

St. Patrick's Festival



Request for Tenders: 7 October 2026

For the Provision of

Radio Communications and CCTV for St. Patrick's Festival

Tender procedure: Open procedure

Tender Deadline: 12 noon, Wednesday 11 November 2026

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Part 1: Introduction

- 1.1 Feilte Dhuibh Linne Cuideachta Faoi Theorainn Ráthaíochta t/a St. Patrick's Festival (the "Contracting Authority") invites tenders ("Tenders") to this request for tenders ("RFT") from economic operators ("Tenderers") for the provision of the services as described in Appendix 1 to this RFT (the "Services").
- 1.2 In summary, the Services comprise: The provision of radio communications, CCTV, Public Address (PA) systems and associated technical support services required for the delivery of St. Patrick's Festival 2027 and associated events. This includes the provision, installation, operation and support of the required communications and monitoring equipment, together with the necessary personnel and ancillary equipment.
- 1.3 *"Not Used"*
- 1.4 This public procurement competition (the "Competition") will be conducted in accordance with the open procedure under the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the "Regulations"). Any contract that may result from this Competition (the "Services Contract") will be issued for a term of one (1) year ("the Term").
- 1.5 The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 months with a maximum of three (3) such extension or extensions on the same terms and conditions, subject to the Contracting Authority's obligations at law.
- 1.6 The Contracting Authority estimates that the expenditure on the Services to be covered by the proposed Services Contracts may amount to some €275,000 (excl. VAT) over the Term and any possible extensions. Tenderers must understand that this figure is an estimate only based on current and future expected usage.
- 1.7 Contracting Authority policy seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SME"s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to paragraph 2.5, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contract that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to paragraph 2.5, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Part 2: Instructions to Tenderers

2.1 Important Notices

- 2.1.1 While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT and may wish to consult their legal advisers.
- 2.1.2 The Contracting Authority does not bind itself to accept the lowest priced or any Tender. This RFT does not constitute an offer or commitment to enter into a Services Contract.

No contractual rights in relation to the Contracting Authority will exist unless and until a formal written Services Contract has been executed by or on behalf of the Contracting Authority.

Any notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer.

The Contracting Authority may cancel this Competition at any time prior to a formal written Services Contract being executed by or on behalf of the Contracting Authority.

The award of a Services Contract does not confer exclusivity on the successful Tenderer.

2.1.3 This RFT supersedes and replaces any and all previous documentation, communications and correspondence between the Contracting Authority and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence.

2.1.4 In this clause 2.1.4, “Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Data Controller (where Data Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this RFT.

The Tenderer, as Data Controller in respect of any Personal Data provided by it in its Tender, is required to confirm in the statement required under paragraph 2.4 below that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

2.2 Compliant Tenders

2.2.1 If a Tenderer fails to comply in any respect with the requirements of this paragraph 2.2.1, the Contracting Authority reserves the right to reject the Tenderer’s Tender as non-compliant or, without prejudice to this right and subject to its obligations at law, to take any other action it considers appropriate including but not limited to:

- (i) seeking written clarification from the Tenderer
- (ii) seeking further information from the Tenderer or
- (iii) waiving a requirement, which in the Contracting Authority’s view, is non-material or procedural.

Tenderers are required:

- (a) To complete and submit the Services Tender Response Document in full
- (b) To submit all documentation which this RFT requires to be submitted with their Tender
- (c) To follow the format of this RFT and respond to each element in the order as set out in this RFT

- (d) To conform to and comply with all instructions and requirements set out in this RFT
- (e) To submit the statement required under paragraph 2.4 below
- (f) Not to alter or edit this RFT in any way.

2.2.2 Without prejudice to the generality of paragraphs 2.2.1, failure to comply with paragraph 2.6.1, 2.6.2 or 2.6.3 below will render the Tender non-compliant and it will be rejected.

2.3 Services Contract

- 2.3.1 Tenderers should note the terms and conditions of the Services Contract issued as separate procurement document.
- 2.3.2 Tenderers are required to confirm their acceptance of the terms and conditions of the Services Contract by signing the Tenderer's Statement at Appendix 3. Tenderers may not amend the Services Contract.

2.4 Acceptance of RFT Requirements

Each Tenderer is required to accept the provisions of this RFT. ALL TENDERERS MUST RETURN, with their Tender, a scanned signed copy of the Tenderer's Statement, as set out in the Services Tender Response Document, printed on the Tenderer's letterhead. The Contracting Authority must be able to read the scanned signature of the Tenderer. If possible, please sign documents using blue ink. If the Contracting Authority cannot read the scanned signature, Tenderers may be requested to re-submit. Tenderers may not amend the Tenderer's Statement.

2.5 Consortia and Prime / Subcontractors

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this RFT, the Contracting Authority will deal with all matters relating to this Competition through a single nominated entity authorised to represent all members of the group of undertakings. The Tenderer must provide details of all members of the group of undertakings and their role in the Tender and clearly set out the contact details including name, title, telephone number, postal address, facsimile number and e-mail address of the nominated entity authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person will NOT be accepted, acknowledged or responded to.

Prior to and as a condition of award of any Services Contract, the successful Tenderer shall be required to designate a single entity who will carry overall responsibility for the Services Contract (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the "Subcontractor").

2.6 Tender Submission Requirements

- 2.6.1 Tenders must be submitted via the 'electronic tenderbox' available on www.etenders.gov.ie. Only Tenders submitted to the electronic tenderbox will be accepted. Tenders submitted by any other means (including but not limited to: by email, fax, post, hand delivery, etc.) will NOT be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation in their Tender before the Tender Deadline (as defined in paragraph 2.6.2). Tenderers should take into account the fact that upload speeds vary.

Tenderers must note that in the electronic tenderbox, there is a current file size limit of 250MB for each single file uploaded, with a maximum total limit of 2GB for all documentation (combined) in the Tender submitted.

In order to submit a Tender to the electronic tenderbox, Tenderers must ensure that they follow the necessary steps on the eTenders platform to ensure that their tender has been submitted properly, which includes ensuring that the “Submit” button has been clicked. In the event that Tenderers need to modify or change any aspect of their Tender before the Tender Deadline, the Tender in its entirety will need to be re-submitted. Tenderers should be aware that the “Submit” button will be disabled automatically at the Tender Deadline.

- 2.6.2 Tenders must be received not later than 12 noon on Wednesday 11 November 2026 (the “Tender Deadline”). Tenders that are received late WILL NOT be considered in this Competition.
- 2.6.3 Tenders must be submitted in English
- 2.6.4 Subject to paragraph 2.14 and 2.18, each Tenderer is limited to submitting one Tender in its own capacity and one Tender as part of a consortium/group of undertakings under this RFT.
- 2.6.5 All Tenders submitted in soft copy must be compiled such that they can be read immediately using PDF. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt. Tenderers must also complete the Declaration of Artificial Intelligence (AI) usage included in the Services Tender Response Document.

2.7 Queries and Clarifications

- 2.7.1 All queries relating to any aspect of this Competition or of this RFT must be directed to the messaging facility on www.etenders.gov.ie. Queries will be accepted no later than 12 noon on Monday 2 November 2026 unless otherwise published by the Contracting Authority. For the avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition.
- 2.7.2 All responses to queries will be issued by the Contracting Authority via the messaging facility on www.etenders.gov.ie. Where appropriate, queries may be amalgamated. Tenderers should note that the Contracting Authority will not respond to individual Tenderers privately.
- 2.7.3 The Contracting Authority reserves the right to issue or seek written clarifications.
- 2.7.4 The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.
- 2.7.5 Tenderers should ensure that they register their interest in this Competition, by clicking on the “Accept” button on www.etenders.gov.ie, in order to receive all responses to queries and other updates in relation to this Competition.

2.8 Tendering Costs

- 2.8.1 All costs and expenses incurred by Tenderers relating to their participation in this Competition including, but not being limited to, site visits, field trials, demonstrations and/or presentations shall be borne by and are a matter for discharge by the Tenderers exclusively.

2.9 Confidentiality

- 2.9.1 All documentation, data, statistics, drawings, information, patterns, samples or material disclosed or furnished by the Contracting Authority to Tenderers during the course of this Competition:
- (a) are furnished for the sole purpose of replying to this RFT only
 - (b) may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Contracting Authority
 - (c) shall be treated as confidential by the Tenderer and by any third parties (including subcontractors) engaged or consulted by the Tenderer
 - (d) must be returned immediately to the Contracting Authority upon cancellation or completion of this Competition if so requested by the Contracting Authority.

2.10 Pricing

- 2.10.1 All Tenderers must complete the Pricing Schedule (Excel workbook) issued with this RFT and confirm the pricing declarations in the Services Tender Response Document.
- 2.10.2 All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, ancillary costs and all other costs/expenses), be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.
- 2.10.3 Tenderers must confirm that all prices quoted in the Tender will remain valid for one hundred and eighty (180) days commencing from the Tender Deadline.
- 2.10.4 Any currency variations occurring over the term of the Services Contract shall be borne by the Tenderer.
- 2.10.5 Payments for Services provided pursuant to this RFT shall be subject to and made in accordance with the Services Contract issued as a separate procurement document.
- 2.10.6 *The Fixed Annual Contract Price quoted in the Pricing Schedule shall remain fixed and shall apply to each year of the Term, including any extension period, and shall not be subject to indexation or price review.*

2.11 Environmental, Social and Labour Law

- 2.11.1 In the performance of any Services Contract awarded, the successful Tenderers and their Subcontractors (if any), shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the services are provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the Regulations.
- 2.11.2 Tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

- 2.11.3 The Protection of Employees (Temporary Agency Work) Act 2012 (the “2012 Act”) provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the Contracting Authority of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The Contracting Authority shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.

2.12 Publicity

No publicity regarding this Competition or any Services Contract pursuant to this Competition is permitted unless and until the Contracting Authority has given its prior written consent to the relevant communication.

2.13 Registrable Interest

Any Registrable Interest involving any Tenderer or Subcontractor and the Contracting Authority, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority and their relatives must be fully disclosed in the Tender or, in the event of this information only coming to the notice of the Tenderer or Subcontractor after the submission of a Tender, must be communicated to the Contracting Authority immediately upon such information becoming known to the Tenderer or Subcontractor.

The terms “Registrable Interest” and “Relative” shall be interpreted as per Section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.ie. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or terminating any Services Contract entered into by a Tenderer.

2.14 Anti-Competitive Conduct

Tenderers’ attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

2.15 Industry Terms Used in this RFT

Where reference is made to a particular item, source, process, trademark, or type in this RFT then all such references are to be given the meaning generally understood in the relevant industry and operational environment.

2.16 Freedom of Information

- 2.16.1 Tenderers should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.
- 2.16.2 Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Tenderers must, when providing such information, clearly identify the specific sections of their Tender containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt Tenderers may not assert confidentiality or commercial sensitivity over the entire Tender but must clearly identify the specific section containing such information. If Tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under

the above legislation without further notice to or consultation with the Tenderer. The Contracting Authority will, where possible, consult with Tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

2.17 Tax Clearance

It will be a condition of any Services Contract pursuant to this Competition that the successful Tenderer(s) shall, for the term of such contract(s), comply with all applicable EU and domestic tax laws. Tenderers are referred to www.revenue.ie for further information. Prior to the award of any Services Contract arising out of this Competition the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online.

2.18 Conflicts of Interest

Any conflict of interest or potential conflict of interest on the part of a Tenderer, Subcontractor or individual employee(s) or agent(s) of a Tenderer or Subcontractor(s) must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict is or becomes apparent. Tenderers are required to declare that the preparation of their Tender was carried out independently. In the event of any actual or potential conflict of interest, the Contracting Authority may invite Tenderers to propose means by which the conflict of interest might be removed and in circumstances where there are links between Tenderers, the Contracting Authority may seek further information to confirm the Tenders have been prepared independently. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or terminating any Services Contract entered into by a Tenderer.

2.19 Withdrawal from this Competition

Tenderers are required to notify the Contracting Authority immediately via the e-tenders website, if at any stage they decide to withdraw from this Competition.

2.20 Site Visit

2.20.1 *"Not Used"*

2.20.2 *"Not Used"*

2.21 Insurance

The successful Tenderer shall be required to hold for the term of the Services Contract the following insurances:

Type of Insurance	Indemnity Limit
Employer's Liability	€13m
Public Liability	€6.5m
Product Liability	€6.5m

2.21.2 By signing the Tenderer's Statement at Appendix 3, Tenderers confirm that, if awarded a Services Contract under this Competition, (i) they will, from the Effective Date of the Services Contract (as defined in the Services Contract), obtain and hold the types and levels of insurance as specified at paragraph 2.21.1, (ii) the territorial limits and jurisdiction of its insurance policies include Ireland and (iii) they are not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Services Contract.

2.21.3 The successful Tenderer will, during the term of the Services Contract, be required to:

- (a) immediately advise the Contracting Authority of any material change to its insured status
- (b) produce proof of current premiums paid upon request
- (c) produce a valid certificate of insurance upon request

Part 3: Selection and Award Criteria

3.1 Compliant Tenders

3.1 Only those Tenderers who have:-

- (a) Submitted compliant Tenders pursuant to paragraph 2.2 above, and
- (b) Declared that they satisfy the selection criteria for this Competition as set out in part 3.2 below (the “Selection Criteria”),

will be evaluated in accordance with the Award Criteria at part 3.3 below.

Tenderers should note that where a Tenderer is relying on the capacity of other entities (for example, Subcontractors) for the purposes of fulfilling any of the Selection Criteria in part 3.2 below it must ensure that each such entity:

- (1) when requested by the Contracting Authority, submit proof, to the satisfaction of the Contracting Authority, that each such entity will place the necessary resources at the disposal of the Tenderer.

However, notwithstanding anything to the contrary in this part 3.1, the Contracting Authority reserves the right to ask Tenderers at any moment during the Competition to submit any or all of the following for the purposes of verification of the status of the Tenderer (including the Prime Contractor and any Subcontractor):

- a Declaration in the form attached at Appendix 4
- evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground
- in the case of the Prime Contractor and any Subcontractor on whose capacity the Prime Contractor relies, all or any of the supporting documents specified at paragraph 3.2 below
- information concerning the Tenderer, and any proposed subcontractors, for the purposes of Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) including, but not limited to, in respect of natural persons, copies of identity documents and, in respect of legal persons, a certificate or extract from the commercial register or other competent authority of the country in which the legal person is established
- information concerning the origin of goods, if any, for the purposes of assessing compliance with Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) its fulfilment of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds, or its reliability despite the existence of a relevant Exclusion Ground and (iii) that it does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576) and (iv) that the origin of goods, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) then it shall be excluded from further participation in this Competition.

If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground and (iii) that any proposed Subcontractor on whose capacity the Tenderer relies (where the value of 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) then, it shall be excluded from further participation in this Competition *unless* it replaces the Subcontractor with one which meets all relevant requirements of this RFT.

3.2 Selection Criteria

3.2 Tenderers will either pass OR fail each of the Selection Criteria in this part 3.2. A Tenderer who fails a selection criterion will be excluded from participating in this Competition.

3.2.A Economic and Financial Standing

Tenderers must declare that they satisfy the financial and economic standing requirement(s) set out below and that they are able, upon request and without delay, to provide the supporting documentation specified below to the Contracting Authority in each case.

Ref.	Selection requirement	Supporting documentation to be provided on request
EF1	The Tenderer must have a minimum annual turnover of €70,000 in each of the last three (3) financial years for which accounts are available.	Audited financial statements or equivalent evidence for the relevant financial years.
EF2	The Tenderer must demonstrate sufficient economic and financial standing to perform the Services Contract.	Financial statements, credit rating or other appropriate evidence specified by the Contracting Authority.
EF3	Tenderers must declare, by completion of the tender response, document that they are tax compliant	Tax clearance certificate / Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority
EF4	Tenderers must declare, by completion of the tender response document, that they have or will obtain the levels of insurance set out at part 2.21.1 of this document, if successful in this competition. Having the required insurance levels in place will be a condition of award.	Insurance policies and certificates

Tenderers must provide the supporting documentation specified above without delay when requested by the Contracting Authority. However, where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the Contracting Authority of the valid reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, their economic and financial capacity.

3.2.B Technical and Professional Ability

Tenderers must declare that they satisfy the technical and professional requirement(s) set out below and that they are able, upon request and without delay, to provide the supporting documentation specified below to the Contracting Authority in each case.

Ref.	Selection requirement	Supporting documentation to be provided on request
TP1	The Tenderer must demonstrate experience of providing services of a comparable nature, scale and complexity during the last three years.	Details of up to two (2) comparable contracts, including client, scope, value, dates and contactable referees.
TP2	The Tenderer must have suitably qualified and experienced key personnel available to deliver the Services.	CVs, qualifications and role descriptions for the proposed key personnel.
TP3	The Tenderer must demonstrate adequate technical resources, systems and delivery capacity to perform the Services Contract.	Description of resources, systems, capacity, business-continuity arrangements and any proposed subcontracting.

Tenderers must provide the supporting documentation specified above without delay when requested by the Contracting Authority.

3.3 Award Criteria

- 3.3.1 The Services Contract will be awarded on the basis of the most economically advantageous tender(s) as identified in accordance with the following criteria:

Ref.	Award criterion	Tender response requirement	Weighting	Min Marks Required
A	Understanding of the Requirement	Demonstrate an understanding of the Contracting Authority's objectives, the Requirements and Specifications, the operating context and the principal risks and dependencies.	100	60
B	Methodology and Approach	Set out the proposed methodology and approach for delivering the Services, including implementation, work planning, quality control, risk management and business continuity. Tenderers must also describe the environmental and sustainability measures applicable to delivery of the services, having particular regards to the fact that the radio communications and CCTV equivalent supplied and/or used are waste electrical and electronic equipment (WEEE) register items, including the Tender's approach to end-of-life disposal, recycling and WEEE compliance	375	225
C	Quality and Experience of the Proposed Team	Describe the proposed team, roles, relevant qualifications and experience, availability, capacity and arrangements for managing substitutions.	150	90
D	Contract Management and Service Delivery	Describe the proposed reporting, stakeholder engagement, performance management, service levels, issue escalation and continuous-improvement arrangements.	75	45
E	Cost	Complete the Pricing Schedule. Cost will be evaluated on the Evaluated Tender Price (Subtotal A – Fixed Annual Contract Price).	300	n/a
	TOTAL		1000	n/a

Each of the award criteria will be assessed on an overall basis. A mark will be awarded to each criterion in accordance with the scoring methodology set out below. The individual mark within each band will be allocated based on the respective merit of the response within the category. A minimum score of 60% is required to pass each criterion. A Tenderer not receiving the minimum % score required for any criterion will not be evaluated further and will be eliminated from the Competition.

Qualitative award criteria will be assessed first. Tenderers that have not achieved the required minimum % score for any of qualitative award criteria will be eliminated from the Competition without having their costs assessed and their proposed prices will not be considered for the purposes of cost evaluation.

Those Tenderers that score a mark equal to or in excess of the minimum % score required for each of the award criteria will proceed to have their Cost evaluated.

Score	Meaning	Interpretation
90 – 100%	Excellent	A very comprehensive response demonstrating extensive understanding offering full assurance to the Contracting Authority – fully supported with no reservations.
80 – 89%	Very good	A very good response demonstrating a very good understanding and offering convincing assurance that the Tenderer will deliver to a very high standard but contains a few, mostly minor, weaknesses – fully supported.
70 – 79%	Good	A good response demonstrating a good understanding and offering assurance that the Tenderer will deliver to a high standard but contains a number of weaknesses – well supported.
60 – 69%	Acceptable	An acceptable response demonstrating a minimum understanding and offering assurance. That the Tenderer will deliver requirements to an adequate standard but contains a number of weaknesses
1 to 59%	Poor	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Evaluation of Cost Formula	Lowest Evaluated Tender Price	X Maximum Marks available
	$\frac{\text{Evaluated Tender Price under evaluation}}{\text{Lowest Evaluated Tender Price}}$	

Tenderers must not use abnormally high or low rates in their Tender. This prohibition includes using strategies that might allow the Tenderer to benefit disproportionately in relation to the valuation for work or interim payments for work done. Each rate must properly cover the full inclusive value of the work to which the amount relates.

If, in the Authority's opinion, the overall tendered amount is abnormally low or any tendered rates (including any rates tendered for valuation of additional services) are abnormally low or abnormally high, the Authority may require the Tenderer to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information which the Authority considers relevant. This may include (without limitation) the information listed in Regulation 69 of the European Union (Award of Public Authorities' Contracts) Regulations 2016. Any failure to provide such information, where requested, may exclude the Tender from further consideration. If, having considered the information provided, the Authority is of the view that either the overall tendered amount is abnormally low or any tendered rates are abnormally low or abnormally high, the Authority may reject the Tender.

3.3.2 Subject to paragraphs 2.1 (Important Notices) and 3.5 (Standstill Period) of this RFT, award of the Services Contract to the highest ranked Tenderer (as determined by paragraph 3.3.1) will be conditional upon:

- (i) the Tenderer submitting the following evidence in respect of the Tenderer (including the Prime Contractor and any Subcontractors, as applicable in accordance with paragraph 3.1 above) to the extent not already provided, within seven (7) days of request by the Contracting Authority: (i) a Declaration in the form attached at Appendix 4 (ii) if applicable, evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground (iii) all or any of the supporting documents specified at paragraph 3.2
- (ii) the evidence specified at paragraph 3.3.2(i) above demonstrating that each entity concerned meets the Selection Criteria and the compliance requirements specified at paragraph 3.1(b) and (c) above.

3.4 Presentation of Proposals

Tenderers may be required to make a presentation of the proposal contained in their Tender. The Contracting Authority will not be responsible for the cost of such presentations (in accordance with paragraph 2.8). Performance at presentations will NOT be evaluated.

3.5 Standstill Period

- 3.5.1 As soon as practicable after the Authority has made a decision to award the Contract, the Authority will notify all Tenderers of the outcome of this Competition. Contracting Authority will apply a standstill period of fourteen (14) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this competition. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period. This notification will not form the Contract or any contract or other obligation and specifically will not oblige the Authority to award or enter into the Contract.
- 3.5.2 Tenderers should note that the Contracting Authority may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by the Contracting Authority.

3.6 Return of Signed Contracts

- 3.6.1 The successful Tenderer must sign and return the Services Contract and the Confidentiality Agreement, both in duplicate, to the Contracting Authority no later than fourteen (14) calendar days from the date of expiry of the Standstill Period unless notified otherwise in writing by the Contracting Authority. A signed Services Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Services Contract in accordance with paragraph 2.1.2 above.
- 3.6.2 Where the signed Services Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified at paragraph 3.6.1 then the Contracting Authority may proceed to award the Services Contract to the next highest-ranked Tenderer in accordance with paragraph 3.3.1 above.

Appendix 1: Requirements and Specifications

Tenderers must address each of the issues and requirements in this part of the RFT and submit a detailed description in each case which demonstrates how these issues and requirements will be dealt with / met and their approach to the proposed delivery of the Services. A mere affirmative statement by the Tenderer that it can/will do so or a reiteration of the tender requirements is NOT sufficient in this regard.

1. Overview and Background

St. Patrick's Festival requires the provision of radio communications, Public Address (PA), CCTV and associated technical and operational support services for the delivery of St. Patrick's Festival and associated events.

The successful Tenderer will be required to provide all equipment, accessories, licences, installation, configuration, commissioning, testing, operational support and appropriately experienced personnel necessary for the effective delivery of the Services during the relevant event periods.

The Services include requirements relating to the St. Patrick's Day Parade, associated City Wide Events and the Céilí, as further detailed below.

The requirements set out in this Appendix are based on the anticipated requirements for St. Patrick's Festival 2027.

2. General Service Requirements

The successful Tenderer will be responsible for the complete delivery of the Services and for ensuring that all equipment, systems, accessories and associated services provided under the Contract are suitable for their intended purpose and operational environment.

All equipment supplied must be in good working order, fully functional, in line with ComReg, appropriately configured and capable of supporting the operational requirements of St. Patrick's Festival throughout the relevant event periods.

The successful Tenderer must provide all equipment, accessories, technical resources, licences and other items necessary for the complete and effective operation of the Services, whether expressly identified in this Appendix or reasonably required for the proper functioning of the equipment and systems specified.

The successful Tenderer will be responsible for the installation, configuration, commissioning and testing of all relevant systems sufficiently in advance of the applicable event to ensure that the systems are fully operational when required.

Any fault, defect or performance issue identified during installation, commissioning or testing must be rectified prior to commencement of the relevant event.

The successful Tenderer must provide appropriately qualified and experienced personnel to undertake the Services and to provide technical and operational support throughout the relevant periods.

The successful Tenderer must cooperate with St. Patrick's Festival, its event management personnel, security personnel, An Garda Síochána and other relevant stakeholders, as required for the effective delivery of the Services.

Detailed operational information, including specific control locations, radio frequencies, channel allocations, system interfaces and other security-sensitive information, may be provided to the successful Tenderer as part of mobilisation and event planning rather than being included within the publicly available procurement documentation.

3. Radio Communications

3.1 General Requirements

The successful Tenderer must provide radio communication services operating through both:

- back-to-back radio communications
- an appropriate repeater system capable of supporting communications across the required Festival operating area and back to Event Control.

The radio communications system must provide sixteen (16) operational channels.

The successful Tenderer will be responsible for securing, maintaining and managing all relevant RF licences, frequencies and associated permissions required for the lawful and effective operation of the radio communications systems.

All radios must be programmed, tested, charged and ready for operational use prior to distribution.

The successful Tenderer must ensure that sufficient charging capacity and spare batteries are available to maintain operational radio communications throughout the relevant event periods.

All radio equipment and associated systems must be capable of operating effectively alongside the relevant communications arrangements of An Garda Síochána.

Specific operational frequencies, channel allocations and interface arrangements will be agreed with the successful Tenderer during mobilisation.

3.2 St. Patrick's Day Parade – Radio Requirements

For the St. Patrick's Day Parade on Wednesday, 17 March 2027, the successful Tenderer must provide:

- three hundred (300) radios, with sixteen (16) programmed channels available for use
- two hundred and fifty (250) earpieces
- thirty (30) fist microphones
- thirty-five (35) sets of cans
- forty-five (45) loudhailers
- appropriate charging stations
- sufficient spare batteries to support operational requirements.

Thirty (30) of the radios must be available from Monday, 15 March 2027 through to Wednesday, 17 March 2027.

All radios must be pre-boxed and organised for St. Patrick's Festival in advance of distribution.

A printed radio channel list must be attached to each radio unit prior to distribution.

The successful Tenderer must provide sufficient personnel on 17 March 2027 to manage:

- signing-out of radios
- distribution of radios
- management of the radio allocation process
- collection of radios following the Parade.

The radio distribution and collection operation will be based at the designated location.

The successful Tenderer must also provide an appropriate technical presence at Event Control on Parade Day to respond promptly to technical issues, equipment failures, emergencies and last-minute operational requirements.

4. Public Address (PA) Systems

The successful Tenderer must provide and operate Public Address (PA) systems at five (5) locations along the Parade Route.

The systems must support the delivery of prescribed Festival messages and announcements and must allow such messages or announcements to be changed promptly where required during the event.

The successful Tenderer must provide appropriately experienced personnel on Wednesday, 17 March 2027 to operate and support the PA systems and to implement changes to prescribed messages or announcements when requested by authorised Festival personnel.

Each PA location must include an appropriate microphone arrangement to enable security personnel operating within the relevant area to make announcements where required.

The successful Tenderer must ensure that appropriate power arrangements are in place for the effective operation of the PA systems at each location. Where power is not available at a location, the successful Tenderer will be responsible for providing a suitable alternative power solution as part of the Services.

5. CCTV Services

5.1 General CCTV Requirements

The successful Tenderer must provide, install, configure, commission, test, operate and technically support the wireless CCTV systems required for the Festival.

Parade Control and Event Control are separate operational locations within Dublin City.

All CCTV equipment must be fully commissioned and tested sufficiently in advance of the event to ensure that camera feeds, recording functionality, transmission links, monitors and associated equipment are fully operational.

The successful Tenderer must provide all transmission, receiving, control and monitoring equipment necessary for operation of the systems described below.

The CCTV systems must operate reliably throughout the required event period and must be capable of operating alongside relevant An Garda Síochána systems and associated licensing arrangements.

Detailed operational locations, camera positions, system interfaces and any security-sensitive information will be agreed with the successful Tenderer during mobilisation.

5.2 Parade Control CCTV

The successful Tenderer must provide seven (7) wireless CCTV cameras with digital recording capability along the Parade Route.

The camera feeds must be transmitted to Parade Control.

The successful Tenderer must provide all equipment necessary for the complete operation of the Parade Control CCTV system, including:

- the required control set-up
- monitors
- transmission equipment
- receiving equipment
- antenna equipment.

The system must be commissioned and fully tested in advance of the event.

The successful Tenderer must provide appropriate technical support on Wednesday, 17 March 2027.

Following the event, the successful Tenderer must provide St. Patrick's Festival with a complete copy of the CCTV recordings on a suitable hard drive. The detailed arrangements and secure method for transfer of the recordings will be agreed with the successful Tenderer as part of event planning and mobilisation.

Tenderers should identify in their Tender Response the recording and secure transfer methods that they are capable of providing.

5.3 Temple Bar CCTV

The successful Tenderer must provide five (5) wireless CCTV cameras with digital recording capability within the Temple Bar area.

The system must include five (5) appropriately licensed wireless links.

All CCTV feeds from the Temple Bar system must be transmitted to Event Control.

The system must be commissioned and fully tested in advance of the event.

The successful Tenderer must provide appropriate technical support on Wednesday, 17 March 2027.

Following the event, the successful Tenderer must provide St. Patrick's Festival with a complete copy of the CCTV recordings on a suitable hard drive. The detailed arrangements and secure method for transfer of the recordings will be agreed with the successful Tenderer as part of event planning and mobilisation.

Tenderers should identify in their Tender Response the recording and secure transfer methods that they are capable of providing.

5.4 Event Control and Monitoring

All relevant CCTV camera installations must feed back to the designated central point for Event Control, as applicable.

The successful Tenderer must provide suitable large monitor screens for the Event Control room and all associated equipment necessary to display the relevant CCTV feeds effectively.

Radio communication arrangements must also provide appropriate communications back to Event Control.

All systems provided under the Contract must be capable of operating alongside relevant An Garda Síochána systems and licensing arrangements.

The successful Tenderer must liaise and cooperate with St. Patrick's Festival and relevant stakeholders in relation to the necessary system interfaces and operational arrangements.

Specific technical interfaces, control locations and security-sensitive operational information will be confirmed during mobilisation.

5.5 CCTV Recordings and Data Handling

The successful Tenderer must ensure that CCTV recordings generated through the Services are securely recorded, stored and transferred to St. Patrick's Festival following the relevant event.

The successful Tenderer must maintain appropriate technical and organisational measures to protect recorded footage against unauthorised access, disclosure, loss, alteration or destruction while the footage remains within its possession or control.

CCTV recordings must only be accessed, used, retained and transferred for purposes authorised by St. Patrick's Festival and in accordance with applicable data protection requirements.

Following confirmed transfer of the recordings to St. Patrick's Festival, the successful Tenderer must retain any remaining copy of the recordings for a period of 28 days, after which all copies held by the successful Tenderer must be securely deleted, unless otherwise instructed in writing by St. Patrick's Festival. In the event of an incident there may be a request to extend this timeframe.

6. City Wide Events

For the City Wide Events taking place from Saturday, 13 March to Tuesday, 16 March 2027, the successful Tenderer must provide:

- thirty (30) radios
- thirty (30) earpieces.

The radios must be available and fully operational throughout the required period.

The successful Tenderer must ensure that the radios are appropriately programmed, licensed, charged and ready for use and that appropriate charging and technical support arrangements are available where required for the duration of the relevant events.

7. Céilí

For the Céilí taking place on Wednesday, 17 March 2027, the successful Tenderer must provide:

- one (1) large trailer screen
- one (1) camera
- one (1) camera operator
- twenty (20) radios with earpieces operating on a back-to-back system.

All equipment must be installed, configured and fully operational for the required event period.

The successful Tenderer must provide all ancillary equipment, cabling, power connections and technical resources necessary for the effective operation of the trailer screen, camera and associated equipment.

8. Installation, Commissioning, Testing and Removal

Where installation, configuration or temporary deployment of equipment is required under the Contract, the successful Tenderer will be responsible for planning and coordinating all such activities with St. Patrick's Festival.

All relevant equipment and systems must be installed, configured, commissioned and tested sufficiently in advance of the applicable event to ensure that they are fully operational when required.

Testing must demonstrate that the relevant systems and equipment are capable of supporting the intended operational requirements. Any faults or deficiencies identified during commissioning or testing must be rectified before the relevant equipment or system is put into operational use.

The successful Tenderer must coordinate installation and removal activities with St. Patrick's Festival and any other relevant contractors or stakeholders so as to minimise disruption to Festival preparations, public access, traffic management and security arrangements.

Following completion of the relevant event, the successful Tenderer will be responsible for the safe de-installation and removal of all temporary equipment supplied under the Contract and for leaving the relevant locations in an appropriate condition. All services related infrastructure must be fully de-installed and removed by no later than 00:00 on the day following the relevant festival event (For example, all parade-related infrastructure must be removed by 00:00 on 18 March)

9. Service Reliability, Technical Support and Business Continuity

All equipment and systems provided under the Contract must be suitable for the intended operational environment and capable of supporting the requirements of St. Patrick's Festival throughout the relevant event periods.

The successful Tenderer will be responsible for ensuring continuity and reliability of the Services during all required operating periods.

The successful Tenderer must maintain appropriate technical support arrangements and sufficient suitably experienced personnel to respond promptly to:

- equipment faults
- communications failures
- CCTV or transmission failures
- PA system failures
- power or connectivity issues affecting equipment within its responsibility
- service interruptions
- emergency operational requirements
- other technical issues affecting delivery of the Services.

The successful Tenderer must maintain appropriate contingency and backup arrangements to minimise disruption in the event of equipment or system failure.

Where equipment fails or becomes unsuitable for operational use, the successful Tenderer must be capable of repairing, replacing or restoring the affected equipment or service promptly so as to minimise disruption.

The successful Tenderer must provide an immediate, on-site standby response to any critical technical failure during live event operations, with particular emphasis on continuous standby coverage for Parade Control operations on 17 March.

10. Personnel and Operational Support

The successful Tenderer must provide sufficient appropriately qualified and experienced personnel to deliver the Services safely and effectively.

Personnel must have appropriate experience relevant to the equipment and systems for which they are responsible and must be familiar with the applicable operational and safety requirements.

The successful Tenderer must ensure that sufficient personnel are available throughout installation, commissioning, testing and live operation to meet the requirements set out in this Appendix.

The successful Tenderer must nominate an appropriate lead contact who will act as the principal point of contact with St. Patrick's Festival for mobilisation, technical coordination and operational delivery.

Personnel working within Event Control, Parade Control or other controlled operational areas must comply with all access, security and operational procedures communicated by St. Patrick's Festival. All such personnel must hold the appropriate accreditation and access passes, as managed and issued by An Garda Síochána (AGS).

11. Health and Safety

The successful Tenderer will be responsible for delivering the Services in a safe manner and in accordance with all applicable health and safety legislation and event-specific safety requirements.

The successful Tenderer must ensure that the installation, operation and removal of equipment does not create unacceptable risks to St. Patrick's Festival personnel, contractors, event participants or members of the public.

All equipment installations, including cameras, antennas, monitors, PA systems, cabling, trailer screens and associated temporary infrastructure, must be appropriately secured and installed so as not to create hazards.

The successful Tenderer must cooperate with St. Patrick's Festival and other relevant contractors or stakeholders in relation to event safety planning and site-specific safety requirements.

The successful Tenderer will be required to prepare and submit project/event-specific Risk Assessments and Method Statements (RAMS) in advance of mobilisation and prior to commencing any installation or related activities.

12. Compliance and Licensing

The successful Tenderer must ensure that all equipment, systems, licences and Services provided under the Contract comply with all applicable statutory, regulatory and licensing requirements.

The successful Tenderer will be responsible for obtaining and maintaining all RF, wireless or other licences required for the equipment and systems within its scope.

All relevant licences must remain valid for the duration of the applicable event period.

The successful Tenderer must cooperate with St. Patrick's Festival and An Garda Síochána where coordination is required in relation to communications systems, wireless links or other operational interfaces.

No security-sensitive information supplied to the successful Tenderer for the purposes of delivering the Services may be disclosed or used for any purpose other than performance of the Contract.

13. Mobilisation and Event Planning

Following Contract Award, the successful Tenderer will be required to participate in mobilisation and event-planning activities with St. Patrick's Festival.

This will include, as applicable:

- confirmation of equipment quantities and deployment requirements
- confirmation of operating locations
- confirmation of installation and removal arrangements
- confirmation of radio channels, frequencies and licensing arrangements
- confirmation of CCTV locations and transmission arrangements
- coordination with Event Control and Parade Control
- coordination of interfaces with An Garda Síochána and other relevant stakeholders
- confirmation of staffing arrangements
- testing and commissioning arrangements
- contingency and backup arrangements
- confirmation of event-day contact and escalation procedures.

The successful Tenderer must provide all information reasonably required by St. Patrick's Festival to support event planning and coordination.

The successful Tenderer must prepare and submit a mobilisation/event delivery plan no later than **21 days prior to the relevant Festival event**, setting out the proposed arrangements for mobilisation, deployment, staffing, testing, operational support, contingency measures and de-mobilisation.

14. Annual Confirmation of Requirements

The detailed operational requirements for each Festival may be confirmed by St. Patrick's Festival in advance of the relevant annual event.

St. Patrick's Festival may confirm specific operating locations, deployment arrangements, event schedules, control-room arrangements and other operational details during mobilisation, subject always to the scope and terms of the Contract.

Annual equipment quantities and deployment arrangements may increase or decrease in line with event requirements, subject always to the scope and terms of the Contract. Any resulting adjustment to the Fixed Annual Contract Price will be agreed in writing in advance by reference to the itemised prices in Section 2 (Price Breakdown) of the Pricing Schedule.

Appendix 2: Pricing Schedule

The Pricing Schedule to be completed by Tenderers is the accompanying Pricing Schedule (Excel workbook).
The pricing confirmations are to be completed in the Services Tender Response Document.

Appendix 3: Tenderers' Statement

The Tenderers' Statement to be completed by Tenderers is contained in the Services Tender Response Document .

Appendix 4: Declaration as to Personal Circumstances of Tenderer

The Declaration as to Personal Circumstances of Tenderer is contained in the Services Tender Response Document .

Appendix 5: Services Contract

The Services Contract forms part of the Request for Tenders and is issued as a separate procurement document for review.

Appendix 6: Confidentiality Agreement

The Confidentiality Agreement forms part of the Request for Tenders and is issued as a separate procurement document for review.