

Request for Tenders for IDA Ireland Green Capital Technical Assessment (GCTA) Services

2026

Issue Date	Wednesday, 30 September 2026
Closing Date for Queries	Monday, 19 October 2026 17.00 hours Irish Time
Closing Date for Submission of Tenders	Monday, 02 November 2026 12.00 (noon) Irish Time
Contact for Queries	

Disclaimer

This Request for Tenders (**RFT**) document and any accompanying documents (**Documents**) are issued for information only and do not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a Contract. No Contractual rights in relation to IDA Ireland will exist unless and until a Contract has been executed by or on behalf of IDA Ireland.

Tenderers are recommended to read the Document(s) thoroughly and are advised to follow the instructions outlined in the Documents prior to submitting their Tender. These may comprise the RFT; Tender Response Documents; any clarifications issued by IDA Ireland; IDA Ireland Terms and Conditions. The Documents are to be taken as mutually explanatory of each other if possible. If there is an inconsistency between the Documents, they take precedence as per the order set out above. Failure to comply with the requirements of the Documents may, at the discretion of IDA Ireland, disqualify the Tenderer.

While all reasonable steps have been taken to ensure that the information set out in the Documents is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Documents or otherwise provided by or on behalf of IDA Ireland (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these Documents, or for the information contained in these Documents or for any omission, is or will be accepted by IDA Ireland or by any of its officers, employees, agents, or professional advisers. No officer, employee, agent, or professional adviser of IDA Ireland has any authority to give or make any representation or warranty, express or implied, in relation to the Documents. IDA Ireland's officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of the Documents and any errors or omissions in the Documents.

IDA Ireland does not bind itself to accept the lowest priced or any Tender. Nothing in the Documents is, nor shall be relied upon as, a promise or representation as to IDA Ireland's ultimate decision in relation to the award of a Contract. However, IDA Ireland reserves the right to take such steps as it considers appropriate, including (but not limited to):

- cancelling this Competition at any time prior to a formal written Contract being executed by or on behalf of IDA Ireland;
- Not furnishing a Tenderer with additional information;
- Not inviting a Tenderer to proceed further with the Competition;
- Rejecting any, or all, of the Tenders;
- Changing the basis of, or the procedures (including the timetable) relating to the Competition.

1. INTRODUCTION

1.1 IDA Ireland

The Industrial Development Agency (Ireland) (**IDA Ireland/IDA**) is Ireland's inward investment promotion agency. It is a non-commercial, semi-state body promoting Foreign Direct Investment (**FDI**) into Ireland through a wide range of services. IDA Ireland partners with potential and existing investors to help them establish or expand their operations in Ireland.

IDA Ireland's strategic remit is to win FDI and see the benefits flow as widely as possible in economic terms throughout Ireland.

IDA Ireland is a globally leading Investment Promotion and Development Agency (**IPDA**) with national responsibility for the attraction and development of FDI in Ireland.

IDA Ireland has client engagements across all geographies attracting client companies to Ireland from the US, Europe, and Asia.

IDA Ireland continues to attract FDI investors to establish operations in Ireland and these client companies require ease of access to all major international markets.

IDA Ireland is a semi-autonomous State agency with its own Board. It has a reporting responsibility to the Minister for Enterprise, Trade and Employment.

IDA Ireland's head office is located at Three Park Place, Hatch Street Upper, Dublin 2. IDA Ireland also has a number of regional and overseas offices.

IDA Ireland's Strategy <https://www.idaireland.com/ida-ireland-strategy-2025-2029> IDA Ireland's Annual Reports <https://www.idaireland.com/annual-reports>

IDA Ireland news and insights <https://www.idaireland.com/latest-news>.

1.2 The Competition

1.2.1 IDA Ireland invites Tenders ("**Tenders**") to this Request for Tenders ("**RFT**") from economic operators ("**Tenderers**") for the provision of **Green Capital Technical Assessment Services (GCTA)** as more particularly described in Section 2 of this RFT (the "**Services**").

1.2.2 This RFT has been prepared for the purpose of providing certain information to Tenderers interested in participating in this procurement competition (the "**Competition**") for the Services described herein to be provided to IDA Ireland. IDA Ireland is the contracting authority for this Competition.

1.2.3 Tenders must be submitted in line with the instructions set out in Section 3 of this RFT and in particular with the requirements set out in Section 3.1 ("**Completeness and Compliance**").

1.2.4 Tenders which are not eliminated for non-compliance will be assessed in line with the procedures set out in Section 3 of this RFT with the objective of identifying the Tenderer for contract award (the "**Successful Tenderer**").

1.2.5 IDA Ireland reserves the right to take such steps as it considers appropriate in the Competition, including but not limited to: changing the basis of, or the procedures (including any timetable) relating

to the Competition; rejecting any, or all, of the Tenders; abandoning the Competition (or any part of it) at any time prior to a formal written contract being executed by and on behalf of IDA Ireland; or procuring the Services by alternative means.

1.2.6 IDA Ireland reserves the right to amend these documents and any information contained herein. Any such changes shall be notified via email.

1.3 Framework Agreement

IDA Ireland intends to establish a Single Party Framework (see Appendix 3a) for the procurement of GCTA Services. The services relating to GCTA will be required over the Framework Agreement Term the delivery of which will be requested via the draw down outlined the Call Off Contract furnished at Appendix 3b to this RFT.

IDA Ireland reserves the right to go outside of the Framework for the procurement of any of the Services including any additional services without reference to the Framework supplier.

Supplier performance will be continually monitored over the term of the Framework Agreement, the format of which will be agreed between IDA Ireland and the Successful Tenderer.

The Successful Tenderer will be required to accept IDA Irelands Framework and Contract Terms and Conditions, as set out in Appendix 3a and 3b, in addition to the RFT documents and any addenda issued by IDA Ireland to the original RFT.

No other terms and conditions shall be proposed by the Tenderer. Tenderers may not submit mark ups of the IDA Ireland's Terms and Conditions with their Tenders. Any queries in relation to the Terms and Conditions must be made during the time allowed for queries. For the avoidance of doubt IDA Ireland will not enter into discussions regarding any Terms and Conditions with any preferred Tenderer and post negotiations of any kind shall not take place.

No contractual agreement will come into existence until the Framework Agreement, incorporating the terms and conditions of this RFT and its Schedules and/or Appendices, have been duly executed between IDA Ireland and the Successful Tenderer.

1.4 Duration of the Framework Agreement

Any Framework Agreement that may result from this Competition (the "**Framework**") will be issued for a **period of 3 years from 4th January 2027**. IDA Ireland reserves the right to extend the Initial Framework Agreement for a period or periods of **one (1) year** (each the "**Extended Framework Agreement Term**") from 5th January 2030 to 4th January 2031, up to a maximum duration of **four (4) years** on the same terms and conditions subject to supplier performance and funding. The Initial Framework Agreement Term and the Extended Framework Agreement Term(s) shall together constitute the "**Framework Agreement Term**".

1.5 Award to Runner Up

If, for any reason, it is not possible to award the Contract to the designated Successful Tenderer emerging from this Competition, IDA Ireland reserves the right to (but is not obliged to) award the Contract to the next highest scoring Tenderer at any time during the Tender Validity Period. This shall be without prejudice to the right of IDA Ireland to cancel this Competition and/or to initiate a new procurement process at its sole discretion.

If, having awarded the Contract, the Successful Tenderer cannot, for whatever reason, deliver the Services to the satisfaction of IDA Ireland, IDA Ireland reserves the right to terminate the Contract and to (but is not obliged to) award the Contract to the next highest-ranked Tenderer at any time during the Tender Validity Period. This shall be without prejudice to the right of IDA Ireland to cancel the Competition and/or to initiate a new contract award procedure at its sole discretion.

1.6 Estimated Value of the Framework

The estimated total value of services pursuant to the Framework is maximum **€700,000** (ex. VAT) over the maximum lifetime of the Framework (four years). It is emphasised, however, that this figure is provided strictly for indicative purposes only and in no way constitutes a commitment by IDA Ireland regarding the volume of services required during the lifetime of the Framework. There is no guaranteed expenditure under the Framework.

1.7 Tender Validity Period

In submitting a Tender, the Tenderer agrees that their Tender will remain open for acceptance by IDA Ireland for **three (3)** calendar months from the deadline for submission of Tenders. IDA Ireland may request Tenderers to extend their Tender Validity Period where this is considered necessary.

2. SCOPE OF REQUIREMENTS

The requirements contained in the following sections are based on IDA Ireland's current requirements which are indicative only, are not exhaustive and are subject to change in line with the business needs and ongoing operational requirements of IDA Ireland over the term of the Contract.

2.1 Background and purpose

IDA Ireland's 2025–2029 strategy, *Adapt Intelligently: A Strategy for Sustainable Growth and Innovation*, identifies sustainability as a key growth driver for industry and decarbonisation as an important structural force shaping competitiveness and the transition to a green economy.

IDA Ireland supports eligible client sustainability investments through its Green Capital programme. The programme is intended not only to improve the environmental performance of client operations, but also to strengthen the operational resilience, competitiveness and long-term sustainability of multinational companies across Ireland. By supporting strategic capital investment aligned with site-specific Climate Action Plans, the programme helps client companies future-proof their Irish operations and supports their continued development and longevity in Ireland.

As part of IDA Ireland's investment approval process for Green Capital projects, an independent technical assessment is required to review the technical basis of each project and to validate or re-quantify its expected environmental impact.

To date, technical assessments have been completed by a number of different assessors. As the volume and range of Green Capital investments increase, IDA Ireland requires a more consistent and scalable framework to support the technical review, due diligence, appraisal and grant-aid processes associated with these investments.

IDA Ireland is seeking to appoint one service provider with the capability to manage and deliver all technical assessment services covered by this RFT. These will cover pre-investment technical assessments and post-investment Measurement and Verification (M&V) assessments.

2.2 Scope of services

Green Capital programmes may relate to any combination of the six environmental objectives established under Regulation (EU) 2020/852, commonly referred to as the EU Taxonomy Regulation. The successful tenderer must therefore have the capability and appropriate technical expertise to assess individual measures and integrated projects across the following areas:

1. Energy and decarbonisation
2. Water
3. Circularity and waste management
4. Pollution prevention and control
5. Biodiversity
6. Climate adaptation

The successful tenderer shall be responsible for providing all expertise, personnel, quality assurance, project management and reporting required to deliver the pre-investment technical assessments and post-investment M&V assessments described in this RFT, collectively referred to as the “Services”. The successful tenderer shall apply a consistent assessment methodology, use standardised documentation, provide clear reporting and ensure access to appropriately qualified specialists across all six assessment types.

Where specialist personnel or subcontractors are used, the successful tenderer shall remain fully responsible for the quality, consistency and timely delivery of the Services and shall act as IDA Ireland’s single point of accountability.

2.3 Pre-investment technical assessments

The principal input to each pre-investment technical assessment will be the completed IDA Ireland Application Form for Green Capital Investment. The Application Form varies in length depending on the number and complexity of measures proposed but is typically in excess of ten (10) pages. It captures company and project information, expected strategic and operational impacts, and the baseline, technical and environmental impact data required to assess each proposed measure. Applicants must provide sufficient information and evidence to substantiate each measure, including technical descriptions, assumptions and calculations, implementation and M&V information, where available, and relevant supporting documentation such as technical specifications, engineering studies, drawings and the site-specific Climate Action Plan.

For each assessment, IDA Ireland will provide the successful tenderer with the completed Application Form and the supporting information available for the project.

The successful tenderer shall undertake a proportionate, evidence-based review of this information and shall, as applicable:

1. Assess the technical rationale, proposed technology, equipment, process changes, design assumptions and implementation approach;
2. Review the project baselines, calculation methodology, assumptions, data sources, performance parameters and expected environmental outcomes;
3. Validate, or where necessary re-quantify, the expected environmental impact of each measure and of the overall project;
4. Identify material information gaps or assumptions that could affect the delivery of the stated impact;
5. Identify the baseline information, operating data and measurement requirements that should be retained to support any subsequent M&V assessment; and
6. Provide a clear, independent conclusion to support IDA Ireland’s appraisal and investment decision-making process.

The successful tenderer shall promptly identify any further information or clarification reasonably required to complete the assessment. IDA Ireland’s Sustainability Department will be available throughout the four (4) week assessment period to respond to relevant queries and, where required, facilitate calls or meetings with the client company.

Assessments will typically be completed by desk-based review. The successful tenderer may be required to participate in clarification meetings with IDA Ireland and/or the client company. Occasional visits to client sites may also be necessary where a desk-based review is insufficient to reach a robust conclusion. Any site visit shall be agreed in advance with IDA Ireland.

2.4 Technical assessment report and delivery timeframe

The successful tenderer shall prepare a Technical Assessment report using the standardised format specified or approved by IDA Ireland. The report shall be written in clear and concise language and shall contain, at a minimum:

- an executive summary and clear overall conclusion;
- a brief description of the project and the environmental measure(s) assessed;
- a summary of the information reviewed and the assessment methodology applied;
- the validated or re-quantified expected environmental impact for each measure;
- a clear explanation for any change to the expected environmental impact, including the technical evidence, revised assumptions or calculations supporting the change;
- the baseline information, operational data, monitoring arrangements and measurement requirements that should be collected and retained to support any subsequent Measurement and Verification assessment.

The successful tenderer shall submit a draft Technical Assessment report to IDA Ireland and shall address any clarification comments requested by IDA Ireland before issuing the final report. The final report must be provided to IDA Ireland within four (4) weeks of the successful tenderer's receipt of the completed application form and supporting information. If the information received is incomplete, the successful tenderer shall notify IDA Ireland without delay, clearly identifying the outstanding information required. Any proposed change to the delivery date must be agreed in advance with IDA Ireland.

2.5 Measurement and Verification assessments

Following completion of a Green Capital investment, IDA Ireland may instruct the successful tenderer to undertake a post-investment Measurement and Verification (M&V) assessment. The purpose of the M&V assessment is to determine whether the installed measures are operational and routinely delivering the environmental impact anticipated in the pre-investment technical assessment and approved by IDA Ireland.

The M&V assessment shall, as applicable:

- Review the pre-investment technical assessment, the approved measures, agreed baselines, impact metrics and relevant conditions of approval;
- Review evidence that the relevant works and measures have been completed, installed and commissioned;
- Assess actual operating and performance data against the approved baseline and pre-

investment impact projections;

- Measure and verify the environmental impact achieved by each approved measure;
- Confirm whether actual performance is positively or negatively aligned with the pre-investment assessment and IDA Ireland's approval;
- Identify any material variance or shortfall, its scale and, where supported by the evidence, its cause;
- Identify whether further clarification, corrective action, optimisation or monitoring is required; and
- Provide a clear conclusion on the level of environmental impact achieved for each measure.

Assessments will normally be completed by desk-based review of the relevant supporting files. The successful tenderer may need to participate in clarification meetings with IDA Ireland and/or the client company. Occasional visits to client sites may also be necessary. The approach shall be proportionate to the nature, scale and complexity of the project and shall be agreed with IDA Ireland in advance.

The successful tenderer shall provide a draft M&V report to IDA Ireland and, where requested by IDA Ireland, address clarification comments before issuing the final report. The final report shall clearly state the outcome for each approved measure and detail any outperformance or shortfall against the approved environmental impact.

Unless otherwise agreed with IDA Ireland, the draft and final M&V reports shall be delivered in accordance with the same timeframe as set out in Section 2.4.

2.6 Estimated volume and allocation of work

IDA Ireland currently estimates that up to thirty-five (35) pre-investment technical assessments may be required per annum. This is an estimate only and does not constitute a commitment or guarantee as to the number, value, timing, complexity or mix of assessments that may be instructed. Actual demand may be higher or lower. The distribution of assessments across the six assessment types cannot be predicted with certainty; however, energy and decarbonisation projects are expected to comprise the largest share of the annual assessment workload.

A project may include one or more measures and may require expertise across more than one assessment type. The successful tenderer must have sufficient capacity and flexibility to mobilise the appropriate specialists, manage concurrent instructions and meet the required reporting timelines.

As M&V assessment is a new requirement of the Green Capital approval process, the initial volume of M&V assessments is expected to be low but to increase progressively as approved projects move through implementation, commissioning and grant-claim stages. IDA Ireland does not guarantee any minimum number or volume of M&V assessments.

The maximum aggregate value of all contracts called off the Framework shall not exceed €700,000 over the full Contract term, including any extension periods exercised by IDA Ireland. This maximum contract value is a financial ceiling only and does not represent a commitment by IDA Ireland to purchase Services to that value or to any minimum value. IDA Ireland provides no guarantee regarding

the volume, frequency, type or value of work that may be awarded under the Contract. Payment will be made only for Services instructed by IDA Ireland and satisfactorily delivered in accordance with the Contract. IDA Ireland reserves the right not to draw down the full value of the Contract.

IDA Ireland does not guarantee any minimum level of drawdown of the Services under this Contract and the Framework member enters this Contract on the express understanding that IDA Ireland's actual requirements may be significantly less than any estimated volumes or values set out in the RFT, this Contract or elsewhere, and may be nil as per Schedule D of the Call off Contract.

Notwithstanding the above it is IDA's expectation that the likely breakdown of Work packages against consultant time will follow the following which is reflected in the Pricing model:

1 chargeable day: $\pm 30\%$ of Assessments

2-3 chargeable days: $\pm 60\%$ of Assessments

4-6 chargeable days: $\pm 10\%$ of Assessments

It is not currently envisaged that any assessments will require any more than a maximum of 6 chargeable days.

2.7 Contract management, quality and reporting

The successful Tenderer shall manage the Contract in an effective, efficient and responsible manner and shall ensure consistent quality across all assessment types. Tenderers must propose a dedicated Account Manager and a Deputy Account Manager to act as IDA Ireland's primary contacts and to ensure service continuity.

The successful Tenderer shall maintain suitable quality assurance and peer review arrangements. All reports must be technically robust, consistent, evidence-based and suitable for use in IDA Ireland's governance and investment approval processes.

The successful Tenderer shall provide management information and performance reporting in a format and at a frequency agreed with IDA Ireland. This may include the status of open instructions, delivery against agreed timelines, assessment types, key issues, site visits, M&V activity and emerging themes or opportunities for process improvement.

Quarterly insights report: The successful Tenderer shall submit a concise quarterly insights report summarising key observations arising from the technical assessments completed during the reporting period. The report may include common project types, recurring technical issues, emerging technologies, trends in environmental performance, notable approaches being adopted by industry, and any observations or recommendations that may support the ongoing development and continuous improvement of IDA Ireland's Green Capital programme and associated assessment processes.

Ad-hoc technical advisory support: In addition to the Services described in this RFT, IDA Ireland may, from time to time, request the successful Tenderer to provide ad-hoc technical advisory support in relation to the Green Capital programme. Such support may include responding to technical queries, preparing short briefing notes on relevant legislation, regulations, standards and market developments, and providing recommendations on assessment methodologies, programme administration and process improvements. The successful Tenderer shall ensure that suitably qualified

personnel are available to provide such support within timeframes agreed with IDA Ireland.

The successful Tenderer shall promptly notify IDA Ireland of any matter that may affect the quality or timely delivery of the Services and shall participate in contract review meetings at a frequency agreed with IDA Ireland.

2.8 Confidentiality, impartiality and conflicts of interest

The successful tenderer shall protect all confidential, commercially sensitive and proprietary information received in connection with the Services and shall ensure that such information is accessible only to personnel who require it for delivery of the relevant instruction.

The successful tenderer shall conduct each assessment independently and impartially and shall promptly disclose any actual, potential or perceived conflict of interest. No work shall proceed where a conflict has been identified unless and until IDA Ireland has confirmed the appropriate course of action in writing.

3. Evaluation of Tenders

Tenders will be evaluated in accordance with the Selection Criteria and Award Criteria specified in this RFT.

IDA Ireland will evaluate Tenders in three phases as set out below:

- Completeness/compliance check.
- Evaluation of selection criteria; and
- Evaluation of award criteria.

3.1 Completeness and Compliance

In the first instance, Tenders will be subject to a check for completeness to ensure that all Tenderers have provided a complete and compliant response to all questions and requirements contained in this RFT and have submitted all necessary supporting documentation, where required. Tenders must not include or be accompanied by any qualification(s), assumption(s) or statement(s) that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders.

If a Tenderer fails to comply in any respect with the requirements of this RFT, IDA Ireland reserves the right to reject the Tender as non-compliant or, without prejudice to this right and subject to its obligations at law, to take any other action it considers appropriate including but not limited to:

- seeking written clarification from the Tenderer;
- seeking further information from the Tenderer; or
- waiving a requirement, which in IDA Ireland's view, is non-material or procedural

However, notwithstanding anything to the contrary in part 3.2, the IDA reserves the right to ask Tenderers at any moment during the Competition to submit any or all of the following for the purposes of verification of the status of the Tenderer (including the Prime Contractor and any Subcontractor):

- (i) A Declaration as to Personal Circumstances of the Tenderer in the form set out in Section 2.1.4 of the Tender Response Document;
- (ii) Evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground;
- (iii) In the cost of the Prime Contractor and any Subcontractor on whose capacity the Prime Contractor relies, all or any of the supporting documents specified at paragraph 3.2 below;
- (iv) Information concerning the Tenderer, and any proposed subcontractors, for the purposes of Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) including, but not limited to, in respect of natural persons, copies of identity documents and, in respect of legal persons, a certificate or extract from the commercial register or other competent authority of the country in which the legal person is established; and

- (v) Information concerning the origin of goods, if any, for the purposes of assessing compliance with Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

If a Tenderer does not, upon request by the IDA, provide evidence which is considered by the IDA as sufficient to demonstrate (i) its fulfilment of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds, or its reliability despite the existence of a relevant Exclusion Ground and (iii) that it does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576) and (iv) that the origin of goods, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) then it shall be excluded from further participation in this Competition.

If a Tenderer does not, upon request by the IDA, provide evidence which is considered by the IDA as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground and (iii) that any proposed Subcontractor on whose capacity the Tenderer relies (where the value of the subcontract exceeds 10% of the value of the Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576) then, it shall be excluded from further participation in this Competition *unless* it replaces the Subcontractor with one which meets all relevant requirements of this RFT.

3.2 Selection Criteria

Only those Tenderers who have submitted a compliant Tender pursuant to paragraph 3.1 will be evaluated in accordance with the Selection Criteria set out in this part 3.2. Tenderers will either pass OR fail each of the Selection Criteria. **A Tenderer who fails any of the Selection Criteria will be eliminated from the Competition and will not be assessed further.**

Tenderers should note that:

- (i) **Selection Criterion Economic and Financial Standing**

For the purposes of responding to this RFT, it shall suffice for the Tenderer to declare, by way of the Self Declaration in the Tender Response Document, that it can meet the requirements under Selection Criteria **Economic and Financial Standing**. Tenderers must submit completed and signed Self Declarations in accordance with the Tender Response Document. IDA Ireland reserves the right to seek evidence substantiating such declarations at any time.

- (ii) **Selection Criterion Technical and Professional Ability**

For the purpose of responding to this RFT, Tenderers may not simply respond by way of Self Declaration. A full response is required for Selection Criterion **Technical and Professional Ability** in the Tender Response Document.

- (iii) Tenderers, upon request, must promptly provide IDA Ireland with evidence of turnover (e.g., an extract from its audited accounts), together with any additional information that

IDA Ireland may request for the purposes of assessing whether the Tenderer meets the stated minimum requirement. The information provided must be representative and accurate as at the date of submission of its Tender to IDA Ireland.

- (iv) Where, the Tenderer is relying on another entity to which it is directly or indirectly linked, whatever the legal nature of those links may be (including, but not limited to, for example, reliance on a parent company's resources) to meet the minimum turnover requirements, the evidence required must also be provided in respect of such parent company or other entity promptly upon request by IDA Ireland.

Tenderers should note that IDA Ireland reserves the right to seek evidence substantiating the declarations made in the Tender Response Document at any time. If a Tenderer fails to produce the evidence within seven calendar days from the date of IDA Ireland's request for such evidence (or such other period as IDA Ireland may indicate), IDA Ireland reserves the right to take such steps as it deems appropriate. Where a Successful Tenderer has been requested to provide evidence and fails to do so within the relevant period, IDA Ireland reserves the right to award the Contract to the next highest ranked Tenderer. For the avoidance of doubt any contractual agreement entered into between IDA Ireland and the Successful Tenderer will be subject to receipt by IDA Ireland of all documents and/or information required to substantiate the declarations made in the Self Declarations made by the Successful Tenderer.

Economic and Financial Standing

Tenderers will either pass OR fail each of the following Selection Criteria.

Turnover (Pass/Fail)

Tenderers must have achieved a turnover of at least 1 million euro (€1,000,000) per annum in three of the last four financial years.

For the purposes of responding to this RFT, it shall suffice for the Tenderer to declare by way of the Self Declaration in Part 2.1.1 of the Tender Response Document, that they can meet the above requirement.

Insurance (Pass/Fail)

The Successful Tenderer will be required, at a minimum to take out and maintain at its sole cost and expense for the duration of the Contract Term the insurance levels stated in the table below:

Insurance Type	Level Required
Employer's Liability	Thirteen million euro (€13,000,000) or foreign equivalent in respect of any one claim or series of claims arising out of a single occurrence.
Public Liability	Six million five hundred thousand euro (€6,500,000) or foreign equivalent in respect of any one claim or series of claims arising out of a single occurrence.
Professional Indemnity	Six million five hundred thousand (€6,500,000)] or foreign equivalent on an 'each and every claim' basis and in annual aggregate.
Cyber Insurance	Five million euro (€5,000,000)] or foreign equivalent on an 'each and every claim' basis.

For the purposes of responding to this RFT, it shall suffice for the Tenderer to declare by way of the Self Declaration in Part 2.1.2 of the Tender Response Document, that they can meet the above requirements. If the Successful Tenderer is a consortium, each member must meet each of the above requirements or, alternatively, be covered by the insurance of another member if it does not meet a particular requirement.

Prior to the execution of any Contract with IDA Ireland and at any time thereafter if requested by IDA Ireland, certificates of insurance or certified copies of all policies certifying that all insurances are in force for the periods specified will be required from the Successful Tenderer.

Tax Clearance (Pass/Fail)

It will be a condition of any contract award arising out of this Competition that the Successful Tenderer shall for the Contract Term, comply with all EU and domestic tax laws. The Successful Tenderer shall produce prior to Contract award evidence of their tax clearance status.

For the purposes of responding to this RFT, it shall suffice for the Tenderer to declare by way of the Self Declaration in Part 2.1.3 of the Tender Response Document, that they can meet the above requirement. By supplying their Tax Clearance Access Number and Tax Reference Number to facilitate on-line verification through the Revenue Online Service (ROS) Website www.revenue.ie tenderers acknowledge and agree that IDA Ireland has the permission of the Tenderer to verify its tax cleared position online.

In the case of a non-resident Tenderer, a statement from the Revenue Commissioners confirming suitability on tax grounds may be supplied as an alternative to the Tax Clearance Access Number and Tax Reference Number. Non-Resident applicants who have neither an Irish tax registration nor a permanent established (PE) place of business in the State can download the TC1 - Application for Tax Clearance Certificate form (PDF, 142KB). Completed forms should be forwarded to Non-Residents Unit, Collector-General's Office, Sarsfield House, Francis Street, Limerick or by e-mail to nonrestaxclearance@revenue.ie

Tenderers will be given seven (7) calendar days (or such other period as IDA Ireland may indicate) to produce the relevant information. If a Tenderer fails to produce the information within the required period, IDA Ireland reserves the right to (but is not obliged to) award the Contract to the next highest ranked Tenderer.

Declaration as to Personal Circumstances of Tenderer (Pass/Fail)

Tenderers must complete and sign the Declaration as to Personal Circumstances of Tenderer in Part 2.1.4 of the Tender Response Document. Failure to sign the Declaration as to Personal Circumstances of Tenderer, or to complete it in the required format, will result in rejection of the tender.

Technical and Professional Ability

Tenderers will either pass OR fail each of the following Selection Criteria:

Company Profile and Structure (Pass/Fail)

Tenderers must complete Part 2.3.1 of the Tender Response Document providing the information required.

Experience of Previous Contracts/References (Pass/Fail)

Using the template tables provided in Part 2.3.2 of the Tender Response Document Tenderers must provide the information specified in respect of **three (3)** reference contracts that have been successfully performed by the Tenderer within the last **three (3) years** (being the 3 years immediately prior to the tender submission deadline).

The example contracts must:

- be comparable / similar in scope, nature, complexity, and relevance to the Services sought under this Competition.
- have delivered comparable services as the requirements set out in Section 2 of this RFT;

Tenderers must ensure they provide sufficient information to allow IDA Ireland to judge the similarity of the contract(s) to the tender requirements.

Tenderers must provide **three (3)** satisfactory customer reference confirming the information provided in response to paragraph 1 above. Using the template table included in the Tender Response Document, Tenderers must indicate consent to allow IDA Ireland to contact the nominated referees without further notice being given to the Tenderer. Referees may be required to confirm that the information submitted by the Tenderer in response to paragraph 1 above is true, accurate and not misleading in any way. Failure to provide the required documentation may result in the Tenderer being eliminated from the Competition. Tenderers must provide the supporting documentation specified above without delay when requested by IDA Ireland.

Tenderers may be required to provide to IDA Ireland any additional information that IDA Ireland may request for the purposes of verifying the validity of the information provided in respect of the above. Tenderers shall produce this information within seven calendar days (or such other period as may be specified by IDA Ireland) of IDA Ireland's request for same.

3.3 Reliance on Other Entities

Where in order to meet the Selection Criteria, a Tenderer relies on the resources or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, but not limited to reliance on a parent company's resources), it must provide evidence that it has available to it the resources of those entities or undertakings which are necessary for the performance of the Contract. For example, a written undertaking from such an entity confirming that it will provide the necessary support will suffice for the purposes of responding to this RFT. Where an entity is being relied upon to demonstrate educational and professional qualifications or professional experience, the Tenderer may only rely on the capacity of other entities where such entities will actually perform the Services for which those capacities are required. If sufficient evidence is not provided, IDA Ireland reserves the right to evaluate the Tenderer based on its own financial, economic, and technical standing.

A contractual commitment (for example a financial guarantee or resource availability commitment) may be required at contract execution stage from any such supporting entity.

3.4 Award Criteria

Tenderers must provide information requested in the Tender Response Document. Only Tenders that are not eliminated on the basis of the Selection Criteria shall be evaluated in accordance with the Award Criteria set out in the table below in order to identify the Most Economically Advantageous Tender (MEAT).

Award Criteria*	Weighting	Maximum Score Available	Minimum Score Required
A. Approach and Methodology	30%	300	180
B. Quality and Balance of Proposed Team	35%	350	210
C. Value Added	5%	50	n/a
D. Total Cost	30%	300	n/a
TOTAL	100%	1000	n/a
*Full details of Award Criteria included in Appendix 1 - Tender Response Document (TRD)			

To avoid elimination, Tenders must achieve the above specified Minimum Score Required (60% of the Maximum Score Available) under each of criteria A and B (the “Quality Criteria”).

Tenders that fail to achieve the Minimum Score Required under the Quality Criteria will be eliminated from the Competition and such Tender shall not be assessed further. For the avoidance of doubt, such Tender’s Total Cost will not be included in the calculation for the purpose of determining Total Cost scores.

Total Cost

Tenderers should note that:

- (i) Tenderers are not permitted to tender abnormally low or high rates or prices or amounts of any kind. If, in IDA Ireland’s opinion, having considered the information provided in the Form of Tender, any tendered amounts are deemed to be abnormally low or abnormally high, IDA Ireland may require the Tenderer to provide further details of the constituent elements of the Tender or any other information which IDA Ireland deems relevant.
- (ii) Any failure to provide such information, where requested, may lead to the exclusion of the Tender from further consideration. If, having considered the information provided, IDA Ireland is of the view that the relevant tendered amounts are abnormally low or abnormally high, IDA Ireland may reject the Tender.
- (iii) IDA Ireland may, without any responsibility for this, examine the details submitted in the Form of Tender for errors and omissions. IDA Ireland reserves the right to correct Tenderers’ completed Form of Tender for errors and/or omissions at its absolute discretion, or to request the Tenderer to correct the completed Form of Tender if IDA Ireland considers it appropriate to do so. IDA Ireland shall not be under any obligation to allow any Tenderer an opportunity to correct errors in its completed Form of Tender. IDA

Ireland's calculations will supersede any calculations made by the Tenderer, where there is a discrepancy.

- (iv) IDA Ireland does not undertake to accept the lowest Tender, or part or all of any Tender and the acknowledgement of receipt of any Tender shall not constitute any actual or implied agreement between IDA Ireland and the Tenderer.

3.5 Total Cost Evaluation

Tenderers must complete the **Form of Tender at Appendix 2a** and **Pricing Matrix at Appendix 2b** (matrix reproduced on following page) as per the requirements set out therein. Failure to do so will automatically eliminate your submission from this Competition.

The costs shown must be in euro, inclusive of all costs and expenses, exclusive of all taxes. Tenderers should note that, **all prices** submitted in their Form of Tender, unless otherwise stated, shall remain fixed for the Initial Contract Term of three years. Prices may be increased or decreased **only** on the expiry of the Initial Contract Term and thereafter on subsequent anniversaries of the date of expiry of the Initial Contract Term, and then only by the percentage (if any) in the relevant indices of the Irish Consumer Price Index, as determined by the Central Statistics Office in the twelve-month period immediately preceding that anniversary. No other costs including 3rd party costs must be incurred on behalf of IDA Ireland without prior approval in advance by IDA Ireland.

IDA Green Capital Grant Claim Assessments - Pricing Entry Sheet				
Tenderer Name:				
	Work Packages			
	A	B	C	
	1 day	2-3 days	4-6 Days	
Price per day				
Price for evaluation purposes				€0
Instructions: Please enter proposed € Day rate charge in yellow cells only and do not alter the formula in any way				
Notes:				
1. Please enter your proposed day rate chargeable (€ euro excl vat) for a standard 7.5 hour working day. You may enter the same rate across all categories . Cell F9 represents the notional cost that will be used to evaluate your tender re Cost. (Payment will be made against the rates in Cells C8 D8 and E8)				
2. It is envisaged that (approx) 30% of Assessments will be Category A, approx 60% Category B, and approx 10% Category C. Assessment category and number of days will be agreed with IDA before any work commences				
3. Pricing must be all inclusive but excludes any travel time and subsistence expenses that may be incurred on site visits. Site visits may be required on approximately 15% of Jobs in Categories B & C. Travel and Subsistence will be paid at Civil Service Rates and agreed in advance with IDA				
4. It is not envisaged that any Work Packages will require more than 6 days chargeable work unless in exceptional circumstances				

Any Ad Hoc work instructions as described in section 2.7 will also be priced in accordance with the submitted pricing in Appendix 2b.

3.5 Award Criteria Scoring Methodology

Quality Criteria – Responses under non-cost criteria will be evaluated based on their quality and merits and on a relative basis against other valid tenders received by reference to the bands listed below, then given a percentage score within the appropriate band. This percentage score will be applied to the maximum score available under the criterion to obtain the Tenderer's score for that criterion.

Band (% Range)	Meaning
(91% - 100%)	An excellent response that fully meets and exceeds the minimum requirements, demonstrates a thorough understanding of the criterion requirements and provides details of how the requirements will be satisfied to an excellent standard. The response provides comprehensive, detailed and convincing assurance that the Tenderer will deliver to an excellent standard.
(80% - 90%)	A very good response that meets the minimum requirements and demonstrates real understanding of the criterion requirements and provides details on how the criterion requirements will be satisfied to a very good or high standard. The response provides detailed assurance that the Tenderer will deliver to a very good or high standard.
(60% - 79%)	A good/satisfactory response which demonstrates a reasonable understanding of the minimum requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
(30% - 59%)	A response where reservations exist. The response does not fully demonstrate an acceptable understanding of the criterion requirements or provide details on how the criterion requirements will be satisfied to an acceptable standard. Lack full credibility/convincing detail with a significant risk of non-delivery.
(1% - 29%)	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, or the response has fundamental flaws or is only partially relevant or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.
(0%)	No response or partial response only and poor evidence in support of it. The response fails to satisfy the criterion requirements in very significant respects.

Total Cost – the lowest cost Tender (that has not been eliminated) shall be awarded the maximum score available under this criterion. The cost score of subsequent Tenders (which have not been eliminated) shall be calculated using the following formula:

$\frac{\text{The lowest cost Tender}}{\text{Cost of Tender being evaluated}} \times \text{Maximum Score Available}$

Tenderers should not assume that IDA Ireland or the evaluators are familiar with the Tenderer or their business and should note that responses to this RFT will be evaluated in their own right, based on the material submitted in the Tender response as may be clarified in accordance with this RFT.

3.6 Tie Break

The Tenderer who has been awarded the highest score for the total quality element (i.e., non-cost related element, criteria A to E combined) will be deemed to be the most economically advantageous tender. In the event of the application of this tie-break rule not resulting in the determination of a MEAT, this approach will continue to be applied to each of the award criteria in order of their magnitude as set out.

3.7 Award Decision

IDA Ireland's decision on the outcome of the tender evaluation process will be communicated to Tenderers in writing via email. No unsolicited communications from Tenderers will be entertained during the evaluation period.

Tenderers should note that IDA Ireland may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder (without prejudicing the legitimate commercial interests of the successful tenderer, or fair competition between economic operators) in respect of the award criterion assessed by IDA Ireland. IDA Ireland reserves the right not to award the Contract. IDA Ireland further reserves the right to accept any part, or all, of any Tender or Tenders at its sole discretion. None of the information set out in this RFT will constitute a contract, or part of a contract, or an offer to enter into a contract (including with regard to this Competition), between IDA Ireland and any Tenderer. Nothing in these documents is, nor shall be relied upon as, a promise or representation as to IDA Ireland's ultimate decision in relation to the award of the contract for the Services.

4. Instructions to Tenderers

4.1 Completion of Tender

Tenderers are required to complete and submit the following documents:

1. **Tender Response Document** (Appendix 1) which contains:
 - (a) General Company Information and Contact Details
 - (b) Information regarding compliance with the Minimum Suitability Criteria – turnover, insurance, tax, and declarations
 - (c) Response to the Selection Criteria
 - (d) Response to the Qualitative Award Criteria
 - (e) Tenderer's Statement
2. **Form of Tender** (Appendix 2a)
Pricing schedule
3. **Pricing Submission** (Appendix 2b)
Pricing entry (Excel sheet) - for evaluation

Tenderers are not permitted to make any alteration whatsoever to the Tender Response Documents or the Form of Tender other than filling in the required information. All answers must be responded to using the Tender Response Documents provided.

Tenderers are **NOT** permitted to submit their responses in their own branded documents.

The Tender Response Documents as submitted, must identify clearly where text is supported by additional information in the form of, for example, detailed work programme, curriculum vitae, where required. No other additional information should be provided. For the avoidance of doubt, if Tenderers do provide additional information this will not form part of the evaluation.

All submission documents must be in word/excel/PDF portable document format.

Please note that the following documents should be considered in Tender preparation but **do not** need to be submitted as part of your Tender:

- (i) The Framework and Call Off Contract Terms and Conditions attached to this RFT as Appendix 3a and 3b will only be required from Successful Tenderers at Framework/Contract signing stage. However, this document should be reviewed carefully to ensure that the Tenderer can meet the stated Terms and Conditions (if awarded the Framework/Contract) and that the Tender is prepared in accordance with the same. See section 1.3 for more information on the Contract.
- (ii) The Data Protection Notice attached to this RFT as Appendix 4.

Tenderers are not permitted to make any alteration whatsoever to the Tender Response Document or the Form of Tender other than filling in the required information.

All submission documents must be in word/excel/PDF portable document format. The Tender Response Document as submitted, must identify clearly where text should be supported by additional information in the form of, for example, detailed work programme, curriculum vitae.

4.2 Submission of Tender

The fully completed Tender Response Document and Form of Tender, and all associated documents requested must be submitted via the eTenders portal to IDA Ireland at by **12.00 (noon) Irish Time on 02 November 2026.**

IDA Ireland, at its absolute discretion, may extend the submission deadline. Any extension will be notified by email before the original submission deadline.

The onus is on Tenderers to ensure that their completed Tender Response Document, any associated documents relating to it, and the Form of Tender reach IDA Ireland on time. Tender submissions shall not be accepted after the submission deadline.

IDA Ireland is not responsible for corruption in documents. Tenderers must ensure that the documents are not corrupted and are in a readable format. **Documents must not contain any imbedded links.**

4.3 Queries

All queries regarding this RFT must be submitted by email to IDA Ireland via eTenders messaging no later than **17.00 hours Irish Time on Monday, 19 October 2026** IDA Ireland, in its sole discretion, may reply to queries received after that date.

For the purposes of circulating responses, queries may be edited to avoid disclosing the identity of the Tenderers and any sensitive information included in the query should be clearly indicated.

For the avoidance of doubt, Tenderers may not contact IDA Ireland regarding any aspect of this Competition by any other means.

IDA Ireland may seek clarification, confirmation, or validation from any Tenderer on any aspect of a response to this Request for Tenders.

4.4 Pricing

In submitting its Tender, Tenderers must meet the following:

- (a) Tenderers must complete the pricing schedule provided in the Form of Tender document.
- (b) All Prices quoted must be in Euro (€) excl. VAT.

Tenderers are not permitted to quote abnormally low or high rates or prices or amounts of any kind. If, in IDA Ireland's opinion, having considered the information provided in the Tender, any quoted amounts are deemed to be abnormally low or abnormally high, IDA Ireland may require the Tenderer to provide further details of the constituent elements of the Tender or any other information which

IDA Ireland deems relevant. This may include (without limitation) the information listed in Regulation 69(2) of the European Union (Award of Public Authorities' Contracts) Regulations 2016.

Any failure to provide such information, where requested, may lead to the exclusion of the Tender from further consideration. If, having considered the information provided, IDA Ireland is of the view that the relevant quoted amounts are abnormally low or abnormally high, IDA Ireland may reject the Tender.

4.5 Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments may be agreed with the Successful Tenderer. IDA Ireland operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. All third-party costs will be paid at cost and not incur any mark-up. The standard method of payment used is Electronic Funds Transfer.

4.6 Confidentiality

The distribution of the RFT documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the RFT process as private and confidential. Tenderers must not disclose any information about the RFT process to anyone other than those who have a legitimate need to know for the purpose of submitting a Tender or as required by law.

4.7 Conflict of Interest

Any conflict of interest involving a Tenderer (or Tenderers in the event of a consortium bid) must be fully disclosed to IDA Ireland. Any registrable interest involving the Tenderer and IDA Ireland or employees of IDA Ireland or their relatives must be fully disclosed in the Tender submission or should be communicated to IDA Ireland immediately upon such information becoming known to the Tenderer, in the event of this information only coming to their notice after the submission of a Tender and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a Tenderer invalidate an award of contract, depending on when the conflict of interest comes to light.

4.8 Freedom of Information Act

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

Tenderers are asked to consider if any of the information supplied by them in response to this Request for Tenders should not be disclosed because of its sensitivity. If this is the case, Tenderers should specify the information that is sensitive and the reasons for its sensitivity. IDA Ireland accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.9 Data Protection

"Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to 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, and repealing Directive 95/46/EC (**GDPR**), the Data Protection Acts, 1988 - 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

It will be a condition of any Contract award arising out of this Competition that the Successful Tenderer shall for the Contract term, comply with all applicable EU requirements of the Data Protection Laws and shall not transfer Personal Data to a recipient outside the European Economic Area (**EEA**), without IDA Ireland's prior written consent.

Where, if and to the extent that, the transfer of data outside of the EEA, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union (a "Third Country"), is required under the Contract the Successful Tenderer will be required to ensure that appropriate measures are in place to comply with their obligations under applicable law governing such transfers, which may include entering into a contract governing the transfer which contains the 'standard contractual clauses' approved for this purpose by the European Commission.

4.10 Tax Clearance

It will be a condition of award of Contract that the successful Tenderer is tax compliant, and this tax compliance status must be maintained throughout the lifetime of the contract. IDA Ireland reserves the right to verify this tax compliance status at any time during the term of the Contract. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident Tenderers should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

4.11 Withholding Tax

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

4.12 Not Used

4.13 Interference and Inducement to Purchase

Any effort by a Tenderer to unduly influence IDA Ireland, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Tenders and in decisions concerning the award of Contract shall have their Tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.14 SMEs

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

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

4.15 Notification of Evaluation Results

All Tenderers will be informed of the outcome of the RFT process following evaluation and any necessary clarifications.

4.16 Award to Runner Up

If for any reason, it is not possible to award the Framework Agreement / Contract to the designated Successful Tenderer emerging from this Competition, or if having awarded the Contract, IDA Ireland considers that the Successful Tenderer has not met its obligations, IDA Ireland reserves the right during the Tender Validity Period to award the Contract to the next highest scoring Tenderer on the basis of the terms advertised without re-opening the Competition. This shall be without prejudice to the right of IDA Ireland to cancel the Competition and/or initiate a new contract award procedure at its sole discretion.

4.17 Presentations

IDA Ireland reserves the right to invite some or all of the Tenderers to present their Tenders at an in-person meeting with IDA Ireland at a time to be arranged by IDA Ireland. **This will likely be during early November 2026 at IDA Ireland HQ in Dublin 2.**

Unless IDA Ireland decides not to conduct such presentations, all evaluation scores remain provisional until the presentations have been conducted.

Tenderers should note that they have no guarantee of being invited to present. Tenderers should therefore ensure that they are satisfied with the content of their written Tender and should not assume that they will be afforded an opportunity to make a presentation.

The presentation will focus on verification of the details provided in the Tender. Verification will be sought by means of detailed exploratory questions related to the information provided.

Additional marks will **NOT** be awarded for the presentation. However, the presentation may be used to moderate the provisional marks awarded initially in respect of the Tender. For example, the provisional marks may be adjusted downwards in the event that the presentation fails to demonstrate the information set out in the Tender to the satisfaction of IDA Ireland. Similarly, the provisional marks may be adjusted upwards in the event that the presentation has clarified and clearly demonstrated the information set out in the Tender to allay any concerns that IDA Ireland may have had in this regard.

The person(s) presenting must be person(s) proposed to work on the IDA Ireland account, if successful.

Tenderers should note that no additional material or documents can be given to IDA Ireland at the presentation. Full details of any arrangements will be provided prior to the date of the presentation (if any). All costs and expenses associated with such presentations shall be borne by the Tenderer. Failure to attend the presentation at the specified time may result in the elimination of the Tender, however IDA Ireland reserves the right to facilitate a reschedule sought by a Tenderer, at its absolute discretion.

The scores will be finalised following the presentations.

IDA Ireland will not provide verbal feedback to the Tenderer or to the presenters during or following the presentation.

4.18 Service Audit

IDA Ireland reserves the right to undertake an audit to validate and verify performance against the agreed Framework Agreement terms and 3rd party / pass through spend. This audit may be carried out by IDA Ireland or a third party on their behalf. In tendering, tenderers agree to facilitate such audits.

4.19 Dignity at Work

The Successful Tenderer shall comply with all relevant legislation pertaining to dignity at work. As a public body and employer IDA Ireland is committed to a policy of equality of opportunity for all personnel. Personnel with disabilities are offered the same access to training and services as other staff. The Successful Tenderer must warrant that all measures taken in relation to delivery of the Contract ensure that personnel with disabilities are not inhibited from availing of such opportunities by problems of physical or sensory access to training, services, and relevant materials.

4.20 Verification

IDA Ireland reserves the right to seek verification from any Tenderer, at any stage during the Competition in relation to any item, data or information supplied or in relation to any item referred to in any of the Declarations to be completed and referred to in this RFT, and to seek verification of evidence of and/or to verify its compliance with the Minimum Suitability Criteria set out in the RFT

and seek supporting documents/references/clarifications.

If a Tenderer, at any stage during the competition, refuses to provide evidence which is considered by IDA Ireland to be sufficient to demonstrate

- (a) compliance with the Minimum Suitability Criteria or
- (b) the Tenderer's reliability,

it shall be excluded from the competition, and this shall include evidence required in relation to any member of a consortium or in relation to any entity on whom the Tenderer relies on in order to fulfil any of the Minimum Suitability Criteria.

4.21 Copyright

IDA Ireland will have copyright ownership of any material developed for use by IDA Ireland under the terms of this Request for Tenders.

4.22 Irish Legislation and Law

Any Contract awarded on foot of this Competition will be governed by Irish law.

END OF DOCUMENT