



*Distribution Service for the HSE National Distribution Centre  
HSE 24192*

**Request for Tender (RFT)**

**Distribution Service  
for the HSE National Distribution Centre  
in Tullamore**

**HSE 24192**

**N.B.**

If you have any queries or problems completing the document, please raise a query via the messaging facility on [www.etenders.gov.ie](http://www.etenders.gov.ie) as soon as possible.



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| <b>Tender Title</b>                | Distribution Service for the HSE National Distribution Centre in Tullamore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>HSE Ref</b>                     | HSE 24192                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Introduction:</b>               | <p>The HSE intends to tender for the provision of a distribution service on behalf of the HSE National Distribution Centre located in Burlington Business Park, Sragh Road, Tullamore, Co. Offaly, R35 F7X4. (the “<b>NDC</b>”).</p> <p>The NDC is responsible for the purchase, storage and distribution of dry non-hazardous goods and some products which are classified as dangerous goods in accordance with the ADR regulation (the “<b>Goods</b>”) to regional warehouse hubs and healthcare facilities nationwide. The NDC is also responsible for the purchase, storage and distribution of Goods directly to healthcare facilities in the four midland counties in Ireland.</p> <p>The tender will be divided into 2 lots (each a “Lot”) as described below. It is anticipated that each Lot will result in a separate contract.</p> <p><b>Lot 1: National Distribution Transport Service</b> relates to the provision of a distribution service for the transportation of Goods between the NDC and the HSE’s Warehouse Hubs and hospitals nationwide (the “<b>Lot 1 Locations</b>”).</p> <p><b>Lot 2: Local Distribution Service</b> relates to the provision of a distribution service for the transportation of Goods between the NDC and HSE sites within Laois, Offaly, Longford and Westmeath (the “<b>Lot 2 Locations</b>”).</p> <p>Tenderers may submit tenders for one or both Lots.</p> |
| <b>Description of Requirements</b> | <p><b><u>Lot 1: National Distribution Transport Service</u></b></p> <p>The HSE requires a distribution service for the transportation of Goods between the NDC and the Lot 1 Locations around Ireland. The list of Lot 1 Locations is set out in Tender Response Document (“TRD”) – Lot 1 - Part C: Overview.</p> <p>Lot 1 National Distribution Routes includes the estimated distance in kilometers from Tullamore to each Lot 1 Location. Eircodes are also provided and Tenderers are required to satisfy themselves of the accuracy of the estimated distance before submitting their tender.</p> <p>Tenderers should note that additional delivery locations/routes may be added to the contract to meet business service requirements. Pricing for any such additional delivery locations/routes will be agreed between the HSE and the successful Tenderer (the “<b>Service Provider</b>”) as part of the onboarding process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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The operating hours of the NDC for Lot 1 are 07:00 to 17:30, Monday to Thursday, and 07:00 to 17:00 on Fridays. Please note that these hours may be subject to change at short notice.

The cage count will be issued to the Service Provider no later than 18:30 the evening prior to delivery requirement. This time is subject to change if current working hours change. Vehicles must arrive on site at the NDC by 06:30 each day and be ready for loading at 07:00. All vehicles must depart the NDC no later than 08:45.

All deliveries to Lot 1 locations must be completed by 12:00 noon each day. Deliveries shall be made to a single designated delivery point at each Lot 1 location. The Service Provider shall ensure that all vehicle security seals remain intact for both outbound deliveries to the hubs and return journeys to the NDC. In exceptional circumstances, and only with the prior agreement of the NDC, the Service Provider may be required to complete deliveries after the 12:00 noon deadline.

Tenderers are required to submit a Cost per Trip for both one-way and round-trip journeys for each vehicle type on every route included within Lot 1.

Further details on the Specification of Requirements for Lot 1 are set out in Appendix 1.

**Lot 2: Local Distribution Service (Laois, Offaly, Longford & Westmeath)**

The NDC also serves as a Regional Warehouse Hub for HSE sites within counties Laois, Offaly, Longford and Westmeath. A daily delivery service (Monday to Friday) is required for the Lot 2 Locations as part of a 2-week routing schedule which is set out in Tender Response Document ("TRD") – Lot 2 - Part C: Overview.

The operating hours of the NDC for Lot 2 are 08:00 and 17:30 Monday to Thursday and 08:00 and 17:00 Fridays. These hours are subject to change at short notice.

All deliveries to Lot 2 Locations are to be completed before 16:00 hours each day. Deliveries may be to multiple drop points at each Lot 2 Location.

Tenderers are required to submit a Daily Rate for each vehicle type plus driver based on a 10-hour standard day for Lot 2.

Further details on the Specification of Requirements for Lot 2 are set out in Appendix 2.

**General Requirements**



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|                              | <p>The NDC shall be responsible for preparing the deliveries which shall be consolidated into Pull Roll Cages (the “<b>Cages</b>”). See Section 8 for specification of Cages.</p> <p>The NDC does not have capacity to store Cages on the Goods Out area. Tenderers should not that deliveries may include both pallets or Cages.</p> <p>The Service Provider will be required to collect empty Cages and return them directly from the hub to the NDC on the same day, unless otherwise agreed with the NDC.</p> <p>Typically, those products which are classified as dangerous goods would make up less than 0.1% of an overall delivery. The Service Provider shall ensure that all drivers involved in the transport of Goods for the NDC are to have completed ADR Awareness Training in accordance with ADR regulations, including chapter 1.1.3.6.</p> <p>The Service Provider shall work with the NDC to optimise efficiency in route planning (e.g. one vehicle may be potentially used for deliveries to more than one location such as Sligo and Letterkenny, depending on the load for each location). In such an instance the rate applicable will be that of NDC to Letterkenny. These route efficiencies shall be agreed with the NDC in advance.</p> <p>The Service Provider will also be required to ensure an adequate contingency back up is in place in case of breakdown or illness. It is possible that a need may arise for unscheduled trips to be made, which may include out-of-hour and weekend trips.</p> |
| <b>Procurement Procedure</b> | The HSE will conduct this competitive tender process using the Open Procedure under Directive 2014/24/EU.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contract Term</b>         | The contract will run for 36 months (the “ <b>Term</b> ”). The HSE reserves the right, at its discretion, to extend the Term for a period or periods of up to 12 months with a maximum of two such extensions on the same terms and conditions, subject to the HSE obligations at law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Tender Document Pack</b>  | <p>The Tender Document Pack shall consist of:</p> <ul style="list-style-type: none"> <li>• Request for Tender (RFT);</li> <li>• Tender Response Document (TRD) - Lot 1;</li> <li>• Charges Sheet – Lot 1;</li> <li>• Tender Response Document (TRD) - Lot 2;</li> <li>• Charges Sheet – Lot 2;</li> <li>• Lot 1 – Sample National Distribution Routes;</li> <li>• Service &amp; Quality Questionnaire for GDP – Transportation;</li> <li>• TUPE Information</li> </ul> <p>As part of the tender proposal, Tenderers will be required to complete and submit:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|                                 | <p>If tendering for Lot 1:</p> <ul style="list-style-type: none"> <li>• Tender Response Document (TRD) – Lot 1;</li> <li>• Charges Sheet – Lot 1;</li> <li>• Service &amp; Quality Questionnaire for GDP – Transportation;</li> <li>• Road Transport Operator Licence;</li> </ul> <p>If tendering for Lot 2:</p> <ul style="list-style-type: none"> <li>• Tender Response Document (TRD) – Lot 2;</li> <li>• Charges Sheet – Lot 2;</li> <li>• Service &amp; Quality Questionnaire for GDP – Transportation;</li> <li>• Road Transport Operator Licence;</li> </ul> <p>Prior to commencement of the Contract, the successful Tenderer <b>“Service Provider”</b> shall be required to provide:</p> <ul style="list-style-type: none"> <li>• Signed Contract Agreement;</li> <li>• Tax Reference Number;</li> <li>• Insurance Certification;</li> <li>• Sustainability Management Plan;</li> <li>• Health &amp; Safety Policy;</li> <li>• Health &amp; Safety Statement;</li> <li>• List of Drivers &amp; Vehicles to be used in providing the Services;</li> <li>• Evidence of Licences / CPC etc;</li> <li>• Evidence of Health &amp; Safety Training for staff;</li> <li>• Evidence of ADR Awareness Training for drivers;</li> <li>• Evidence of GDP Training for drivers;</li> <li>• Evidence of Confirmations of Service &amp; Quality Questionnaire for GDP – Transportation (if requested)</li> </ul> <p>Tenderers should note that the HSE Standard Terms for Supplies &amp; Services V8.4 and the HSE Tender Competition Rules V14 both apply to this process. Tenderers can request copies of these documents from the HSE via the electronic messaging system on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> within the “Messaging Service”.</p> |
| <p><b>Completed Tenders</b></p> | <ol style="list-style-type: none"> <li>1. Tenderers must submit completed tender proposals via the eTenders portal “Create your tender online” option on the eTenders portal only on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></li> <li>2. The HSE will not be able to accept responses via the “Messaging Service”, i.e. as an attachment to a message. Only responses submitted via the “Create your tender online” option will be accepted for evaluation.</li> <li>3. As the HSE has no access or view from the supplier’s perspective on the eTenders portal, the HSE’s advice would be to contact eTenders directly on 0818</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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|                         | <p>0014 59, for any assistance required in uploading tender responses onto the eTenders portal.</p> <ol style="list-style-type: none"><li>4. Uploading of tender responses is time locked. Receipt of submissions is not possible after the official closing deadline.</li><li>5. The onus is on the Tenderer to allow ample time to ensure the tender response is uploaded and successfully submitted prior to the closing date and time specified in this document.</li><li>6. Responses will not be accepted beyond the specified deadline. Avoid last minute problems by rehearsing the tender submission process well in advance of deadline.</li><li>7. Tender responses will not be accepted in hard copy or by electronic means other than via <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>.</li><li>8. The following document formats are acceptable: Microsoft Word, Microsoft Excel &amp; PDF.</li></ol> <p>Please note that no document uploaded should exceed 10mb in size and the file path name should be limited to 40 number of characters including spaces.</p> |
| <b>Closing Date</b>     | Tuesday 17 <sup>th</sup> November 2026 @ 12 noon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Queries Deadline</b> | <p>Tuesday 10<sup>th</sup> November 2026 @ 12 noon</p> <p>All queries and requests for clarifications must be made via the electronic messaging system on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></p> <p>Please note responses to queries will be automatically sent to the specific email address registered by the Tenderer on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>. The electronic messaging alerts will contain unique links to a Tenderer's message archive on the site where they can be accessed and viewed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Note:

- It is imperative that all questions in the Tender Response Documents are completed in the format provided as the Tender Response Document will be used as the basis for evaluation and award.
- For general information on HSE refer to [www.hse.ie](http://www.hse.ie)
- Defined terms used in this Request for Tender include defined terms contained in the Tender Competition Rules V14 available at [www.hse.ie](http://www.hse.ie). This Request for Tender should be read in conjunction with the Tender Competition Rules V14.
- As a guidance document, this document is not intended to be definitive and if there is any issue that requires clarification, this should be raised via the electronic messaging system on [www.etenders.gov.ie](http://www.etenders.gov.ie)



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**SECTION 1: GENERAL INFORMATION**

- 1.1** The purpose of this RFT is to provide Tenderers with the information that they need to decide whether to submit a tender.
- 1.2** All reasonable care was taken to ensure that the information set out in this RFT is true and accurate in all material respects as at the time of publication. However, no warranty or representation is given as to the accuracy or completeness of this information. The HSE does not accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.
- 1.3** The HSE will not be liable or responsible for any opinion, statement, or conclusion contained in, or any omission from this RFT or for any other written or oral communication made available during the course of this process. No representation or warranty is made in respect of such statements, opinions or conclusions.
- 1.4** The HSE reserves the right to amend this RFT and any information contained herein. Any such changes shall be notified via the e-Tenders post-box at [www.etenders.gov.ie](http://www.etenders.gov.ie).
- 1.5** None of the information set out herein will constitute a Contract Agreement, or part of a Contract Agreement, or an offer to enter into a Contract Agreement, between the HSE and any Tenderer. Nothing in this RFT is, nor shall be relied upon as, a promise or representation as to the HSE's ultimate decision in relation to the award of any Contract Agreement(s) pursuant to this RFT.
- 1.6** The HSE reserves the right to take such steps as it considers appropriate, including but not limited to: changing the timetable relating to this process; rejecting any, or all, of the tenders received; abandoning this process (or any part of it) at any time.
- 1.7** No legal relationship or other obligation shall arise between any Tenderer and the HSE unless and until a Contract Agreement has been executed between said Tenderer and the HSE following the tender process.
- 1.8** The tendered prices shall remain valid for 6 months and shall be effective from the closing date for receipt of tenders under this tender process.
- 1.9** The tendered price of the successful Tenderer shall remain fixed for the Term unless otherwise agreed by the HSE.
- 1.10** The HSE reserves the right to review the suitability of the successful Tenderer at any point up to the award of contract to ensure that there has been no material change to the standing of the successful Tenderer from that provided at the time of the submission of tenders, or any time in the interim.
- 1.11** Tenderers are advised that the HSE is subject to the Freedom of Information (FOI) Acts, 2014. If a Tenderer considers that any of the information supplied in their tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.



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- 1.12** Any conflict of interest or potential conflict of interest on the part of a Tenderer or any other entity associated with a Tenderer's tender, must be fully disclosed to the HSE as soon as the conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the HSE may invite Tenderers to propose means by which the conflict might be removed. The HSE will, in its absolute discretion, decide on the appropriate course of action.
- 1.13** The laws of the Republic of Ireland are applicable to this process. The courts of the Republic of Ireland shall have exclusive jurisdiction in relation to any disputes arising from this process.
- 1.14** If there is any part of this RFT that is unclear or where the Tenderer feels that it puts them at an unfair disadvantage, the Tenderer should immediately contact the HSE via the electronic messaging system on [www.etenders.gov.ie](http://www.etenders.gov.ie).
- 1.15** Tenderers may be asked to make a presentation of their proposals, attend a clarification meeting with the HSE or host a site visit by the HSE as part of the assessment of tenders. In such cases, all the Tenderer's costs and expenses shall be borne by the Tenderer.
- 1.16** The HSE shall not be responsible for any payment in connection with any expenses which may be incurred by the Tenderer(s) in the preparation and submission of their tender. Any costs associated with the submission of a tender in response to this RFT are the sole responsibility of the Tenderer submitting the tender and will not be reimbursable.
- 1.17** In no circumstances shall the HSE, its servants and/or agents incur any liability or responsibility arising out of or in respect of the issue of this RFT.
- 1.18** No enforceable commitment of any kind, contractual or otherwise will exist unless and until a formal written contract has been executed by the HSE and the successful Tenderer.
- 1.19** The HSE may cancel a tender process at any time prior to a contract being executed arising from such tender process. Any notification of preferred bidder status by the HSE shall not give rise to any enforceable rights by the any Tenderer.
- 1.20** Tenderers must provide sufficient information in their tender to demonstrate their capabilities under each of the questions in the TRD. Tenderers must complete all questions in the TRD in full as these responses will be used as part of the evaluation process. Information provided elsewhere (e.g. addendums, etc.), should be clearly cross referenced to the question to which they relate. Information which is not clearly cross-referenced, or which is provided in response to other questions in the TRD, will not be taken into consideration in the evaluation of the response to the relevant question.
- 1.21** Tenderers should note that, in order to meet any of the Minimum Eligibility Criteria set out in the tender, a Tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In the event that a Tenderer wishes to rely on the capacities of another entity, it must in that case prove to the HSE that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.



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- 1.22** Tender responses may be submitted by a consortium or joint venture, provided that the submission clearly states which Tenderers are proposed to be members of the consortium, which are to be sub-contractors and that all participants of the consortia or joint venture are jointly and severally liable for the fulfilment of the terms of the contract.
- 1.23** The HSE reserves the right to seek additional clarifications from Tenderers in connection with its assessment of their submissions but will not be held liable for any costs incurred in this regard by Tenderers.
- 1.24** For general information on HSE refer to [www.hse.ie](http://www.hse.ie)



## **SECTION 2: BACKGROUND**

The Health Service Executive (HSE) National Distribution Centre (NDC), located in Tullamore, Co. Offaly, serves as the central distribution hub for healthcare products and supplies across the Irish public healthcare system. As a key component of the HSE's National Logistics Service, the NDC facilitates the nationwide distribution of a diverse range of healthcare products to acute hospitals, community healthcare organisations, primary care centres and other healthcare facilities.

The NDC is responsible for managing substantial volumes of inbound and outbound product movements each day and plays a vital role in supporting the continuity of supply of essential healthcare products throughout Ireland. Products distributed through the NDC include medical consumables, healthcare devices, clinical products and a wide range of other supplies necessary for the delivery of frontline healthcare services.

The uninterrupted distribution of these products is critical to ensuring the effective delivery of patient care and the operation of both clinical and non-clinical healthcare services. As such, the provision of safe, efficient and reliable transport services is an essential element of the national healthcare supply chain.

Given the national reach of the NDC's operations, transportation services are required to support deliveries to a broad network of locations across Ireland, including hospitals, healthcare facilities, community services and other HSE sites. The successful Tenderer will be required to provide a dependable, flexible and responsive transport solution capable of meeting both routine scheduled deliveries and time-sensitive ad hoc requirements, while maintaining the highest standards of service, product integrity and delivery performance.



## **SECTION 3: MANDATORY SERVICE REQUIREMENTS**

### **Appendix 1 - Specification of Requirements – Lot 1**

The Service Provider shall comply with the following specifications:

#### **1. Operating Hours and Delivery Timelines**

- 1.1 Normal operating hours of the NDC are 07:00 to 17:30 Monday to Thursday and 07:00 to 17:00 Fridays; however, these hours are subject to change at short notice.
- 1.2 The Service Provider shall ensure all vehicles are present at the NDC, Tullamore at 06:30 each day.
- 1.3 Vehicles must be ready for loading at 07:00 and must depart the NDC no later than 08:45
- 1.4 All deliveries must be completed before 12:00 (midday) at each delivery location.
- 1.5 Deliveries after 12:00 shall only occur in exceptional circumstances (e.g. vehicle breakdown) or with prior agreement from the NDC; in such cases all deliveries must be completed before 16:00.

#### **2. Delivery Operations**

- 2.1 Deliveries shall be made to a single designated drop point at each delivery location.
- 2.2 The Service Provider shall collect all empty cages and authorised returns at each location for return to the NDC, Tullamore on the same day.
- 2.3 The Service Provider shall ensure that all security seals affixed to vehicles remain intact throughout transit. Security seals shall be checked and verified by HSE staff upon delivery to designated hubs and again upon the vehicle's return to the NDC.
- 2.4 The Service Provider shall ensure all cages due for delivery that day are loaded and en-route by 08:45

#### **3. Service Availability and Contingency**

- 3.1 The Service Provider shall maintain robust contingency and business continuity arrangements to address vehicle breakdowns, staff absence, incidents, emergencies, and any other disruption that could impact service delivery. The contingency plan shall demonstrate how continuity of service will be maintained and shall be provided to the HSE as part of the TRD.
- 3.2 The Service Provider shall be capable of accommodating unscheduled trips, including out-of-hours and weekend requirements where necessary.



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- 3.3. The Service Provider shall have drivers and vehicles on-site within 2 hours of emergency transport requirements outside scheduled routes or hours.

**4. Fleet Requirements**

- 4.1 The Service Provider shall maintain a fleet sufficient to meet HSE national distribution requirements from the NDC to regional centres (hubs).
- 4.2 The Service Provider shall have the capacity and capability to respond to significant increases in vehicle requirements throughout the term of the Contract. The Service Provider shall maintain adequate vehicles, personnel, resources and contingency arrangements to manage increases in demand arising from business growth, seasonal surges, changes in service requirements and exceptional circumstances, whilst ensuring uninterrupted service delivery and compliance with all contractual performance requirements.
- 4.3 The Service Provider shall ensure vehicles are suitable for all route access requirements as outlined in HSE routing schedules.
- 4.4 The Service Provider is required to maximise vehicle capacity utilisation and delivery consolidation opportunities throughout the Contract Term. Delivery routes shall be planned to achieve optimum operational efficiency and value for money for the HSE. The Service Provider shall combine deliveries within the same geographic area, transport corridor or delivery route wherever operationally feasible.
- 4.5 The HSE shall not be liable for additional charges arising from the deployment of multiple vehicles where deliveries could reasonably have been consolidated into a single vehicle. The Service Provider shall utilise cage count, volume and delivery information provided by the NDC to support route optimisation and vehicle allocation decisions.
- 4.6 Where multiple delivery locations are serviced by a single vehicle, the applicable charge shall be based on the rate applicable to the furthest delivery destination unless otherwise agreed in writing by the HSE. For example, Sligo to Letterkenny: the price charged will be for Letterkenny only (the furthest distance).
- 4.7 Vehicle service and repair records to be made available to the NDC on request.
- 4.8 The cage count will be issued to the Service Provider no later than 18:30 the evening prior to delivery requirement. This time is subject to change if current working hours change.

**5. Minimum Fleet Composition**

- 5.1 The Service Provider shall provide access to, at a minimum, the following vehicle types:
- 45ft articulated trailer with tail lift;
  - Rigid trucks with tail lift; capable of holding 32 cages;



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- Rigid Truck with fixed box body
- Combi-based vans;
- Vans under 1.5 tonnes;
- Vans under 3.5 tonnes;

- 5.2 The Service Provider shall demonstrate capacity for future fleet expansion as required.
- 5.3 The Service Provider shall provide a 45 ft articulated truck & trailer, box body & a rigid truck equipped with tail lifts for overnight positioning at the NDC when required.
- 5.4 All vehicles shall be used exclusively for the transport of HSE goods.

**6. Equipment and Safety Requirements**

- 6.1 The Service Provider shall comply with ADR requirements for the transport of dangerous goods.
- 6.2 The Service Provider shall supply and maintain all required safety equipment in good working order.
- 6.3 Each vehicle/driver shall, at a minimum, be equipped with:
- 2kg ABC Dry Powder Fire Extinguisher
  - Wheel chocks
  - Two self-standing warning signs
  - First Aid Kit
  - Eye wash
  - High-visibility vest
  - Torch
  - Protective gloves
  - Safety glasses
  - Protective footwear
  - Hard hat

**7. Technology and Communication**

- 7.1 All vehicles shall be equipped with accurate real-time GPS tracking systems and login details to the live system must be provided to the NDC/HSE. This GPS system must be maintained to the highest standards by the service provider.
- 7.2 The Service Provider shall maintain communication systems enabling real-time contact with each driver and vehicle.
- 7.3 The Service Provider shall implement contingency arrangements for IT or GPS system failures.



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**8. Loading, Unloading and Handling**

- 8.1 Drivers shall be responsible for loading and unloading cages at the NDC and all delivery locations as directed by HSE staff.
- 8.2 Drivers shall ensure all cages are securely positioned and secured prior to transport.
- 8.3 Drivers shall be responsible for unloading at all regional centres (hubs), hospitals, or designated delivery locations.

**9. Proof of Delivery and ADR Paperwork**

- 9.1 Proof of Delivery (“**POD**”) for each delivery is required to support the processing of invoices. For Lot 1 deliveries, the Service Provider shall obtain a signed POD in the form of the NDC Cage Asset Tracking Form (Section 9) which shall be returned to the NDC on the same day as the delivery, and this will serve as the required proof of delivery.
- 9.2 ADR paperwork shall be provided by the NDC to the Service Provider where regulated stock is being shipped. The ADR paperwork should be handed to the consignee on delivery. If the consignee is not available, ADR paperwork shall be left with the product.

**10. Driver Requirements**

- 10.1 The HSE reserves the right to require the Service Provider to remove from the Contract any member of personnel whose conduct, performance or suitability is considered by the HSE, acting reasonably, to be detrimental to the delivery of the Services or the interests of the HSE.
- 10.2 All drivers shall wear and use appropriate PPE, including site-specific requirements.
- 10.3 Drivers shall act professionally at all times.
- 10.4 Drivers shall wear suitable, clean protective clothing.
- 10.5 Drivers shall carry valid photographic identification at all times.
- 10.6 Drivers shall be clearly identifiable by company uniform and branding.
- 10.7 Drivers shall not smoke in vehicles or on HSE premises.
- 10.8 Drivers shall maintain a high standard of personal hygiene and appearance at all times i.e. clean appearance



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**11. Additional Operational Requirements**

- 11.1 The Service Provider shall provide a barcode scanning system for cages and enable tracking and tracing via an online portal accessible to the NDC.
- 11.2 The Service Provider shall provide contingency arrangements in the event of scanning system failure.
- 11.3 The Service Provider shall support provision of an online portal to view scanned product data.

**12. Contract Scope and Flexibility**

- 12.1 Transport requirements are estimates and may vary in line with HSE needs and available funding.
- 12.2 The HSE reserves the right to alter, extend, or reduce the service with two weeks' notice.
- 12.3 The Service Provider shall ensure operational flexibility to accommodate changes in requirements or infrastructure.

**13. Key Performance Indicators (KPIs)**

- 13.1 The Service Provider shall meet KPI targets as agreed in the Services Contract.
- 13.2 Indicative KPIs include:
  - 100% on-time delivery
  - 100% intact security seals on delivery
  - 100% adherence to HSE route planning
  - 100% adherence to departure schedules from the NDC
  - 100% compliance with applicable motoring legislation
- 13.3 The Service Provider shall agree to the implementation of additional KPIs as required by the NDC over the contract duration.

**14. Sustainability Requirements**

- 14.1 The Service Provider shall implement and maintain a Sustainability Management System.
- 14.2 The system shall address environmental, social, economic, health and safety, and risk management considerations.
- 14.3 The Service Provider shall provide a Sustainability Management Plan prior to contract commencement and annually thereafter.



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14.4 Sustainability performance shall be reviewed at Management Review Meetings

**15. Compliance**

15.1 The Service Provider shall have a current Health and Safety Policy and Statement in place.

15.2 The Service Provider shall demonstrate and provide evidence that all the Service Provider's relevant staff have completed Health and Safety training and have access to on-going health and safety training prior to the start of the Contract.

15.3 The Service Provider shall provide proof of ADR Awareness Training for all drivers in accordance with ADR regulations, including chapter 1.1.3.6. prior to the start of the Contract.

15.4 The Service Provider shall provide proof of GDP Training for all drivers prior to the start of the Contract and every year thereafter for the duration of the contract.

15.5 The Service Provider shall ensure that a Quality Management System (QMS) covering all relevant GDP requirements is implemented and in operation prior to the start of the Contract.

15.6 The Service Provider shall engage with route validation studies as required by the NDC.



## **Appendix 2 – Specification of Requirements – Lot 2**

The Service Provider shall comply with the following specifications:

### **1. Operating Hours and Delivery Timelines**

- 1.1 Normal operating hours shall be between 08:00 and 17:30 Monday to Thursday and 08:00 and 17:00 Fridays. These hours are subject to change at short notice.
- 1.2 Vehicles must be ready for loading at 08:00.
- 1.3 All deliveries to designated locations must be completed before 16:00 on each day.
- 1.4 Deliveries after 16:00 shall only occur in exceptional circumstances (e.g. vehicle breakdown) or with prior agreement from the NDC.
- 1.5 Under all circumstances, the Service Provider shall make every reasonable effort to ensure deliveries are completed by 16:00.

### **2. Delivery Operations**

- 2.1 The Service Provider shall comply with all delivery arrangements agreed between HSE NDC and customer locations.
- 2.2 The Service Provider shall ensure that all deliveries are completed within the agreed delivery windows.
- 2.3 Deliveries under Lot 2 will involve multiple drops at single and multiple locations within a day.
- 2.4 The Service Provider shall follow routing schedules, including completing all multiple delivery drops as specified.
- 2.5 The Service Provider must collect all empty cages and authorised returns from delivery points and return them to the NDC on the same day.
- 2.6 Doors and docks within the NDC are to be operated by HSE staff only.

### **3. Service Availability and Contingency**

- 3.1 The Service Provider shall maintain robust contingency and business continuity arrangements to address vehicle breakdowns, staff absence, incidents, emergencies, and any other disruption that could impact service delivery. The contingency plan shall demonstrate how continuity of service will be maintained and shall be provided to the HSE as part of the TRD.



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3.2 The Service Provider shall be capable of accommodating unscheduled trips, including out-of-hours and weekend requirements where necessary.

3.3 The Service Provider shall have drivers and vehicles on-site within 2 hours of emergency transport requirements outside scheduled routes or hours.

**4. Routing and Scheduling**

4.1 The Service Provider shall adhere to all routing schedules provided by the HSE.

4.2 The Service Provider acknowledges that routing schedules are subject to change and shall accommodate changes as required.

4.3 The Service Provider shall comply with specific route requirements. Vehicles will be required for multiple roundtrips as per schedule.

4.4 The Service Provider shall verify and satisfy itself as to the accuracy of all Eircodes provided.

**5. Fleet Requirements**

5.1 The Service Provider shall maintain a fleet capable of meeting variable demand levels as outlined in sample vehicle usage schedules.

5.2 The Service Provider shall provide rigid trucks as required, with flexibility to scale based on weekly demand variations.

5.3 The Service Provider shall ensure access, at a minimum, to the following vehicle types:

- Rigid trucks with tail lift; capable of holding a maximum 32 cages;
- Combi-based vans;
- Vans under 1.5 tonnes;
- Vans under 3.5 tonnes.

5.4 All vehicles must be used exclusively for the transport of HSE goods.

5.5 Vehicle service and repair records to be made available to the NDC on request.

5.6 The cage count will be issued to the provider no later than 18:30 the evening prior to delivery requirement. This is subject to change if current working hours alter.



## **6. Equipment and Safety Requirements**

- 6.1 The Service Provider shall ensure all vehicles carrying dangerous goods are equipped in accordance with ADR requirements.
- 6.2 The Service Provider shall provide and maintain all required safety equipment in good working order, including at minimum:
- 2kg ABC Dry Powder Fire Extinguisher
  - Wheel chocks
  - Two self-standing warning signs
  - First Aid Kit
  - Eye Wash
  - High-visibility vest
  - Torch
  - Protective gloves
  - Safety glasses
  - Protective footwear
  - Hard hat

## **7. Technology and Communication**

- 7.1 All vehicles shall be equipped with accurate real-time GPS tracking systems and login details to the live system must be provided to the NDC/HSE. This GPS system must be maintained to the highest standards by the service provider.
- 7.2 The Service Provider shall maintain real-time communication capability with all drivers and vehicles.
- 7.3 The Service Provider shall provide a Risk Management Plan addressing IT or GPS system failures.
- 7.4 The Service Provider shall be contactable 24 hours a day, 7 days a week.

## **8. Loading, Unloading and Handling**

- 8.1 Vehicles shall be loaded and unloaded by service providers.
- 8.2 Drivers shall be responsible for unloading and delivering goods at all delivery locations.
- 8.3 Drivers shall comply with all delivery instructions, including placement of goods at specified drop points.

## **9. Proof of Delivery and ADR Paperwork**

- 9.1 The Service Provider shall secure a Proof of Delivery (“POD”) for each delivery completed. Lot 2 deliveries shall consist of both stock and non-stock products from the NDC.



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In relation to non-stock products for Lot 2, issue notes will be attached to the packaging for these products, and these issue notes shall be signed as proof of delivery and returned by the driver to the NDC.

- 9.2 Where the consignee is unavailable to accept the delivery, the driver shall sign and date the issue note, record the exact location where the goods were left, and take a photographic record of the completed delivery as evidence of delivery.
- 9.3 POD documentation shall be returned to the NDC on the day of delivery or, where this is not feasible, on the next available working day. The NDC shall be entitled to rely on the POD documentation as evidence for the validation and verification of deliveries.
- 9.4 ADR paperwork shall be provided by the NDC to the Service Provider where regulated stock is being shipped. The ADR paperwork should be handed to the consignee on delivery. If the consignee is not available, ADR paperwork shall be left with the product.
- 9.5 The Service Provider shall be responsible for resolving situations where a consignee reports that they are unable to locate a delivery. The NDC shall have the right to seek reasonable remedies from the Service Provider, up to and including full value for the cost of non-delivered products, if the Service Provider is unable to, or is unwilling to resolve the situation to the satisfaction of the NDC.

## **10. Driver Requirements**

- 10.1 The HSE reserves the right to require the Service Provider to remove from the Contract any member of personnel whose conduct, performance or suitability is considered by the HSE, acting reasonably, to be detrimental to the delivery of the Services or the interests of the HSE.
- 10.2 All drivers shall wear appropriate PPE as required, including site-specific requirements.
- 10.3 Drivers shall conduct themselves professionally at all times.
- 10.4 Drivers shall comply with all hygiene and safety rules applicable at HSE premises.
- 10.5 Drivers shall maintain a high standard of personal hygiene and appearance at all times i.e. clean appearance.
- 10.6 Drivers shall wear identifiable company uniforms and carry valid photographic identification.
- 10.7 Smoking shall be prohibited in vehicles and on HSE premises.

## **11. Contract Scope and Flexibility**

- 11.1 The Service Provider acknowledges that service volumes are estimates and may vary.



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- 11.2 The HSE reserves the right to alter, extend, or reduce service requirements with two weeks' notice.
- 11.3 The Service Provider shall ensure operational flexibility to accommodate changes in service demand or infrastructure.

**12. Key Performance Indicators (KPIs)**

- 12.1 The Service Provider shall meet KPIs to be agreed within the Services Contract.
- 12.2 Indicative KPIs include:

- 100% on-time delivery;
- 100% adherence to routing schedules;
- 100% adherence to departure times from NDC;
- 100% compliance with road traffic legislation

**13. Sustainability Requirements**

- 13.1 The Service Provider shall implement and maintain a Sustainability Management System.
- 13.2 The system shall address environmental, social, economic, health and safety, and risk management factors.
- 13.3 The Service Provider shall provide annual reports on sustainability performance.
- 13.4 Sustainability performance shall be reviewed at management review meetings.

**14. Compliance and Vetting**

- 14.1 The Service Provider shall ensure compliance with all data protection and security requirements.
- 14.2 The Service Provider must ensure relevant personnel are Garda vetted prior to contract commencement. Personnel who fail Garda Vetting or are deemed unsuitable by the HSE shall not be permitted to work on the Contract.
- 14.3 The Service Provider shall have a current Health and Safety Policy and Statement in place.
- 14.4 The Service Provider shall demonstrate and provide evidence that all the Service Provider's relevant staff have completed Health and Safety training and have access to on-going health and safety training prior to the start of the Contract.
- 14.5 The Service Provider shall provide proof of ADR Awareness Training for all drivers in accordance with ADR regulations, including chapter 1.1.3.6. prior to the start of the Contract.
- 14.6 The Service Provider shall provide proof of GDP Training for all drivers prior to the start of the Contract and every year thereafter for the duration of the contract.



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- 14.7 The Service Provider shall ensure that a Quality Management System (QMS) covering all relevant GDP requirements is implemented and in operation prior to the start of the Contract.
- 14.8 The Service Provider shall engage with route validation studies as required by the NDC.



#### **SECTION 4: PROVISION ADDRESSING OBLIGATIONS AND RESPONSIBILITIES UNDER THE CHILDREN FIRST ACT 2015.**

- 4.1** Where any of the successful Tenderer's Personnel and/or sub-contractors carry out any work or activity, a necessary and regular part of which consists mainly of the successful Tenderer's Personnel or sub-contractors having access to, or contact with children in any of the types of establishments listed in Schedule 1 of the Children's First Act 2015 (which for the avoidance of doubt includes any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children), the services provided by the successful Tenderer shall be regarded as "Relevant Services" for the purposes of the Children First Act, 2015 (the "Children First Act") and the successful Tenderer shall comply with all applicable obligations arising under the Children First Act and the Children First National Guidance for the Protection and Welfare of Children 2017.
- 4.2** Where Clause 4.1 is applicable, the successful Tenderer shall:
- 4.2.1 carry out a Child Safeguarding Risk Assessment in accordance with Section 11 (1) and (2) of the Children First Act;
  - 4.2.2 ensure a Child Safeguarding Statement (reviewed in last 24 months) is in place, is displayed in a prominent place and is furnished to all staff, as per Section 11 (3-10) of the Children First Act;
  - 4.2.3 ensure that a procedure for maintaining a list of Mandated Persons (as per Schedule 2 of the Children First Act) is in place;
  - 4.2.4 ensure that Mandated Persons (as per Schedule 2 of the Children First Act) have been identified and informed of their role;
  - 4.2.5 ensure that a Child Protection & Welfare Policy is in place;
  - 4.2.6 ensure that all staff and relevant volunteers have completed the HSE e-Learning Module "An Introduction to Children First"; and
  - 4.2.7 ensure that the HSE Children First Implementation and Compliance Self-Audit Checklist has been completed and is available on request.
- 4.3** Without prejudice to Clause 4.1 above, upon request from the HSE, the successful Tenderer shall, irrespective of whether the Services it provides are regarded as "Relevant Services" within the meaning of the Children First Act, provide reasonable assistance to the HSE so that the HSE can undertake appropriate risk assessments and put in place appropriate controls to safeguard children from harm as part of the HSE's Child Safeguarding Risk Assessment and Child Safeguarding Statement, which controls may include requiring the successful Tenderer's Personnel and/or sub-contractors to be Garda Vetted in accordance with the relevant clause of the Contract Agreement, undertake assigned Children First training and adhere to applicable HSE Child Protection and Welfare policies (as applicable).



## SECTION 5: INSURANCE AND TAX COMPLIANCE

- 5.1 The successful Tenderer shall be required to hold for the term of the Contract, insurances of the type and to the level specified below:

| Type of Insurance                                                                                                        | Indemnity Limit                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employer's Liability</b>                                                                                              | €12.7 million for any one claim or series of claims arising out of a single occurrence (where required, if self- employed this is not necessary)                                                                                                                                                                                   |
| <b>Public Liability</b>                                                                                                  | €6.5 million for any one claim or series of claims arising out of a single occurrence                                                                                                                                                                                                                                              |
| <b>Motor Insurance (for all vehicles used in the service)</b>                                                            | Third Party (3 <sup>rd</sup> ) Property Damage – €2.6m.<br>Third Party (3 <sup>rd</sup> ) Personal Damage –Unlimited.<br>Third Party (3 <sup>rd</sup> ) Fire and theft – Unlimited<br>€0 permitted deductible for any one claim.<br>From date of commencement of the Contract until expiry or earlier termination of the Contract. |
| <b>Property Cover on all Risk Basis</b>                                                                                  | Full Replacement Value and associated expenses covering healthcare products while in the contractor's care, custody and control.<br>€6,500 permitted deductible for any one claim.<br>From date of commencement of the Contract and applicable until Goods delivered and accepted by HSE.                                          |
| <b>Goods in transit / Carriers Liability Insurance</b>                                                                   | €1 million indemnity limit; €0 permitted deductible for any one claim.<br>From date of commencement of the Contract until expiry or earlier termination of the Contract.                                                                                                                                                           |
| In the case of Employer's Liability and Public Liability Insurances, an indemnity to Principals clause must be included. |                                                                                                                                                                                                                                                                                                                                    |

- 5.2 Tenderers are asked to provide, as part of their tender response, written confirmation that they hold or will hold, if successful, the above types and levels of insurance. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer prior to the award of (and shall be a condition of) the contract.
- 5.3 Prior to the award of the contract, the successful Tenderer will be required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners or equivalent body. Alternatively, the Tenderer may supply the certificate and registration numbers, as they appear on the Tax Clearance Certificate, to facilitate online verification of their tax status.



## SECTION 6: MINIMUM ELIGIBILITY AND AWARD CRITERIA

The evaluation of tender responses will be conducted in the following stages:

### 6.1 Minimum Eligibility Criteria – Lot 1

Tenderers who do not, in the opinion of the HSE, confirm and/or demonstrate compliance with any of the Minimum Eligibility Criteria in the table below will be excluded from further consideration. Compliance with each of the Minimum Eligibility Criteria must be effective from the date of the TRD.

#### 6.1.1 Confirmation Requirements:

| Main Criteria                               | Sub-Criteria                                | Minimum Eligibility Pass/Fail                                                                                                                                                                                                                                           |
|---------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| European Single Procurement Document (ESPD) | Part III of the ESPD                        | Confirm that none of the Exclusion Criteria listed in Part III of the ESPD applies to the Tenderer or any other Economic Operators who form part of the tender response (see Part F of the TRD).                                                                        |
| Tenderer Declaration                        | Tenderer Declaration                        | Confirm that the tender has been submitted consistent with the requirements set out in the Tenderer Declaration. (see Part G of the TRD).                                                                                                                               |
| Tax Clearance                               | Tax Clearance                               | Confirm that, if applicable, prior to the award of any contract pursuant to this RFT, they shall supply its Tax Clearance Access Number and Tax Reference Number to facilitate the on-line verification of the Tenderers tax status.                                    |
| Insurance                                   | Insurance                                   | Confirm compliance with the Insurance level of cover set out in Section 5 of this RFT.                                                                                                                                                                                  |
| Children's First Act Declaration            | Children's First Act Declaration            | Where applicable and if relevant, confirm that all applicable requirements arising pursuant to the Children's First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children 2017 shall be complied with. (See Part H of the TRD).  |
| Service & Quality Questionnaire for GDP     | Service & Quality Questionnaire for GDP     | Confirm compliance with each Mandatory Requirement included in the Service and Quality Questionnaire for GDP.                                                                                                                                                           |
| Economic and Financial Standing             | Overall Turnover of Tenderer's Organisation | Confirm that the turnover of the Tenderer, or if a consortium or joint venture, that the combined turnover of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of €3,500,000 per annum in each of the last three years. |

### 6.1.2 Evidence Requirements:

| Main Criteria                      | Sub-Criteria                    | Minimum Eligibility<br>Pass/Fail                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical and Professional Ability | Staffing                        | <i>Propose a Contract Manager for the operation of the Managed Service with a minimum of 24 months experience in providing a transportation distribution service on a scale equivalent or greater than the scope of the tendered requirement in the National Distribution Centre, Tullamore. A CV of the proposed Contract Manager must be provided with the tender submission.</i>                            |
| Experience                         | Experience                      | <i>Demonstrate that the Tenderer, or if a consortium or joint venture, that the combined experience of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of 24 months experience in providing a transportation distribution service on a scale equivalent or greater than the scope of the tendered requirement in National Distribution Centre, Tullamore.</i> |
| Road Transport Operator Licence    | Road Transport Operator Licence | <i>Provide a valid Road Transport Operator's Licence issued by the National Transport Authority.</i>                                                                                                                                                                                                                                                                                                           |

## 6.2 Minimum Eligibility Criteria – Lot 2

Tenderers who do not, in the opinion of the HSE, confirm and/or demonstrate compliance with any of the Minimum Eligibility Criteria in the table below will be excluded from further consideration. Compliance with each of the Minimum Eligibility Criteria must be effective from the date of the TRD.

### 6.2.1 Confirmation Requirements

| Main Criteria                               | Sub-Criteria         | Minimum Eligibility<br>Pass/Fail                                                                                                                                                                                                            |
|---------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| European Single Procurement Document (ESPD) | Part III of the ESPD | <i>Confirm that none of the Exclusion Criteria listed in Part III of the ESPD applies to the Tenderer or any other Economic Operators who form part of the tender response (see Part F of the TRD).</i>                                     |
| Tenderer Declaration                        | Tenderer Declaration | <i>Confirm that the tender has been submitted consistent with the requirements set out in the Tenderer Declaration. (see Part G of the TRD).</i>                                                                                            |
| Tax Clearance                               | Tax Clearance        | <i>Confirm that, if applicable, prior to the award of any contract pursuant to this RFT, they shall supply its Tax Clearance Access Number and Tax Reference Number to facilitate the on-line verification of the Tenderers tax status.</i> |
| Insurance                                   | Insurance            | <i>Confirm compliance with the Insurance level of cover set out in Section 5 of this RFT.</i>                                                                                                                                               |

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|                                                    |                                                    |                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Children's First Act Declaration</b>            | <b>Children's First Act Declaration</b>            | <i>Where applicable and if relevant, confirm that all applicable requirements arising pursuant to the Children's First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children 2017 shall be complied with. (See Part I of the TRD).</i> |
| <b>Service &amp; Quality Questionnaire for GDP</b> | <b>Service &amp; Quality Questionnaire for GDP</b> | <i>Confirm compliance with each Mandatory Requirement included in the Service and Quality Questionnaire for GDP.</i>                                                                                                                                                          |
| <b>Economic and Financial Standing</b>             | <b>Overall Turnover of Tenderer's Organisation</b> | <i>Confirm that the turnover of the Tenderer, or if a consortium or joint venture, that the combined turnover of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of €500,000 per annum in each of the last three years.</i>  |

## 6.2.2 Evidence Requirements

| Main Criteria                             | Sub-Criteria                           | Minimum Eligibility Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technical and Professional Ability</b> | <b>Staffing</b>                        | <i>Propose a Contract Manager for the operation of the Managed Service with a minimum of 24 months experience in providing a transportation distribution service on a scale equivalent or greater than the scope of the tendered requirement in the National Distribution Centre, Tullamore. A CV of the proposed Contract Manager must be provided with the tender submission.</i>                            |
| <b>Experience</b>                         | <b>Experience</b>                      | <i>Demonstrate that the Tenderer, or if a consortium or joint venture, that the combined experience of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of 24 months experience in providing a transportation distribution service on a scale equivalent or greater than the scope of the tendered requirement in National Distribution Centre, Tullamore.</i> |
| <b>Road Transport Operator Licence</b>    | <b>Road Transport Operator Licence</b> | <i>Provide a valid Road Transport Operator's Licence issued by the National Transport Authority.</i>                                                                                                                                                                                                                                                                                                           |

**6.2.3** Please note Tenderers are **not** required to complete and return an ESPD with their tender response. It will be sufficient for Tenderers to self-certify compliance with the requirements of Part III of the ESPD in Part F of the TRD.

**6.2.4** If the tender is submitted by a consortium or joint venture, then if any of the exclusion criteria listed at Part III of the ESPD applies to any of the members of the consortium or joint venture or where any of the members of the consortium or joint venture fails to demonstrate its reliability despite the existence of a relevant exclusion ground, then that tender will be excluded from further consideration in this tender process.



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- 6.2.5** Compliance with each of the requirements contained in the ESPD must be effective from the date of the tender submission.

**6.3. Award Criteria – (Applicable for both Lots)**

- 6.3.1** Tenders that confirm and/or demonstrate compliance with the Minimum Eligibility Criteria (and are not otherwise excluded) will be evaluated to determine which presents the most economically advantageous tender for the purposes of ranking the tenders received. Tenders will be evaluated using the award criteria and associated weightings outlined below:

| Main Criteria        | Weighting   | Marks       |
|----------------------|-------------|-------------|
| Service Delivery     | 20%         | 200         |
| Capacity & Resources | 15%         | 150         |
| Quality Assurance    | 10%         | 100         |
| Contingency Plan     | 10%         | 100         |
| Sustainability       | 5%          | 50          |
| Ultimate Cost        | 40%         | 400         |
| <b>Total</b>         | <b>100%</b> | <b>1000</b> |



## SECTION 7: EVALUATION PROCESS

- 7.1** Tenders will be evaluated in terms of the quality of responses under each Award Criteria and the extent to which they meet and exceed the stated requirements. Based on the assessments of the responses under each criterion, tenders will be awarded a rating score in accordance with the following table:

| Rating             | Rating Score |
|--------------------|--------------|
| Excellent Response | 5            |
| Very Good Response | 4            |
| Good Response      | 3            |
| Fair Response      | 2            |
| Poor Response      | 1            |
| No Response        | 0            |

- 7.2** The maximum rating score achievable is 5/5 per Award Criteria. The rating score will then be converted into the equivalent mark based on the weighting for that Award Criteria.
- 7.3** For Lot 1, the marks to be awarded for Ultimate Cost will be calculated based on the tendered price multiplied by the volume of trips per annum. The annual cost will be used to determine the marks for Ultimate Cost for each tender.
- 7.4** For Lot 2, the marks to be awarded for Ultimate Cost will be calculated based on the tendered Cost per Day for each vehicle type plus driver multiplied by the estimated volume of deployed days per annum. A calculation based on the estimated volume of additional hours for each vehicle type will also be included to determine the annual cost. The annual cost will be used to calculate the marks for Ultimate Cost for each tender.
- 7.5** The evaluation will then compare each tendered annual cost against the lowest tendered annual cost.
- 7.6** The lowest tendered annual cost shall be awarded the maximum marks available under the cost criteria.
- 7.7** The marks for Ultimate Cost for each tender shall be calculated using the following formula:

$$\frac{\text{Total Marks for Cost} \times \text{Lowest Tendered Annual Cost}}{\text{Tendered Annual Cost}} = \text{Marks achieved for Ultimate Cost}$$

- 7.8** The total marks achieved for each Award Criteria will be added to the marks achieved for Ultimate Cost to determine the overall marks awarded for each tender.



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- 7.9** Tenderers will be required to provide the above evidence, and any other information which may be required, within the timeframe specified by the HSE.
- 7.10** The HSE does not bind itself to accept the lowest cost tender and will not pay any compensations whatsoever in connection therewith. It reserves the right to reject in whole or in part, any or all tenders received.
- 7.11** Tender responses will be evaluated in their own right. No recognition will be given to information previously submitted. No unsolicited communications from Tenderers will be entertained during the evaluation period.

## SECTION 8: CAGES SPECIFICATION



### Technical Specifications:

|                   |                   |
|-------------------|-------------------|
| Base Size:        | 735 x 850mm       |
| Overall Height:   | 1690mm            |
| Internal Height:  | 1425mm            |
| Load Capacity kg: | 600kg             |
| Castor Diameter:  | 125mm             |
| Side Options:     | 3 Sided           |
| Unit Weight:      | 40kg              |
| Finish:           | Bright Zinc Plate |
| Shelf Option:     | Hinged & Loose    |



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**Technical Specifications:**

|                   |                   |
|-------------------|-------------------|
| Base Size:        | 735 x 850mm       |
| Overall Height:   | 1690mm            |
| Internal Height:  | 1425mm            |
| Shelf Option:     | Hinged & Loose    |
| Style:            | Split Front Gate  |
| Finish:           | Bright Zinc Plate |
| Load Capacity kg: | 600kg             |
| Castor Diameter:  | 125mm             |
| Side Options:     | 4 Sided Mesh      |



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## SECTION 9: NDC CAGE ASSET TRACKING FORM

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <br><b>NDC CAGE ASSET TRACKING FORM</b> |
|--------------------------------------------------------------------------------------------------------------------------|

### RETURNED COPY

|                                       |  |
|---------------------------------------|--|
| <b>DELIVERY TO:</b>                   |  |
| <b>DELIVERY DATE:</b>                 |  |
| <b>TYPE OF TRUCK:</b>                 |  |
| <b>NUMBER OF CAGES DELIVERED:</b>     |  |
| <b>OUTBOUND TRACKING SEAL NUMBER:</b> |  |
| <b>NDC DRIVERS SIGNATURE:</b>         |  |
| <b>NUMBER OF CAGES RETURNED:</b>      |  |
| <b>INBOUND TRACKING SEAL NUMBER:</b>  |  |
| <b>HUB SIGNATURE:</b>                 |  |
| <b>COMMENTS:</b>                      |  |