



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## **Tender Response Document (TRD)**

### **Provision for a Logistics and Transport Services**

**On behalf of:**

**Trinity College Dublin, The University of Dublin**

**Ref: TCD-26-C2288**

**Please Insert Tenderer Name below:**

|  |
|--|
|  |
|--|

#### **RFT Contact – Tenderers Details**

|                                       |                               |
|---------------------------------------|-------------------------------|
| <b>Name of Tendering Company</b>      | Click here and insert details |
| <b>Contact Name for this RFT</b>      | Click here and insert details |
| <b>Telephone Number</b>               | Click here and insert details |
| <b>Email Address</b>                  | Click here and insert details |
| <b>Company Correspondence Address</b> | Click here and insert details |



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**PART A – SELECTION CRITERIA**

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*A1: Tenderer Summary*

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must complete this section. If the Tenderer is a grouping/consortium, the Lead Tenderer must complete the Tender Response Document, all other members must provide an ESPD.

|                                                                                                                   |             |                                               |                                                 |
|-------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------|-------------------------------------------------|
| <b>Tenderer's Organisation Name</b>                                                                               |             |                                               |                                                 |
| <b>Contact Name</b>                                                                                               |             |                                               |                                                 |
| <b>Position</b>                                                                                                   |             |                                               |                                                 |
| <b>Address</b>                                                                                                    |             |                                               |                                                 |
| <b>Phone</b>                                                                                                      |             |                                               |                                                 |
| <b>Email</b>                                                                                                      |             |                                               |                                                 |
| <b>Date of establishment</b>                                                                                      |             |                                               |                                                 |
| <b>Legal Status (if any)</b><br>(Company [Ltd], Partnership,<br>Sole Trader, etc.)                                |             |                                               |                                                 |
| <b>Is the Tenderer a group of economic operators?</b><br><i>If Yes, please provide the following information:</i> | Yes         |                                               |                                                 |
|                                                                                                                   | No          |                                               |                                                 |
| <b>If your answer is "Yes", please<br/>provide the following<br/>information:</b>                                 | <b>Name</b> | <b>Portion of project to<br/>be delivered</b> | <b>Separate<br/>Questionnaire<br/>enclosed?</b> |
|                                                                                                                   | 1.          |                                               |                                                 |
|                                                                                                                   | 2.          |                                               |                                                 |



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*A2: European Single Procurement Document (ESPD)*

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must provide a completed eESPD. Where the Tenderer is a grouping/consortium, an eESPD must be completed for each group member.

An Electronic version of ESPD can be completed at [www.etenders.gov.ie](http://www.etenders.gov.ie)

Or a Soft copy uploaded with the tender document set :

**4. ESPD European Single Procurement Document – Logistics and Transport Services – TCD-26-C2288**



**A3: Declaration of Personal Circumstances**

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must provide a completed and signed Declaration of Personal Circumstances. The Declaration must be provided by each group member in the case of a grouping/consortium.

**Re: Provision for a Logistics and Transport Services**

**On behalf of:**

**Trinity College Dublin, The University of Dublin**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

I, \_\_\_\_\_ *[insert name of Declarant]* having been duly authorised by \_\_\_\_\_ *[insert name of entity]*, sincerely declare that \_\_\_\_\_ *[insert name of entity]* itself or any person who has is a member of the administrative, management or supervisory body of \_\_\_\_\_ *[insert name of entity]* or has powers of representation, decision or control in \_\_\_\_\_ *[insert name of entity]* –

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Authority or \_\_\_\_\_ *[insert name of entity]*.
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
- (f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.
- (h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement.



- (i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (j) Is not guilty of grave professional misconduct.
- (k) Has not entered into agreements with other Economic Operators aimed at distorting competition.
- (l) Is not aware of any conflict of interest due to its participation in the Competition;
- (m) Has not had any prior involvement in the preparation of the Competition;
- (n) Is not guilty of significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a Contracting Entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
- (o) Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail to submit supporting documents in respect of this Competition as required under Article 59 of Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement.
- (p) Has not undertaken to unduly influence the decision-making process of the Authority in respect of the Competition or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future responses, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Authority.

\_\_\_\_\_  
**Signature of Declarant**

\_\_\_\_\_  
**Name of Declarant in print or block capitals**

**Declared before me by \_\_\_\_\_ who is personally**

**known to me (or who is identified to me by \_\_\_\_\_ who is**

**personally known to me) at \_\_\_\_\_**

**this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.**

**(signed) \_\_\_\_\_**

**Practising Solicitor/Commissioner for Oaths**



**A4: Tenderers Statement**

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must provide a completed and signed Declaration of Personal Circumstances. The Declaration must be provided by each group member in the case of a grouping/consortium.

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

**TENDERERS' STATEMENT**

TO: [Insert name of Contracting Authority] (the "Contracting Authority")

RE: Request for Tenders for the Supply of Logistics and Transport Services

Having examined your Request for Tenders (the "RFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Services Contract, we hereby declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract to execute the Services Contract at Appendix 5 to the RFT and the Confidentiality Agreement at Appendix 6 to the RFT.
3. We accept all the Selection and Award Criteria as set out in Part 3 of the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender.
5. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out at Part 2 of the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.10.3 of the RFT.
8. We shall, if awarded any Services Contract under the RFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.



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10. We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
11. The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

**SIGNED**

**Company**

**(Authorised Signatory)**

**Print name**

**Address**

**Date**



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

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*A5: Third Party Letter of Undertaking*

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must provide a Third-Party Letter of Undertaking where the Tenderer intends to rely on third party resources to meet the financial or technical selection criteria or to perform the contract. The Third-Party Letter of Undertaking must be provided on company headed paper.



**A6: Declaration of Financial & Economic Capacity**

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must provide a declaration in relation to certified turnover for the previous three (3) financial years (2025, 2024, 2023). These statements of turnover should be provided by a registered auditor. Tenderers should submit an appropriate declaration to satisfy this requirement.

The minimum yearly turnover of the Tenderer should meet or exceed: **€400,000**

The aggregated turnover for all members of a consortium or joint venture must meet the turnover requirement set above. If only one member has the skills, resources and experience for the services, then that member must have an average turnover that demonstrates financial capacity for the services as set out in the tender documentation.

The Contracting Authority reserves the right to investigate and to carry out detailed financial evaluations of a Tenderer under this criterion up to and prior to the any award of contract to assess the financial robustness of the Tenderer.

Tenderers must also provide evidence of an up-to-date Tax Clearance Certificate.

| Tax Clearance                                                                                                                                                                                                                                                                                                                                                |                     | Please confirm |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|--|
| <b>(A)</b> I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.<br>The Contracting Authority can verify your tax clearance status through Revenue's online facility at <a href="https://www.revenue.ie/itp/view.jsp">https://www.revenue.ie/itp/view.jsp</a> . To this end, please confirm: |                     | <b>Yes</b>     |  |
|                                                                                                                                                                                                                                                                                                                                                              |                     | <b>No</b>      |  |
| Do you grant the Contracting Authority permission to verify your tax status online via revenue.ie?                                                                                                                                                                                                                                                           |                     | <b>Yes</b>     |  |
|                                                                                                                                                                                                                                                                                                                                                              |                     | <b>No</b>      |  |
| Applicant Name:                                                                                                                                                                                                                                                                                                                                              |                     |                |  |
| Applicant PPSN/ Tax Reference Number                                                                                                                                                                                                                                                                                                                         |                     |                |  |
| Access Number                                                                                                                                                                                                                                                                                                                                                |                     |                |  |
| <b>OR</b><br><b>(B)</b> I confirm that I currently hold a valid tax clearance certificate                                                                                                                                                                                                                                                                    | Registration Number |                |  |
|                                                                                                                                                                                                                                                                                                                                                              | Certificate Number  |                |  |
| <b>OR</b><br><b>(C)</b> I confirm that I have applied for an Irish Tax Clearance Certificate which will be made available on request.                                                                                                                                                                                                                        |                     | <b>Yes</b>     |  |
|                                                                                                                                                                                                                                                                                                                                                              |                     | <b>No</b>      |  |
| <b>Signed:</b>                                                                                                                                                                                                                                                                                                                                               |                     |                |  |



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| Turnover                                                                                                            |      |      |      |
|---------------------------------------------------------------------------------------------------------------------|------|------|------|
| I confirm that we have the requisite minimum yearly turnover of for the applied contract for as outlined below.     |      |      |      |
| Provision for a Logistics and Transport Services. €400,000                                                          |      |      |      |
| Year                                                                                                                | 2025 | 2024 | 2023 |
| Turnover €                                                                                                          |      |      |      |
| I confirm that the statements of turnover are included in this submission and are provided by a registered auditor. |      |      |      |
| Signed:                                                                                                             |      |      |      |

A signed letter from the tenderers auditors MUST be submitted with the tender submission confirming turnover for the years listed above.



**A7: Insurances**

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must confirm that the following insurances are in place or can be put in place if successful in the award of the contract.

- Employers Liability: €13,000,000
- Public Liability: €6,500,000
- Product Liability: €6,500,000

| Insurances                                                                                                                                                                                                                                                                          |                |                       |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|-------------|
| (A) I confirm that we have the following insurances in place.                                                                                                                                                                                                                       |                |                       |             |
| Insurance Type                                                                                                                                                                                                                                                                      | Level in Place | Details of Any Excess | Expiry Date |
| Employers Liability                                                                                                                                                                                                                                                                 | €13million     |                       |             |
| Public Liability                                                                                                                                                                                                                                                                    | €6.5million    |                       |             |
| Product Liability                                                                                                                                                                                                                                                                   | €6.5million    |                       |             |
| AND                                                                                                                                                                                                                                                                                 |                |                       |             |
| (B) I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.                                                     |                |                       |             |
| AND                                                                                                                                                                                                                                                                                 |                |                       |             |
| I confirm that I will provide the following promptly on request at any time: <ul style="list-style-type: none"><li>• evidence of insurances in place    or</li><li>• letter from Insurance Broker confirming that the required levels could be put in place if successful</li></ul> |                |                       |             |
| Signed:                                                                                                                                                                                                                                                                             |                |                       |             |



**A8: Previous Contracts**

**Weighting:** Pass/Fail Only

**Pass Requirement:** Tenderers must supply details of at least three (3) comparable contracts of a similar nature, scale and complexity to the services required under this framework agreement. The comparable contracts must have been substantially operated within the past 3 years.

The contracts provided must demonstrate the Tenderers' skills, experience and successful delivery of similar goods. It is imperative that the contracts submitted are of a similar nature, scale and complexity to that of the goods required under this framework agreement.

| Contract A                                                                                                                                                                                                                                                                                                            |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Name of contract                                                                                                                                                                                                                                                                                                      | [•] |
| Counterparty                                                                                                                                                                                                                                                                                                          | [•] |
| Dates contract performed.                                                                                                                                                                                                                                                                                             | [•] |
| Value of contract                                                                                                                                                                                                                                                                                                     | [•] |
| Nature of Goods provided:<br><br>Tenderers should describe the scale, nature and complexity of the Goods provided having regard to the requirements under this contract agreement as outlined in the Invitation to Tender Document.<br><br>Tenderers must outline the Goods and services provided under this contract | [•] |
| Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.                                                                                                                                               | [•] |
| Service Location/Locations                                                                                                                                                                                                                                                                                            | [•] |
| Referee contact name                                                                                                                                                                                                                                                                                                  | [•] |
| Referee Position                                                                                                                                                                                                                                                                                                      | [•] |
| Referee Contact number                                                                                                                                                                                                                                                                                                | [•] |
| Referee Email address                                                                                                                                                                                                                                                                                                 | [•] |



| Contract B                                                                                                                                                                                                                                                                                                                   |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Name of contract                                                                                                                                                                                                                                                                                                             | [•] |
| Counterparty                                                                                                                                                                                                                                                                                                                 | [•] |
| Dates contract performed.                                                                                                                                                                                                                                                                                                    | [•] |
| Value of contract                                                                                                                                                                                                                                                                                                            | [•] |
| <p>Nature of Goods provided:</p> <p>Tenderers should describe the scale, nature and complexity of the Goods provided having regard to the requirements under this contract agreement as outlined in the Invitation to Tender Document.</p> <p>Tenderers must outline the Goods and services provided under this contract</p> | [•] |
| Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.                                                                                                                                                      | [•] |
| Service Location/Locations                                                                                                                                                                                                                                                                                                   | [•] |
| Referee contact name                                                                                                                                                                                                                                                                                                         | [•] |
| Referee Position                                                                                                                                                                                                                                                                                                             | [•] |
| Referee Contact number                                                                                                                                                                                                                                                                                                       | [•] |
| Referee Email address                                                                                                                                                                                                                                                                                                        | [•] |



| Contract C                                                                                                                                                                                                                                                                                                                   |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Name of contract                                                                                                                                                                                                                                                                                                             | [•] |
| Counterparty                                                                                                                                                                                                                                                                                                                 | [•] |
| Dates contract performed.                                                                                                                                                                                                                                                                                                    | [•] |
| Value of contract                                                                                                                                                                                                                                                                                                            | [•] |
| <p>Nature of Goods provided:</p> <p>Tenderers should describe the scale, nature and complexity of the Goods provided having regard to the requirements under this contract agreement as outlined in the Invitation to Tender Document.</p> <p>Tenderers must outline the Goods and services provided under this contract</p> | [•] |
| Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.                                                                                                                                                      | [•] |
| Service Location/Locations                                                                                                                                                                                                                                                                                                   | [•] |
| Referee contact name                                                                                                                                                                                                                                                                                                         | [•] |
| Referee Position                                                                                                                                                                                                                                                                                                             | [•] |
| Referee Contact number                                                                                                                                                                                                                                                                                                       | [•] |
| Referee Email address                                                                                                                                                                                                                                                                                                        | [•] |



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***A9: Health and Safety Statement***

**Weighting:** Pass/Fail Only

In relation to the criteria candidates must demonstrate that they comply with all health and safety legislative requirements and implement and adhere to best practice health and safety in the workplace.

Tenderers **MUST** submit a copy of candidates QA Health & Safety statement providing details of the health and safety policies, procedures and systems maintained by the candidate.

***Health and Safety Statement***



## **PART B – AWARD CRITERIA**

---

### *A: Educational, Professional Qualifications & Experience of Staff*

**Weighting:** 2,000 marks

**Pass Requirement:** Minimum marks required is 1,200. (Response limited to 6 x A4 Pages)

In relation to the following candidates must be able to demonstrate an ability to provide an effective, efficient and responsive supply service to clients:

- Applicants must provide a Company organisational chart showing the direct link from Director to the operative that will carry out the works. The structure should outline the personal and their roles such as Director, Safety Officer, Contracts Manager, Customer Service Manager, Accounts & Payment Manager, the Supervisor of the works and operatives.
- Applicants must provide a short Curriculum vitae (CV) for the management and on site staff with evidence of their educational, professional qualifications and experience to demonstrate they have suitably qualified and experienced management and site staff to undertake works in the value range of the framework.
- The applicant must have necessary experience in delivering the service of similar nature, scale and complexity with relevant experience in third level institutions, education sector and public bodies with a live campus environment
- One individual can operate in dual roles such as Director and Safety Officer, Director and Contracts Manager, or Contracts Manager and Safety Officer The Contracts Manager should have qualifications and experience in logistics and transport and / or business management.
- The Safety Officer should have a minimum of a Level 8 Diploma in Safety, Health and Welfare at Work.
- Evidence must be provided to show that all Management Staff have qualifications and training in Health and Safety (e.g. Degree, Diploma, Certificates of Management Safety)).
- If the applicant does not employ a full time Safety Officer or Contracts Manager etc., they must submit the name, address and contact detail plus a CV of a third party (i.e. Health and Safety Practitioner, Logistics Practitioner, etc.) that they can call upon as required to represent the applicant.
- The third party must have the relevant experience and must include their CV with the application. The applicant should be aware TCD may contact the third party to verify their submission.  
On site staff should have a structure of a Site Safety Representative, Supervisor, and general operatives. These roles can be combined for example the Site Safety Representative, could also be the Supervisor.
- It is essential general operatives have successfully completed the appropriate manual handling, logistics, transports, storage and removals education courses in their chosen discipline. It is desirable that they hold a SOLAS Safe Pass but not essential.
- Vehicle Operators must have a full clean Driving Licenses and successfully completed the Skills Certificate Scheme as a basic qualification along with the training required to operate the piece of equipment where applicable.
- Applicants must demonstrate they have suitably qualified and experienced management and site staff to undertake works in the value range of the works. The applicant must



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have necessary experience in delivering the service of similar nature, scale and complexity with relevant experience in third level institutions, education sector and public bodies with a live campus environment.

*Insert response to Criteria A here*



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*Insert response to Criteria A here*



***B: Service Delivery & Quality Assurance Plan***

**Weighting:** 2,000 marks

**Pass Requirement:** Minimum marks required is 1,200. (Response limited to 6 x A4 Pages)

**Tenderers must outline their proposals for dealing with Service Delivery**

Tenderers must detail their ability to ensure the provision of consistently high-quality Logistics and transport service.

The Service Delivery requirement covers a full range of logistics and transport including but not limited to a service such as:

- Delivery, Offload & Positioning,
- Specialised crating and packing with warehouse storage,
- Specialised crating and packing with moving from within the estate or outside property,
- Moving of exams desks, chairs, scripts etc.,
- Disposal of waste items and materials, and
- WEE Recycling.

The applicant must have necessary experience in delivering the service of similar nature, scale and complexity with relevant experience in third level institutions, education sector and public bodies with a live campus environment over the last 5 years (2021 to 2026).

The applicant must outline the complaints procedure in dealing with a complaint regarding the service delivery. The procedure must map out the process from receipt of the complaint to the completion of the investigation and publishing their findings. The process should outline time frames for each stage.

- Within the 5 projects submitted the applicant should also cover the 4 value ranges:
  - o €0 - €5,000,
  - o €5,001 - € 10,000,
  - o €10,001 - €50,000 and,
  - o €50,001 - €300,000.

**Applicants must demonstrate they can complete projects within a defined time period (Christmas Holidays, Easter Holidays etc.).**



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*Insert response to Criteria B here*



**Trinity College Dublin**

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*Insert response to Criteria B here*



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***C: Staff Training***

**Weighting:** 1,000 marks

**Pass Requirement:** Minimum marks required is 600 (Response limited to 3 x A4 Pages)

Applicants must provide evidence of the training undertaken by their staff that is relevant to the delivery of the services under this contract. Tenderers should demonstrate that all personnel assigned to the contract are appropriately trained, competent, and qualified to undertake their respective duties safely and effectively.

- Health and safety training.
- Safe Pass.
- Confined Space Training .
- Manual Handling.
- Etc.

*Insert response to Criteria D here*



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*Insert response to Criteria D here*



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***D: Sustainability Features and Proposals***

**Weighting:** 1,000 marks

**Pass Requirement:** Minimum marks required is 600 (Response limited to 3 x A4 Pages)

Trinity College Dublin, university of Dublin aspires to be a global leader in University sustainability, Tenderers must detail how their equipment, services and overall engagement with the university will serve to secure this goal of sustainability.

Tenderers must detail how their services and overall engagement with the University will align with the initiatives as published at the link referenced above.

The initiatives should be considered in the context of the subject matter of the Tenderers operations.

Tenderers should look to include specifics relating to their approach to sustainability in the context of transport, equipment and products used by them in the provision of the service.

Tenderers **MUST** commit to submitting Scope 1 and Scope 2 GHG emissions data for the previous calendar year via Trinity's Emission Collection Tool. This requirement must be met by no later than the first business day of October each year. If this data is not currently available, tenderers must set out in their tender submission, the means by which they propose to meet this requirement by no later than 12 months from the date of contract award. In the event that a successful tenderer fails to meet these contract data requirements, Trinity reserves the right to terminate the contract. TCD's emissions tool provider (currently NetPositive Futures) is available to support you.

Register on this tool: <https://netzero.net-positive.org/>

NetPositive Admin: [admin@netpositivefutures.co.uk](mailto:admin@netpositivefutures.co.uk)

**Please confirm compliance to providing Scope 1 and Scope 2 data**

*Insert response to Criteria D here*



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

*Insert response to Criteria D here*



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**E: Cost – Ultimate Cost of Offering**

**Weighting:** 4,000 marks

Tenderers are to complete the pricing schedule provided. The marks for cost will be allocated on the basis of the formula set out below.

The complete response to the criteria D will be scored tender amount in question divided by highest amount multiplied by the available marks.

***See document 02.1 Pricing Schedule – Logistics and transport TCD-26-C2288***