

Suitability Assessment Questionnaire

for

Works Contractor and as PSCS

for

*Public Works Term Maintenance & Refurbishment Contract for
Mechanical Services and Associated Works to Westmeath County
Council Houses and Buildings*

Document ID QW2

Suitability Assessment Works Contractors
Open Procedure
Document Reference ID-QW2 v.1.4

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PROJECT TITLE: Public Works Term Maintenance & Refurbishment
Contract for Mechanical Services and Associated Works to Westmeath
County Council Houses and Buildings

DOCUMENT ID. QW2

SUITABILITY ASSESSMENT FOR Works Contractor and as PSCS OPEN PROCEDURE

Introduction

This questionnaire is issued in relation to a tender competition run by the open procedure. Its purpose is to obtain from a tenderer the information on which to base a suitability assessment so as to establish if the tenderer should go forward to tender evaluation for the award of a works contract with the Contracting Authority.

The term *tenderer* is used for an Individual (Sole) Trader, a Legal Partnership, a Consortium or any other type of Joint Venture that constitutes an acceptable entity for the purpose of this project.

Note: When a project supervisor role is required, the tenderer for that role must be an individual or body corporate in compliance with Health and Safety regulations.

Note: A Tenderer providing a significant part of the works with the remainder being outsourced to sub-contractors should include suitability evidence from those sub-contractors with the Tenderer's suitability evidence as part of the Tenderer's submission. The two sources of evidence should be treated as on from the Tenderer and assessed accordingly.

The document is in three main parts:

- Section 1 gives details of the project and the requirements. The Contracting Authority completes it prior to issuing the questionnaire.
- Section 2 is used to collect basic information about the tenderer. If the Contracting Authority requires details in addition to the standard details, the Contracting Authority must specify these requirements prior to the issuing the questionnaire as part of the tender documents. The tenderer must then use the questionnaire to provide the required details.
- Section 3 details the criteria that will be used to evaluate the suitability of the tenderer. Prior to issuing questionnaire as part of the tender documents, the Contracting Authority specifies the criteria that will be used; the tenderer must then use the form to provide the required details and to confirm that other required information is appended or will be submitted on request as indicated by completing the checkbox associated with each criterion.

This document is a protected MS Word form (text other than form fields is protected). The Tenderer should use only those fields marked 'Tenderer Entry'. Other form fields containing project-specific information provided by the Contracting Authority must not be altered. Should a tenderer alter any project-specific information in the questionnaire and submit it in its amended state as the tenderer's response, the tenderer will be automatically disqualified. The Tenderer should provide only evidence that is current up to the date of submission indicated below. All signatures must be supplied in hardcopy.

Time and date for return of Questionnaire:

Latest Time and Date for receipt of completed Questionnaire and Tender:	16:00 hrs on the 12-10-2026
Return Name and Address (if different from <i>Contracting Authority</i> details in Section 1, below).	Senior Executive Officer, Corporate Affairs, Westmeath County Council. Áras an Chontae, Mount Street, Mullingar N91 FH4N, County Westmeath.

SECTION 1: PROJECT PARTICULARS

1.1 Project Information

Project Title:	Public Works Term Maintenance & Refurbishment Contract for Mechanical Services and Associated Works to Westmeath County Council Houses and Buildings
Approximate Size and General Description of the Works:	Westmeath County Council wishes to appoint a General Contractor for 2 year term/€2m expenditure (which ever comes first) to conduct maintenance and refurbishment works to its housing stock mechanical services, vacated housing properties and to buildings under the control of Westmeath County Council. There will also be a requirement for routine and emergency response repairs of its housing stock and council buildings mechanical services, which will be occupied properties. Westmeath County Council has circa 2400 housing units throughout the county, see attached map showing the locations of houses. There are 216 leased properties for which the Council are responsible for certain elements of maintenance. There are approximately 60 additional buildings throughout the county, under the control of Westmeath County Council.
Main CPV Code:	45330000-9 Plumbing and Sanitary Works
Form of Contract:	Public Works Term Maintenance and Refurbishment Contract
Anticipated Start of Works Date:	November 2026
Contract Period (months):	Maximum of 2 years
Bill of Quantities Method of Measurement:	Schedule of Prices

1.2 Contracting Authority Information

Contracting Authority Name:	Westmeath County Council
Contracting Authority Address:	Áras an Chontae, Mount Street, Mullingar N91 FH4N, County Westmeath.
Contact Name:	Vincent Costello
Contact Address (if different from Contracting Authority):	
Contact Telephone No:	04493-32236
Contact Fax No:	CA Entry
Contact Mobile Phone No:	CA Entry
Contact Email Address:	vincent.costello@westmeathcoco.ie

1.3 Contractor's Role

The successful tenderer is to be appointed to the roles outlined in the table below.

Works Contractor:	Successful tenderer will be appointed Works Contractor on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.
Project Supervisor for the Construction Stage (PSCS):	Successful tenderer will be appointed PSCS on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Health and Safety Coordinator (HSC):	This Contract does not require HSC for approval and appointment by the PSDP in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.
Designer:	This Contract does not require Designer on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.
Project Supervisor for the Design Process (PSDP):	This Contract does not require PSDP on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

1.4 Project Category

Project categorisation for assessment of the tenderer and proposed specialists (using W3 form) where such specialists are required under section 1.6 below.	Type 2
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1.5 Health and Safety

The successful contractor will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the requirement to have a Safety Statement. The successful contractor will also be required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, particularly in relation to the appointment (as applicable) of the Works Contractor, Health and Safety Coordinator (HSC), Designer, Project Supervisor for the Construction Stage (PSCS), and the Project Supervisor for the Design Process (PSDP).

Areas of work involving Particular Risks known to Contracting Authority at issue of questionnaire:
Refer to Preliminary Safety and Health Plan

1.6 Specialists proposed by Tenderer (using Specialist Form W3)

CA Note: In the table below give a brief description and percentage cost of each area for which the Tenderer must propose a specialist. Prepare a separate Questionnaire (W3 form) for each of the specialist areas with relevant criteria in Section 3.

Each specialist subcontractor that the Tenderer proposes for the specialist areas listed in this subsection is evaluated on a Pass/Fail basis separate to the main Tenderer. A separate Questionnaire (W3) customized by the Contracting Authority is provided for specialist subcontractors with Pass/Fail evaluation criteria specific to the specialist area of work required. If more than one specialist is named for a particular specialist area, the specialists whose submissions are above the minimum standard will be recorded as pre-qualified and the Main Contractor (that is pre-qualified and successful at Tender stage) may use any of those qualified to carry out that specialist role.

The Tenderer is required, as part of the application, to propose at least one and up to **three** specialists (with details of subcontractors in response to the W3 questionnaire) who will be employed for each of the specialist areas listed below:

Specialist Area of Work	% of project costs
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

1.7 Specialists selected by Contracting Authority (using Specialist Form W3)

CA Note: In the table below give a brief description and percentage cost of each area of work for which you intend to select a panel of specialists (in some cases this may turn out to be only one specialist) to propose to the Contractor.

The Contracting Authority conducted a separate competition for specialists and selected on the basis of suitability assessment a specialist or panel of specialists for each area of specialist work listed below. The Contracting Authority has included the names of these specialists in the main contract tender documents.

Specialist Area of Work	% of project costs
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

1.8 Specialists novated by Contracting Authority

CA Note: In the table below give a brief description and percentage cost of the specialist areas for which you intend to novate a specialist.

Novation' means the Works Contractor taking the place of the Contracting Authority, taking over a contract and finishing it under the terms of that contract so that the specialist work is completed under the control of the successful tenderer. The names of the specialists that are to be novated by the Contracting Authority, the applicable conditions of contract, the contract price and any other appropriate contract information will be disclosed in the tender documents or during the tendering period.

The Contracting Authority will conduct a separate competition for specialists, enter into a contract with them to start or be ready to start work before the main contract is awarded and then novate those specialists to the main contractor for each specialist area listed

Specialist Area of Work	% of project costs
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

1.9 Other Works

CA Note: List below other works (known at the time) that are going to be carried out by independent contractors who will be working on the site at the same time as the Main Contractor.

Description of Other Works
N/A
N/A
N/A
N/A
N/A

SECTION 2: TENDERER DETAILS

CA Entry: 2.1, 2.2 and 2.3 are used to collect standard basic information from the tenderer. If you require any additional details relating to the tenderer's company structure, you should list these requirements in 2.4 or indicate 'not required'.

The Tenderer must complete this section.

Where a tenderer is a Consortium or Joint Venture, the main Tenderer's questionnaire (complete with all common information) should be copied and filled out for each active member of that Consortium or Joint Venture. The questionnaires should then be presented as a single submission.

A separate questionnaire, *Suitability Assessment of Works Specialist (QW3)*, is available to be filled out by each specialist to whom the Tenderer proposes to undertake the specialist areas of work listed in sub-section 1.6 above (if any). The completed specialist's questionnaires should be presented with the main Tenderer's questionnaire as a single submission.

2.1 Main/Lead Tenderer

Name of Tenderer:	Tenderer Entry
Address of Registered Head Office:	Tenderer Entry
Address(es) of Other Relevant Office(s):	Tenderer Entry or NA
Date Business Commenced Trading:	Tenderer Entry
Company Telephone:	Tenderer Entry
Company Fax:	Tenderer Entry
Company Email Address:	Tenderer Entry

Fill in this box if the company is a subsidiary.

Name and address of parent company and interest parent has in tenderer company (for example, wholly owned by single parent company):	Tenderer Entry or NA
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Fill in this box if there are other companies in a group that will be involved in the contract.

Name and address of other companies in the group involved in this contract:	Tenderer Entry or NA
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2.2 Tenderer's Authorised Representative

There is no need to enter address, telephone, fax and email if identical to company details in 2.1.

Name of Authorised Representative:	Tenderer Entry
Representative's Address:	Tenderer Entry or NA
Representative's Telephone:	Tenderer Entry or NA
Representative's Fax:	Tenderer Entry or NA
Representative's Email Address:	Tenderer Entry or NA

2.3 Nature of Tenderer

Nature of Tenderer (for example, sole trader, private limited company, public limited company, Joint Venture):	Tenderer Entry
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Complete the relevant box below.

Limited Company (Public or Private)	
Company Registration Number:	Tenderer Entry or NA
Year established:	Tenderer Entry or NA
Number of years actively trading under present name:	Tenderer Entry or NA
Name of Chairman/CEO/MD:	Tenderer Entry or NA
Interest of Chairman/CEO/MD in other companies:	Tenderer Entry or NA
Changes to group structures or mergers over the past 5 years:	Tenderer Entry or NA

This box is to be filled only by the Lead of a Legal Partnership, a Consortium or any other type of Joint Venture.

Consortium or a Joint Venture company	
Names of all members in Consortium or Joint Venture company:	1. Tenderer Entry or NA
	2. Tenderer Entry or NA
	3. Tenderer Entry or NA
	4. Tenderer Entry or NA
Was Consortium or a Joint Venture company formed for this project? (Delete as appropriate.)	Tenderer Entry: Yes/No/NA
If you answered 'No' above, state number of years actively trading under present name:	Tenderer Entry or NA
Method of financing Consortium or Joint Venture company:	Tenderer Entry or NA

2.4 Additional Tenderer Company Details

Additional details of the Tenderer's Company are requested below if required

CA Note: if not in use enter 'Not Applicable' in each column

CA Entry (optional)	Tenderer entry
CA Entry (optional)	Tenderer entry
CA Entry (optional)	Tenderer entry

SECTION 3: ASSESSMENT CRITERIA

The criteria that will be used in evaluating submissions to see if they pass the suitability test are set out in this section. *All* are simple Pass/Fail criteria – these are requirements that must be met in full and if passed satisfy the suitability test.

The Tenderer must complete this section by attaching (where requested) the required information in appendices numbered according to the criteria here and then ticking the relevant box to confirm the attachment.

- For each criterion marked as **Response: REQUIRED**, Tenderers must provide the information specified in the corresponding section of the form no later than the date set for the return of the form and the tender, and, where appropriate, confirm in the box provided that it is included with the completed questionnaire in the tender submission. Failure to do so could invalidate the submission.
- For criteria marked as **Response: SUBMIT ON REQUEST**, Tenderers should provide the information if requested (that is if the Contracting Authority does not already have such up-to-date material on file) before the commencement of the evaluation exercise as notified by the Contracting Authority.
- For criteria marked as **Response: NOT REQUIRED**, Tenderers should not provide the information.
- For H&S criteria marked as **Response: Not Applicable**, Tenderers should not provide the information. This should be selected for all the criteria in a H&S supplement when the supplement is not required for the principal service(s) in the questionnaire.

If a tenderer is submitting multiple forms that require common information for any one project, it may be possible to submit such information just once, if clearance (in writing, e.g. letter or email) to do so is obtained in advance from the Contracting Authority.

After the closing date, Tenderers may be asked to clarify aspects of evidence supplied, by written submission, by interview or by both, for any of the suitability assessment criteria specified as **Required** or **Submit on Request**. If such clarification is requested, any additional material supplied must be strictly to supplement material already provided in the original submission.

Applications by Consortium or Joint Venture: Where a Tenderer is a Consortium or Joint Venture, the questionnaire is filled out for each member of that Consortium or Joint Venture and all the completed questionnaires are presented as a single submission. These questionnaires are then evaluated and marked as a single submission. All submissions are taken into account and evaluated on a pass/fail basis as if the information was submitted in one single questionnaire.

Applications with Specialists Works: A tenderer must propose at least one specialist for each of the Specialist Work Areas listed by the Contracting Authority at sub-section 1.6. For each area a specialist's Questionnaire is provided by the Contracting Authority to be completed and evaluated for each specialist proposed for that area. The maximum number of nominees allowed is indicated at 1.6. At least one specialist must pass for each area to enable the main contractor to pass.

Alternative Specialists: Tenderers may propose alternative specialists to those the Contracting Authority proposes in the tender documents for Special Work Areas listed at sub-section 1.7. If Tenderers avail of this option they must complete the specialist's Questionnaire (W3) prepared by the Contracting Authority so that each alternative specialist proposed can be evaluated. The maximum number of alternative specialists allowed for each specialist area of work is three. If the Tenderer is relying solely on its alternative specialists, at least one must pass for each area to enable the main contract Tenderer to have its tender evaluated.

CONTRACTING AUTHORITY'S ASSESSEMENT SCHEME AND TENDERER'S SUMMARY

Tenderer: Please use the tables below to ensure your submission is complete; for each criterion being used you should write Y (for yes) or NA (for Not Applicable) in the box under Tenderer's Response to indicate that you have followed the relevant instructions in this questionnaire and provided the required information.

No. ¹	Requirement/Criterion	Applicable ²	Type of Evaluation	Tenderer's Response
3.1	TENDERER'S PERSONAL SITUATION	Yes	Pass/Fail Only	Tenderer Entry
3.2	PROFESSIONAL OR TRADE REGISTER	Yes	Pass/ Fail Only	Tenderer Entry
3.3	FINANCIAL AND ECONOMIC STANDING			
3.3a	Evidence of Turnover	Yes	Pass/ Fail Only	Tenderer Entry
3.3b	Balance Sheet or Extracts from a Balance Sheet	No	No	Tenderer Entry
3.3c	Banker's Letter	No	No	Tenderer Entry
3.3d	Other Financial/Economic Information/References	No	No	Tenderer Entry
3.3e	Professional Indemnity Insurance	No	No	Tenderer Entry
3.3f	Public Liability Insurance	Yes	Pass/ Fail Only	Tenderer Entry
3.3g	Employer Liability Insurance	Yes	Pass/ Fail Only	Tenderer Entry
3.3h	Performance Bond	No	No	Tenderer Entry
3.4	TECHNICAL CAPABILITY (Contractor competency)			
3.4a	Educational and Professional Qualifications (Managerial)	Yes	Pass/ Fail Only	Tenderer Entry
3.4b	Educational and Professional Qualifications (Personnel)	Yes	Pass/ Fail Only	Tenderer Entry
3.4c	List Works carried out over the Past 5 Years	Yes	Pass/ Fail Only	Tenderer Entry
3.4d	List Technicians or Technical Bodies involved especially those responsible for Quality Control and those whom the contractor can call on in order to carry out work	Yes	Pass/ Fail Only	Tenderer Entry
3.4e	A statement of the Average Annual Numbers of Persons Employed by the Contractor and those in a Managerial Position over the Past 3 Years	Yes	Pass/ Fail Only	Tenderer Entry
3.4f	A Statement of the Technical Equipment Available	No	No	Tenderer Entry

¹ The number references relate to Section numbers in the document.

² Confirm which of the criteria are applicable by choosing 'Yes' for those being used and 'No' for those which are not. If 'No' is entered opposite any of the criteria in the third column titled 'Applicable' then 'No' should be entered in the forth column titled 'Type of Evaluation'. If 'Yes' is entered opposite any of the criteria in the third column titled 'Applicable' then 'Pass/Fail' should be selected under the fourth column titled 'Type of Evaluation'.

CA Note: Criterion 3.4a to 3.4f equally applies to the Contractor as a Designer. See variations in requirements under each criterion.

CA Note: Tick the boxes below to remind the Tenderer which H&S supplements require response. The Tenderer should check that the Health and Safety criteria in Section 3 have been completed according to the type of Health and Safety competency required at 1.3. Tick the boxes below as appropriate and then fill in the supplements to the main table as required.

Contractor (3.4.1)	☒	PSCS (3.4.2)	☒
Designer (3.4.3)	☐	PSDP/HSC (3.4.4)	☐

Contractor H&S Supplement

The following supplement to the main table must **always** be filled in by the Contractor.

No.	Requirement/Criterion	Applicable	Type of Evaluation	Tenderer's Response
3.4.1	TECHNICAL CAPABILITY (Health and Safety competence of Contractor)			
3.4.1a	Educational and Professional Qualifications (Managerial)	Yes	Pass/Fail Only	Tenderer Entry
3.4.1b	Educational and Professional Qualifications (Personnel)	Yes	Pass/Fail Only	Tenderer Entry
3.4.1c	List Works carried out over the Past 5 Years	Yes	Pass/Fail Only	Tenderer Entry
3.4.1d	List of Technicians or Technical Bodies involved especially those responsible for Quality Control and those whom the contractor can call on in order to carry out work	No	No	Tenderer Entry
3.4.1e	A statement of the Average Annual Numbers of Persons Employed by the Contractor and those in a Managerial Position over the Past 3 Years	Yes	Pass/Fail Only	Tenderer Entry
3.4.1f	A Statement of the Technical Equipment Available	No	No	Tenderer Entry

PSCS Supplement

When the PSCS role is required at sub-section 1.3, the following supplement must be filled in.

No.	Requirement/Criterion	Applicable	Type of Evaluation	Tenderer's Response
3.4.2	TECHNICAL CAPABILITY (Health and Safety competence as Project Supervisor for the Construction Stage)			
3.4.2a	Educational and Professional Qualifications (Managerial)	Yes	Pass/Fail Only	Tenderer Entry
3.4.2b	Educational and Professional Qualifications (Personnel)	Yes	Pass/Fail Only	Tenderer Entry
3.4.2c	List of Technical Services provided for Works over the Past 3 Years	No	No	Tenderer Entry
3.4.2d	List of Technicians or Technical Bodies involved especially those responsible for Quality Control	No	No	Tenderer Entry
3.4.2e	A statement of the Average Annual Numbers of Persons Employed to	No	No	Tenderer Entry

	Provide PSCS Services and those in a Managerial Position over the Past 3 Years			
3.4.2f	A statement of the Technical Equipment Available	No	No	Tenderer Entry
3.4.2g	Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities	No	No	Tenderer Entry

Designer Supplement

When the Designer role is required at sub-section 1.3, the following supplement to must be filled in

No.	Requirement/Criterion	Applicable	Type of Evaluation	Tenderer's Response
3.4.3	TECHNICAL CAPABILITY (Health and Safety competence of Contractor as Designer)			
3.4.3a	Educational and Professional Qualifications (Managerial)	No	No	Tenderer Entry
3.4.3b	Educational and Professional Qualifications (Personnel)	No	No	Tenderer Entry
3.4.3c	List of Technical Services provided for Works over the Past 3 Years	No	No	Tenderer Entry
3.4.3d	List of Technicians or Technical Bodies involved especially those responsible for Quality Control	No	No	Tenderer Entry
3.4.3e	A statement of the Average Annual Numbers of Persons Employed to Provide Design Services and those in a Managerial Position over the Past 3 Years	No	No	Tenderer Entry
3.4.3f	A statement of the Technical Equipment Available	No	No	Tenderer Entry
3.4.3g	Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities	No	No	Tenderer Entry

PSDP Supplement

When the PSDP role is required at sub-section 1.3, the following supplement must be filled in.

No.	Requirement/Criterion	Applicable	Type of Evaluation	Tenderer's Response
3.4.4	TECHNICAL CAPABILITY (Health and Safety competence as Project Supervisor for the Design Process and Health and Safety Coordinator/this Supplement is Not Applicable³			
3.4.4a	Educational and Professional Qualifications (Managerial)	No	No	Tenderer Entry
3.4.4b	Educational and Professional Qualifications (Personnel)	No	No	Tenderer Entry
3.4.4c	List of Technical Services provided for Works over the Past 3 Years	No	No	Tenderer Entry
3.4.4d	List of Technicians or Technical Bodies involved especially those responsible for Quality Control	No	No	Tenderer Entry

³ Delete as appropriate

3.4.4e	A statement of the Average Annual Numbers of Persons Employed to Provide PSDP/SC Services and those in a Managerial Position over the Past 3 Years	No	No	Tenderer Entry
3.4.4f	A statement of the Technical Equipment Available	No	No	Tenderer Entry
3.4.4g	Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities	No	No	Tenderer Entry

Note: Whilst the criteria to follow are taken from Directive 2004/18/EC and SI Number 329 of 2006 they can equally be applied to works contractor procurements below EU thresholds

3.1 EVIDENCE OF TENDERER'S PERSONAL SITUATION

RESPONSE: SUBMIT ON REQUEST

If any one of the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of SI No 50 of 2007) or Articles 45 and 51 of Directive 2004/18/EC (and Regulation 53 of SI No 329 of 2006) apply to the tenderer or any member of the tenderer Consortium or Joint Venture or their parent companies, the tenderer will be excluded from this competition⁴ (subject to footnote). To confirm that none of these grounds apply, the DECLARATION FORM⁵ supplied with this questionnaire (see Appendix A) must be included with the submission⁶ signed and witnessed within the past 12 months.

Prior to appointment, the successful tenderer will be required to produce a current tax clearance certificate or C2 certificate; or a statement of suitability on tax grounds and current certificates from a relevant non-Irish country.

Tenderer Entry: Check the appropriate box to confirm that the standard declaration form relating to your personal situation

(a) has been completed, signed, witnessed, and is included with your response as Appendix 3.1 (if Response is REQUIRED), or

(b) will be completed, signed, witnessed and submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER

RESPONSE: SUBMIT ON REQUEST

Provide evidence of enrolment on a relevant Professional or Trade Register in accordance with **Article 54 of Directive 2004/17/EC (and Regulation 56 of SI No 50 of 2007) and Article 46 of 2004/18/EC (and Regulation 54 of SI No 329 of 2007)** and the requirements (if any) as identified by the Contracting Authority below.

CA Entry: Specify any other requirements here.

Tenderer Entry: Check the appropriate box to confirm that the information requested

(a) is attached with your response as Appendix 3.2 (if Response is REQUIRED), or

(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

⁴ Before a tenderer, in relation to a breach under 2(a)-(d) in form at Appendix A, is excluded the tenderer may make a case and provide supporting evidence as to why they should not be excluded. The Contracting Authority must consider this evidence before making a decision whether to exclude or include the tenderer.

⁵ In Ireland and the UK this must always be witnessed in the presence of a Commissioner for Oaths. In other jurisdictions where there is no provision for a declaration on oath one of the alternative arrangements appropriate to the jurisdiction can be provided.

⁶ The declaration can be in the form of a certified copy signed by the tenderer or a person authorised to sign on behalf of the tenderer. It should be accompanied by a confirmation, signed by the tenderer or on behalf of the tenderer, that since the making of the declaration the legal situation of the tenderer regarding the circumstances in the declaration has not changed in any way that would prohibit the tenderer from making a new declaration on oath on the same basis. In relation to a certified copy the Contracting Authority should reserve the right to inspect the original at any time if considered necessary.

3.3 EVIDENCE OF ECONOMIC AND FINANCIAL STANDING CRITERIA [ARTICLE 54 OF DIRECTIVE 2004/17/EC (and Regulation 56 of SI No. 50 of 2007) OR ARTICLE 47 OF DIRECTIVE 2004/18/EC (and Regulation 55 of SI No. 329 of 2007)]

Information in 3.3 must be provided by the Tenderer, and, if the Tenderer is a subsidiary, by the Tenderer's parent company.

Normally, if the Tenderer is a consortium, the combined total of turnover for all consortium members must be sufficient to meet the minimum turnover criterion in 3.3a. However, where only one member of the consortium has the skills, resources and experience to carry out the work, that member must have an average turnover sufficient to demonstrate the company's financial capacity to undertake the work.

3.3a EVIDENCE OF TURNOVER

CA Note: You may change the requirement for the response to this criterion (in text fields below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.

RESPONSE: DECLARATION "D" REQUIRED

Provide evidence in relation to the main works of certified turnover for the 3 previous financial years. Supply also Overall Turnover to include other areas of business. Initially the declaration at Appendix D should be provided with the tender submission.

Minimum Turnover			
Area of Work / Business:	Overall Average Turnover to include other areas of business	Minimum Average Turnover:	Maximum Average Turnover:
€300,000	€300,000	€300,000	N/A

Combined total turnover for all members of a consortium must meet the minimum turnover. If only one member has the skills, resources and experience for the work, that member must have an average turnover that demonstrates financial capacity for the work.

CA Note: If stating a minimum turnover threshold for the works or services take care the standard is not set at a level that discriminates against otherwise suitable specialists.

CA Entry: Specify any other requirements here.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Tenderer Entry: Check the appropriate box to confirm that the evidence requested
(a) is attached with your response as Appendix 3.3a (if Response is REQUIRED)
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).



NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET

CA Note: You may change the requirement for the response to this criterion (in text fields below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.

RESPONSE: NOT REQUIRED

Provide balance sheets or extracts from balance sheets.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix "D" should be provided.

CA Entry: Specify any other requirements here.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.3b (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.3c BANKER'S LETTER

CA Note: You may change the requirement for the response to this criterion (in text fields below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title. Under most circumstances the use of 3.3e makes the Banker's Letter criterion redundant.

RESPONSE: NOT REQUIRED

The tenderer must provide a letter from the tenderer's current principal banker dated within past three months, stating that, to the best of its knowledge, this is the tenderer's principal account and it is currently in good standing (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix D should be provided with the tender submission.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.3c (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.3d OTHER FINANCIAL/ECONOMIC INFORMATION/ REFERENCES

CA Note: You may create a financial criterion in the blank field below. The title should be changed to reflect the requirement(s). The criterion should be appropriate and relevant so that the evidence sought can demonstrate economic and financial standing.

RESPONSE: NOT REQUIRED

CA Entry

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix D should be provided with the tender submission.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.3d (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED' and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.3e PROFESSIONAL INDEMNITY INSURANCE

CA Note: You may change the requirement for the response to this criterion (in text fields below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.

RESPONSE: NOT REQUIRED

Before appointment, the successful tenderer will be required to produce evidence from their Broker or Insurance Company confirming that the tenderer has current professional indemnity insurance cover in the required amount complying with the conditions and that it will be maintained for six years after completion of the construction works. (If for any valid reason this evidence cannot be provided then alternative evidence that is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix D should be provided with the tender submission.

(i) The level of cover as stated here:

Minimum level of Professional Indemnity Insurance required for - **Not Applicable**

€CA Entry

CA Note: State the minimum cover proportionate to the size of the project (default level is €2.5m)

(ii) The excess as stated here:

Maximum permissible excess on Professional Indemnity Insurance below which the
- **Not Applicable** will bear the cost of claims

€CA Entry

CA Note: State the maximum permissible excess for which the Contractor (including acting as Designer, PSDP, or PSCS, if indicated above) will bear cost of claims.

(iii) Cover provided on an '**each and every claim**' basis;

CA Note: In the present insurance market contractors are normally not able to obtain cover on an 'each and every claim' basis. If cover on an 'each and every claim' basis is required the availability of it should be ascertained before requesting it.

(iv) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;

(v) Cover extends to include specialist advisers engaged as subcontractors by the tenderer;

(vi) Cover is provided in respect of Joint & Several liability;

(vii) The jurisdiction in which claims can be lodged and settled is IRELAND.

CA Entry: Specify any other requirements here.

Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement

(a) is attached with your response as Appendix 3.3e (if Response is REQUIRED), or

(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE: When the response is 'REQUIRED'

If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

3.3f PUBLIC LIABILITY INSURANCE

RESPONSE: DECLARATION "D" REQUIRED

Before appointment, the successful tenderer will be required to produce evidence from their Insurance Company in the form of the policy confirming that the tenderer has current public liability insurance cover complying with the requirement(s) set out below. Initially the declaration at Appendix D should be provided with the tender submission.

Minimum level of Public Liability Insurance required in respect of any one accident below which the **Works Contractor and as PSCS** will bear the cost:

€6,500,000

Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement

(a) is attached with your response as Appendix 3.3f (if Response is REQUIRED), or

(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.3g EMPLOYER'S LIABILITY INSURANCE

RESPONSE: DECLARATION "D" REQUIRED

Before appointment, the successful tenderer will be required to produce evidence from their Insurance Company in the form of the policy confirming that the tenderer has current Employer's Liability insurance

cover complying with the requirement(s) set out below. Initially the declaration at Appendix D should be provided with the tender submission.

Minimum level of Employer's Liability Insurance required in respect of any one accident below which the **Works Contractor and as PSCS** will bear the cost:

€13,000,000

CA Entry: State the minimum level of Employer's Liability Insurance followed by supplementary requirements here (if any).

Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement
(a) is attached with your response as Appendix 3.3g (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).



3.3h PERFORMANCE BOND

RESPONSE: NOT REQUIRED

Before Starting Date of the Contract the successful tenderer will be required to produce evidence in the form of the Performance Bond complying with the requirement set out below. Initially the declaration at Appendix D should be provided with the tender submission.

Performance Bond Requirement, as a percentage of the contract sum:

%

Period after substantial completion for which a Performance Bond is required:

CA EntryMonths

CA Entry: Specify the Performance Bond requirements in the box above followed by supplementary requirements here (if any).

Tenderer Entry: Check the appropriate box to confirm that evidence that a Performance Bond can be obtained in accordance with the requirement
(a) is attached with your response as Appendix 3.3h (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).



3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA [ARTICLE 54 OF DIRECTIVE 2004/17/EC (AND REGULATION 56 OF SI No. 50 OF 2007) OR ARTICLE 48 OF DIRECTIVE 2004/18/EC (AND REGULATIONS 56 AND 57 OF SI No. 329 OF 2006)]

In the context of technical capability the tenderer should carefully consider the responses in this sub-section in relation to the role of contractor that is required for the project as outlined in Section 1.

- Where the role of Contractor as Designer is required in sub-section 1.3, this role may be provided by in-house personnel or by subcontractor. When a subcontractor or in-house expert is proposed for the role of Contractor as Designer, include separate evidence in response to the criteria below. The supplement 3.4.3(HS) on Designer Health and Safety must also be completed.
- Where the roles required include PSCS or PSDP services the appropriate supplement, 3.4.2(HS) or 3.4.4(HS), should be completed.

CA Note: In 3.4 if you change an entry under RESPONSE, ensure that the same change is made at each instance of that criterion in 3.4.1(HS), 3.4.2(HS), 3.4.3(HS) and 3.4.4(HS) except where a HS supplement and its criteria are not required.

3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: SUBMIT ON REQUEST

Tenderers must provide evidence of educational and professional qualifications (with dates obtained) and experience (on similar projects) of their management staff, and include the curricula vitae of the managerial staff and the organization structure in accordance with the requirements (if any) identified below. If Health and Safety evidence of the management staff's educational and professional qualifications and experience in relation Works, Design, PSDP, PSCS or Health and Safety Coordinator is included here it should then be cross-referenced in Supplements 3.4.1a(HS), 3.4.2a(HS), 3.4.3a(HS) or 3.4.4a(HS) as appropriate: such evidence will always be assessed under those sections.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.4a (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion
2. Tenderer's evidence accepted for inhouse Designer

3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: SUBMIT ON REQUEST

Tenderers must provide evidence of educational and professional qualifications (with the dates obtained) of the tenderer's personnel proposed for the project, including the curricula vitae of the personnel in compliance with the specific requirements (if any) identified below. If Health and Safety evidence of the educational and professional qualifications and experience of the tenderer's personnel for the project on projects of a similar size and complexity in relation Works, Design, PSDP, PSCS or Health and Safety Coordinator is included here it should then be cross-referenced in Supplements 3.4.1b(HS), 3.4.2b(HS), 3.4.3b(HS) and 3.4.4b(HS) as appropriate: such evidence will be assessed under those sections.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.4b (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion
2. Tenderer's evidence accepted for inhouse Designer

3.4c LIST OF WORKS CARRIED OUT OVER THE PAST 5 YEARS**RESPONSE:****DECLARATION B2 (AND IF APPROPRIATE B1) REQUIRED**

Tenderers must supply details of works that the Tenderer has provided *[over the past five/seven years / over the past five/seven years that are similar in nature and complexity to the Works required for this project. (Note that the request is not necessarily for projects that are identical to the project that is the subject of this Questionnaire)]*. The references (i.e. Certificates of Satisfactory Execution) required in relation to these projects should be submitted using the standard form provided at Appendix B2 and if appropriate Appendix B1 to this questionnaire to supply the necessary information in addition to supplementary requirements (if any) stated by the Contracting Authority below.

If Health and Safety evidence in relation to Works, is included here it should then be cross-referenced in Supplement 3.4.1c(HS), such evidence will be assessed under that section. Health and Safety evidence in relation to Design, PSDP, PSCS or Health and Safety Coordinator should NOT be supplied here – it must be dealt with separately in Supplements 3.4.2c(HS), 3.4.3c(HS) and 3.4.4c(HS) as appropriate.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Tenderer Entry: Check the appropriate box to confirm that the Certificates of Satisfactory Execution (in the form provided at Appendix B2 of this questionnaire)
(a) are attached as Appendix 3.4c (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).



NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion, i.e. List Technical Services Provided for Works over the Past 3 Years
2. Tenderer's evidence accepted for inhouse Designer

3.4d LIST of TECHNICIANS OR TECHNICAL BODIES INVOLVED ESPECIALLY THOSE RESPONSIBLE FOR QUALITY CONTROL AND THOSE WHOM THE CONTRACTOR CAN CALL ON IN ORDER TO CARRY OUT WORK**RESPONSE: DECLARATION "E" REQUIRED**

Provide details in the form of a list of the relevant technicians or technical bodies (other than in-house specialists, or specialist subcontractors identified for specialist work listed at subsection 1.5) upon whom the tenderer can call on in order to carry out the work or whom the tenderer can use in regard to quality control (Article 48.2(b) of Directive 2004/18/EC and Regulation 57 of SI No 329 of 2006). Particularly in the context of ensuring quality both in the administration of a project and the delivery of a high quality end-product. Include requirements (if any) listed below. Initially the declaration at Appendix E should be provided. Health and Safety evidence in relation to Works, Design, PSDP, PSCS or Health and Safety Coordinator should not be supplied here – it must be dealt with in Supplements 3.4.1 (HS), 3.4.2 (HS), 3.4.3 (HS) and 3.4.4 (HS) as appropriate.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.4d (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).



NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion, i.e. List Technicians or Technical Bodies involved especially those responsible for Quality Control
2. Tenderer's evidence accepted for inhouse Designer

3.4e A STATEMENT OF THE AVERAGE ANNUAL NUMBERS OF PERSONS EMPLOYED BY THE CONTRACTOR AND THOSE IN A MANAGERIAL POSITION OVER THE PAST 3 YEARS**RESPONSE: SUBMIT ON REQUEST**

Tenderers must provide evidence for three years of average annual manpower and management staff in accordance with the requirements (if any) identified below. If Health and Safety evidence in relation to in relation to Works, Design, PSDP, PSCS or Health and Safety Coordinator over the past 3 years is included here it should then be cross-referenced in Supplements 3.4.1e(HS), 3.4.2e(HS), 3.4.3e(HS) and 3.4.4e(HS) as appropriate: such evidence will be assessed under those sections.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.4e (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion, i.e. A statement of the Average Annual Numbers of Persons Employed to Provide PSCS/ Design/ PSDP/SC Services and those in a Managerial Position over the Past 3 Years
2. Tenderer's evidence accepted for inhouse Designer

3.4f A STATEMENT OF THE TECHNICAL EQUIPMENT AVAILABLE**RESPONSE: NOT REQUIRED**

Tenderer must provide evidence of technical equipment available to carry out the project, including evidence of technical equipment available to the tenderer's specialists and the requirements (if any) listed below.

CA Entry: Retain the note below applicable to the project type and delete the other note. For Type 1 retain the first note, for Type 2 or 3 projects retain the second note. List here supplementary requirements (if any) in relation to this criterion.

Note: If H&S evidence in relation to Works, Design, PSDP, PSCS/HSC is included in the response here it should then be cross-referenced in Supplements 3.4.1f, 3.4.2f, 3.4.3f and 3.4.4f as appropriate: such evidence will be assessed under those sections.

Note: H&S evidence in relation to Works, Design, PSDP, PSCS/HSC is NOT to be provided here – it is to be dealt with in Supplements 3.4.1f, 3.4.2f, 3.4.3f and 3.4.4f

Tenderer Entry: Check the appropriate box to confirm that the information requested
(a) is attached with your response as Appendix 3.4f (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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On behalf of the Tenderer, I certify that the Tenderer is not guilty of misrepresentation in supplying or failing to supply the information requested in response to the questionnaire above, including:

a) The following completed declarations attached:

- Self Declarations (A)
- Third Party Certification Certificates (i.e. Declaration at Appendix A)
- Self Declaration Certificates (i.e. B1, B2)

so as to demonstrate/confirm compliance with the relevant criteria.

- b) Supplement 3.4.1 with declataion (as appropriate) at Appendix G, or SafeTCert, or OHSAS 18001, or equivalent; also Self Declaration Certificates B1 & B2 in relation to Health and Safety and Self Declaration F, C1, C3, E.
- c) Supplement 3.4.2 with declataion (as appropriate) at Appendix H, or SafeTCert, or OHSAS 18001, or equivalent; also Self Declaration Certificates B1 & B3 in relation to Health and Safety and Self Declaration F, C1, C4, E.
- d) Supplement 3.4.3 with Self Declaration Certificates B1 & B3 in relation to Health and Safety and Self Declaration F, C2, C5, E.
- e) Supplement 3.4.4 with Self Declaration Certificates B1 & B3 in relation to Health and Safety and Self Declaration F, C2, C6, E.

Signed: _____ **Date:** _____

For and on behalf of Tenderer (signature must be that of a Director/Principal with date in hardcopy)

Name: Tenderer Entry _____ [block letters]

Title: Tenderer Entry _____ [block letters]

Note: The Declaration on Oath at Appendix A must be certified separately according to the instruction at Appendix A.

CA: Only select what is relevant at (a) to (e) above and delete the opposite remaining items.