaining and responding to customer feedback.</li> </ul> <p><b>Maximum response: 4 pages.</b></p>                                |            |               |                        |
| <b>B2</b>           | <p><b>Service Delivery and Operational Management (800 Marks)</b></p> <p>Tenderers shall demonstrate how they will deliver and manage the service in accordance with <b>Section 3.1.3</b>.</p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Proposed staffing structure and management arrangements.</li> <li>• Staff recruitment, induction, training and supervision.</li> <li>• Day-to-day operational procedures.</li> <li>• Ability to manage peak demand and fluctuating service requirements.</li> <li>• Integration with Peace Campus activities and events.</li> <li>• Business continuity and contingency arrangements.</li> </ul> |            |               |                        |



## Tender Response Document – Goods or Services 2023

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>Maximum response: 4 pages.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>B3</b> | <p><b>Innovation and Continuous Improvement (300 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"><li>• Innovative approaches to enhancing customer experience.</li><li>• Use of technology, systems and digital solutions.</li><li>• Approaches to service improvement and performance monitoring.</li><li>• Initiatives that improve efficiency, sustainability or community engagement.</li></ul> <p><b>Maximum response: 3 pages.</b></p>                                                                                                                                                  |
| <b>B4</b> | <p><b>Food Safety and Compliance (600 Marks)</b></p> <p>Assessment will consider (as per 3.1.10):</p> <ul style="list-style-type: none"><li>• HACCP-based food safety systems.</li><li>• Allergen management procedures.</li><li>• Staff food safety training.</li><li>• Compliance monitoring and auditing.</li><li>• Safe food preparation, storage and service practices.</li></ul> <p><b>Failure to adequately demonstrate compliance with food safety and allergen management requirements may result in exclusion from the competition or a significantly reduced score.</b></p> <p><b>Maximum response: 4 pages.</b></p> |

### Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.



## Tender Response Document – Goods or Services 2023

| Criterion C:        |                                                                                                                                                                                                                                                                                                                                                                                                                     | Weighting  | Maximum Marks | Minimum Marks Required |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|------------------------|
| <b>Title</b>        | <b>Menu Quality and Offering</b>                                                                                                                                                                                                                                                                                                                                                                                    | <b>25%</b> | <b>2500</b>   | <b>1250</b>            |
| <b>Instructions</b> | <p><b>Instructions</b></p> <p>Tenderers shall provide:</p> <ul style="list-style-type: none"> <li>• A minimum four-week sample menu cycle.</li> <li>• Sample hospitality/event menu options.</li> <li>• Indicative pricing schedule.</li> <li>• Identification of healthy, vegetarian, vegan, gluten-free and allergen-aware options.</li> </ul> <p><b>Maximum response: 10 pages excluding menu schedules.</b></p> |            |               |                        |
| <b>C1</b>           | <p><b>Range, Variety and Suitability (600 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Breadth and suitability of menu offering.</li> <li>• Balance of beverages, snacks, baked goods and light meals.</li> <li>• Suitability for Peace Campus users and visitors.</li> </ul> <p><b>Maximum response: 2 pages.</b></p>                                                  |            |               |                        |
| <b>C2</b>           | <p><b>Quality and Freshness (600 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Quality of ingredients.</li> <li>• Fresh preparation methods.</li> <li>• Product presentation standards.</li> <li>• Commitment to locally sourced ingredients where feasible.</li> </ul> <p><b>Maximum response: 2 pages.</b></p>                                                         |            |               |                        |
| <b>C3</b>           | <p><b>Nutrition and Healthy Options (400 Marks)</b></p>                                                                                                                                                                                                                                                                                                                                                             |            |               |                        |



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|           |                                                                                                                                                                                                                                                                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p>Assessment will consider:</p> <ul style="list-style-type: none"><li>• Availability of nutritious and balanced meals.</li><li>• Provision of clearly identifiable healthy choices.</li><li>• Nutritional awareness within menu development.</li></ul> <p><b>Maximum response: 2 pages.</b></p>                                                     |
| <b>C4</b> | <p><b>Dietary Inclusivity and Accessibility (400 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"><li>• Vegetarian, vegan, gluten-free and other dietary options.</li><li>• Allergen-aware menu design.</li><li>• Accessibility and clarity of menu information.</li></ul> <p><b>Maximum response: 2 pages.</b></p> |
| <b>C5</b> | <p><b>Menu Development and Flexibility (500 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"><li>• Ability to refresh and develop menus over time.</li><li>• Seasonal offerings.</li><li>• Responsiveness to customer feedback and changing demand.</li></ul> <p><b>Maximum response: 2 pages.</b></p>              |

### Tenderers' Response

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## Tender Response Document – Goods or Services 2023

| Criterion D:        |                                                                                                                                                                                                                                                                                                                                                                                                                                      | Weighting  | Maximum Marks | Minimum Marks Required |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|------------------------|
| <b>Title</b>        | <b>Sustainability, Environmental Impact and Corporate Social Responsibility</b>                                                                                                                                                                                                                                                                                                                                                      | <b>10%</b> | <b>1000</b>   | <b>500</b>             |
| <b>Instructions</b> | <p>Tenderers shall demonstrate how sustainability and CSR principles will be embedded within café operations in accordance with <a href="#">Section 3.1.7</a>.</p> <p><b>Maximum response: 8 pages.</b></p>                                                                                                                                                                                                                          |            |               |                        |
| <b>D1</b>           | <p><b>Sustainable Procurement and Ethical Sourcing (250 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Local and seasonal sourcing strategies.</li> <li>• Ethical sourcing standards.</li> <li>• Compliance with Green Public Procurement requirements.</li> <li>• Delivery of the 10% organic produce target and supporting evidence.</li> </ul> <p><b>Maximum response: 2 pages.</b></p> |            |               |                        |
| <b>D2</b>           | <p><b>Resource Efficiency, Waste and Packaging (250 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"> <li>• Waste reduction measures.</li> <li>• Food waste prevention and monitoring.</li> <li>• Reusable cup, crockery and packaging initiatives.</li> <li>• Elimination of prohibited single-use items.</li> </ul> <p><b>Maximum response: 2 pages.</b></p>                                      |            |               |                        |
| <b>D3</b>           | <p><b>Environmental Monitoring and Energy Management (250 Marks)</b></p> <p>Assessment will consider:</p>                                                                                                                                                                                                                                                                                                                            |            |               |                        |



## Tender Response Document – Goods or Services 2023

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <ul style="list-style-type: none"><li>• Energy-efficient equipment proposals.</li><li>• Monitoring and reporting arrangements.</li><li>• Sustainability KPIs.</li><li>• Sample monthly environmental performance reports.</li></ul> <p><b>Maximum response: 2 pages.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>D4</b> | <p><b>Social Value and Community Benefit (250 Marks)</b></p> <p>Assessment will consider:</p> <ul style="list-style-type: none"><li>• Whether they operate as a social enterprise, cooperative, charity-linked entity, or community interest model.</li><li>• How their operating model delivers measurable social outcomes, such as:<ul style="list-style-type: none"><li>○ Employment or training for under-represented groups</li><li>○ Community education, wellbeing, or inclusion initiatives</li><li>○ Reinvestment of surplus into local or social cause</li></ul></li><li>• How these outcomes align with the role of a public park café as a community asset.</li></ul> <p><b>Maximum response: 2 pages.</b></p> |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.



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I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs. (If Applicable).
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement,
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,
- 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 contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,
- 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 contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.



## Tender Response Document – Goods or Services 2023

|                                   |  |                |  |
|-----------------------------------|--|----------------|--|
| <b>Signed:</b>                    |  |                |  |
| <b>Name (in Capital Letters):</b> |  |                |  |
| <b>On behalf of:</b>              |  |                |  |
| <b>Address:</b>                   |  |                |  |
| <b>Telephone:</b>                 |  | <b>Mobile:</b> |  |
| <b>Email:</b>                     |  | <b>Date:</b>   |  |