

Tender Response Document
for the provision of Public Spending Code Compliance
Services to support the Redevelopment of the National
Concert Hall at Earlsfort Terrace, Dublin 2.

Tenderer's Name
Click here to enter text.

Please refrain from adding corporate branding to the Document

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Introduction

The scoring table for this competition is included in the Request For Tenders ("**RFT**"). In the case of any contradiction, the information in the RFT takes precedence.

All Responses in this Tender Response Document ("**TRD**") are subject to the rules, conditions and stipulations as set out in the RFT.

Tenderers must complete this TRD in its entirety. All of the instructions and guidance notes must be observed in every Section of this TRD.

The TRD must be submitted in the same sequence as presented (not rearranged).

Supplementary information:

- Service brochures or links to websites in lieu of the required response will not be accepted.
- Any information not set out in the response sections herein will not be considered, including any appendices and attachments added or affixed to this TRD.
- Any of the fields provided can be expanded, as necessary, although Interested Parties are requested to provide comprehensive yet concise responses.

The Client reserves the right to verify the information provided.

Tenderer's Details	
Legal Name of Interested Party	Click here and insert details
Contact Name for this RFT	Click here and insert details
Telephone Number	Click here and insert details
Email Address	Click here and insert details
Company Registration Number	Click here and insert details
Tax Reference Number	Click here and insert details
Tax Clearance Access Number	Click here and insert details

CONFLICT OF INTEREST AND REGISTERABLE INTERESTS

Tenderers must declare any actual or potential conflicts of interest, and registerable interests.

Click here and insert any actual or potential conflicts of interest and registerable interests or mark as not applicable

FREEDOM OF INFORMATION

Tenderers are advised the NCH is subject to the *Freedom of Information (FOI) Act, 2014*. If a Tenderer considers that any of the information supplied in their Tender 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. Paragraph 18 of the RFT refers.

Click here and insert response

Section 1 – Declaration

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

TENDERERS' STATEMENT

TO: The National Concert Hall (the "Contracting Authority")

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

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Part of the RFT.
2. We accept all of the Terms and Conditions of:
 - a) the RFT;
 - b) the Services Contract and agree that if awarded any contract to execute the Services Contract at Appendix 1 to the RFT.
3. We accept all the Award Criteria as set out in the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender.
5. We agree that, if awarded any contract we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out in the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for 12 calendar months commencing from the Tender Deadline specified in the RFT.
8. We shall, if awarded any Services Contract, have in place on the Effective Date of the Services Contract all insurances as required and set out in the RFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our Tender, have consented to the processing of such Personal Data by us, the Contracting Authority, and the Evaluation Team, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.

SIGNED (Authorised Signatory)	Company
Print name	Address
Date	

Section 2 – Minimum Requirements

Requirement 1: Provide written confirmation that you hold, or will hold, if successful, the levels of insurance provided in Part B of the RFT.

Requirement 2: Provide written confirmation that you are tax compliant, your Tax Clearance Access Number and Tax Reference Number to facilitate online verification of your tax status by the Client.

Requirement 3: Demonstrate that you have the economic and financial standing required to submit your quote (for example, by way of a bankers letter or evidence of turnover / financial accounts for the last 3 years).

Section 3 – Award Criteria

Part 1 — Demonstrate an understanding of the requirements of the Public Spending Code and how compliance can be achieved through Stage Gates 2 and 3:

Marks Available: 20

A page limit of 2No. x A4 pages applies to this award criterion.

Criterion 1: Demonstrate an understanding of the requirements of the Public Spending Code and how compliance can be achieved through Stage Gates 2 and 3.

Part 2 – Approach and Methodology:

Marks Available: 20

- A page limit of 2 No. x A4 pages applies to this award criterion.

Outline the proposed approach to the provision of the Services, together with a detailed methodology and work programme.

Part 3 – Skills, Expertise and Experience:

Marks Available: 45

CVs: 2 A4 Page max per CV

Other narrative: 2 A4 Page max

Describe the skills experience and expertise of the team and resources intended to provide the Services (Max 2 A4 pages) and, separately, provide a CV for each of the three (3) most senior personnel, (as detailed in Part D of the RFT) (Max 2 A4 pages per CV).

Part 4: Cost Criterion:

Marks Available: 15

Tenderers should quote maximum daily fee rates that they will apply for the duration of the Services Contract for service grades as described below. The resulting blended daily rate should then be calculated and shown based on the notional blend of inputs set out.

Professional Grade	Maximum Daily Fee Rate (€, excluding VAT)	Notional Blend of Inputs	Illustrated Blended Daily Rate (€, excluding VAT)
A	B	C	D=B*C
Managing Director/Partner/ Subject Matter Expert, with at least 15 years relevant experience		25%	
Director/Principal/Senior Manager, with at least 10 years relevant experience		15%	
Manager, with 5-7 years relevant experience		20%	
Consultant, with 2-5 years relevant experience		20%	
Junior Consultant, with up to 2 years relevant experience		20%	
Total (blended rate):		100%	

Signed:

For and on behalf of:.....

Date:.....