



**Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council**

**Appendix C - Instructions for Completing the Fitness for
Purpose Evaluation Documentation**

**Framework Agreement for the Supply and Delivery of Large
Truck-Mounted Road Sweepers**

1. Introduction

Tenderers are required to complete the Fitness for Purpose Evaluation documentation applicable to the Lot for which a Tender is being submitted.

The Fitness for Purpose Evaluation has been developed to enable the Contracting Authority to assess whether the proposed vehicle satisfies the mandatory technical, operational and commercial requirements of the specification and to evaluate the relative merits of the proposed solution against the scored criteria.

The Fitness for Purpose Evaluation documentation comprises:

- **Appendix A1 – Lot 1 Diesel Large Road Sweepers: Fitness for Purpose Evaluation Workbook**
- **Appendix A2 – Lot 2 Electric Large Road Sweepers: Fitness for Purpose Evaluation Workbook**
- **Appendix B1 – Lot 1 Scored Criteria Response**
- **Appendix B2 – Lot 2 Scored Criteria Response**

Each Fitness for Purpose Evaluation Workbook contains:

- Mandatory Requirements (Pass/Fail); and
- Scored Criteria.

Tenderers shall complete all documents applicable to the Lot for which a Tender is submitted.

2. Documents to be Completed

For **Lot 1 – Diesel Large Road Sweepers (Purchase)**, Tenderers shall complete:

- **Appendix A1 – Lot 1 Diesel Large Road Sweepers: Fitness for Purpose Evaluation Workbook; and**
- **Appendix B1 – Lot 1 Scored Criteria Response.**

For **Lot 2 – Electric Large Road Sweepers (Purchase)**, Tenderers shall complete:

- **Appendix A2 – Lot 2 Electric Large Road Sweepers: Fitness for Purpose Evaluation Workbook; and**
- **Appendix B2 – Lot 2 Scored Criteria Response.**

Tenderers submitting Tenders for both Lots shall complete all applicable documentation for each Lot.

3. Fitness for Purpose Evaluation Workbooks

The Fitness for Purpose Evaluation Workbooks contain the mandatory technical, operational and commercial requirements applicable to the relevant Lot together with the scored technical, operational, engineering and whole-life value criteria to be assessed as part of the Tender evaluation.

For the Mandatory Requirements section, Tenderers shall review each requirement and indicate whether the proposed vehicle complies with the stated requirement.

The Compliance field shall be completed using one of the following options:

- Comply; or
- Non-Comply.

Where comments are requested or considered necessary, Tenderers should provide sufficient information to support their response.

Tenderers shall ensure that all responses relate to the specific vehicle configuration being offered.

Where compliance is dependent upon optional equipment, accessories or alternative specifications, these shall be clearly identified within the Tender submission.

4. Supporting Information

Tenderers shall provide sufficient information to enable the Contracting Authority to assess compliance with the requirements of the specification and evaluate the scored criteria.

Supporting information may include, but is not limited to:

- Technical specifications;
- Product brochures;
- Technical data sheets;
- Drawings and diagrams;
- Photographs;
- Certificates;
- Test reports;
- Performance data;

- Manufacturer's literature; and
- Other relevant technical documentation.

Tenderers should ensure that all supporting information submitted is clearly identifiable and relates to the specific vehicle configuration offered.

Where supporting information is provided elsewhere within the Tender submission, appropriate cross-references should be included.

5. Presentation of Responses

Tenderers should ensure that responses are clear, concise and directly relevant to the requirement or criterion being addressed.

There is no prescribed word limit. However, Tenderers are encouraged to provide responses of an appropriate length and level of detail necessary to demonstrate compliance with the Mandatory Requirements and support assessment of the Scored Criteria.

Tenderers should avoid submitting excessive, repetitive or irrelevant information.

Where brochures, technical data sheets, certificates, manuals, product literature or other supporting documentation are submitted, Tenderers should clearly identify the relevant sections and provide appropriate cross-references within their responses.

The Contracting Authority shall not be responsible for identifying, extracting or interpreting relevant information from large volumes of supporting documentation where such information has not been clearly referenced by the Tenderer.

Supporting documentation should relate to the specific vehicle configuration offered and not to alternative models, configurations or optional equipment unless clearly identified as such.

6. Scored Criteria Responses

Responses to the Scored Criteria shall be provided using the relevant Appendix B response document.

Tenderers should provide detailed responses demonstrating the technical, operational, engineering and whole-life value benefits of the proposed solution beyond the Mandatory Requirements contained within the relevant Fitness for Purpose Evaluation Workbook.

Responses should be clear, concise and supported by appropriate evidence where available.

Tenderers shall ensure that each response clearly identifies the criterion being addressed and that all supporting information is appropriately referenced.

Where supporting documentation is submitted separately, appropriate cross-references should be included within the response.

7. Clarifications and Verification

The Contracting Authority reserves the right to seek clarification or verification of any information provided within the Tender submission.

Tenderers should ensure that all information submitted is accurate, complete and capable of independent verification where requested.

Verification activities may include clarification requests, document verification, operational inspections, demonstrations or trials where provided for within the procurement documentation.

8. Important

Failure to complete the required Fitness for Purpose Evaluation documentation, or failure to provide sufficient information to demonstrate compliance with the Mandatory Requirements and facilitate assessment of the Scored Criteria, may result in the Tender being deemed non-compliant or receiving a reduced score, as applicable.

In the event of any discrepancy between the Fitness for Purpose Evaluation Workbooks, the Appendix B Scored Criteria Response Documents, the Tender Response Document (TRD) or the Request for Tender (RFT), the Request for Tender shall prevail.