TENDER DOCUMENTS

for

Tuath Housing Association

Relating to the Provision of

Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs

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SECTION 1

Request for Tender

Request for Tender

(RFT)

Title of Tender:	**Invitation to Tender for the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties.**
E-Tenders Reference ID:	As per e-tenders.
Description of Services:	
Tuath Housing Association invites tenders from suitably qualified and experienced electrical contractor to undertake Life Safety System (LSS) inspections, servicing and associated maintenance, upgrades and/or repairs on selected Tuath Housing Association properties. This initiative is part of an ongoing asset management and regulatory compliance programme and forms part of a comprehensive strategy for future planned maintenance.	
Key Dates:	
Issue Date:	**Monday 2nd November 2026**
Closing Date/Time for Queries:	**Wednesday 2nd December at 12.00**
Closing Date/Time for Applications:	**Wednesday 9th December at 12.00**
Contact for Queries:	
Via www.etenders.gov.ie ONLY	
Format for Submission of Applications:	
Use the Tender Response Documents provided ONLY and return via www.etenders.gov.ie ONLY	

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Part 1: Introduction

1.1. Tuath Housing Association (the "Contracting Authority") invites tenders ("Tenders") to this request for tenders ("RFT") from suitably qualified economic operators ("Tenderers") for the provision of the services described in this RFT (the "Services").

1.2. In summary, the Services comprise the undertaking of:

- Life Safety System (LSS) inspections and servicing, together with any associated maintenance, upgrades, remedial works and/or repairs,

across Tuath Housing Association's residential properties as set out in the asset list.

1.3. This public procurement competition will NOT be divided into lots.

1.4. This public procurement competition (the "Competition") will be conducted in accordance with the open procedure under the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the "Regulations"). Any contract that may result from this Competition (the "Services Contract") will be issued for a term of 12 (twelve) Months ("the Term").

1.5. The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 (twelve) Months with a maximum of 3 (three) such extension or extensions on the same terms and conditions, subject to the Contracting Authority's obligations at law.

1.6. The Contracting Authority estimates that the expenditure on the Services to be covered by the proposed Services Contract may amount to some €4,000,000.00 (excl. VAT) over the Term and any possible extensions. Tenderers must understand that this figure is an estimate only based on current and future expected usage.

1.7. Contracting Authority policy seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SME"s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to paragraph 2.5, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contract that may result from this Competition and therefore increase their social and economic benefits.

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

Part 1B: Overview of the Contracting Authority

Tuath Housing Association has grown rapidly since letting its first homes in late 2006 and now manages over 17,000 properties nationwide, providing homes to more than 38,000 tenants. Tuath Housing Association is governed by a Board of Directors with a broad range of business expertise and a strong commitment to the social outcomes required to support a growing Approved Housing Body (AHB).

Tuath Housing Association employs more than 270 staff across five regional offices, overseen by an experienced management team with expertise in tenancy management, project management, financial management, human resources, legal services, and communications.

Mission

To provide good-quality, secure homes that people can afford.

Tuath Housing Association is an award-winning housing provider and is a member of the Irish Council for Social Housing, the Housing Alliance, and the Chartered Institute of Housing.

Vision

Investing in people and places by providing more homes and greater choice.

Tuath Housing Association strongly believes in the importance and value of working in partnership with its stakeholders to deliver more homes to more people, while creating sustainable communities across the country.

Legal Status

Tuath Housing Association is a not-for-profit company, limited by guarantee, and an approved voluntary housing association. Tuath Housing Association is governed by its Constitution, and is run by a Board of Directors, comprised of volunteers from professional backgrounds in design and construction, property, risk, law and finance etc. Board members donate their services and time for free. Tuath Housing Association was initially established in the Republic in 2000 and is a member of the Irish Council for Social Housing and the Housing Alliance. Tuath Housing Association has charitable status, is regulated by the Approved Housing Bodies Regulatory Authority and does not solicit or receive charitable donations from the public or businesses.

Tuath's Meaning

In Old Irish culture the basic unit of identity was the local region, or Tuath. It is a word of adaptable meaning that has been translated variously throughout the history of the language as people, tribe, or clan, as well as place or territory and perhaps most aptly, community. Tuath's name, in all its various interpretations, reflects the organisations core values and evolving status as an organisation that adapts to the needs of those who require safe, secure and affordable accommodation.

Part 2: Instruction to Tenderers

2.1. Important Notices

2.1.1. While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT and may wish to consult their legal advisers.

2.1.2. The Contracting Authority does not bind itself to accept the lowest priced or any Tender.

This RFT does not constitute an offer or commitment to enter into a Services Contract.

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

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

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

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

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

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

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

The Tenderer, as Data Controller in respect of any Personal Data provided by it in its Application, is required to confirm in the statement required under paragraph 2.4 below that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie

website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

2.1.5. The Contracting Authority would refer Tenderers in particular to the provisions of Regulation (EU) 2022/1031 on the access of third country economic operators, goods and services to the Union's public procurement and concession markets and procedures supporting negotiations on access of Union economic operators, goods and services to the public procurement and concession markets of third countries (International Procurement Instrument – IPI), and to their obligation to comply therewith.

In particular, tenderers and candidates should note in Article 6 of Regulation (EU) 2022/1031, the obligations for a Contracting Authority in the context of a procurement procedure where the EU Commission has adopted an IPI measure.

2.1.6. Tenderers are referred to the provisions of Regulation (EU) 2022/2560 of the European Parliament and of the Council on Foreign Subsidies distorting the Internal Market, in addition to Commission Implementing Regulation (EU) 2023/1441, and their obligation to comply therewith. In particular, tenderers and candidates should note the requirements in Articles 28 and 29 of Regulation (EU) 2022/2560 relating to the prior notification or declaration of foreign financial contributions, where the estimated value of the public procurement procedure is equal to or greater than the applicable financial thresholds set out therein. In that regard, Tenderers and Candidates are referred to Appendix 4.4 of the RFT.

2.2. Compliant Tenders

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

- seeking written (electronic) clarification from the Tenderer;
- seeking further information from the Tenderer; or
- waiving a requirement, which in the Contracting Authority's view, is non-material or procedural.

Tenderers are required:

(a) To complete and submit with their Tender, the electronic version of the European Single Procurement Document ("eESPD") which is available to download separately from www.etenders.gov.ie. Alternatively, Tenderers may submit an eESPD which has already been used in a previous procurement procedure PROVIDED THAT they confirm that:

i. the information contained in it continues to be correct; and

ii. that they satisfy the Selection Criteria for this Competition as set out at part 3.2 of this document;

(b) To submit all documentation which this RFT requires to be submitted with their Tender; including the TRD and all other documents requested to be submitted by the TRD

(c) To follow the format of this RFT and the TRD and respond to each element in the order as set out in this RFT and the TRD;

(d) To conform to and comply with all instructions and requirements set out in this RFT;

(e) To submit the Tenderer's Statement required under paragraph 2.4, below;

(f) Not to alter or edit this RFT in any way.

2.2.2. Without prejudice to the generality of paragraph 2.2.1, failure to comply with paragraph 2.6 below will render the Application non-compliant and it will be rejected.

2.3. Services Contract

2.3.1. Tenderers should note the terms and conditions of the Services Contract set out at Appendix 5 to this RFT.

2.3.2. Tenderers are required to confirm their acceptance of the terms and conditions of the Services Contract by signing the Tenderer's Statement at Appendix 4.2. Tenderers may not amend the Services Contract.

2.4. Acceptance of RFT Requirements

Each Tenderer is required to accept the provisions of this RFT. ALL TENDERERS MUST RETURN, with their Tender, a scanned signed copy of the Tenderer's Statement, as set out in Appendix 4.2, printed on the Tenderer's letterhead. The Contracting Authority must be able to read the scanned signature of the Tenderer. If possible, please sign documents using blue ink. If the Contracting Authority cannot read the scanned signature, Tenderers may be requested to re-submit. Tenderers may not amend the Tenderer's Statement.

2.5. Consortia and Prime/ Subcontractors

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

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

2.6. Tender Submission Requirements

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

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

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

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

2.6.2. Tenders must be received not later than 12.00 noon on Friday 4th December (the "Tender Deadline"). Tenders that are received late WILL NOT be considered in this Competition

2.6.3. Tenders must be submitted in English.

2.6.4. Subject to paragraph 2.14 and 2.18, each Tenderer is limited to submitting one Tender in its own capacity and one Tender as part of a consortium/group of undertakings under this RFT.

2.6.5. All Tenders submitted electronically must be compiled in a format that can be opened and read using standard PDF readers and Microsoft Excel, as applicable. Tenderers are responsible for ensuring that all electronic documents submitted are complete, accessible and free from corruption. The Contracting Authority accepts no responsibility for corrupted or unreadable files. Where any required document cannot be opened or accessed, the Tender may be deemed non-compliant and excluded from further consideration in the Competition.

2.7. Queries and Clarifications

2.7.1. All queries relating to any aspect of this Competition or of this RFT must be directed to the messaging facility on www.etenders.gov.ie. Queries will be accepted no later than 12.00 noon on Friday 27th November unless otherwise published by the Contracting Authority. For the

avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition.

2.7.2. All responses to queries will be issued by the Contracting Authority via the messaging facility on www.etenders.gov.ie. Where appropriate, queries may be amalgamated. Tenderers should note that the Contracting Authority will not respond to individual Tenderers privately.

2.7.3. The Contracting Authority reserves the right to issue or seek written clarifications.

2.7.4. The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.

2.7.5. Tenderers should ensure that they register their interest in this Competition, by clicking on the "Accept" button on www.etenders.gov.ie, in order to receive all responses to queries and other updates in relation to this Competition.

2.8. Tendering Cost

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

2.9. Confidentiality

2.9.1. All documentation, drawings, data, statistics, information, patterns, samples or material disclosed or furnished by the Contracting Authority to Tenderers during the course of this Competition:

(a) are furnished for the sole purpose of replying to this RFT only;

(b) may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Contracting Authority;

(c) shall be treated as confidential by the Tenderer and by any third parties (including subcontractors) engaged or consulted by the Tenderer; and

(d) must be returned immediately to the Contracting Authority upon cancellation or completion of this Competition if so requested by the Contracting Authority.

2.10. Pricing

2.10.1. All Tenderers must complete the Pricing Schedule at Appendix 2 to this RFT.

2.10.2. All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, ancillary costs and all other costs/expenses), be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.

2.10.3. Tenderers must confirm that all prices quoted in the Tender will remain valid for 180 Days commencing from the Tender Deadline

2.10.4. Any currency variations occurring over the term of the Services Contract shall be borne by the Tenderer.

2.10.5. Payments for Services provided pursuant to this RFT shall be subject to and made in accordance with the Services Contract at Appendix 5 to this RFT.

2.10.6. "Not Used"

2.11. Environmental, Social and Labour Law

2.11.1. In the performance of any Services Contract awarded, the successful Tenderers and their Subcontractors (if any), shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the services are provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the Regulations.

2.11.2. Tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

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

2.12. Publicity

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

2.13. Registrable Interest

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

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

2.14. Anti-Competitive Conduct

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

2.15. Industry Terms Used in this RFT

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

2.16. Freedom of Information

2.16.1. Tenderers should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

2.16.2. Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Tenderers must, when providing such information, clearly identify the specific sections of their Tender containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt Tenderers may not assert confidentiality or commercial sensitivity over the entire Tender but must clearly identify the specific section containing such information. If Tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the Tenderer. The Contracting Authority will, where possible, consult with Tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information

provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

2.17. Tax Clearance

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

2.18. Conflict of Interest

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

2.19. Withdrawal from Competition

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

2.20. Site Visit

2.20.1. “Not Used”

2.20.2. “Not Used”

2.21. Insurance

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

Type of Insurance	Indemnity Limit
Employer's Liability	€13.0m
Public Liability	€6.5m
Product Liability	€6.5m
Professional Indemnity	€700k

2.21.2. By signing the Tenderer's Statement at Appendix 4.2, Tenderers confirm that, if awarded a Services Contract under this Competition;

i. they will, from the Effective Date of the Services Contract (as defined in the Services Contract), obtain and hold the types and levels of insurance as specified at paragraph 2.21.1.

ii. the territorial limits and jurisdiction of its insurance policies include Ireland and

iii. they are not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Services Contract.

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

(a) immediately advise the Contracting Authority of any material change to its insured status;

(b) produce proof of current premiums paid upon request;

(c) produce valid certificates of insurance upon request.

Part 3: Selection & Award Criteria

3.1. Compliant Tenders

Only those Tenderers who have:-

(a) Submitted compliant Tenders pursuant to paragraph 2.2 above, and

(b) Declared by way of eESPD, that either:

i. no mandatory grounds for exclusion of the Tenderer pursuant to Regulation 57 of the Regulations apply to them, or

ii. in circumstances where any mandatory exclusion grounds apply to the Tenderer (and where the Tenderer is not precluded from doing so under Regulation 57(17) of the Regulations), that it can provide evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the existence of any such relevant exclusion ground, and

(c) Declared by way of eESPD that they satisfy the selection criteria for this Competition as set out in part 3.2 below (the "Selection Criteria"),

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

However, please note that the Contracting Authority also reserves the right to exclude from evaluation a Tenderer to whom a discretionary ground for exclusion pursuant to Regulation 57 of the Regulations applies.

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

i. completes and submits a separate eESPD in respect of each such entity, and

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

Where a Tenderer (Prime Contractor) intends to subcontract any share of any Contract to a Subcontractor, but is not relying on the capacity of such Subcontractor for the purposes of fulfilling any of the Selection Criteria in part 3.2 below, it must ensure that each such Subcontractor submits a separate eESPD in respect of such Subcontractor completing those sections of the eESPD which are specified in section 2.D of the eESPD for this Competition.

The Contracting Authority may decide to examine Tenders before verifying the absence of exclusion grounds in Regulation 57 of the Regulations (the "Exclusion Grounds") and the fulfilment of the Selection Criteria.

However, notwithstanding anything to the contrary in this part 3.1, the Contracting Authority reserves the right to ask Tenderers at any moment during the Competition to submit any or all

of the following for the purposes of verification of the status of the Tenderer (including the Prime Contractor and any Subcontractor):

i. a Declaration in the form attached at Appendix 4.3;
ii. evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground;
iii. in the case of the Prime Contractor and any Subcontractor on whose capacity the Prime Contractor relies, all or any of the supporting documents specified at paragraph 3.2 below;
iv. information concerning the Tenderer, and any proposed subcontractors, for the purposes of Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same) including, but not limited to, in respect of natural persons, copies of identity documents and, in respect of legal persons, a certificate or extract from the commercial register or other competent authority of the country in which the legal person is established; and
v. information concerning the origin of goods, if any, for the purposes of assessing compliance with Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

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

If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground and (iii) that any proposed Subcontractor on whose capacity the Tenderer relies (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576) then, it shall be excluded from further participation in this Competition unless it replaces the Subcontractor with one which meets all relevant requirements of this RFT.

3.2. Selection Criteria

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

3.2.A Economic and Financial Standing

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

Evaluation – Pass / Fail

Tenderers must demonstrate the following:

1. **Tax Compliance:** Hold a current **Tax Clearance Certificate** and that they are **0% RCT rated**. Provide evidence upon contract award.

2. **Social Security and Revenue Compliance:** Are compliant with all social security and revenue obligations for the duration of any contract awarded.

3. **Insurance:** Hold the insurance policies specified in Section 2.21 of this RFT and provide evidence upon request.

4. **Minimum Turnover:** Have achieved a **minimum turnover of €1,500,000 in each of the last three financial years**, supported by evidence from auditors.

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

In the case of a consortium or joint venture, this criterion may be met collectively by all members of the consortium.

Guidance for Tenderers

- Tenderers are encouraged to meet the minimum financial and economic requirements through joint responses, partnerships, or consortium arrangements.

- Small and Medium Enterprises (**SMEs**) that consider the scope of this Competition beyond their current capacity are encouraged, subject to paragraph 1.7, to explore relationships with other SMEs or larger enterprises to enable participation.

- Larger enterprises are also encouraged, subject to paragraph 1.7, to consider including SMEs in their proposals to maximise social and economic benefits.

Note: Failure to meet any of the above financial and economic requirements will result in exclusion from this Competition.

3.2.B Technical and Professional Ability

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

Evaluation – Pass / Fail

Tenderers must demonstrate the following:

1. **Registrations, Accreditations & Training:** The successful Tenderer must hold all necessary registrations, accreditations and training certificates as noted in Appendix 1.4 (Contractor Competency Matrix). The Tenderer is to fill out and return Appendix 1.4 as part of the TRD.

2. **Live Customer Portal:** The successful Tenderer must provide a fully operational online customer portal available 24 hours per day. The Client must have secure access to a live system dashboard displaying the operational status of all systems across all sites, the live portal must be in a position to display all fire and faults on systems. The portal must show live and continuously updated information including fire alarm system status, system faults, alarms, maintenance activity and compliance status. Portal to be able to review and approve quotes as well as reviewing job sheets. Annual Certificates and servicing certificate to be available 24/7 for review.

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

Note: Failure to meet any of the above technical or professional requirements will result in exclusion from this Competition at this stage.

Note: The Contracting Authority may, at its own discretion, accept evidence that the Tenderer is working towards the above required accreditation / training and that the Tenderer will, within 8 weeks of the Service Contract being executed, satisfy all of the above technical and professional requirement(s). In this case, the Contracting Authority reserves the right to make contact with the appropriate approval body to verify this information.

Note: Third Party Certification for fire detection and alarm maintenance is not currently available in the Republic of Ireland. This is due to be rolled out and made available in the near future. The successful Tenderer must obtain this accreditation within 6 (six) months of it becoming available or by the 1 (one) year anniversary of the contract execution date (whichever is later). Failure to

meet this requirement will result in the successful tenderer being ineligible for any contract extensions noted in paragraph 1.5 of this RFT.

3.3. Award Criteria

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

3.3.1.1 Overview

In this section Tenderers will be evaluated on the **Qualitative Award Criteria** & the **Cost Award Criteria** as set out in the below paragraphs. The qualitative assessment will demonstrate the Tenderers capacity, to deliver the services required for the Services Contract and the cost assessment will demonstrate to the Contracting Authority the Value for Money of that Tenderer to undertake such services.

In order to facilitate evaluation of responses the Tenderer must submit the following for assessment at this stage:

- **Qualitative Assessment: Section 2 - Tender Response Document.**
  Tenderers must review the below Award Criteria. Note that the Award Criteria is provided again in TRD document. Tenderers must submit their answers to each individual criterion within the Tenderer Response Document (TRD), completed in line with instructions provided in that document. All required information must be submitted in the TRD in accordance with the instructions provided. Only information submitted via the TRD will be evaluated.
  There is a checklist included in the TRD to assist the Tenderer.
- **Cost Assessment: Appendix 2 - Pricing Schedule**.
  Tenderers must review the attached Pricing Schedule and return a completed document in excel format in line with instructions provided in that document.

Once both assessments have been evaluated, marks for each will be awarded in line with the scoring methodology set out below to provide the Tenderers final scores for Quality and Cost.

The final stage evaluates the Most Economically Advantageous Tender (MEAT) using the combined Qualitative and Cost Assessments as outlined below. The maximum marks available for each assessment and overall combined score is as follows:

- **Qualitative Assessment:** **40% (400 Marks)**
- **Cost Assessment:** **60% (600 Marks)**
- **Total Combined Score:** **100% (1000 Marks)**

The Service Contract will be awarded on the basis of the Tenderer achieving the highest **Total Combined Score**, in accordance with the MEAT principle.

3.3.1.2 Minimum Scoring Requirements for Qualitative Award Criteria

Tenderers are advised that, in order to be considered for this Service Contract, a **minimum score of 60% must be achieved for each qualitative award criterion**. Failure to achieve the minimum threshold on any of the qualitative criteria will result in the tender being excluded from further evaluation, regardless of the total overall score. **In such circumstances, the Tenderer's Pricing Schedule will not be evaluated.**

3.3.1.3 Methodology for Scoring Qualitative Award Criteria

The below methodology will be used by the evaluators when awarding marks for the Qualitative Award Criteria:

Score	Category	Description
80 – 100%	Excellent	Excellent response with very few or no weaknesses and provides comprehensive, detailed, and convincing assurance that the Tenderer will deliver the contract to an excellent standard.
60 – 79%	Good	A good response that demonstrates real understanding for the requirements and assurance that the Tenderer will deliver the contract to a high standard.
40 – 59%	Average	A basic response which demonstrates a reasonable understanding of requirements but does not provide sufficient convincing assurance to award a higher mark.
20 – 39%	Poor	A response not meeting the minimum requirement where reservations exist. Response lacks full credibility and/or convincing detail, leaving the Contracting Authority to determine that there is risk associated with selection of the Tenderer.
1 – 19%	Very Poor	A response where serious reservations exist not meeting minimum requirements. This may be due to insufficient detail provided and fundamental flaws, or is seriously inadequate or lacking in credibility with a high risk of unsuccessful delivery.
0%	Bad	Response completely fails to address the criterion under consideration.
Less than 60% is unacceptable and considered ineligible from further consideration		

Marks within the defined scoring ranges above may be awarded where tender responses demonstrate merit beyond the minimum requirements, in accordance with the evaluation criteria. The percentages noted above will be applied to the overall marks available for each criterion.

3.3.1.4 Qualitative Award Criteria

No.	Award Criteria	Details/Pass Criteria	Marks Available	Min Mark Required
1	**Previous Experience**	Tenderers must demonstrate successful delivery of at least **three (3) comparable contracts** (similar scale, nature, complexity and quality) completed within the last five (5) years. Up to **25 marks per project** will be awarded. Submission of more than three projects is not required. Each project will be assessed on: • Similarity in scale and residential context • Tenant access coordination • Inspection/testing methodology • Quality assurance and delivery outcomes • Demonstration of learning and applicability to this Contract *2 A4* page *maximum per project.*	**75**	**45**
2	**Organisation Profile & Resource Capacity Overview**	Tenderers must demonstrate their organisational capability to suitably resource and undertake the delivery of this project. The submission shall include: • An organisation chart clearly defining roles and responsibilities. • Details of the contractor's organisational structure and clarity of roles, including project managers, all registered electricians, access co-ordinators, administrators and details of any named sub-contractors. • Number and qualifications of registered electricians. • Contract management structure • Administrative and scheduling resources. • Access to required equipment, vehicles, testing systems.	**70**	**42**

		The response to this section should be limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated.		
3	**On Site Methodology & Programme for Service Delivery**	Tenderers must submit a methodology for delivery of the LSS inspections of all properties indicated on the asset list in Appendix 1 over an initial 12-month period. The submission shall include: • Mobilisation and lead-in period • Adherence to Mandatory Servicing Intervals • Access management strategy (including hard-to-contact tenants) 100% access rate for flats is required from 2025 • Inspection and certification process • Reporting systems • Minor remedial works approach including standard in stock items • Major remedial works approach • Fire Alarm Activations Response Procedure • Reactive Call Outs • Out of Hours Call Outs • Fault Monitoring Response limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated.	**125**	**75**
4	**Background Contract Management & Cost Control**	Tenderers must detail how they will manage the contract as a whole from an administrative point of view. Tenderers shall outline: • Reporting to the Contract Authority. • OOH updates. • Weekly Progress Reporting. • Monthly Compliance Reporting. • Cost tracking and financial controls. • Process for pricing and completing minor repairs & major upgrade works • Payment application process.	**70**	**42**

		• Details of their Live Customer Portal. Maximum response: four A4 pages (font 11). Material in excess of this limit will not be evaluated.		
5	**Environmental & Social Sustainability**	Tenderers shall describe how they will minimise environmental impact in delivering this contract. Submissions should address: **Environmental Measures:** • Measures to reduce vehicle emissions (e.g. route optimisation, low-emission vehicles) • Minimisation of travel and efficient scheduling of inspections • Use of electronic certification and reporting (paperless systems) • Environmentally responsible handling and recycling of electrical materials (including WEEE compliance) and Fire Extinguishers **Social & Economic Measures:** • Contribution to skills development (e.g. apprenticeships, trainee electricians) • Use of local labour where appropriate • Workforce development and training initiatives relevant to service delivery • Measures to ensure continuity of skilled resources over the contract term Maximum response: 4 A4 pages (font 11). Material in excess of this limit will not be evaluated.	**60**	**36**
Total	**Quality Score**		**400**	**240**

3.3.1.5 Methodology for Scoring Cost Award Criteria / Pricing Schedule

The following formula will be applied to obtain the weighted marks for the cost score:

$$\textbf{Cost Score} = \frac{\text{Lowest Tendered Rate}}{\text{Tenderer's Price}} \times \text{Maximum Number of Marks Available}$$

Where:

- Lowest Tender Price = the lowest compliant price submitted by any Tenderer
- Tenderer's Price = the price submitted by the Tenderer being evaluated
- Maximum Number of Marks Available = the total marks allocated to Cost (e.g. 600)

3.3.1.6 Cost Award Criteria

No.	Award Criteria	Details/Pass Criteria	Marks Available	Min Mark Required
1	Pricing Schedule	Tenderers must complete Appendix 2 - Pricing Schedule in full. Instructions on how to fill out the document and how the Tenderers Price is calculated are detailed in full within the Pricing Schedule.	600	N/A

The Contracting Authority reserves the right to reject abnormally low tenders (applies to total costs and individual rates) in accordance with the applicable procurement regulations.

3.3.1.7 Qualitative / Cost Assessment & Overall MEAT Award Decision

The final stage evaluates Most Economically Advantageous Tender (MEAT) using the combined Qualitative and Cost Assessments outlined in the scoring matrices above.

Weighting ensures that qualitative performance is assessed first, and only compliant and capable Tenderers proceed to Cost Assessment.

The Service Contract will be awarded on the basis of the Tender achieving the highest **Total Combined Score** for Quality and Cost, in accordance with the MEAT principle.

The final score for each Tender will be calculated as follows:

Total Combined Score = Quality Score + Cost Score

The Tender achieving the highest total combined score will be ranked first and identified as the Most Economically Advantageous Tender (MEAT), subject to verification of compliance and supporting documentation.

3.3.1.8 Tie-Break Rules

In the event that there is a tie for Total Score, the following tie-break approach will be adopted:

The Tenderer who has been awarded the highest number of marks for the Qualitative Award Criteria (paragraph 3.3.1.4) element of their Tender will be deemed to be the Most Economically Advantageous Tender ("MEAT").

In the event the Tenderers receive the same overall marks for the Qualitative Award Criteria element of their Tender, the Tenderer who has been awarded the highest marks for the individual criterion in paragraph 3.3.1.4 in the below order of importance will be deemed the MEAT.

1. Criterion 3 (On Site Methodology & Programme for Service Delivery)
2. Criterion 1 (Previous Experience).
3. Criterion 2 (Organisation Profile & Resource Capacity Overview)
4. Criterion 4 (Background Contract Management & Cost Control)
5. Criterion 5 (Environmental & Social Sustainability)

3.3.1.9 Post Tender Clarification

At the discretion of the Contracting Authority, Tenderers may be invited, in writing, to clarify certain aspects of their Tender, particularly where information or documentation submitted appears to be incomplete or unclear.

Any such clarification process will be conducted strictly in accordance with the principles of transparency, proportionality and equal treatment and shall not result in any material change to the Tender or distortion of competition.

Clarifications shall not permit a Tenderer to submit a new or improved Tender.

3.3.1.10 Verification

The award of any Contract may be subject to a verification meeting with the preferred Tenderer.

Where such a meeting is required, it is essential that the key personnel proposed for delivery of the Services are available to attend.

Tenderers will be notified in writing of the date, time, agenda and format of any verification meeting as soon as reasonably practicable.

The Contracting Authority also reserves the right, where necessary, to undertake a visit to the Tenderer's premises for the purposes of verifying information provided in the Tender submission.

Verification meetings and/or site visits will not form part of the scored evaluation.

3.3.1.11 Clarification of Abnormally Low Tenders

The Contracting Authority may seek clarification where it considers that a Tender may be abnormally low or commercially unsustainable, having regard to the overall Tendered Price, any individual rates or prices therein, or any other relevant financial or delivery matter (including proposed resources or indicative hours). The Tenderer shall be requested to provide a written explanation of the relevant elements of its Tender.

The Contracting Authority may, at its discretion, reject the Tender where:

- the explanation provided is not satisfactory; or
- the Tenderer fails to provide the requested clarification within the required timeframe.

Any decision to reject an abnormally low Tender will be taken in accordance with the applicable procurement regulations.

3.3.1.12 Right to Confirm Suitability

Tenderers should note that the Contracting Authority reserves the right, at any time prior to contract award, to confirm that the Tenderer's financial standing, technical capacity and professional suitability remain valid and unchanged.

Where material changes occur, the Contracting Authority may exclude the Tenderer from further participation.

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

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

(b) the evidence specified at paragraph 3.3.2(a) above demonstrating that each entity concerned meets the Selection Criteria and the compliance requirements specified at paragraph 3.1(b) and (c) above.

3.4. Presentation of Proposals

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

3.5. Standstill Period

3.5.1 In circumstances where the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (Statutory Instrument 130 of 2010), as amended by the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulations 2015 (Statutory Instrument 192 of 2015) and the European Communities (Public Authorities' Contracts (Review Procedures) (Amendment) Regulation 2017 (Statutory Instrument 327 of 2017) apply, no contract can or will be executed or take effect until at least fourteen (14) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this Competition ("Standstill Period") if such notice is sent by electronic means. The Standstill Period shall be sixteen (16) calendar days if such notice is sent by other means. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.

3.5.2 Tenderers should note that the Contracting Authority may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by the Contracting Authority.

3.6. Return of Signed Contracts

3.6.1 The successful Tenderer must sign and return the Services Contract and the Confidentiality Agreement, both in duplicate, to the Contracting Authority no later than [insert number] calendar days from the date of expiry of the Standstill Period unless notified otherwise in writing by the Contracting Authority. A signed Services Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Services Contract in accordance with paragraph 2.1.2 above.

3.6.2 Where the signed Services Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified at paragraph 3.6.1 then the Contracting Authority may proceed to award the Services Contract to the next highest-ranked Tenderer in accordance with paragraph 3.6.1 above.

SECTION 2

Tender Response Document

Note: The Tender Response Document must be completed in full. A word version of this document will be made available with the tender documents uploaded to eTenders. This document is to be returned in full and submitted in PDF format.

Tender Response Document

(TRD)

Title of Tender:	**Invitation to Tender for the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties.**
E-Tenders Reference ID:	As per e-tenders.
Description of Services:	
Tuath Housing Association invites tenders from suitably qualified and experienced electrical contractor to undertake Life Safety System (LSS) inspections, servicing and associated maintenance, upgrades and/or repairs on selected Tuath Housing Association properties. This initiative is part of an ongoing asset management and regulatory compliance programme and forms part of a comprehensive strategy for future planned maintenance.	
Key Dates:	
Issue Date:	**Monday 2nd November 2026**
Closing Date/Time for Queries:	**Wednesday 2nd December at 12.00**
Closing Date/Time for Applications:	**Wednesday 9th December at 12.00**
Contact for Queries:	
Via www.etenders.gov.ie ONLY	
Format for Submission of Applications:	
Use the Tender Response Documents provided ONLY and return via www.etenders.gov.ie ONLY	

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Instructions to Tenderers for Completing this Template

Please complete the template in the form and format provided. Tenderers MUST provide a full response in each area to demonstrate that they have read and understood the requirements and formulated a response accordingly. Please also pay attention to the font size and the lengths outlined in the respective sections. Responses must adhere to the structure and lengths outlined here. During the evaluation phase, evaluators will stop reading content supplied that exceeds the proposed response lengths outlined in the document.

Please do not alter the tender template, it will be checked for compliance with the structure outlined in this tender response document. Please only append those additional documents that are SPECIFICALLY REQUESTED as part of this tender. Any further additional documentation will be disregarded and will not be scored.

Diagrams can be used to animate responses and while font size may vary on pasting into this format, it is the bidder's responsibility to make sure any text in diagrams is legible. Suppliers responding to this tender are encouraged to focus on quality rather than volume in their tender response.

Responses will be marked by the Evaluation Team as set out in Part 3: Selection and Award Criteria of the RFT.

Document Scope

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

Checklist for Tender Submissions

In order to allow the Contracting Authority to consider economic operators for acceptance to the Competition, Tenderers are advised to ensure their response includes all of the following.*

Document Title	Tick list
Compliant Tender	
Appendix 4.1 - European Single Procurement Document (ESPD)	☐
Appendix 4.2 - Tenderer Statement	☐
Appendix 4.3 - Declaration as to Personal Circumstances of Tenderer	☐
Selection and Award Criteria	
Section 2 - Tender Response Document (TRD)	☐
All documents required to complete the Economic and Financial Standing requirements of the assessment (see Part 3.2.A of the RFT). Including documentary evidence of Financial and Economic Selection Criterion.	☐
All documents required to complete the Technical and Professional Ability requirements of the assessment (see Part 3.2.B of the RFT).	☐
Any other Qualification Certifications & Accreditations, CVs or documents that the Tenderer deems required to be submitted.	☐
Appendix 2 - Pricing Schedule in PDF with a duplicate in EXCEL	☐
Other Required Documents	
Appendix 3.1 - Health and Safety Compliance Declaration	☐
Appendix 3.2 - PSCS Declaration	☐

**All other documents will require completion prior to acceptance of a Tender and execution of the Services Contract.*

This checklist has been provided for guidance purposes only and the Contracting Authority accepts no responsibility for omissions of any description. Tenderers are advised to read the RFT in its entirety to provide their compliant response.

Part 1: Tenderer General Information

Please complete the information requested below:

Details of Tenderer (Prime contractor if part of a consortium)		
Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable		
Legal Structure – partnership, limited company, etc.		
Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party (i.e. eESPD, financial, or other selection criterion where applicable)

Part 2: Compliant Tender

2.1. Compliant Applications

Only those Tenderers who have:-

(a) Submitted compliant Tenders pursuant to paragraph 2.2 of the RFT, and

(b) Declared by way of eESPD, that either:

i. no mandatory grounds for exclusion of the Tenderer pursuant to Regulation 57 of the Regulations apply to them, or

ii. in circumstances where any mandatory exclusion grounds apply to the Tenderer (and where the Tenderer is not precluded from doing so under Regulation 57(17) of the Regulations), that it can provide evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the existence of any such relevant exclusion ground, and

(c) Declared by way of eESPD that they satisfy the selection criteria for this Competition as set out in part 3.2 of the RFT (the "Selection Criteria"),

will be evaluated in accordance with the Award Criteria at part 3.3 of the RFT based on their responses in this document.

Tenderers are required:

(a) To complete and submit with their Tender, the electronic version of the European Single Procurement Document ("eESPD") which is available to download separately from www.etenders.gov.ie. Alternatively, Tenderers may submit an eESPD which has already been used in a previous procurement procedure PROVIDED THAT they confirm that:

i. the information contained in it continues to be correct; and

ii. that they satisfy the Selection Criteria for this Competition as set out at part 3.2 of the RFT;

(b) To submit all documentation which the RFT requires to be submitted with their Tender; including this TRD and all other documents requested to be submitted by this TRD

(c) To follow the format of the RFT and this TRD and respond to each element in the order as set out in the RFT and this TRD;

(d) To conform to and comply with all instructions and requirements set out in the RFT;

(e) To submit the Tenderer's Statement required under paragraph 2.4, of the RFT;

(f) Not to alter or edit the RFT in any way.

2.2. European Single Procurement Document (ESPD)

As per the RFT, all Tenderers **must return**, with their Tender Submission, the electronic version of the European Single Procurement Document (eESPD) as set out in Appendix 4.1 of the Tender Documents in PDF format.

Tenderers may submit an eESPD which has already been used in a previous procurement procedure PROVIDED THAT they confirm that:

(i) the information contained in it continues to be correct and
(ii) that they satisfy the Selection Criteria for this Competition as set out in the RFT document.

Where a Tenderer (Prime Contractor) is relying on the capacity of other entities (Subcontractors) for the purposes of fulfilling any of the Selection Criteria in the RFT document it must:

(i) Complete and submit a separate eESPD in respect of each such Subcontractor and
(ii) When requested by the Contracting Authority, submit proof, to the satisfaction of the Contracting Authority, that each such Subcontractor will place the necessary resources at the disposal of the Prime Contractor.

The ESPD is available to download separately from www.etenders.gov.ie. For Tenderers' convenience, the ESPD is also provided in Word format.

2.3. Tenderers Statement

As per the RFT, all Tenderers **must return**, with their Tender Submission, a scanned, signed copy of the Tenderer's Statement as set out in Appendix 4.2 of the Tender Documents in PDF format.

The statement must be printed on the Tenderer's own letterhead.

For Tenderers' convenience, the Tenderer's Statement is also provided in Word format.

2.4. Declaration as to Personal Circumstances of Tenderer

As per the RFT, all Tenderers **must return**, with their Tender Submission, a scanned, signed copy of the Declaration as to Personal Circumstances of Tenderer as set out in Appendix 4.3 of the Tender Documents in PDF format.

The declaration must be completed and signed by an authorised signatory.

For Tenderers' convenience, the Declaration as to Personal Circumstances of Tenderer is also provided in Word format.

Part 3: Selection & Award Criteria Response

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

The Award Criteria covered in this tender response document will be assessed on the basis of both open-ended and closed-ended questions. The length of required responses will be made clear for each section.

Tenderers will be evaluated on the **Qualitative Award Criteria** & the **Cost Award Criteria** as set out in the part 3.3 of the RFT. The qualitative assessment will demonstrate the Tenderers capacity, to deliver the services required for the Services Contract and the cost assessment will demonstrate to the Contracting Authority the Value for Money of that Tenderer to undertake such services.

In order to facilitate evaluation of responses the Tenderer must submit the following for assessment at this stage:

- **Qualitative Assessment: Section 2 - Tender Response Document.**
  Tenderers must review the below Award Criteria. Tenderers must submit their answers to each individual criterion within this Tenderer Response Document (TRD), completed in line with instructions provided. All required information must be submitted in this TRD in accordance with the instructions provided. Only information submitted via this TRD will be evaluated.
- **Cost Assessment: Appendix 2 - Pricing Schedule**.
  Tenderers must review the attached Pricing Schedule and return a completed document in excel format in line with instructions provided in that document.

Once both assessments have been evaluated, marks for each will be awarded in line with the scoring methodology set out below to provide the Tenderers final scores for Quality and Cost.

3.1. Economic and Financial Standing

3.1.1 Selection Criteria

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

Evaluation – Pass / Fail

Tenderers must demonstrate the following:

1. **Tax Compliance:** Hold a current **Tax Clearance Certificate** and that they are **0% RCT rated**. Provide evidence upon contract award.

2. **Social Security and Revenue Compliance:** Are compliant with all social security and revenue obligations for the duration of any contract awarded.

3. **Insurance:** Hold the insurance policies specified in Section 2.21 of the RFT and provide evidence upon request.

4. **Minimum Turnover:** Have achieved a **minimum turnover of €1,500,000 in each of the last three financial years**, supported by evidence from auditors.

Guidance for Tenderers

- Tenderers are encouraged to meet the minimum financial and economic requirements through joint responses, partnerships, or consortium arrangements.

- Small and Medium Enterprises (**SMEs**) that consider the scope of this Competition beyond their current capacity are encouraged, subject to paragraph 1.7, to explore relationships with other SMEs or larger enterprises to enable participation.

- Larger enterprises are also encouraged, subject to paragraph 1.7, to consider including SMEs in their proposals to maximise social and economic benefits.

Note: Failure to meet any of the above financial and economic requirements will result in exclusion from this Competition.

Please provide the information requested by completing and signing the table in section 3.1.2 of this TRD below.

3.1.2 Response

Tax Clearance		Please confirm Y/N
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at revenue.ie. To this end, please confirm:	Yes	☐
	No	☐
Tenderer Name:		
Tenderer PPSN/ Tax Reference Number		
Access Number		
OR		
I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)		
Registration Number	Certificate Number	
OR		
I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	☐
	No	☐

0% RCT Rated
I confirm that we 0% RCT Rated.

Minimum Turnover			
I confirm that we have achieved the turnover stated below. **(**Minimum turnover required to pass is €1,500,000EUR for each financial year)			
Year	**2025**	**2024**	**2023**
Month End (e.g. July)			
Turnover	€	€	€
I confirm that I will provide evidence of turnover promptly on request. **NOTE-1**: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.		**Yes**	☐
		No	☐

Insurances				
I confirm that we have the following insurances in place **if applicable**				
Insurance Type	**Required Levels**	**Level in Place**	**Details of Excess**	**Renewal Date**
Employers Liability	€13.m	€		
Public Liability	€6.5m	€		
Product Liability	€6.5m	€		
Professional Indemnity	€700k	€		

AND		
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.	Yes	☐
	No	☐
AND		
I confirm that I will provide the following promptly on request: • evidence of insurances in place; or, • letter from Insurance Broker confirming that the required levels can be put in place if successful	Yes	☐
	No	☐

Signed:		**Position:**	
Print Name:		**Phone No:**	
Company Name:		**Date:**	
Address:			

Note: Tenderers must be able to provide supporting evidence in respect of each of the above Selection Criteria upon request by the Contracting Authority. Where such evidence is requested, it must be provided within three (3) working days of the request, unless otherwise specified by the Contracting Authority. Failure to provide the required evidence within the specified timeframe may result in the Tenderer being excluded from further participation in the Competition.

3.2. Technical and Professional Ability

3.2.1 Selection Criteria

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

Evaluation – Pass / Fail

Tenderers must demonstrate the following:

1. **Registrations, Accreditations & Training:** The successful Tenderer must hold all necessary registrations, accreditations and training certificates as noted in Appendix 1.4 (Contractor Competency Matrix). The Tenderer is to fill out and return Appendix 1.4 as part of the TRD.

2. **Live Customer Portal:** The successful Tenderer must provide a fully operational online customer portal available 24 hours per day. The Client must have secure access to a live system dashboard displaying the operational status of all systems across all sites, the live portal must be in a position to display all fire and faults on systems. The portal must show live and continuously updated information including fire alarm system status, system faults, alarms, maintenance activity and compliance status. Portal to be able to review and approve quotes as well as reviewing job sheets. Annual Certificates and servicing certificate to be available 24/7 for review.

Note: Failure to meet any of the above technical or professional requirements will result in exclusion from this Competition at this stage.

Note: The Contracting Authority may, at its own discretion, accept evidence that the Tenderer is working towards the above required accreditation / training and that the Tenderer will, by the time the Service Contract is executed, satisfy all of the above technical and professional requirement(s). In this case, the Contracting Authority reserves the right to make contact with the appropriate approval body to verify this information.

Note: Third Party Certification for fire detection and alarm maintenance is not currently available in the Republic of Ireland. This is due to be rolled out and made available in the near future. The successful Tenderer must obtain this accreditation within 6 (six) months of it becoming available or by the 1 (one) year anniversary of the contract execution date (whichever is earlier). Failure to meet this requirement will result in the successful tenderer being ineligible for any contract extensions noted in paragraph 1.5 of this RFT.

3.2.2 Response

As per the RFT, all Tenderers **must return**, with their Tender Submission, a copy of the Contractor Competency Matrix as set out in Appendix 1.4 of the Tender Documents in PDF format.

For Tenderers' convenience, the Contractor Competency Matrix is also provided in Word format.

3.3. Qualitative Assessment

3.3.1 Previous Experience

Maximum Marks Available for this Criterion: **75 (25 Marks per Project)**
Minimum Marks Required for this Criterion: **45**

Tenderers must provide their responses to the following:

3.3.1.1 Award Criteria

Previous Experience
Tenderers must demonstrate successful delivery of at least **three (3) comparable contracts** (similar scale, nature, complexity and quality) completed within the last five (5) years. Up to **25 marks per project** will be awarded. Submission of more than three projects is not required. Each project will be assessed on: • Similarity in scale and residential context • Tenant access coordination • Inspection/testing methodology • Quality assurance and delivery outcomes • Demonstration of learning and applicability to this Contract **Maximum 2 Page Limit per Project.** The response to this section should be limited to 2 (two) A4 page (font 11) per project. Material in excess of this limit will not be evaluated.

3.3.1.2 Response

Reference Contract #1				
Client Name and Address				
Contact Name				
Contact Number				
Contract Date(s)	From		To	
Contract Value	€			
Description of Contract				
Taking account of the requirements for this RFT, please provide information in relation to the following, demonstrating comparability with our requirements.				
How does this reference contract demonstrate experience of providing services of this nature to a Contracting Authority like Tuath House Associations?				
Describe the process followed and the nature of the working relationship with your client.				
How does this reference contract demonstrate your capacity to deliver a contract like this one?				

Reference Contract #2				
Client Name and Address				
Contact Name				
Contact Number				
Contract Date(s)	From		To	
Contract Value	€			
Description of Contract				
Taking account of the requirements for this RFT, please provide information in relation to the following, demonstrating comparability with our requirements.				
How does this reference contract demonstrate experience of providing services of this nature to a Contracting Authority like Tuath House Associations?				
Describe the process followed and the nature of the working relationship with your client.				
How does this reference contract demonstrate your capacity to deliver a contract like this one?				

Reference Contract #3				
Client Name and Address				
Contact Name				
Contact Number				
Contract Date(s)	From		To	
Contract Value	€			
Description of Contract				
Taking account of the requirements for this RFT, please provide information in relation to the following, demonstrating comparability with our requirements.				
How does this reference contract demonstrate experience of providing services of this nature to a Contracting Authority like Tuath House Associations?				
Describe the process followed and the nature of the working relationship with your client.				
How does this reference contract demonstrate your capacity to deliver a contract like this one?				

3.3.1.3 Scoring Guide

Scoring Breakdown per Project (25 Marks)

Sub-Criterion	Marks
Relevance to Annual planned preventative maintenance of LSS systems in communal residential blocks and occupied residential properties.	5
Scale and complexity of project.	5
Tenant access management and coordination including reactive and remedial works.	5
Quality of delivery (including certification, reporting, outcomes).	5
Demonstration of learning and applicability to this Contract.	5
Total per Project	**25**

Scoring Guide (per project)

Score Range	***Description***
21–25	*Excellent response; highly comparable project with strong outcomes and clear direct applicability to Framework delivery.*
16–20	*Good response; good experience, strong alignment with requirements and clear tenant coordination.*
11–15	*Average response; relevant experience with clear evidence of delivery capability.*
6–10	*Poor response; Some relevant experience demonstrated but limited depth or scale.*
1–5	*Very poor response; Very limited relevance; insufficient detail; weak link to proposed contract.*
0	*Response completely fails to address the criterion under consideration.*

Guidance for Tenderers

- Tenderers should ensure that submissions clearly demonstrate the role of the proposed team members in each project.
- Greater weight will be given to projects that are directly comparable in scale, nature, and complexity to the Services required. Commercial tenant access/commercial contracts, such as shopping centres and office blocks, will not automatically be considered comparable in context or scale
- Generic descriptions of company experience without clear linkage to the proposed team may score poorly.

3.3.2 Organisation Profile & Resource Capacity Overview

Maximum Marks Available for this Criterion: 70
Minimum Marks Required for this Criterion: 42

Tenderers must provide their responses to the following:

3.3.2.1 Award Criteria

Organisation Profile & Resource Capacity Overview

Tenderers must demonstrate their organisational capability to suitably resource and undertake the delivery of this project.

The submission shall include:

- An organisation chart clearly defining roles and responsibilities.
- Details of the contractor's organisational structure and clarity of roles, including project managers, all registered electricians, access co-ordinators, administrators and details of any named sub-contractors.
- Number and qualifications of registered electricians.
- Contract management structure
- Administrative and scheduling resources.
- Access to required equipment, vehicles, testing systems.

Maximum 4 Page Limit.

The response to this section should be limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated. However, CVs, proof of qualifications, safe electric membership etc are separate from the page count.

3.3.2.2 Response

(Write your response here)

3.3.2.3 Scoring Guide

Scoring Breakdown (70 Marks Total)

Sub-Criterion	Marks
Organisational structure and clarity of roles and responsibilities	10
Project Manager and key personnel suitability and experience	15
Number, qualifications and competence of registered electricians	20
Administrative, scheduling and coordination resources	20
Access to equipment, vehicles and technical systems	5
Total	**70**

Scoring Guide (Overall)

Score Range	Description
57–70	*Excellent response; Excellent capacity; highly robust structure with clear scalability, depth, and resilience.*
43–56	*Good response; Strong organisational structure and well-resourced team with good depth.*
29–42	*Average response; Adequate capacity; sufficient resources to deliver requirements.*
15–28	*Poor response; limited capacity demonstrated with gaps in resources or structure.*
1–14	*Very poor response; Very limited capacity; unclear structure; significant concerns regarding ability to deliver.*
0	*Response completely fails to address the criterion under consideration.*

Guidance for Tenderers

Tenderers should ensure that submissions:

- Clearly define roles and responsibilities within the proposed team.
- Demonstrate availability of sufficient qualified electricians to meet programme demands.
- Provide evidence of effective administrative and scheduling support.
- Show access to appropriate equipment and systems required for delivery.

Submissions should focus on resources that will be directly deployed on this Contract

3.3.3 On Site Methodology & Programme for Service Delivery

Maximum Marks Available for this Criterion: 125
Minimum Marks Required for this Criterion: 75

Tenderers must provide their responses to the following:

3.3.3.1 Award Criteria

On Site Methodology & Programme for Service Delivery

Tenderers must submit a methodology for delivery of the LSS inspections of all properties indicated on the asset list in Appendix 1 over an initial 12-month period.

The submission shall include:

- Mobilisation and lead-in period
- Adherence to Mandatory Servicing Intervals
- Access management strategy (including hard-to-contact tenants) 100% access rate for flats is required from 2025
- Inspection and certification process
- Reporting systems
- Minor remedial works approach including standard in stock items
- Major remedial works approach
- Fire Alarm Activations Response Procedure
- Reactive Call Outs
- Out of Hours Call Outs
- Fault Monitoring

Maximum 4 Page Limit.

The response to this section should be limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated.

3.3.3.2 Response

(Write your response here)

3.3.3.3 Scoring Guide

Scoring Breakdown (125 Marks Total)

Sub-Criterion	Marks
Mobilisation and lead-in period	10
Adherence to Mandatory Servicing Intervals	20
Access management strategy (including hard-to-contact tenants)	15
Inspection and certification process	15
Reporting systems	15
Approach to minor and major remedial works	15
Fire Alarm Activations Response Procedure	10
Reactive & Out of Hours Call Outs	15
Fault Monitoring	10
Total	**125**

Scoring Guide (Overall)

Score Range	Description
101–125	*Excellent methodology, comprehensive, well-structured, realistic programme with clear risk management and strong access strategy.*
76–100	*Good methodology; clear sequencing, good tenant focus, and credible delivery approach.*
51–75	*Basic methodology; workable approach with some gaps or risks.*
26–50	*Poor methodology provided; limited detail and/or unrealistic programme.*
1–25	*Very poor, methodology is unclear, incomplete, or unworkable; significant concerns regarding deliverability.*
0	*Response completely fails to address the criterion under consideration.*

Guidance for Tenderers

Tenderers should ensure that submissions:

- Clearly describe how inspections will be delivered in occupied residential dwellings
- Detail their approach to access to adhere to mandatory servicing intervals.
- Demonstrate their compliant inspection, certification and reporting process
- Outline their approach to minor & major remedial works.
- Outline their procedure for activations, call outs and fault monitoring.

Submissions should focus on practical implementation of this Contract

3.3.4 Background Contract Management & Cost Control

Maximum Marks Available for this Criterion: 70
Minimum Marks Required for this Criterion: 42

Tenderers must provide their responses to the following:

3.3.4.1 Award Criteria

Background Contract Management & Cost Control

Tenderers must detail how they will manage the contract as a whole from an administrative point of view.

Tenderers shall outline:

- Reporting to the Contract Authority.
- OOH updates.
- Weekly Progress Reporting.
- Monthly Compliance Reporting.
- Cost tracking and financial controls.
- Process for pricing and completing minor repairs & major upgrade works
- Payment application process.
- Details of their Live Customer Portal.

Maximum 4 Page Limit.

The response to this section should be limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated.

3.3.4.2 Response

(Write your response here)

3.3.4.3 Scoring Guide

Scoring Breakdown (70 Marks Total)

Sub-Criterion	Marks
Communication with Contracting Authority	10
Works Tracking and Out of Hours, Weekly & Monthly reporting	15
Live Customer Portal	15
Cost tracking, financial controls and transparency	10
Approach to pricing and managing minor & major upgrade works	10
Payment application process and invoicing procedures	10
Total	**70**

Scoring Guide (Overall)

Score Range	Description
57–70	*Excellent response; robust and fully integrated contract management and financial control framework*
43–56	*Good response; Strong, well-defined systems with good transparency and control*
29–42	*Average response; Adequate contract management and cost control processes*
15–28	*Poor response; Basic arrangements; lacks detail or robustness*
1–14	*Very poor response; Very limited or unclear arrangements; significant concerns regarding control of contract and costs*
0	*Response completely fails to address the criterion under consideration.*

Guidance for Tenderers

Tenderers should ensure that submissions:

- Demonstrate effective communication and reporting arrangements. Provide details of their Live Customer Portal
- Detail how they will track ongoing works and report Out of Hours reports, Weekly reporting figures and Monthly Compliance figures to the Contracting Authority.
- Provide a transparent and practical approach to cost tracking and financial control and describe how payment applications will be prepared and submitted.
- Outline a clear process for pricing and delivering minor upgrade works, including timelines and approvals.

3.3.5 Environmental & Social Sustainability

Maximum Marks Available for this Criterion: 60
Minimum Marks Required for this Criterion: 36

Tenderers must provide their responses to the following:

3.3.5.1 Award Criteria

Environmental & Social Sustainability

Tenderers shall describe how they will minimise environmental impact in delivering this contract.

Submissions should address:

Environmental Measures:

- Measures to reduce vehicle emissions (e.g. route optimisation, low-emission vehicles)
- Minimisation of travel and efficient scheduling of inspections
- Use of electronic certification and reporting (paperless systems)
- Environmentally responsible handling and recycling of electrical materials (including WEEE compliance) & Fire Extinguishers

Social & Economic Measures:

- Contribution to skills development (e.g. apprenticeships, trainee electricians)
- Use of local labour where appropriate
- Workforce development and training initiatives relevant to service delivery
- Measures to ensure continuity of skilled resources over the contract term

Maximum 4 Page Limit.

The response to this section should be limited to four A4 pages (font 11). Material in excess of this limit will not be evaluated.

3.3.5.2 Response

(Write your response here)

3.3.5.3 Scoring Guide

Scoring Breakdown (60 Marks Total)

Sub-Criterion	Marks
Measures to reduce vehicle emissions and travel	7.5
Minimisation of travel and efficient scheduling of inspections	7.5
Use of electronic certification and reporting (paperless systems)	7.5
Waste management and recycling of electrical materials	7.5
Social value measures (e.g. apprenticeships, training, workforce development)	7.5
Use of local labour where appropriate	7.5
Workforce development and training initiatives relevant to service delivery	7.5
Measures to ensure continuity of skilled resources over the Framework term	7.5
Total	**60**

Scoring Guide (Overall)

Score Range	Description
49–60	*Excellent response;, well-defined and measurable environmental and social approach with clear implementation strategy.*
37–48	*Good response; Strong, practical measures clearly linked to service delivery.*
25–36	*Average response; some relevant environmental or social measures.*
13–24	*Poor response; Limited measures identified; lacks detail or practical application.*
1–12	*Very poor response; Generic statements; little relevance to contract delivery.*
0	*Response completely fails to address the criterion under consideration.*

Guidance for Tenderers

Tenderers should ensure that submissions:

- Demonstrate how environmental impacts will be actively reduced during service delivery and provide practical measures to minimise travel and optimise routing
- Confirm the use of electronic systems to reduce paper usage
- Outline compliant and responsible waste management practices
- Describe how they will support skills development, including apprenticeships or trainee electricians where appropriate

3.4. Cost Assessment

3.4.1 Pricing Schedule

Maximum Marks Available for this Criterion: 600
Minimum Marks Required for this Criterion: N/A

Tenderers must provide their responses to the following:

3.4.1.1 Award Criteria

Pricing Schedule
Tenderers must complete Appendix 2 - Pricing Schedule in full. Instructions on how to fill out the document and how the Tenderers Price is calculated are detailed in full within the Pricing Schedule.

3.4.1.2 Response

Tenderers must submit Appendix 2 – Pricing Schedule in full in EXCEL format with a PDF Copy

3.4.1.3 Scoring Guide

Scoring Breakdown (600 Marks Total)

The following formula will be applied to obtain the weighted marks for the cost score:

$$\textbf{Cost Score} = \frac{\text{Lowest Tendered Rate}}{\text{Tenderer's Price}} \times \text{Maximum Number of Marks Available}$$

Where:

- Lowest Tender Price = the lowest compliant price submitted by any Tenderer
- Tenderer's Price = the price submitted by the Tenderer being evaluated
- Maximum Number of Marks Available = the total marks allocated to Cost (e.g. 600)

Guidance for Tenderers

Tenderers should ensure that submissions:

- Have priced all items in accordance with the instructions within the Pricing Schedule

Part 4: Other Required Documents

4.1. Health and Safety Compliance Declaration

As per the RFT, all Tenderers **must return**, with their Tender Submission, a scanned, signed copy of the Health and Safety Compliance Declaration as set out in Appendix 3.1 of the Tender Documents in PDF format.

The declaration must be completed and signed by an authorised signatory.

For Tenderers' convenience, the Health and Safety Compliance Declaration is also provided in Word format.

4.2. PSCS Declaration

As per the RFT, all Tenderers **must return**, with their Tender Submission, a scanned, signed copy of the PSCS Declaration as set out in Appendix 3.2 of the Tender Documents in PDF format.

The declaration must be completed and signed by an authorised signatory.

For Tenderers' convenience, the PSCS Declaration is also provided in Word format.

APPENDIX 1

Requirements & Specifications

Appendix 1.1 Specification

Appendix 1.2 Access Procedures

Appendix 1.3 Asset List

Appendix 1.4 Contractor Competency Matrix

Appendix 1.5 Service Frequency Schedule

Note: The asset list will also be provided in EXCEL format for ease of reference.
Appendix 1.4 must be completed and returned in PDF format in response to the Selection Criteria set out in the RFT.

Prepared by

ardú ENGINEERING SOLUTIONS

Prepared for

Tuath Housing

Life Safety Systems Maintenance Contract Specification

Planned preventative maintenance, reactive call-out and remedial works to life safety systems across the Tuath Housing portfolio

Client	Tuath Housing Association	**Document ref**	AES-TH-LS-SP-01
Prepared by	Ardú Engineering Solutions Ltd	**Revision**	T01
Status	Issued for tender	**Pricing Document**	AES-TH-LS-PD-01

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Confidentiality

This document has been prepared by Ardú Engineering Solutions Ltd for Tuath Housing Association and is intended for use in the tender and administration of the contract described. It shall not be relied on by any other party without the written consent of Ardú Engineering Solutions Ltd.

Contents

1 Introduction
2 Scope of Services
3 Standards and Legislation
4 General Requirements
5 Mobilisation, Asset Verification and Asset Register
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8 System Requirements
9 Maintenance Records and Reporting
10 Customer Portal, Live Monitoring and Live Reporting
11 Certification Requirements
12 Defect Reporting and Rectification
13 Emergency Call-Out
14 Key Performance Indicators
15 Electrical Call-Out and Fault Investigation (Part B)
16 Other Industry Best Practice Requirements
Appendix 1.4 Contractor Competency Matrix and Tender Returns
Appendix 1.5 Service Frequency Schedule

1 Introduction

1.1 Purpose

This specification sets out the standard to which the Contractor shall inspect, test, service and repair the life safety systems in the properties managed by Tuath Housing Association (Tuath). It is written so that every tenderer prices the same services, at the same frequencies, with the same obligations and the same allocation of risk.

It is to be read with the RFT, the Asset List (Appendix 1.3) and the Pricing Document (Appendix 2, AES-TH-LS-PD-01). Where there is a conflict between this specification and the Pricing Document, this specification takes precedence.

1.2 Contract structure

The services are let as a single contract, priced in two parts:

- **Part A:** life safety systems, covering planned preventative maintenance, reactive call-out, remedial works, asset verification and the fire safety register.
- **Part B:** electrical call-out and fault investigation to landlord and common area electrical installations, where the fault directly affects the functioning of the life safety systems.

1.3 Contract term

The initial term is 1 year, with the option for Tuath to extend by up to 3 further periods of 1 year each, to a maximum of 4 years, as set out in the RFT.

1.4 The portfolio and pricing

The portfolio comprises the schemes and blocks listed in the Asset List (Appendix 1.3), ranging from blocks of 2 apartments to developments of over 190 apartments.

Every block is priced individually. The Bill of Quantities in the Pricing Document lists each scheme and the blocks within it, with a column for each system. Tenderers enter the price for one visit for each system at each block. The Bill of Quantities multiplies the price per visit by the number of visits a year for that system and totals the scheme. Where a cell is locked, the system is not present at that block and no price is required. Every open cell shall be priced; where a system is not present at a block with an open cell, the tenderer enters 0.00.

Schemes in development at tender are listed for reference below the annual total in the Bill of Quantities. They are not priced in the tender and are added under Section 2.5 when handed over.

The prices tendered for each block carry into the contract and are held for the term, subject only to any indexation provided for in the contract conditions. Where asset verification (Section 5) shows a system at a block that was not priced, or a priced system that is not present, the annual price for that block is adjusted under Section 5.4.

1.5 Definitions

Term	Meaning
Tuath	Tuath Housing Association, the Employer.
Contractor	The organisation appointed to deliver the services, including its employees and approved subcontractors.
Contracts Manager	The person nominated by Tuath to manage the contract. All notifications under this specification go to the Contracts Manager unless stated otherwise.
Property	A building or block, or a group of buildings sharing common life safety systems, as listed in the Asset List (Appendix 1.3) and the Bill of Quantities.
Dwelling	An individual apartment within a property.
Asset	An individual item of life safety equipment, such as a detector, luminaire, extinguisher, vent actuator, pump set or generator.

Term	Meaning
Responsible person	The person having control of the premises under section 18(2) of the Fire Services Act 1981, as amended.
Competent person	A person with the training, experience and current certification to carry out the work in question, as evidenced under Appendix 1.4.
Working day	Monday to Friday, excluding public holidays.
Normal working hours	08:00 to 17:30 on working days.

2 Scope of Services

2.1 Systems included

Part A covers the following systems, wherever they are installed in the portfolio:

- Fire detection and alarm systems in communal areas, including remote signalling equipment (digital communicators and diallers).
- Smoke, heat and carbon monoxide alarms, sounders and domestic sprinkler heads within dwellings, together with an annual check of the fire blanket and fire escape plan in each dwelling.
- Emergency lighting, both self-contained and central battery.
- Disabled refuge and emergency voice communication (EVC) systems.
- Portable fire extinguishers and fire blankets in communal areas.
- Automatic opening vents (AOVs) and smoke ventilation systems serving stairs and corridors.
- Sprinkler systems, including water storage tanks and associated valve sets.
- Fire pumps, diesel and electric, including jockey pumps and controllers.
- Dry risers.
- Fire hydrants.
- Hold-open devices.
- Standby generators, including fuel monitoring and refuelling.
- Gas detection systems.
- Evacuation drills.

2.2 Services included

- Planned preventative maintenance at the frequencies in Appendix 1.5.
- Asset verification and the creation and upkeep of the asset register.
- Upkeep of the fire safety register at each property.
- Reactive call-out 24 hours a day, 365 days a year.
- Remedial works under the Schedule of Rates.
- Maintenance records, certification, weekly tracker and monthly reporting.
- A live customer portal and live monitoring of the fire alarm systems and generators (Section 10).
- Alarm receiving centre monitoring of fire alarm systems for onward call to the fire service.

2.3 Optional services

The following are priced separately and are carried out only if instructed by Tuath:

- Weekly and monthly user checks at properties where no Tuath staff are based (Section 7).

Generator load bank testing is not priced as an optional service. Where Tuath instructs it, it is carried out and paid under the Schedule of Rates (R7).

2.4 Exclusions

The following are not included in this contract:

- Fire doors and compartmentation, lightning protection, lifts including evacuation lifts, car park ventilation, wet risers, kitchen fire suppression, smoke curtains, and sprinkler tank water treatment or Legionella control.
- Drain down and cleaning of sprinkler tanks. Internal inspection of tanks forms part of the 3-yearly sprinkler routine under Section 8.7.
- Periodic inspection and testing of the landlord and common area electrical installations, which is let under a separate contract.
- New installations, extensions or upgrades, except where instructed under the Schedule of Rates.

2.5 Adding and removing properties

Tuath will acquire new properties during the term. For each new block the Contractor shall attend with the developer and a Tuath representative and shall carry out a handover inspection, a snagging inspection with a report to Tuath, a review of the safety file handed over from the development, and site set up. These are paid at the day rates in R4 of the Schedule of Rates. During site set up the Contractor shall confirm the quantity of each system installed, install the key lock box and Tuath signage, and agree the annual price for the block with the Contracts Manager using the provisional prices in R4 of the Schedule of Rates. Schemes in development at tender are listed below the annual total in the Bill of Quantities and are expected to come on line in early 2027.

Tuath may remove properties at any time during the term on 20 working days' written notice. Properties removed shall be taken out of the annual price from the end of the notice period, with charges for the part year calculated pro rata.

3 Standards and Legislation

The Contractor shall carry out all services in accordance with current legislation, the standards below, and the manufacturer's instructions for each item of equipment.

Reference	Title / subject
Fire Services Acts 1981 and 2003	Duties of persons having control of premises
Safety, Health and Welfare at Work Act 2005	With the General Application Regulations and Construction Regulations as they apply
S.I. No. 137 of 2019	Housing (Standards for Rented Houses) Regulations 2019
DHLGH (August 2023)	Fire Safety Guide for Building Owners and Operators
I.S. 3218:2024	Fire detection and alarm systems: system planning, design, installation, commissioning, servicing and maintenance
I.S. EN 50292:2023	Carbon monoxide alarms: selection, installation, use and maintenance
I.S. 3217:2023	Emergency lighting
I.S. 291:2015+A1:2022	Selection, commissioning, installation, inspection and maintenance of portable fire extinguishers
I.S. EN 1869:2019	Fire blankets
BS 5839-9:2021	Emergency voice communication systems
BS 7346-8:2013	Smoke control systems: commissioning and maintenance
BS 9999:2017 Annex I	Routine inspection and maintenance of fire safety installations
I.S. EN 12845:2015+A2:2026	Automatic sprinkler systems, including pump sets
I.S. EN 16925:2018&LC:2018&AC:2020	Fixed firefighting systems: automatic residential sprinkler systems
BS 9251:2021	Fire sprinkler systems for domestic and residential occupancies

Reference	Title / subject
I.S. 391:2020	Fire mains for buildings: installation, commissioning, maintenance and testing, including dry risers and private hydrants
I.S. EN 60079-29-2:2015	Gas detectors: selection, installation, use and maintenance (flammable gas)
I.S. EN IEC 62990-2:2021	Workplace atmospheres: gas detectors, selection, installation, use and maintenance (toxic gas)
ISO 8528-12:2022	Generating sets for safety services
I.S. 10101:2020+A1:2024/AC2:2025	National Rules for Electrical Installations

Where Tuath's insurers require inspection, testing or certification beyond these standards, Tuath shall notify the Contractor and the additional work shall be priced using the Schedule of Rates.

The edition current at the date of each service applies. Where a standard is revised during the term and the revision changes a frequency or procedure, the Contractor shall notify Tuath in writing, with any effect on price, before applying the change.

4 General Requirements

4.1 Competency

All work shall be carried out by competent persons, in accordance with Section 3.2 of the RFT, Technical and Professional Ability. The Contractor shall evidence competency at tender stage by completing Appendix 1.4.

Any work to fixed electrical installations shall be carried out by a Safe Electric Registered Electrical Contractor using qualified electricians.

Subcontracting is permitted for specialist systems provided the subcontractor is named at tender, holds equivalent competency evidence under Appendix 1.4, and the Contractor retains full responsibility for the subcontractor's work. Any change of subcontractor during the term requires Tuath's prior written approval.

4.2 Health and safety

- The Contractor shall hold a current safety statement and shall provide site-specific risk assessments and method statements before the first visit to each property.
- Work at height, work on live equipment and entry to plant rooms, tank rooms and roofs shall be carried out under the Contractor's safe systems of work and any permit arrangements notified by Tuath.
- Confined spaces shall not be entered unless the operatives are trained and a permit is in place.
- The Contractor shall report all accidents, incidents and near misses on Tuath property to the Contracts Manager within 1 working day.

4.3 Working in occupied buildings

- Operatives shall carry photographic identification showing the Contractor's name and shall show it to residents on request.
- The Contractor shall keep a register of every operative authorised to attend dwellings, with name, employer and photograph, and shall issue it to the Contracts Manager before the first visit and within 5 working days of any change.
- Before authorising an operative to attend dwellings, the Contractor shall verify identity and right to work, obtain two employment references, and obtain a signed declaration of any unspent conviction. The Contractor shall hold that evidence, shall not disclose its content to Tuath, and shall certify compliance with this clause to the Contracts Manager annually.
- Where attendance at a property is relevant work under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, including a designated centre under the Health Act 2007 or an

approved centre under the Mental Health Act 2001, the Contractor shall obtain a vetting disclosure for each attending operative before attendance and shall certify to the Contracts Manager the operative's name, the disclosure reference number and its date. No copy of a disclosure shall be provided or requested. Tuath shall notify the Contractor of the properties to which this applies.

- Tuath may require the Contractor to cease using any named operative on this contract, on written notice.
- Tuath shall notify the Contractor of dwellings occupied by vulnerable residents, of sheltered or supported schemes, and of any resident with a personal emergency evacuation plan. The Contractor shall carry out the work in those dwellings in accordance with the arrangements notified.
- Operatives shall treat residents with courtesy, protect finishes and furniture, and leave every dwelling and communal area clean and tidy.
- The Contractor shall post a notice in the common areas at least 2 working days before any fire alarm sounder test. As all properties operate a full evacuation strategy, operatives shall make clear to residents on site when a sounder test is under way and when it has finished.

4.4 Access to dwellings

Standard Tuath access procedures apply. The process for in-dwelling work is as follows:

- Tuath will issue a letter to all dwellings in January of each year introducing the Contractor and detailing the work that they will be doing.
- Tuath shall provide the Contractor with resident contact details.
- The Contractor shall issue a letter (Tuath approved template) to each dwelling at the start of the year introducing themselves and confirm a rough outline of each visit including provisional attendance dates.
- The Contractor shall arrange access with each of the dwellings and shall confirm the provisional dates above at least 14 days in advance.
- The Contractor shall attend on the confirmed dates and complete the work in every dwelling where access is provided.
- Where confirmed access is not provided on the day, the Contractor shall record the time of attendance and leave a calling card, and shall report each dwelling not accessed to the Contracts Manager within 1 working day.
- The Contractor shall arrange a further access date. In the first and second quarters the Contractor shall call to dwellings while on site for the communal visit under the Bill of Quantities. Tuath shall provide contact details for dwellings not yet accessed. In the third and fourth quarters the Contractor shall pre-book dwelling visits to coincide with the communal visit.
- The annual price for alarms within dwellings at a block covers every dwelling at that block. A dwelling not tested in the year because access was refused is reported under this section and no deduction applies.
- Where a dwelling visit has been booked with the resident in the fourth quarter and the resident does not allow access on the day, the planned maintenance abortive fee in the Schedule of Rates (R3.1) applies. Where a resident does not allow access for a reactive call-out, the reactive abortive fee (R3.2) applies. Neither fee applies to communal areas.
- Any non access dwellings after the fourth quarter visit has taken place may need to be undertaken at a weekend or evening.
- Where access is refused, the matter shall be escalated to the Contracts Manager.

4.5 Access to plant and communal areas

Fobs and keys for plant rooms, tank rooms and roof access are held in lock boxes at each property. The Contractor shall return all fobs and keys to the lock box after each visit and shall report any loss to the Contracts Manager immediately.

4.6 Isolations and impaired systems

- No system shall be left isolated or disabled once the Contractor has left site, except as set out below.

- Where any system has to be left in a degraded or disabled condition, the Contractor shall notify the Contracts Manager immediately by phone, confirm in writing the same day, and put in place any temporary measures agreed with Tuath.
- Where a fire alarm system is connected to an alarm receiving centre, the Contractor shall notify the centre before and after any test or isolation.

4.7 Parts, consumables and materials

- The prices in the Bill of Quantities and the rates in the Schedule of Rates include labour, travel, test and access equipment, reports and certificates. They do not include parts, materials or fuel for generators.
- Parts and materials are paid at the supply-only rates in the Schedule of Rates (R6). Parts not listed in the Schedule of Rates, and fuel for generators, are paid at net cost on production of the supplier invoice. Net cost is the price the Contractor paid the supplier after all discounts. The prelims, overheads and profit percentage tendered on the Collection sheet of the Pricing Document applies to the rates in the Schedule of Rates and does not apply to fuel for generators.
- Replacement parts shall match the existing equipment or be equivalent, and shall be new.
- Where the value of a repair or replacement exceeds €750, the Contractor shall submit a written quotation using the Schedule of Rates and obtain Tuath's written approval before proceeding.
- Where immediate work is needed to make a system safe, a verbal instruction from the Contracts Manager is sufficient to proceed. The Contractor shall confirm it in writing within 1 working day.

4.8 Waste

The Contractor shall remove and dispose of all waste arising from the services, including batteries, lamps, electronic equipment and extinguisher contents, in accordance with current waste and WEEE regulations.

5 Mobilisation, Asset Verification and Asset Register

5.1 Mobilisation

Within 20 working days of award the Contractor shall provide:

- A named contract lead and deputy for the Contractor.
- A 24-hour call-out number.
- A programme for the first quarter of planned maintenance, property by property.
- Site-specific risk assessments and method statements.

5.2 Asset verification

Asset verification is included in the prices in the Bill of Quantities. The Contractor shall carry it out within the first 3 months of the contract start, normally during the first planned maintenance visit to each block. At each block the Contractor shall:

- Confirm which life safety systems are installed.
- Record every asset, with its location, type, make and model, and loop or zone address where applicable.
- Record the fire alarm category, panel make and model, and the number of zones and loops.
- Record the make and model of each AOV, refuge and generator control panel.
- Record extinguisher types, dates of manufacture, and dates of last extended service or overhaul.
- Photograph each panel, pump set, generator and tank.
- Record the condition of each system and any defects found.
- Record any missing documentation, including zone charts, logbooks and O&M manuals.

5.3 Asset register

The Contractor shall create an electronic asset register, in a format that can be opened in Microsoft Excel, with one line per asset and a unique reference for each asset. As a minimum it shall hold:

Field	Field
Unique asset reference	Make and model
Property name and address	Loop or zone address
Location within the property	Date of installation or manufacture, where known
System	Condition
Asset type	Date of last service and next service due

The register for each property shall be issued within 20 working days of its verification visit, and the register for the whole portfolio within 4 months of the contract start. The Contractor shall update the register within 10 working days of any change. The register and all data in it belong to Tuath.

5.4 Remeasure and payment

The annual price for each block is the sum of the prices tendered for that block in the Bill of Quantities, multiplied by the number of visits a year for each system.

The valuation date is the 1st of each month, for the works carried out in the previous month. The Contractor shall submit its valuation in excel format within 5 working days of the valuation date. Tuath shall certify the valuation within a further 5 working days. Once the valuation is certified, the Contractor shall submit its invoice and the valuation breakdown to Tuath accounts for inclusion in the next payment run.

Separate valuations shall be submitted for (1) planned preventative maintenance and (2) remedial and reactive works. Planned maintenance is valued on the visits completed in the month, at the price per visit in the Bill of Quantities.

Where asset verification shows a system at a block that was not priced, or a priced system that is not present, the Contractor shall notify the Contracts Manager within 10 working days of the visit, and the annual price for that block shall be adjusted by agreement from the start of the following month.

6 Planned Preventative Maintenance

6.1 General

- Planned maintenance shall be carried out at not less than the frequencies set out in Appendix 1.5.
- The Contractor shall issue an annual programme of visits for each property at least 20 working days before the start of each contract year.
- Each visit shall be carried out within 2 weeks either side of the date on which it falls due on the programme. The Contractor shall agree any change to the programme with the Contracts Manager in advance.
- Quarterly means 4 visits a year, one in each quarter. Six-monthly means 2 visits a year. Annual tasks are carried out at the visit in which they fall due and are not an additional visit.
- The prices in the Bill of Quantities include all labour, travel, test equipment, access equipment, reports and certificates. Parts, materials and fuel are paid under Section 4.7.
- The annual price for each block shall include mobilisation, asset verification (Section 5.2), logbooks, user check procedures and training (Section 6.2), upkeep of the fire safety register (Section 8.14), online access to records (Section 9.2), monthly and weekly reports (Sections 9.3 and 9.4), review meetings (Section 9.5), the customer portal and live monitoring (Section 10), the annual review (Section 16) and handover at the end of the contract (Section 9.6). No separate attendance charge applies.
- Where work on one system affects another system, or affects a system outside this contract, the Contractor shall raise it with the Contracts Manager before proceeding.

6.2 Allocation of inspection and testing duties

The Contractor is responsible for all periodic inspection, testing and servicing that the standards require to be carried out by a competent person, at the frequencies in Appendix 1.5.

The daily, weekly and monthly user checks listed in Appendix 1.5 remain with Tuath as the responsible person. At properties where Tuath staff are based, the weekly checks are carried out by caretakers and the monthly checks by housing officers. At properties where no Tuath staff are based, Tuath may instruct the optional service in Section 7.

At contract start the Contractor shall provide, for each property, a logbook for each system and a written procedure for each user check, and shall train the Tuath caretakers and housing officers who carry out those checks. Training is included in the annual price.

7 Optional Weekly and Monthly User Checks

Tenderers shall price the weekly and monthly user checks in Appendix 1.5 as an annual rate per property in the Schedule of Rates (R9), for instruction at properties where no Tuath staff are based. The service covers the weekly and monthly checks on communal systems only. It does not include the daily panel checks, which remain with Tuath, or the monthly test of alarms within dwellings, which is for residents.

If Tuath instructs this service, for all or some properties, the Contractor shall:

- Carry out each weekly and monthly communal check listed in Appendix 1.5 for the systems at that property.
- Record each check in the relevant logbook and in the fire safety register.
- Report any defect found in accordance with Section 12.

If the service is not instructed, the Contractor shall still review the logbooks at each planned visit and report to the Contracts Manager where user checks have not been recorded.

8 System Requirements

This section sets out the requirements for each system. Frequencies are summarised in Appendix 1.5. In every case the Contractor shall follow the procedures in the relevant standard and the manufacturer's instructions, record the results, and report all defects under Section 12.

8.1 Fire detection and alarm systems (communal)

Standard: I.S. 3218:2024.

Frequency: Quarterly inspection and service, with every device tested at least once in each 12-month period.

Each service shall include:

- Check the control and indicating equipment, event log and fault history, and investigate any faults or unwanted alarms recorded.
- Functional test of the devices due in that quarter, including detectors, manual call points, sounders, visual alarm devices and interfaces, so that all devices are tested across the year.
- Measure sound pressure levels at the annual service and confirm that they meet I.S. 3218 in all areas, taking account of the full evacuation strategy.
- Test the standby batteries and charger, and record battery date and condition.
- Confirm transmission of signals from the remote signalling equipment (digital communicator or dialler) at each quarterly service, and inspect and test the equipment annually (item 8.1 (B) in the Bill of Quantities).
- Test all cause-and-effect interfaces, including AOV, hold-open devices, door release, lifts and plant shutdown, at least once a year.
- Check that the zone chart is displayed and correct.
- Review and sign the system logbook.

Records: Servicing certificate in the format required by I.S. 3218 at each service, and an annual certificate.

8.2 Alarms within dwellings, fire blankets and escape plans

Standard: I.S. 3218:2024 for smoke and heat alarms; I.S. EN 50292:2023 for carbon monoxide alarms; BS 9251:2021 for domestic sprinkler heads.

Frequency: Annual visit to every dwelling, subject to access under Section 4.4.

Each service shall include:

- Test every smoke, heat and carbon monoxide alarm and sounder, including interconnection between alarms.
- Check the mains supply and the battery back-up of each alarm.
- Clean alarms as required and record the manufacture or expiry date of each alarm.
- Identify alarms at or approaching the end of their life and report them for replacement.
- Visually inspect domestic sprinkler heads for damage, obstruction or paint, where fitted.
- Check that the fire blanket is present, accessible and undamaged.
- Check that the fire escape plan is displayed and legible.
- Check the fire extinguisher, where one is present in the dwelling.

Records: Dwelling test record for each dwelling visited, and a schedule of dwellings not accessed.

8.3 Emergency lighting

Standard: I.S. 3217:2023.

Frequency: Quarterly inspection, with a function test from the test key switch or button. Annual inspection and full rated duration test.

Each service shall include:

- Quarterly: function test of every luminaire and exit sign from the test key switch or button, and visual check of condition, damage, labelling and charge indication, with any failed luminaire recorded.
- Annual: full rated duration test of every luminaire, normally 3 hours, and inspection of the whole installation.
- Central battery systems: test of the battery, charger and changeover, and check of distribution.
- Arrange the annual test so that the premises are not left without emergency lighting during the recharge period.
- Record each luminaire that fails and report it for repair.

Records: Inspection and test report at each visit. Annual certificate in the format required by I.S. 3217.

8.4 Portable fire extinguishers and fire blankets (communal)

Standard: I.S. 291:2015+A1:2022 for extinguishers. I.S. EN 1869:2019 and the manufacturer's instructions for fire blankets.

Frequency: Annual basic service. Extended service and overhaul at the intervals required by I.S. 291 for each type.

Each service shall include:

- Annual basic service of every extinguisher, including weight or pressure check, condition, seals, signage and siting.
- Extended service, including discharge test, when due under I.S. 291, paid per extinguisher under the Schedule of Rates (R8). Refills, replacement extinguishers and containment boxes are paid under R6.
- Check of each communal fire blanket for presence, condition and expiry.
- Record extinguishers that have been discharged, damaged or removed, or that are past their service life.

Records: Service label on each extinguisher. Annual service certificate for each property.

8.5 Disabled refuge and emergency voice communication systems

Standard: BS 5839-9:2021.

Frequency: Quarterly service.

Each service shall include:

- Test every outstation and the master station for two-way speech.
- Test fault monitoring and indication.
- Test the standby power supply and batteries.
- Check signage and instructions at each refuge point.

Records: Service record and certificate at each visit.

8.6 Automatic opening vents and smoke ventilation

Standard: BS 7346-8:2013, with BS 9999:2017 Annex I and the manufacturer's instructions.

Frequency: Quarterly test of each system. Annual inspection and service.

Each service shall include:

- Quarterly: test each zone from the fire alarm signal and from any manual override, and confirm that every vent opens fully and resets.
- Annual: inspection and service of the whole system, including control panel, actuators, power supplies, batteries, weather and wind sensors where fitted, and interfaces with the fire alarm, with a full test to the original acceptance procedure.
- Clean and adjust actuators and vents as required.
- Check that fire service override switches are labelled and working.

Records: Service record at each visit. Annual certificate.

8.7 Sprinkler systems and tanks

Standard: I.S. EN 12845:2015+A2:2026 for commercial-type systems. I.S. EN 16925:2018 or BS 9251:2021 for residential systems, as designed.

Frequency: Quarterly inspection and annual test and service, covering the routines required by the standard, included in the annual price. The 3-yearly routine is carried out when due and paid per installation under the Schedule of Rates (R8).

Each service shall include:

- Carry out all competent-person routines required by the standard at each interval, including water supply and flow tests, valve checks and exercise, alarm tests and signal to the alarm receiving centre where connected.
- Inspect water storage tanks, including the internal inspection required by the 3-yearly routine, and check level indication and float valves. Drain down and cleaning of tanks are excluded.
- Check pipework, supports and sprinkler heads for damage, corrosion, obstruction or change of hazard.
- Check that spare heads and spanners are present.

Records: Service record at each visit. Annual certificate.

8.8 Fire pumps, diesel and electric

Standard: I.S. EN 12845:2015+A2:2026, with the pump and engine manufacturer's instructions.

Frequency: 4 visits a year, one in each quarter: 3 minor services and 1 major service.

Each service shall include:

- **Minor service:** automatic start test from pressure drop, run test (30 minutes for diesel engines), check of controller, alarms, batteries and charger, and for diesel sets fuel level, oil, coolant, belts and hoses.
- **Major service:** full load flow test, service of the pump and, for diesel sets, engine service including oil, filters and coolant, and service of the controller and jockey pump.
- Record running pressures, flow, run times and fuel levels.

Records: Test report at each visit. Annual certificate.

8.9 Dry risers

Standard: I.S. 391:2020.

Frequency: Six-monthly visual inspection. Annual wet pressure test.

Each service shall include:

- Six-monthly: inspect inlet breeching, landing valves, caps, straps, cabinets, locks, signage and air valves.
- Annual: wet pressure test to I.S. 391, then drain down and leave dry.
- Lubricate and adjust valves and replace missing caps and blanks, priced as parts.

Records: Inspection record and annual test certificate.

8.10 Fire hydrants

Standard: I.S. 391:2020.

Frequency: Six-monthly inspection and test.

Each service shall include:

- Inspect the hydrant, frost valve, chamber and cover.
- Notify Uisce Éireann or the local authority where a notification is required, then carry out a flow and pressure test.
- Check indicator plates and access.

Records: Test certificate recording flow and pressure.

8.11 Standby generators

Standard: ISO 8528-12:2022 and the manufacturer's instructions.

Frequency: Quarterly: 3 inspection and run-test visits and 1 annual service a year, all included in the annual price. The monthly run test is a user check.

Each service shall include:

- Annual: full service to the manufacturer's schedule, including oil, filters and coolant, inspection, start and run test, check of batteries, charger and controller, and test of automatic changeover on simulated mains failure.
- Record run hours, and oil and coolant levels, at every visit.
- Fuel: record the fuel level at every visit. Normal refuelling is included in the quarterly service price. Additional refuelling is arranged by the Contractor under Section 10.3 and paid under the Schedule of Rates (R5), with the fuel at net cost.
- Load bank testing is carried out only where Tuath instructs it, and is paid under the Schedule of Rates (R7).

Records: Service report at each visit.

8.12 Gas detection

Standard: I.S. EN 60079-29-2:2015 for flammable gas and I.S. EN IEC 62990-2:2021 for toxic gas, with the manufacturer's instructions.

Frequency: Quarterly service, including functional test, with calibration at the interval required by the manufacturer and at least six-monthly, all included in the quarterly price.

Each service shall include:

- Calibrate each detector head using certified test gas.
- Test alarm levels, outputs and interlocks, including ventilation and gas shut-off.
- Test the control panel and standby supply.
- Record heads that fail and heads past their service life.

Records: Calibration certificate at each visit.

8.13 Evacuation drills

Frequency: Six-monthly at each property. This is a Tuath requirement; no standard sets a drill frequency.

- Agree the drill date and time with the Contracts Manager and give residents notice.

- Activate the fire alarm and time the evacuation from alarm to all-clear at the assembly point.
- Record any issues on the day, including blocked or propped doors, faulty emergency lighting, alarm audibility, confusion over routes, and residents who needed assistance.
- Issue a drill report to the Contracts Manager within 5 working days, with recommended actions.

Records: Drill report, with a copy in the fire safety register.

8.14 Fire safety register

The Contractor shall keep the fire safety register up to date for each property on Tuath's behalf, in line with the DHLGH Fire Safety Guide for Building Owners and Operators (2023). At each visit the Contractor shall record the work done, results, defects and certificates in the register, and file copies of certificates in the document box at the fire alarm panel. An electronic copy of each register shall be available to Tuath at all times.

9 Maintenance Records and Reporting

9.1 Service reports

The Contractor shall issue a digital service report for every visit. Each report shall show:

- Property, system, date, time of arrival and departure, and the name of the engineer.
- Work carried out and assets tested, with the number of each type of device tested.
- Test results and readings.
- Defects found, with priority, and any action taken.
- Assets not tested and the reason, with a photograph of the door and a copy of the calling card left where a dwelling was not accessed.
- Parts used or required.

9.2 Online access to records

All records under this contract shall be held on the customer portal described in Section 10. The Contractor shall give Tuath secure online access, for the whole term, to the service reports, certificates, asset register, defect list and call-out log for every property. Tuath shall be able to view and download records by property and by system.

Service reports shall be uploaded within 2 working days of the visit. Certificates shall be uploaded within 10 working days of the visit, in line with Section 11. Call-out reports shall be uploaded within 2 working days of completion.

9.3 Monthly report

The Contractor shall issue a monthly report to the Contracts Manager by the 10th working day of the following month, covering:

- Planned visits due, completed and outstanding.
- Percentage completion of the annual device test programme, property by property (Section 10.4).
- Certificates issued.
- Defects raised and closed, by priority, with ageing of open defects.
- Call-outs received and response times.
- Dwellings not accessed.
- Any system in a degraded or disabled condition.
- Performance against each KPI in Section 14.

Every call-out received outside normal working hours shall be reported to the Contracts Manager by 10:00 on the next working day, with the time of call, the fault reported, the triage outcome, the time of attendance and the action taken.

9.4 Weekly tracker

The Contractor shall issue a weekly tracker to the Contracts Manager on the first working day of each week, covering planned visits completed in the previous week and due in the current week, open defects by priority, dwellings not accessed, call-outs received, and any system in a degraded or disabled condition.

9.5 Review meetings

The Contractor's contract lead shall attend a review meeting with Tuath each quarter, and at any other time on reasonable notice.

9.6 Handover at end of contract

At the end of the contract the Contractor shall hand over the asset register, fire safety registers, service reports and certificates for every property, in electronic format, within 10 working days, and shall return all fobs and keys.

10 Customer Portal, Live Monitoring and Live Reporting

10.1 Customer portal

The Contractor shall provide a live, web-based customer portal giving Tuath real-time visibility of the condition and compliance of every system in the portfolio. The portal shall be available 24 hours a day, reached through a browser on any device, with no software to install. It is part of the core service and is included in the annual price for each property. It shall not be charged separately at any point in the term.

The portal shall provide, as a minimum:

- A live compliance dashboard covering every property, showing system status, compliance status, upcoming inspections, outstanding works and maintenance schedules, with drill-down to an individual property and an individual asset.
- A single document store holding every service report, inspection report, certificate, defect list and asset list, so that Tuath does not have to request records by email.
- Defect tracking, showing every open defect with its priority and age, and tracking it through to close-out, with photographs attached.
- Quotations and invoices, so that Tuath can review and approve a quotation through the portal rather than by email, and can see unpaid, due and overdue invoices and download copies as PDF.
- A facility for Tuath to submit a purchase order that automatically raises an authorised task against the property and system concerned.
- Asset history and audit trail for every asset, with automated reminders of work falling due and built-in compliance reporting against the relevant standard.
- Named Tuath users with permission levels set by Tuath.
- An interface to Tuath's asset database through a third-party connection, where Tuath requires it.

Tuath may require a live demonstration of the portal as part of tender evaluation. Where any part of the functionality above is not available in the Contractor's portal at tender, the Contractor shall say plainly in its tender which parts are not available and give a date by which each will be, and that statement shall be taken into account in evaluation.

10.2 Live monitoring of fire alarm systems

The Contractor shall provide live monitoring of every communal fire alarm panel, included in the annual price for the fire alarm system at each property. The monitoring shall give:

- Real-time notification of a fire condition.
- Real-time notification of a fault, disablement or isolation.
- Continuous system health monitoring.
- Live asset status, showing the test status of every device and the percentage of the annual device test programme completed to date.

Notification shall reach the nominated Tuath contacts in real time, by email, SMS or application alert as Tuath chooses, and not at the next visit or the next working day. Tuath shall see the same information, at the same time, as the Contractor's own monitoring or control centre. Every fire, fault, disablement and isolation event shall be time-stamped and held in the portal for the whole term for audit.

Alarm receiving centre monitoring for onward call to the fire service is included in the annual price for the fire alarm system at each block.

10.3 Live monitoring of generators

The Contractor shall provide live monitoring of every standby generator, included in the annual price for the generator at each property, covering operational status, fuel level and maintenance alerts.

The Contractor shall arrange refuelling on its own initiative when the fuel level falls below 50%, notifying the Contracts Manager at the same time. Normal refuelling is included in the quarterly service price. Where an additional refuelling visit is needed, the attendance is paid at R5 of the Schedule of Rates and the fuel at net cost on production of the supplier invoice. The Contractor shall not wait for an instruction before arranging refuelling, and shall not allow a set to fall below the level needed for its rated run time.

10.4 Percentage completion of the annual device test programme

- The Contractor shall keep a running record, device by device, of what has been tested and what is outstanding at each property, available in the portal at any time and not only at year end.
- After each quarterly fire alarm service the Contractor shall report to the Contracts Manager the percentage of the annual device test programme completed at that property.
- Where completion falls behind the rate needed to reach 100% by the end of the contract year, the Contractor shall notify the Contracts Manager immediately, with a recovery plan and a revised date for reaching 100%.
- At the end of each contract year the Contractor shall confirm in writing, property by property, that every device has been tested, or identify each device not tested, the reason, and the date by which it will be.

10.5 Remote triage before attendance

Before attending a call-out the Contractor's on-call engineer shall review the reported fault remotely, using panel or monitoring data, the portal, or a call to the site or to Tuath, in order to:

- Confirm the nature and severity of the fault or fire condition.
- Set the correct priority under Section 12.2.
- Establish whether the matter can be resolved or advised on remotely without a visit.
- Make sure the attending engineer arrives with the right information, parts and access arrangements.

The triage record, showing the time the call was received, the time it was reviewed, the engineer's name, the assessment and the action taken, shall be logged in the portal and issued with the call-out report.

Triage sits inside the response time in Section 12.2, not in addition to it. It shall not be used to delay attendance.

11 Certification Requirements

Certificates shall be issued digitally within 10 working days of the visit, signed by the competent person who carried out the work, with a copy filed in the fire safety register for the property.

System	Certificate required
Fire detection and alarm	Servicing certificate to I.S. 3218 at each service, with annual certificate
Alarms within dwellings	Dwelling test record, with a schedule of dwellings tested and not accessed
Emergency lighting	Inspection report each quarter; annual test certificate to I.S. 3217
Extinguishers and fire blankets	Service label on each extinguisher; annual certificate per property

System	Certificate required
Refuge / EVC	Service certificate at each quarterly service
AOV / smoke ventilation	Service record each quarter; annual certificate
Sprinklers	Service record at each routine; annual certificate
Fire pumps	Test report at each minor and major service; annual certificate
Dry risers	Inspection record; annual pressure test certificate
Fire hydrants	Flow and pressure test certificate
Generators	Service report at each visit
Gas detection	Inspection record each quarter; calibration certificate at each calibration
Evacuation drills	Drill report
Electrical (Part B)	Safe Electric certification where the work requires it

12 Defect Reporting and Rectification

12.1 Reporting

- The Contractor shall report all defects to the Contracts Manager.
- Priority 1 defects shall be reported immediately by phone and confirmed in writing the same day.
- All other defects shall be reported in the service report within 2 working days of the visit.
- Each defect shall be given a priority, a description, the asset reference, a photograph where practical, and a proposed remedy and cost.

12.2 Priorities and response times

Priority	Definition	Target
1 Critical	A life safety system, or part of one, is inoperative, or there is an immediate risk to life.	Attend within 4 hours and make safe
2 Urgent	A fault that reduces the performance of a system but does not leave it inoperative.	Attend within 24 hours
3 Routine	A defect that does not affect the operation of the system.	Rectify within 7 days of the defect being reported
4 Planned	Minor defects and recommended improvements.	Rectify within 30 days of the defect being reported

Priority 1 and 2 defects shall be permanently repaired within 5 working days of attendance.

Periods in the table above are calendar days. Where a quotation over €750 is awaiting Tuath's approval, the rectification period starts on the date of approval.

Where a Priority 1 or 2 defect cannot be fully rectified on the first attendance, the Contractor shall make the system safe, agree temporary measures with the Contracts Manager, and confirm a date for completion within the 5 working days above.

12.3 Remedial works

The Contractor shall price remedial works using the Schedule of Rates: labour at R2 and parts and materials at R6. Works over €750 require Tuath's written approval before they start, except where immediate work is needed to make a system safe.

12.4 Close-out

A defect is closed only when the Contractor has rectified it, tested the system, and recorded the close-out with the date, engineer and, where practical, a photograph.

13 Emergency Call-Out

- The Contractor shall provide a call-out service 24 hours a day, 365 days a year, through a single phone number answered by a person.
- Attendance times are as set out in Section 12.2.
- Engineers shall arrive with the information, parts and access arrangements needed for the fault reported, based on what is known when the call is logged.
- Every call-out shall be triaged remotely before attendance under Section 10.5. Where a fault can be diagnosed or safely resolved remotely, the Contractor may do so, but this does not extend the attendance time.
- Every call-out shall be logged, with the time of call, time of attendance, work done and time of completion, and shown in the monthly report.
- Outside normal working hours, calls shall be accepted from Tuath's out-of-hours service. Priority 1 call-outs shall be notified to the Contracts Manager immediately by phone, and confirmed in writing the same day.
- Call-out attendance and labour are paid at the attendance and hourly rates in the Schedule of Rates (R1 and R2). Parts and materials are paid at the supply-only rates in R6.
- Outside normal working hours, a Priority 1 fault is escalated by Tuath's out-of-hours service to the Contractor's on-call engineer.

14 Key Performance Indicators

The Contractor shall report performance against the following KPIs in each monthly report.

KPI	Measure	Target
1	Communal planned visits completed within 2 weeks either side of the date on which they fall due	100%
2	Certificates issued within 10 working days of the visit	100%
3	Service and call-out reports uploaded to the portal within 2 working days	100%
4	Portal availability, measured over each month	99.5%
5	Fire, fault and isolation events notified in real time to the nominated Tuath contacts	100%
6	Priority 1 attendance within 4 hours	95%
7	Priority 2 attendance within 24 hours	95%
8	Priority 3 defects rectified within 7 days	90%
9	Priority 4 defects rectified within 30 days	90%
10	Call-outs fixed on first attendance	85%
11	Dwellings tested where confirmed access was provided	100%
12	Devices tested in the contract year, as a percentage of the annual device test programme	100%
13	Asset register updated within 10 working days of a change	100%
14	Monthly report issued by the 10th working day	100%

Where any KPI falls below target in 2 consecutive months, the Contractor shall submit a performance improvement plan to the Contracts Manager within 1 month and report progress against it at each review meeting.

If the KPI under performance review is not improved to the target above within a further 2 months, this will be considered a breach of the Service Contract and, as per Section 9.B.1, a written warning will be issued to the Contractor by Tuath seeking remedy.

If, after the written warning, the KPI is still not up to the target by the following month, Tuath reserves the right to terminate the contract as set out in Section 9 of the Service Contract.

15 Electrical Call-Out and Fault Investigation (Part B)

Part B covers faults on the landlord and common area electrical installation that directly affect the functioning of the life safety systems. The rates in the Schedule of Rates apply to both Parts A and B.

- Part B includes the distribution boards, circuits and supplies serving the life safety systems at each block, and common area lighting and power where a fault affects a life safety system.
- Work shall be carried out by a Safe Electric Registered Electrical Contractor using qualified electricians.
- Call-out attendance times are as set out in Section 12.2. Priority 1 covers loss of supply to a life safety system or an immediate electrical danger. Priority 2 covers loss of common area lighting or power. Other faults are Priority 3 or 4.
- Attendance and labour are paid at the call-out and hourly rates in the Schedule of Rates (R1 and R2). Parts and materials are paid under Section 4.7.
- Where the work requires it, the Contractor shall issue Safe Electric certification.

16 Other Industry Best Practice Requirements

- **Unwanted fire alarms:** record every unwanted alarm, investigate the cause, and recommend action to reduce recurrence.
- **Logbooks:** keep a logbook for each system and ensure every visit, test, fault and unwanted alarm is recorded in it.
- **Zone charts and documents:** check at each visit that zone charts are displayed and correct, and that the document box at the panel holds current certificates. Report anything missing.
- **System changes:** notify Tuath of any change to a system, and update the asset register and zone chart.
- **Obsolete equipment:** advise Tuath in writing where equipment is obsolete or parts are no longer available, with recommended replacements.
- **Batteries:** record the date of every standby battery and recommend replacement at the end of its service life.
- **Annual review:** at the end of each contract year, provide a summary for each property of system condition, recurring defects and recommended improvements.
- **Standard changes:** advise Tuath of any change to legislation or standards that affects the systems or the services.

Appendix 1.4 Contractor Competency Matrix and Tender Returns

Tenderers shall complete this matrix and return it with the tender. Evidence of competency held, in-house or through a named subcontractor, is required at tender stage. Where a platform is to be obtained after award, the tender shall include the training booking or plan, and the certificates shall be provided within 8 weeks of award.

For every platform listed in Part 2, competency shall be held in-house, held through a named subcontractor, or committed to be obtained within 8 weeks of award. A platform marked 'Not held' makes the tender non-compliant for that platform.

1.4.1 Part 1: Company registrations

Requirement	Held (Yes / No)	Evidence reference
Safe Electric Registered Electrical Contractor (mandatory for the Contractor or a named subcontractor carrying out electrical work in Parts A and B)		
Health and safety management certification: ISO 45001, Safe-T-Cert or equivalent		
Quality management certification: ISO 9001 or equivalent		
Current safety statement		
Third-party certification for fire detection and alarm maintenance. Not required at tender. To be held within 12 months of award of contract, or 6 months from accreditation becoming available, whichever is later		

1.4.2 Part 2: Engineer competency by platform

For each platform, enter the names of the engineers and attach their training certificates, showing the issuing body, date and expiry date. Manufacturer training shall be issued by the manufacturer or its approved training body.

System / platform	In-house (engineer names)	Named subcontractor	Obtain within 8 weeks	Not held
Fire detection and alarm (competent person to I.S. 3218)				
Advanced				
Morley				
C-Tec				
Johnson Controls FireClass				
Protec				
Automatic opening vents				
Colt				
WindowMaster				
Crossflow				
Disabled refuge / EVC				
Sigtel				
Baldwin Boxall				
Lexicom				

System / platform	In-house (engineer names)	Named subcontractor	Obtain within 8 weeks	Not held
Discipline competency				
Emergency lighting (I.S. 3217)				
Portable extinguishers (I.S. 291)				
Sprinkler systems (I.S. EN 12845, BS 9251)				
Fire pumps, diesel and electric				
Dry risers and fire hydrants (I.S. 391)				
Standby generators				
Gas detection (manufacturer calibration)				
Alarms within dwellings, including CO				
Electrical installation (Safe Electric REC)				

Where asset verification identifies a platform not listed above, the Contractor shall provide evidence of competency on that platform within 8 weeks, or propose a named subcontractor for Tuath's approval.

1.4.3 Part 3: Tender returns

Tenderers shall return the following with the tender, in addition to the returns required by the RFT.

Item	Included (Yes / No)	Reference
Proof of current Safe Electric registration		
Manufacturer training certificates for every platform claimed in Part 2, showing the issuing body, the date and the expiry date where one applies		
Sample service report, sample inspection report and sample certificate, for all systems		

Appendix 1.5 Service Frequency Schedule

Quarterly means 4 visits a year; six-monthly means 2. Contractor frequencies are the minimum required. User checks remain with Tuath, by caretakers weekly and housing officers monthly, unless the optional service in Section 7 is instructed at a property where no Tuath staff are based. The optional service covers the weekly and monthly communal checks only; daily checks stay with Tuath and the monthly test of alarms within dwellings is for residents.

System	Standard	Contractor (competent person)	User checks (optional service)
Fire detection and alarm	I.S. 3218:2024	Quarterly service; all devices tested each 12 months	Weekly alarm test (daily panel check stays with Tuath)
Remote signalling	I.S. 3218:2024	Annual inspection and test; transmission confirmed at each quarterly fire alarm service	Weekly, with the alarm test
Alarms within dwellings	I.S. 3218:2024; I.S. EN 50292:2023	Annual test in each dwelling	Not in optional service (monthly test by resident)
Fire blanket and escape plan (dwellings)	I.S. EN 1869:2019	Annual check	n/a
Emergency lighting	I.S. 3217:2023	Quarterly inspection and function test; annual inspection and full duration test	Monthly function test (daily central battery check stays with Tuath)
Extinguishers and fire blankets (communal)	I.S. 291:2015+A1:2022	Annual basic service; extended service and overhaul when due	Monthly visual check
Refuge / EVC	BS 5839-9:2021	Quarterly service	Weekly outstation test
AOV / smoke ventilation	BS 7346-8:2013; BS 9999:2017 Annex I	Quarterly test; annual inspection and service	Weekly activation test
Sprinklers	I.S. EN 12845:2015+A2:2026; I.S. EN 16925:2018; BS 9251:2021	Quarterly inspection; annual test and service; 3-yearly routine when due	Weekly and monthly routines
Fire pumps	I.S. EN 12845:2015+A2:2026	4 visits a year: 3 minor services and 1 major service	Weekly automatic start test
Dry risers	I.S. 391:2020	Six-monthly inspection; annual pressure test	n/a
Fire hydrants	I.S. 391:2020	Six-monthly inspection and test	n/a
Standby generators	ISO 8528-12:2022	Quarterly: 3 inspection and run-test visits and 1 annual service	Monthly run test
Hold-open devices	I.S. 3218:2024	Annual test with the cause-and-effect interfaces	n/a
Gas detection	I.S. EN 60079-29-2:2015; I.S. EN IEC 62990-2:2021	Quarterly service; calibration at least six-monthly	n/a
Evacuation drills	Tuath requirement	Six-monthly	n/a

Appendix 1.2

Tuath's Access Policy & Procedures

The following procedures for notifying tenants to arrange access to the occupied property must be strictly observed and applied by the Service Provider whose sole duty and responsibility it remains:

a. Tuath will send a letter/text/email to each tenant informing them of the appointment of the Service Provider on behalf of the Tuath and the impending contact from the Service Provider to arrange access. It will then be the Service Provider's sole duty and responsibility to arrange access. Correspondence will include:

- Confirmation the correspondence is from Tuath.
- Service provider company details.
- An indication of the nature of the work, and why it is being carried out.
- The expected duration of the works in the property.

Arrange Access

b. A list of all dwelling units (subject to change) and the associated contact details will be provided to the successful Service Provider.

c. The Service Provider shall coordinate access with each resident via a telephone call from an identifiable phone number; calls from Private or Withheld numbers are not permitted. The confirmed appointment time and date must be communicated to the resident by text message, email, or letter following the initial phone call. Visits may only take place once arrangements have been made in advance, and unannounced or cold calling at the property is strictly prohibited.

d. At least three telephone call attempts must be made and documented to each resident, for each attempted visit, with at least 24 hours between each telephone call in order to arrange a suitable time for access.

e. The Service Provider shall keep a log of all telephone calls (and all other correspondence) with each Tenant, including time, date and record in writing of the subject and contents of the conversation, what was agreed and with whom. This log must be maintained and provided on request by Tuath. The Service Provider must ensure that the visits are coordinated in accordance with the resident's reasonable requirements.

f. Where the tenant is unreachable by phone the Service Provider shall provide a schedule to Tuath's representative(s) noting the tenants that are uncontactable by telephone. Tuath will initiate an internal policy of escalation through the Customer Service and Housing departments and provide updated details to the Service Provider. A shared list of 'No Access' properties must be maintained with updates recorded until the service is completed.

g. All access arrangements shall be based on an arrangement which considers the resident's reasonable requirements, and must be within 7 days of the phone call arranging access; so that the tenant will not forget the agreed date. However, if the tenant can agree a date for access within 14 days of the phone call, this is also acceptable, but a reminder phone call or text should be made within 7 days of the appointment.

h. The Service Provider shall inform the Tenant of the time frame of first arrival of the operatives (no more than a 3-hour window) during the call, and provide a follow up confirmation to the tenant by email, text message, or letter, to include information regarding:

- Date and timeframe for arrival;
- the requirement for the occupant to cooperate with the Service Provider.
- Services affected during the works.
- The duration of the works.
- Contact details of the Supplier to allow the tenant to change the appointment date if necessary, prior to the agreed date of access.

Failure to Access

i. Where the Service Provider is unable to arrange access at the first attempt (that is a physical visit to the property), the Service Provider will then attempt to arrange a second visit following procedure b. – g. above;

j. Where the Service Provider is unable to arrange access at the second attempt (that is a physical visit to the property), the Services Provider shall issue a schedule of the failed second attempts along with a planned date for third and final access attempt to Tuath's Project Manager at least 4 working days in advance of the scheduled third access attempt.

k. The Project Manager will review the schedule of failed second attempts and once satisfied will forward the details to Tuath's Customer Service (CS) team to arrange calls to the tenants. Contact will be arranged by the CS Team at least 48 hours in advance of the planned third visit, allowing the tenant sufficient time to reschedule this appointment with the Service Provider.

l. If the CS Team cannot contact the tenant by phone, the CS Advisor shall issue a text message to confirm the appointment details and instructions to reschedule if the tenant is not available on the appointment date. A record of the attempted call is logged on the tenant account.

m. The Service Provider shall then complete the service as arranged. When the Service Provider is successful the relevant certification is provided to Tuath as per the terms of the contract.

n. Where the Service Provider is unsuccessful in their third attempt to complete the service/works (that is a physical visit to the property), no further attempts are required under the terms of the contract.

o. At least three attempts to arrange access (that is a physical visit to the door of the property) and following the procedure above, must be made. Each visit must be accompanied by a job report on Supplier company headed paper, that includes the original agreed date and time of inspection, the confirmation in writing with the tenant (include the text message/email in the report), a documented photograph of the front door of the property on that date (in the case of a Multi-Unit Development (MUD) the main entrance door to the common area with the number/address of the apartment block clearly shown), and the date and time of inspection.

p. During each failed access attempt, the Service Provider shall leave a card documenting the company details, date and time of arrival, and a contact phone number to rearrange access.

q. Where an access control system is defective in an apartment block, the Service Provider shall call the tenant on the phone, when they are at the door of the multi-unt development, to gain access (after arranging access in accordance with the procedure above).

r. Regarding fees, there will be no additional costs for the three access attempts, but once the three attempts are completed, and the associated documentation is provided, the Supplier will be paid the value of the initially tendered survey works for that property, or the cost of the related service.

s. Additional payment to access the property after the first three attempts is acceptable for an agreed rate, and with advanced written agreement from Tuath Housing Association.

General

t. The Service Provider is not permitted to arrange access if there is a minor present without adult supervision or if a vulnerable person is alone in the property.

u. Access shall be restricted to normal working hours (Monday-Friday 8.00am-6.00pm and Saturday's 8.00am – 1.00pm), every effort must be made to arrange access during normal working hours, and only where it is not possible can the access be made between 6pm and 9pm Monday to Friday and this must be allowed for as part of the contract. There is no additional fee for access out of normal working hours. ALL ACCESS SUBJECT TO THE SUPPLIER'S DIRECT AGREEMENT WITH EACH INDIVIDUAL TENANT IN ADVANCE.

v. The Supplier shall maintain a log as a live and ongoing document throughout the contract period, updated at least once per week, to include the following for each attempt;

- Date and Time of Call to arrange access with tenant;
- Date and Time confirmed with tenant in writing (Yes/No)
- Method of confirmation in writing and reference
- Failed access Photograph Reference
- Confirmation of calling card left on failed attempt
- The reference number included in the excel sheet shall relate to a softcopy of the confirmation in writing/photograph, saved in pdf/jpeg format, and shall be maintained in the same folder, with each document having a unique no. cross referenced to the excel sheet log, and one file for each attempt.

This will be provided to Tuath Housing on request, at any time, and maintained up to date at all times by the Supplier.

w. Each calling card shall include Service Provider details, time and date of call, reason for calling, and contact number to rearrange the appointment.

x. The Service Provider must make all three attempts within 4-6 weeks of the initial

Appendix 1.3 - Asset List

Scheme Ref.	Scheme / Block Name	Address	Address 2	Town	County	EirCode	No of Flats	Flat Numbers	No. of Stairwells	No. of Floors	Covered Car Parks	No. of Lifts	Notes
30	Homestead Court	Homestead Court	Quarry Road	Cabra	Dublin 7	D07 KX86	70	Flats 1-70	5	6	Yes (Underground Car Park)	2	
143	9 & 10 Barrack Mews	9 & 10 Barrack Mews	Barrack Street	Dundalk	Co. Louth	A91 VY10	2	Flats 9 & 10	1	2	No	0	Separate Systems
143	14 & 15 Barrack Mews	14 & 15 Barrack Mews	Barrack Street	Dundalk	Co. Louth	A91 Y884	2	Flats 14 & 15	1	2	No	0	Separate Systems
52	The Demense	The Demense	Demesne Road	Dundalk	Co. Louth	A91 HP30	6	Flats 1-6	1	3	No	0	
225	Woodfield House Block 1	1 - 6 Woodfield House	Station Road	Blarney	Co. Cork	T23 WEK1	6	Flats 1-6	1	3	No	1	Separate Systems
225	Woodfield House Block 2	7 - 12 Woodfield House	Station Road	Blarney	Co. Cork	T23 CR9X	6	Flats 7-12	1	3	No	1	Separate Systems
111	Tuath Housing Leeson Street Office	33 Leeson Street Lower	Saint Kevin's	Dublin	Dublin 2	D02 KD68	N/A	N/A	1	4	No	0	Office Building
15	Sundial House	Sundial House	James Street, Bow Lane	Dublin	Dublin 8	D08 KN25	17	17 Rooms	1	4	No	1	Sheltered Accomodation
271	La Touche Close	La Touche Close	La Touche Place	Greystones	Co. Wicklow	A63 E520	7	Flats 1-7	1	2	Yes (Undercroft Car Park)	1	
91	Denzille Lane	Denzille Lane	Holles Street	Dublin	Dublin 2	D02 XR44	11	Flats A-K	1	8	No	1	
16	Shelbourne Wharf (Block B)	Shelbourne Wharf	Ringsend Road	Ringsend	Dublin 4	D04 T1X6	16	Flats 1-16	1	7	No	1	
207	Cuirt Slua	Cuirt Slua	Church Street, Creagh	Ballinasloe	Co. Galway	H53 HK33	2	Flats 7 & 8	1	2	No		
98	An Chaireil	An Chaireil	Quarry Lane	Boyle	Co. Roscommon	F52 YC43	16	Flats 1-16	2	4	Yes (Underground Car Park)		
1436	Station Heights (AOV Only)	Station Heights	Greenore Road	Carlingford	Co. Louth	A91 FT95	2	House 6 & 8	2	2	No	0	Individual Houses, Roof Vent in each House
298	The Court Block 1	1 - 8 The Court	The Paddocks	Hansfield	Dublin 15	D15VYP3	8	Flats 1-8	1	4	No	1	Separate Systems
298	The Court Block 2	9 - 28 The Court	The Paddocks	Hansfield	Dublin 15	D15R9DT	20	Flats 9-28	1	5	No	1	Separate Systems
298	The Court Block 3	29 - 36 The Court	The Paddocks	Hansfield	Dublin 15	D15E16D	8	Flats 29-36	1	4	No	1	Separate Systems
941	The Lodge Block 1	1-16 The Paddocks	Hansfield Wood	Clonsilla	Dublin 15	D15 FD0F	16	Flats 1-16	2	4	No	1	Separate Systems
941	The Lodge Block 2	17-32 The Paddocks	Hansfield Wood	Clonsilla	Dublin 15	D15 FD0F	16	Flats 17-32	2	4	No	1	Separate Systems
893	Snugboro House	Snugboro House	17a Convent Lane	Rathfarnham	Dublin 14	D14 X974	7	Flats 1-7	1	3	No	1	
306	French Mullen House	Block 1	Charlemont Street	Dublin	Dublin 2	D02 XH58	7	Flats 10-16	1	7	Yes (Underground Car Park)	1	Combined Systems, 8 Lifts over all, 2 are Platform lifts. 79 Flats over all, Flats 4-9 are Duplexes.
306	French Mullen House	Block 2	Charlemont Street	Dublin	Dublin 2	D02 X924	8	Flats 17-24	1	7	Yes (Underground Car Park)	1	
306	French Mullen House	Block 3	Charlemont Street	Dublin	Dublin 2	D02 CX62	16	Flats 25-40	1	7	Yes (Underground Car Park)	1	
306	French Mullen House	Block 4	Charlemont Street	Dublin	Dublin 2	D02 XV18	12	Flats 41-52	1	7	Yes (Underground Car Park)	1	
306	French Mullen House	Block 5	Charlemont Street	Dublin	Dublin 2	D02 H102	10	Flats 53-62	1	7	Yes (Underground Car Park)	1	
306	French Mullen House	Block 6	Charlemont Street	Dublin	Dublin 2	D02 FK25	20	Flats 63-82	1	7	Yes (Underground Car Park)	1	
306	French Mullen Com Centre	French Mullen Com Centre	13 Charlemont Estate	Dublin	Dublin 2		N/A	Community Centre	0	1	Yes (Underground Car Park)	0	
244	The Fairways (AOV Only)	The Fairways	Old Course	Mallow	Co. Cork	P51 EP03	3	Flats 2, 7 & 9		3	No	0	
328	St. Catherine's Gate	St. Catherine's Gate	Harold's Court , Parnell Road	Dublin	Dublin 12	D12 CF50	23	Flats 1, 1A, 2-22	1	5	No	1	
342	Temple Court Apartments	Temple Court Apartments	Greenhills Road	Tallaght	Dublin 24	D24 XTY8	6	Flats 1-6	1	3	No		
356	Shackleton Hall	Shackleton Hall	Shackleton Drive	Lucan	Co. Dublin	K78 F8C0	60	Flats 1-60	3	4	Yes (Underground Car Park)	3	
373	Silver Street Apartments	83/84 Silver Street		Nenagh	Co. Tipperary	E45 EF67	5	Flats 1-5	1	3	No		
343	Michael Aylmer House	Michael Aylmer House	Fenton Green	Kilcock	Co. Kildare	W23 A0FD	9	Flats 1-9	1	3	No	1	Separate Systems
343	William Aylmer House	William Aylmer House	Fenton Green	Kilcock	Co. Kildare	W23 FT6F	9	Flats 1-9	1	3	No	1	Separate Systems
273	17 Church Street (Dundalk)	17 Church Street		Dundalk	Co. Louth	A91 Y24E	4	Flats 1-3 + Office Space	1	3	No		
356	Shackleton Manor	Ross Gate Apartments	Ross Gate	Adamstown	Co. Dublin	K78 V3Y1	4	Flats 1-4	1	4	No		Separate Systems
356	Shackleton Manor	Davis Hall Apartments	Davis Hall	Adamstown	Co. Dublin	K78 W3C6	4	Flats 1-4	1	4	No		Separate Systems
356	Shackleton Manor	Wilkes Court Apartments	Wilkes Court	Adamstown	Co. Dublin	K78 X7R0	4	Flats 1-4	1	4	No		Separate Systems
353	Arus Mhuire	Arus Mhuire	Skehard Road	Blackrock	Co. Cork	T12 KXD0	20	Flats 11-30	3	2	No	1	1-10 are houses, 11-30 are flats.
273	The Bakehouse	Bakehouse	17 Church Street	Dundalk	Co. Louth	A91N24Y	10	Flats 1-10	1	3	No		Located to the rear of 17 Church Street
492	Green Lane Manor	The Drive (Green Lane Manor)	The Drive	Rathcoole	Dublin 24	D24 A9DT	9	Flats 6 -14	1	3	No		Separate Systems
492	Green Lane Manor	The Square (Green Lane Manor)	The Square	Rathcoole	Dublin 24	D24 N25F	12	Flats 13-24	1	3	No		Separate Systems
454	Cooleven Way	Cooleven Way	Cloverhill Road	Clondalkin	Dublin 22	D22 E9H3	12	Flats 1-12	2	4	No	2	Separate Systems
454	Cooleven Green	Cooleven Green	Cloverhill Road	Clondalkin	Dublin 22	D22 P7X8	8	Flats 1-8	2	2	No		Separate Systems
208	Raleigh Court	Raleigh Court	Raleigh Square	Crumlin	Dublin 12	D12 Y9HC	33	Flats 1-33	3	3	No	3	1 community room
384	Gort Fionnbarra Block 1	21-24 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15RW6Y	4	Flats 21-24	1	3	No	0	Dulpex Block
	Gort Fionnbarra Block 2	25-30 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15EHY6	6	Flats 25-30	1	3	No	0	Dulpex Block
	Gort Fionnbarra Block 3	31-36 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15XP8D	6	Flats 31-36	1	3	No	0	Dulpex Block
	Gort Fionnbarra Block 4	37-42 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15W6KD	6	Flats 37-42	1	3	No	0	Dulpex Block
	Gort Fionnbarra Block 5	43-48 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15T86P	6	Flats 43-48	1	3	No	0	Dulpex Block
	Gort Fionnbarra Block 6	49-54 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15W32K	6	Flats 49-54	1	3	No	1	Apartment Block
	Gort Fionnbarra Block 7	55-60 Gort Fionnbarra	Commons Road	Navan	Co. Meath	C15PF8W	6	Flats 55-60	1	3	No	1	Apartment Block
506	Flowerville House	Flower Hill	Navan, Meath	Navan	Co. Meath	C15 RX96	12	Flats 1-12	1	4	Yes (Undercroft Car Park)		Flowerville House
513	Mount Eagle Square	Mount Eagle Square	Kilgobbin Road	Sandyford	Dublin 18	D18 P03D	18	Flats 1-18	1	4	No	1	
111	Empress Place	1 Empress Place	Summerhill North	Cork	Co. Cork	T23 HP57	2	Flats 1 & 2	1	4	No		
447	The Carriage House	The Carriage House	Kerlogue Manor, Rocksborough	Wexford	Co. Wexford	Y35 HYA3	9	Flats 1-9	1	3	No	1	
423	Block C Citywest Quarter	Cuil Duin Avenue	City West Dublin	Citywest	Dublin 24	D24HHN8	14	Flats 1-14	1	4	No	1	
497	Hampton Wood Block F	1-20 Hampton Wood Square	Finglas	Finglas	Dublin 11	D11 F40H	20	Flats 1-20	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark

497	**Hampton Wood Block E**	**21-36 Hampton Wood Square**	**Finglas**	**Finglas**	Dublin 11	D11 CXP7	15	Flats 21-36	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark
497	**Hampton Wood Block D**	**65-84 Hampton Wood Drive**	**Finglas**	**Finglas**	Dublin 11	D11 XAA0	20	Flats 65-84	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark
497	**Hampton Wood Block C**	**85-108 Hampton Wood Drive**	**Finglas**	**Finglas**	Dublin 11	D11 HC2N	23	Flats 85-108	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark
497	**Hampton Wood Block B**	**109-132 Hampton Wood Drive**	**Finglas**	**Finglas**	Dublin 11	D11 HCH9	23	Flats 109-132	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark
497	**Hampton Wood Block A**	**133-156 Hampton Wood Drive**	**Finglas**	**Finglas**	Dublin 11	D11 E0EH	23	Flats 133-156	1	6	Yes (Underground Car Park)	1	All blocks connect via carpark
277	**Listoke Hall**	**Listoke Hall**	**Liscorrie**	**Drogheda**	Co. Louth	A92 WE5A	12	Flats 1-12	1	3	No	1	
479	**9 Dublin Road (Drogheda)**	**9 Dublin Road**		**Drogheda**	Co. Louth	A92 NN27	4	Flats 1-4	1	4	No	0	
501	**Douglas Hyde House**	**Douglas Hyde House**	**Montenotte Cork**	**Montenotte**	Co. Cork	T23 H289	15	A1-A4, B1-B4, C1-C4, D1-D3	1	4	No	1	
276	**Prior Hall A, B, C, Carpark**	**Prior Hall**	**Bow Lane West**	**Kilmainham**	Dublin 8	D08 F3F1	19	Flats 1-12, 14-20 (no Flat 13)	3	4	Yes (Undercroft Car Park)	1	
490	**Meadow Crescent**	**Meadow Cresent**	**The Meadows Hollyhill Knocknaheeny Cork**	**Knocknaheeny**	Co. Cork	T23 A3TD	2	Flats 1 & 2	3	3	No		accros 3 blocks with creche beneath 2 apartments
458	**Ravensdale Court**	**Ravensdale Court**	**Ravensdale Park**	**Kimmage**	Dublin 12	D12 VK3E	12	Flats 1-12	1	4	No	1	
510	**Parklands Parades Block A**	**Parklands Parade 6-26**	**Parklands, Citywest**	**Saggart**	Dublin 24	D24 XY9F	10	6A - 6D, 16A & 16B, 26A - 26D	3	3	No	0	Separate Systems
510	**Parklands Parades Block B**	**Parklands Parade 28-48**	**Parklands, Citywest**	**Saggart**	Dublin 24	D24 YHN9	10	28A - 28D, 38A & 38B, 48A - 48D	3	3	No	0	Separate Systems
15	**31-34 Bow Lane West**	**31-34 Bow Lane West**		**Dublin**	Dublin 8	D08 H63K	15	Flats 1-15	1	5	Yes (Undercroft Car Park)	1	
511	**Southgate Hall**	**Block 6**	**Kilcarberry Grange**	**Kilcarberry**	Dublin 22	D22 W0F1	37	Flats 1-37	1	6	No	1	Separate Systems
511	**Northgate Hall**	**Block 7**	**Kilcarberry Grange**	**Kilcarberry**	Dublin 22	D22P9T2	37	Flats 1-37	1	6	No	1	Separate Systems
529	**The Laurels**	**THE LAURELS**	**54 Inchicore Road**	**Inchicore**	Dublin 8	D08 C2XV	18	Flats 10-27	1	5	No	1	
275	**Pheonix View**	**Pheonix View**	**James Street**	**Saint James**	Dublin 8	D08 RD78	23	23 Rooms	1	3	No	1	24/7 staff onsite (Charity Centre)/Sheltered Accomodation
475	**Bakers Lot**	**Bakers Lot**	**Kickham Street**	**Carrick an Suir**	Co. Tipperary	E32 T326	13	Flats 1-13	1	4	No	1	
516	**The Plaza Block 70**	**Block 70**	**Parkwest**	**Park West Avenue**	Dublin 12	D12 CCR4	45	Flats 5-11, 21-29, 37-44, 45A & 45B, 56-63, 64A & 64B, 76-84	2	6	Yes (Underground Car Park)	1	Combined Systems, 3 x Comerical rooms on ground floor
516	**The Plaza Block 72**	**Block 72**	**Parkwest**	**Park West Avenue**	Dublin 12	D12 PDT6	41	Flats 1-4, 12-20, 30-36, 46-55, 65-75	1	6	Yes (Underground Car Park)	1	
549	**The Millworks**	**Block O**	**Bellevue**	**Islandbridge**	Dublin 8	D08 A4XY	19	Flat 275-294	1	6	No	1	Separate Systems, Block P (Flats 272-274) is responsobility of managing agent and is not included
549	**The Millworks**	**Block Q**	**Bellevue**	**Islandbridge**	Dublin 8	D08 A6PY	6	Flats 266-271	1	3	No	1	Separate Systems
495	**Whitethorn Hall**	**John Devoy Road**		**Naas**	Co. Kildare	W91 XP6Y	28	Flats 1-28	1	4	No	1	Separate Systems
495	**Whitethorn Lodge**	**John Devoy Road**		**Naas**	Co. Kildare	W91 YHK2	32	Flats 1-32	1	4	No	1	Separate Systems
526	**Aldborough Hall**	**Aldborough Hall Core 1&2**	**Hawkins Wood**	**Greystones**	Co. Wicklow	A63 E5N7	84	Flats 1-84	2	6	No	2	Separate Systems
526	**Aldborough Manor**	**Aldborough Manor Block 3&4**	**Hawkins Wood**	**Greystones**	Co. Wicklow	A63 FK59	90	Flats 1-90	2	6	No	2	Separate Systems
542	**Beresford Hall**	**Beresford Crescent**	**Donabate**	**Donabate**	Co. Dublin	K36 V221	36	Flats 1-36	2	3	No	2	
519	**Cobbe Court**	**10-26 Cobbe Court**	**Portrane Rd.**	**Donabate**	Co. Dublin	K36 KX72	17	Flats 10-26	1	3	No	1	
495	**Elsmore Court**	**13-18 Elsmore Court**	**Naas**	**Naas**	Co. Kildare	W91FD2C	6	Flats 13-18	1	3	No	1	
648	**Ellis Court**	**Ellis Court**	**Benburb Street**	**Benburd Street**	Dublin 7	D07 CFW6	22	Flats 1-22	2	4	No	2	
552	**Mandaville Place**	**Mandaville Place**	**Pouladuff Road**	**Cork**	Co. Cork	T12 Y0TA	11	Flats 1-11	1	4	No	1	
558	**Ardrostig Block 1**	**27-32 Ardrostig**	**Ardrostig**	**Bishopstown Rd**	Co. Cork	T12 H1FK	6	Flats 27-32	1	3	No	1	Separate Systems
558	**Ardrostig Block 2**	**46-51 Ardrostig**	**Ardrostig**	**Bishopstown Rd**	Co. Cork	T12 VF5Y	6	Flats 46-51	1	3	No	1	Separate Systems
559	**Conway Court**	**Conway Court**	**Watercourse Road**	**Cork**	Co. Cork	T23 Y39A	37	Flats 1-37	2	4	No	2	
443	**Springville House**	**Springville House**	**Blackrock Road**	**Ballintemple**	Co. Cork	T12 E65X	31	Flats 1-10, 101-108, 201-208, 301-305	1	4	No	1	
555	**Laurel Heights**	**Laurel Heights**	**Shanakiel**	**Sundays Well**	Co. Cork	T23FD2H	20	Flats 1-20	1	3	No	1	
530	**Ramstown Grove Block 1**	**5-8 Ramstown Grove**	**Gorey**	**Gorey**	Co. Wexford	Y25 N5T3	3	Flats 5-8	1	3	No	1	Separate Systems
530	**Ramstown Grove Block 2**	**19/20/24 Ramstown Grove**	**Gorey**	**Gorey**	Co. Wexford	Y25 K7R9	3	Flats 19, 20 & 24	1	3	No	1	Separate Systems
530	**Ramstown Grove Block 3**	**21-23 Ramstown Grove**	**Gorey**	**Gorey**	Co. Wexford	Y25 E2P9	3	Flats 21-23	1	3	No	1	Separate Systems
530	**Ramstown Grove Block 4**	**25-42 Ramstown Grove**	**Gorey**	**Gorey**	Co. Wexford	Y25 T3H7	17	Flats 25-42	1	3	No	1	Separate Systems
524	**The Avenue (Barnoaks Block 1)**	**2&4 The Avenue**	**Barnoaks**	**Citywest**	Dublin 24	D24 C61H	2	Flats 2 & 4	1	3	No	0	Separate Systems
524	**The Avenue (Barnoaks Block 2)**	**6&9 The Avenue**	**Barnoaks**	**Citywest**	Dublin 24	D24 CVK8	2	Flats 6 & 9	1	3	No	0	Separate Systems
524	**The View (Barnoaks Block 1)**	**3 & 6 The View**	**Barnoaks**	**Citywest**	Dublin 24	D24 F2HF	2	Flats 3 & 6	1	3	No	0	Separate Systems
524	**The View (Barnoaks Block 2)**	**9 & 12 The View**	**Barnoaks**	**Citywest**	Dublin 24	D24 A40X	2	Flats 9 & 12	1	3	No	0	Separate Systems
553	**Josephine McCoy Mews**	**Josephine McCoy Mews**	**South Douglas Road**	**Cork**	Co. Cork	T12 WN7Y	8	Flats 1-8	1	2	No	0	
578	**Pipers Court**	**Block 1**	**Hansfield Wood**	**Clondalkin**	Dublin 15	D15 F9XC	48	Flats 1-48	2	7	Yes (Underground Car Park)	2	Carpark connecting blocks
578	**Pipers Court**	**Block 2**	**Hansfield Wood**	**Clondalkin**	Dublin 15	D15 PN7X	44	Flats 51-94					
577	**Park Gate**	**Park Gate**	**Hansfield**	**Hansfield**	Dublin 15	D15YDE6	8	Flats 1-8	1	4	No	1	
577	**Park Walk Block 1**	**5 & 6 Park Walk**	**Hansfield**	**Hansfield**	Dublin 15	D15F72X	2	Flats 5-6	1	1	No	0	Over Duplexs
577	**Park Walk Block 2**	**11 & 12 Park Walk**	**Hansfield**	**Hansfield**	Dublin 15	D15 Y1XK	2	Flats 11-12	1	1	No	0	Over Duplexs
577	**Park Walk Block 3**	**17 & 18 Park Walk**	**Hansfield**	**Hansfield**	Dublin 15	D15 KD2H	2	Flats 17-18	1	1	No	0	Over Duplexs
557	**Willow House**	**Kilternan Wood**	**Bishops Gate**	**Kilternan**	Dublin 18	D18X2KE	22	Flats 1-22	1	3	No	1	GF Creche
541	**Ash House**	**Kilternan Wood**	**Bishops Gate**	**Kilternan**	Dublin 18	D18XFX9	24	Flats 1-24	1	3	No	1	
541	**Oak House**	**Kilternan Wood**	**Bishops Gate**	**Kilternan**	Dublin 18	D18 EY7D	24	Flats 1-24	1	3	No	1	
541	**Beech House**	**Kilternan Wood**	**Bishops Gate**	**Kilternan**	Dublin 18	D18 NX7E	24	Flats 1-24	1	3	No	1	
540	**Burnell Place**	**Block A**	**Mayne River Avenue, Malahide Road**	**Northern Cross**	Dublin 17	D17 K079	55	Flats 1-55	1	6	Yes (Underground Car Park)	1	Combined System
540	**Burnell Place**	**Block B**	**Mayne River Avenue, Malahide Road**	**Northern Cross**	Dublin 17	D17 F638	22	Flats 56-77	1	6	Yes (Underground Car Park)	1	
540	**Burnell Place**	**Block C**	**Mayne River Avenue, Malahide Road**	**Northern Cross**	Dublin 17	D17 E433	20	Flats 78-97	1	6	Yes (Underground Car Park)	1	
540	**Burnell Place**	**Block D**	**Mayne River Avenue, Malahide Road**	**Northern Cross**	Dublin 17	D17 ND61	22	Flats 98-119	1	6	Yes (Underground Car Park)	1	
540	**Burnell Place**	**Block E**	**Mayne River Avenue, Malahide Road**	**Northern Cross**	Dublin 17	D17 HR94	72	Flats 120-191	1	6	Yes (Underground Car Park)	1	
404	**Lillian Metge House**	**Lillian Metge House**	**Metges Place, Metges Road**	**Navan**	Co. Meath	C15 P23F	30	Flats 1-30	1	4	No	1	Separate Blocks
405	**Robert Metge House**	**Robert Metge House**	**Metges Place, Metges Road**	**Navan**	Co. Meath	C15 HPR6	12	Flats 31-42	1	3	No	1	Separate Blocks
404	**Metges Road Comunity building**	**Community Building**	**45 Metges Place, Metges Road**	**Navan**	Co. Meath	C15 DTH9	N/A	Community Building	0	1	No	0	Community Building
538	**Ferrard Court**	**Apt 1-12 (Block 12 Ferrard Court)**	**Twenties**	**Drogheda**	Co. Louth	A92 EC9K	12	Flats 1-12	1	3	No	1	Separate Blocks

538	**Ferrard Court**	**Apt 13-18 (Block 13 Ferrard Court)**	**Twenties**	**Drogheda**	Co. Louth	A92PY6Y	6	Flats 13-18	1	3	No	1	Separate Blocks
538	**Ferrard Court**	**Apt 19-26 (Block F1A Ferrard Court)**	**Twenties**	**Drogheda**	Co. Louth	A92 C6HE	8	Flats 19-26	1	3	No	1	Separate Blocks
538	**Ferrard Court**	**Apt 27-34 (Block F1B Ferrard Court)**	**Twenties**	**Drogheda**	Co. Louth	A92E2PA	8	Flats 27-34	1	3	No	1	Looks like is being currently missed
576	**Dun Oir Grove (Block 1)**	**5-12 Dun Oir Grove**	**Glenamuck Road**	**Kiltiernan**	Dublin 18	D18 W9FC	8	Flats 5-12	1	3	No	1	
576	**Dun Oir Grove (Block 2)**	**13-33 Dun Oir Grove**	**Glenamuck Road**	**Kiltiernan**	Dublin 18	D18 KT2C	21	Flats 13-33	1	4	No	1	
544	**Woodland Place**	**Woodland Place**	**Bayly**	**Douglas**	Co. Cork	T12 PH2K	47	Flats 1-47	1	5	No	1	
584	**Riverside Grove**	**Riverside Grove (15-23)**	**Bayly**	**Douglas**	Co. Cork	T12 K1HC	9	Flats 15-23	1	3	No	0	
544	**Woodland Square**	**Woodland Square B5 (9-14)**	**Bayly**	**Douglas**	Co. Cork	T12 ANX2	6	Flats 9-14	1	3	No	0	
533	**Baker Hall (The Avenue Block 1)**	**17-24 The Avenue**	**Baker Hall**	**Navan**	Co. Meath	C15 HYY8	7	Flats 17-24	1	3	No	0	Separate Blocks
533	**Baker Hall (The Avenue Block 2)**	**32-39 The Avenue**	**Baker Hall**	**Navan**	Co. Meath	C15 RYW6	7	Flats 32-39	1	3	No	0	Separate Blocks
533	**Baker Hall (The Avenue Block 3)**	**40-44 The Avenue**	**Baker Hall**	**Navan**	Co. Meath	C15 W2CE	4	Flats 40-44	1	3	No	0	Separate Blocks
644	**Tramway Lane Block 1**	**1-40 Tramway Lane**	**Citywest View**	**Citywest**	Dublin 24	D24 PTN0	40	Flats 1-40	1	9	No	1	
644	**Tramway Lane Block 2**	**41-70 Tramway Lane**	**Citywest View**	**Citywest**	Dublin 24	D24 PTN0	30	Flats 41-70	1	7	No	1	
644	**Tramway Park**	**Tramway Park**	**Citywest View**	**Citywest**	Dublin 24	D24 HVF3	63	Flats 1-63	1	7	No	1	
518	**Oakhall Block 1**	**2-3 Oakhall**	**Ardee Road**	**Carlanstown**	Co. Meath	A82 YR22	2	Flats 2 & 3	1	2	No		
518	**Oakhall Block 2**	**6-7 Oakhall**	**Ardee Road**	**Carlanstown**	Co. Meath	A82 YR22	2	Flats 6 & 7	1	2	No		
313	**Dunville House**	**Dunville House**	**Dunville Road, Athlumney**	**Navan**	Co. Meath	C15 R1XA	45	Flats 1-45	1	5	No	1	
665	**Carraig View Apartments**	**Carraig View**	**Church Road**	**Blackrock**	Co. Cork	T12 N79D	30	Flats 1-30	3	3	No	3	
628	**Hartlands Square**	**Hartlands Square**	**Denroches Cross**	**Cork**	Co. Cork	T12 V6YX	43	Flats 1-43	2	5	No	2	
627	**O'Sullivan Apartments**	**O'Sullivan Apartments**	**46 Barrack Street**	**Cork**	Co. Cork	T12 N72N	28	Flats 1-28	2	4	No	2	
606	**Westgate Hall**	**Westgate Hall**	**Hawthorn Green**	**Kilcarbery**	Dublin 22	D22 H5P2	37	Flats 1-37	1	6	0	1	
606	**Eastgate Hall**	**Eastgate Hall**	**Ash Walk**	**Kilcarbery**	Dublin 22	D22 X2V6	37	Flats 1-37	1	6	0	1	
510	**Parklands Links**	**2A - 22D Parklands Links**		**Citywest**	Co. Dublin	D24 H3NP	10	2A - 2D, 12A & 12B, 22A - 22D	3	3	No	0	
543	**Mullen Park**	**The Walk 26,27,29 & 31**		**Maynooth**	Co. Kildare	W23YA7X	4	Flats 26,27,29 & 31	1	2	No	0	
543	**Mullen Park**	**The Cresent 3&5**		**Maynooth**	Co. Kildare	W23 ACY2	2	Flats 3 & 5	1	2	No	0	
452	**Railway View Apartments**	**Railway View**	**Kilnacloy**	**Monaghan**	Co. Monaghan	H18 YA78	6	Flats 3-8	1	3	No	1	
111	**Tuath Office Dundalk**	**Second Floor**	**Quayside Business Park**	**Dundalk**	Co. Louth	A91 DP8R	N/A	Office		4			
676	**Seabery Close (Block 1)**	**190-198**	**Meadow Broome**	**Grange**	Co. Cork	T12 E4HD	8	190-198	1	2	No	1	
676	**Seabery Close (Block 2)**	**199-207**	**Meadow Broome**	**Grange**	Co. Cork	T12 VXW8	8	199-207	1	2	No	1	
676	**Seabery Close (Block 3)**	**208-216**	**Meadow Broome**	**Grange**	Co. Cork	T12 YYN8	8	208-216	1	2	No	1	
676	**Seabery Close (Block 4)**	**217-222**	**Meadow Broome**	**Grange**	Co. Cork	T12 RF2K	8	217-222	1	2	No	1	
505	**52-57 Bregawn**	**52-57 Bregawn**		**Cashel**	Co. Tipperary	E25 N822	6	Flats 52-57	1	2	No	1	
972	**Nangor Mills (Block A)**	**Block A, Nangor Mill**	**Nangor Road**	**Clondalkin**	Dublin 22	D22 E9N7	30	Flats 1-30	1	5	No	1	
972	**Nangor Mills (Block B)**	**Block B, Nangor Mill**	**Nangor Road**	**Clondalkin**	Dublin 22	D22 Y5Y0	30	Flats 31-60	1	5	No	1	
972	**Nangor Mills Bin Store**	**Bin Store**	**Nangor Road**	**Clondalkin**	Dublin 22		0	0	0	1	No	0	Standalone
669	**45 - 48 The Avenue**	**Kilmartin Grove**		**Hollystown**	Dublin 15	D15 VEH5	4	Flats 45-48	1	3	No	0	
669	**12 - 15 The View**	**Kilmartin Grove**		**Hollystown**	Dublin 15	D15 DY7D	4	Flats 12-15	1	3	No	0	
669	**33 - 36 The View**	**Kilmartin Grove**		**Hollystown**	Dublin 15	D15 EDT3	4	Flats 33-36	1	3	No	0	
669	**1 - 4 The View**	**Kilmartin Grove**		**Hollystown**	Dublin 15	D15 Y5YV	4	Flats 1-4	1	3	No	0	
661	**Cnoc Rathuin**	**Cnoc Rathuin**	**Nijella, Mincloon Rahoon**	**Galway**	Co. Galway	H91 29C9	13	Flats 1-13	1	3	No	1	
609	**The Close Apartments**	**The Close**	**Kilmakilloge**	**Gorey**	Co. Wexford	Y25 W6K3	6	Flats 1-6	1	3	No		
A38	**Ballygossen Park Apartments Block A**	**1 - 21 Ballgossan Hill**	**Skerries Co Dublin**	**Skerries**	Co. Dublin	K34 EE92	21	Flats 1-21	1	4	Yes (Underground Car Park)	1	All blocks are interlinked
A38	**Ballygossen Park Apartments Block B**	**22 - 49 Ballgossan Hill**	**Skerries Co Dublin**	**Skerries**	Co. Dublin	K34 VP29	27	Flats 22-49	1	4	Yes (Underground Car Park)	1	All blocks are interlinked
A38	**Ballygossen Park Apartments Block C**	**53 - 73 Ballgossan Hill**	**Skerries Co Dublin**	**Skerries**	Co. Dublin	K34 XC99	20	Flats 53-73	1	4	Yes (Underground Car Park)	1	All blocks are interlinked
A38	**Ballygossen Park Apartments Block D**	**74 - 95 Ballgossan Hill**	**Skerries Co Dublin**	**Skerries**	Co. Dublin	K34 YR70	21	Flats 74-95	1	4	Yes (Underground Car Park)	1	All blocks are interlinked
588	**The Hazel (Carrigmore Woods)**	**The Hazel (Block D)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 ECK7	47	Flats 1-47	1	5	No	1	Creche on ground floor
588	**The Hawthorn (Carrigmore Woods)**	**The Hawthorn (Block E)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 VHP1	30	Flats 1-30	1	6	No	1	Office spare on ground floor
588	**The Alder (Carrigmore Woods)**	**The Alder (Block F)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 T6HE	29	Flats 1-29	1	5	No	1	Retail on ground floor
587	**The Willow (Carrigmore Woods)**	**The Willow (Block C)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 RP1H	61	Flats 1-61	2	6	No	2	Retail on ground floor
587	**The Birch (Carrigmore Woods)**	**The Birch (Block B)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 PRP4	66	Flats 1-66	2	6	No	2	
587	**The Oak (Carrigmore Woods)**	**The Oak (Block A)**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24	D24 H24N	57	Flats 1-57	2	6	No	2	
587	**Carrigmore Woods Plant Room**	**Carrigmore Plant Room**	**Carrigmore Woods, Citywest Road**	**Citywest**	Dublin 24		N/A	N/A	0	1	No		Plant room a stand alone building and is located opposite The Willow
969	**Ballinure Cottages**	**Dun an Iuir**	**Ballinure Cottages**	**Mahon**	Co. Cork	T12 FK7A	8	Flats 4-11	2	3	No		
971	**The Ashes (Kilcarbery)**	**The Ashes**	**Kilcarbery Grange Avenue**	**Kilcarbery**	Dublin 22	D22 NY9A	23	Flats 1-23	1	5	No	1	
971	**The Rowans (Kilcarbery)**	**The Rowans**	**Kilcarbery Grange Avenue**	**Kilcarbery**	Dublin 22	D22 Y60V	29	Flats 1-29	1	6	No	1	
582	**Friary Place**	**Friary Place**	**Mill Lane**	**Drogheda**	Co. Louth	A92 V9YN	49	Flats 1-49	1	9	No	1	Comercial unit of GF
637	**The Mews**	**The Mews**	**Balmoston**	**Donabate**	Co. Dublin	K36E8A0	4	Flats 1-4	1	2	No		
621	**Hazel House (Semple Woods)**	**Hazel House**	**The Avenue, Semple Woods**	**Donabate**	Co. Dublin	K36R7W1	16	Flats 1-16	1	5	No	1	
621	**Larch House (Semple Woods)**	**Larch House**	**The Avenue, Semple Woods**	**Donabate**	Co. Dublin	K36P7V0	13	Flats 1-13	1	5	No	1	
621	**Oak House (Semple Woods)**	**Oak House**	**The Crescent, Semple Woods**	**Donabate**	Co. Dublin	K36P7W9	18	Flats 1-18	1	5	No	1	
621	**Beech House (Semple Woods)**	**Beech House**	**The Crescent, Semple Woods**	**Donabate**	Co. Dublin	K36P7Y5	16	Flats 1-16	1	5	No	1	
650	**Foxwood Barn**	**Bianconi Hall**	**The Avenue,**	**Brownsbarn**	Dublin 24	D24 DWX9	45	Flats 1-45	1	6	No	1	
650	**Foxwood Barn**	**The Stables**	**The Avenue,**	**Brownsbarn**	Dublin 24	D24 H9RT	49	Flats 46-94	1	7	No	1	
650	**Foxwood Barn**	**Coach Lodge**	**The Avenue,**	**Brownsbarn**	Dublin 24	D24 Y02E	45	Flats 95-139	2	6	No	1	
652	**Foxwood Barn**	**Covert Place**	**The Avenue,**	**Brownsbarn**	Dublin 24	D24 NX9Y	39	Flats 140-178	2	5	No	1	
01C	**121 & 122 Greville Park**	**121 & 122 Greville Park**		**Mullingar**	Co. Westmeath	N91 XK5W	2	121 & 122	1	3	No	0	
01C	**111 & 112 Greville Park**	**111 & 112 Greville Park**		**Mullingar**	Co. Westmeath	N91 E1CX	2	111 & 112	1	3	No	0	
A33	**Hazel House (Navan)**	**Hazel House**	**The Rise, Baker Hall**	**Navan**	Co. Meath	C15V3YX	20	Flats 1-20	1	4	No	1	
A33	**Ash House (Navan)**	**Ash House**	**The Rise, Baker Hall**	**Navan**	Co. Meath	C15NYE0	20	Flats 1-20	1	4	No	1	

663	**Ballygossasn Walk 1-4**	**Ballygossasn Walk 1-4**	**Ballygossan Hill, Golf Link Road,**	**Skerries**	Co. Dublin	K34 X935	4	Flats 1-4	1	3	No	0	
663	**Ballygossasn Walk 5-8**	**Ballygossasn Walk 5-8**	**Ballygossan Hill, Golf Link Road**	**Skerries**	Co. Dublin	K34 PK81	4	Flats 5-8	1	3	No	0	
663	**Ballygossasn Walk 9-12**	**Ballygossasn Walk 9-12**	**Ballygossan Hill, Golf Link Road**	**Skerries**	Co. Dublin	K34 AW08	4	Flats 9-12	1	3	No	0	
663	**Ballygossasn Walk 13-16**	**Ballygossasn Walk 13-16**	**Ballygossan Hill, Golf Link Road**	**Skerries**	Co. Dublin	K34 W529	4	Flats 13-16	1	3	No	0	
637	**3 & 4 The Green**	**3 & 4 The Green**	**Carberry Meadows**	**Donabate**	Co. Dublin	K36 V1Y5	2	Flats 3 & 4	1	3	No	0	
637	**8 & 9 The Green**	**8 & 9 The Green**	**Carberry Meadows**	**Donabate**	Co. Dublin	K36 X4E7	2	Flats 8 & 9	1	3	No	0	
637	**14 & 15 The Green**	**14 & 15 The Green**	**Carberry Meadows**	**Donabate**	Co. Dublin	K36 W2X4	2	Flats 14 & 15	1	3	No	0	
664	**Docherty Hall**	**Docherty Hall**	**The Green, Carberry Meadows**	**Donabate**	Co. Dublin	K36 A3C5	50	Flats 1-50	1	6	No	1	
111	**Tuath Office Galway**	**3rd & 4th Floor Heritage Hall**			Co. Galway	H91 DYK6	N/A	Office		2			
03A	**Coolevally House**	**Coolevally House**	**Shanganagh Road, Abingdon**	**Shankill**	Dublin 18	D18 EFY8	41	Flats 1-41	1	5	Yes (Undercroft Car Park)	1	Undercroft Car Park shared with Coolevally House
03A	**Coolevally Place**	**Coolevally Place**	**Shanganagh Road, Abingdon**	**Shankill**	Dublin 18	D18 DD0K	53	Flats 1-53	1	7	Yes (Undercroft Car Park)	1	Undercroft Car Park shared with Coolevally Place
02A	**Coolevally Lodge**	**Coolevally Lodge**	**Shanganagh Road**	**Shankill**	Dublin 18	D18 FY9V	58	Flats 1-58	1	8	Yes (Undercroft Car Park)	1	Undercroft Car Park shared with Coolevally Gate
02A	**Coolevally Gate**	**Coolevally Gate**	**Shanganagh Road**	**Shankill**	Dublin 18	D18 VKX5	46	Flats 1-46	1	5	Yes (Undercroft Car Park)	1	Undercroft Car Park shared with Coolevally Lodge
611	**Whitehaven**	**The Court**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 NYX2	49	Flats 1-49	1	7	Yes (Underground Car Park)	1	All 5 blocks are linked. Combined basement car park
611	**Whitehaven**	**The Gate**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 ECX7	60	Flats 1-60	1	7	Yes (Underground Car Park)	1	All 5 blocks are linked. Combined basement car park
612	**Whitehaven**	**The Hall**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 E3PN	47	Flats 1-47	1	7	Yes (Underground Car Park)	1	All 5 blocks are linked. Combined basement car park
611	**Whitehaven**	**The Lodge**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 Y88A	52	Flats 1-52	1	7	Yes (Underground Car Park)	1	All 5 blocks are linked. Combined basement car park
612	**Whitehaven**	**The View**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 N2TK	47	Flats 1-47	1	7	Yes (Underground Car Park)	1	All 5 blocks are linked. Combined basement car park
612	**Whitehaven**	**Amenity Space**	**Whitehaven**	**Northwood Avenue**	Dublin 9	D09 FCX5	N/A	Amenity Space	0	1	Yes (Underground Car Park)	0	All 5 blocks are linked. Combined basement car park
590	**Castle View Apartments**	**Castle View Apartments**	**Castle Street**	**Roscommon**	Co. Roscommon	F42 DW25	10	Flat 11-20	1	3	No	1	
642	**Swiftbanks View**	**Swiftbank View Block A Core 1&2**	**Mill Road**	**Saggart**	Dublin 24	D24 CKF9	59	Flats 1-59	2	5	No	2	
643	**Swiftbanks Manor (Block B1)**	**Swiftbank Manor Block B1 Core 1&2**	**Mill Road**	**Saggart**	Dublin 24	D24 DKW4	59	Flats 1-59	2	5	No	2	
643	**Swiftbanks Manor (Block B2)**	**Swiftbank Manor Block B2 Core 1&2**	**Mill Road**	**Saggart**	Dublin 24	D24 RR6T	59	Flats 60-118	2	5	No	2	
676	**Elderberry Mews**		**Meadow Brome**	**Grange**	Co. Cork	T12 PYW2	10	Flats 170--179	1	2	No	1	
996	**Thomas Davis Street**	**49 Thomas Davis Street**	**Blackpool**	**Cork**	Co. Cork	T23 R727	3	Flats 1-3	1	3	No		
679	**Niven Oaks**	**The Court Core 1**	**Niven Oaks**	**Northwood**	Dublin 9	D09 VA0D	62	Flats 1-62	3	6	Yes (Undercroft Car Park)	1	Linked with The Manor
679	**Niven Oaks**	**The Court Core 2**	**Niven Oaks**	**Northwood**	Dublin 9	D09 HXY3	70	Flats 63-132	1	6	Yes (Undercroft Car Park)	1	Linked with The Manor
679	**Niven Oaks**	**The Court Core 3**	**Niven Oaks**	**Northwood**	Dublin 9	D09 XW9D	38	Flats 133-170	1	6	Yes (Undercroft Car Park)	1	Linked with The Manor
678	**Niven Oaks**	**The Manor Core 1**	**Niven Oaks**	**Northwood**	Dublin 9	D09 V12K	56	Flats 1-56	2	8	Yes (Undercroft Car Park)	1	Linked with The Court
678	**Niven Oaks**	**The Manor Core 2**	**Niven Oaks**	**Northwood**	Dublin 9	D09 V12K	41	Flats 57-98	2	12	Yes (Undercroft Car Park)	1	Linked with The Court
610	**Parkview Square**	**Poppintree**	**Parkview Close**	**Ballymun**	Dublin 11	D11YTV0	32	32	1	5	No	1	Amenity Space on GF
Blocks below this line are currently in development and are not 100% handed over to Tuath yet. The information on these are not complete. This is for reference only at this stage and Tenderers may be asked to undertake a block inspection / site set up as per the Schedule of Rates. These are expected to come on line in early 2027.													
111	**Tuath Office Niven Oaks**	**The Court Core 1**	**Niven Oaks**	**Northwood**	Dublin 9	D09 VA0D	N/A	Office	1	3	Yes (Undercroft Car Park)	1	Office Space
	Bishops Avenue	**Farranferris**			Co. Cork								
	Ard Erin	**Grange**	**Douglas**		Co. Cork		15	Flats 1-15	1	3	No	1	
	Grange Oaks	**Block A - Willow Hall**		**Kiltiernan**	Dublin 18	D18 H2YF	18	Flats 1-18	1	1	No	1	
		Block B - Beech Hall		**Kiltiernan**	Dublin 18	D18 EYN6	18	Flats 1-18	1	1	No	1	
		Block C - Elm Hall		**Kiltiernan**	Dublin 18	D18 H9WN	18	Flats 1-18	1	1	No	1	
		Block D - Hazel Hall		**Kiltiernan**	Dublin 18	D18 PRR0	18	Flats 1-18	1	1	No	1	
	Harpur Gate Lexlip				Co. Kildare		54	Fkats 1-54	1	4	No	1	
	Burnell Green 79-131		**MAYNE RIVER STREET**	**MALAHIDE ROAD,**	Dublin 17	D17 R899	53	Flats 79-131	2	11	No	1	
	Rockfield		**Newtown mountkennedy**		Co. Wicklow		6	Flats 1-6	1	3	No	1	
	Tyrellstown	**4 blocks**			Dublin		120		6	5	Yes (Undercroft Car Park)	6	

Appendix 1.4 Contractor Competency Matrix and Tender Returns

Tenderers shall complete this matrix and return it with the tender. Evidence of competency held, in-house or through a named subcontractor, is required at tender stage. Where a platform is to be obtained after award, the tender shall include the training booking or plan, and the certificates shall be provided within 8 weeks of award.

For every platform listed in Part 2, competency shall be held in-house, held through a named subcontractor, or committed to be obtained within 8 weeks of award. A platform marked 'Not held' makes the tender non-compliant for that platform.

1.4.1 Part 1: Company registrations

Requirement	Held (Yes / No)	Evidence reference
Safe Electric Registered Electrical Contractor (mandatory for the Contractor or a named subcontractor carrying out electrical work in Parts A and B)		
Health and safety management certification: ISO 45001, Safe-T-Cert or equivalent		
Quality management certification: ISO 9001 or equivalent		
Current safety statement		
Third-party certification for fire detection and alarm maintenance. Not required at tender. To be held within 12 months of award of contract, or 6 months from accreditation becoming available, whichever is later		

1.4.2 Part 2: Engineer competency by platform

For each platform, enter the names of the engineers and attach their training certificates, showing the issuing body, date and expiry date. Manufacturer training shall be issued by the manufacturer or its approved training body.

System / platform	In-house (engineer names)	Named subcontractor	Obtain within 8 weeks	Not held
Fire detection and alarm (competent person to I.S. 3218)				
Advanced				
Morley				
C-Tec				
Johnson Controls FireClass				
Protec				
Automatic opening vents				
Colt				
WindowMaster				
Crossflow				
Disabled refuge / EVC				
Sigtel				
Baldwin Boxall				
Lexicom				

System / platform	In-house (engineer names)	Named subcontractor	Obtain within 8 weeks	Not held
Discipline competency				
Emergency lighting (I.S. 3217)				
Portable extinguishers (I.S. 291)				
Sprinkler systems (I.S. EN 12845, BS 9251)				
Fire pumps, diesel and electric				
Dry risers and fire hydrants (I.S. 391)				
Standby generators				
Gas detection (manufacturer calibration)				
Alarms within dwellings, including CO				
Electrical installation (Safe Electric REC)				

Where asset verification identifies a platform not listed above, the Contractor shall provide evidence of competency on that platform within 8 weeks, or propose a named subcontractor for Tuath's approval.

1.4.3 Part 3: Tender returns

Tenderers shall return the following with the tender, in addition to the returns required by the RFT.

Item	Included (Yes / No)	Reference
Proof of current Safe Electric registration		
Manufacturer training certificates for every platform claimed in Part 2, showing the issuing body, the date and the expiry date where one applies		
Sample service report, sample inspection report and sample certificate, for all systems		

Appendix 1.5 Service Frequency Schedule

Quarterly means 4 visits a year; six-monthly means 2. Contractor frequencies are the minimum required. User checks remain with Tuath, by caretakers weekly and housing officers monthly, unless the optional service in Section 7 is instructed at a property where no Tuath staff are based. The optional service covers the weekly and monthly communal checks only; daily checks stay with Tuath and the monthly test of alarms within dwellings is for residents.

System	Standard	Contractor (competent person)	User checks (optional service)
Fire detection and alarm	I.S. 3218:2024	Quarterly service; all devices tested each 12 months	Weekly alarm test (daily panel check stays with Tuath)
Remote signalling	I.S. 3218:2024	Annual inspection and test; transmission confirmed at each quarterly fire alarm service	Weekly, with the alarm test
Alarms within dwellings	I.S. 3218:2024; I.S. EN 50292:2023	Annual test in each dwelling	Not in optional service (monthly test by resident)
Fire blanket and escape plan (dwellings)	I.S. EN 1869:2019	Annual check	n/a
Emergency lighting	I.S. 3217:2023	Quarterly inspection and function test; annual inspection and full duration test	Monthly function test (daily central battery check stays with Tuath)
Extinguishers and fire blankets (communal)	I.S. 291:2015+A1:2022	Annual basic service; extended service and overhaul when due	Monthly visual check
Refuge / EVC	BS 5839-9:2021	Quarterly service	Weekly outstation test
AOV / smoke ventilation	BS 7346-8:2013; BS 9999:2017 Annex I	Quarterly test; annual inspection and service	Weekly activation test
Sprinklers	I.S. EN 12845:2015+A2:2026; I.S. EN 16925:2018; BS 9251:2021	Quarterly inspection; annual test and service; 3-yearly routine when due	Weekly and monthly routines
Fire pumps	I.S. EN 12845:2015+A2:2026	4 visits a year: 3 minor services and 1 major service	Weekly automatic start test
Dry risers	I.S. 391:2020	Six-monthly inspection; annual pressure test	n/a
Fire hydrants	I.S. 391:2020	Six-monthly inspection and test	n/a
Standby generators	ISO 8528-12:2022	Quarterly: 3 inspection and run-test visits and 1 annual service	Monthly run test
Hold-open devices	I.S. 3218:2024	Annual test with the cause-and-effect interfaces	n/a
Gas detection	I.S. EN 60079-29-2:2015; I.S. EN IEC 62990-2:2021	Quarterly service; calibration at least six-monthly	n/a
Evacuation drills	Tuath requirement	Six-monthly	n/a

APPENDIX 2

Pricing Schedule

Note: The pricing schedule must be completed in full and returned in EXCEL format and a PDF copy.

Life Safety Systems Maintenance Contract: Pricing Document (Appendix 2)

AES-TH-LS-PD-01 | Rev T01 | Issued for tender | To be read with Specification AES-TH-LS-SP-01

How to price

1. Price every block on the Bill of Quantities sheet. Enter the price for one visit in each open yellow cell for that system at that block. The sheet multiplies the price per visit by the number of visits a year shown in row 6 and automatically calculates totals for each scheme.

2. Where a cell is locked and greyed out, the system is not present at that block and no price is required. Price every open yellow cell. Where a system is not present at a block with an open cell, enter 0.00. Do not leave an open cell blank. A blank open cell will be treated as an unpriced item and may render the tender non-compliant.

3. The prices entered in the Bill of Quantities Rates are in euro, exclusive of VAT and shall include all labour, travel, test equipment, access equipment, reports and certificates, profits, prelims and overheads. This will form the basis of the contract sum per annum.

4. Price every yellow cell on the Schedule of Rates sheet, and the percentage on the Collection sheet.

5. The prices entered in th Schedule of Rates are in euro, exclusive of VAT, and shall include all labour, travel, test equipment, access equipment, reports and certificates. Parts and materials are priced on the Schedule of Rates (R6) as supply-only rates.

6. Enter your percentage for prelims, overheads and profit for the Schedule of Rates on the Collection sheet. The same percentage applies to every rate in the contract, including instructed work. It does not apply to fuel.

7. Do not change any other cell. Totals are calculated.

Pricing is per block

7. Each block is priced individually, against the Asset List in Appendix 1.3. There are no banded or portfolio quantities in this document.

8. The prices entered carry into the contract. Where a block is added during the term, its annual price is agreed under Section 2.5 of the Specification using the provisional prices in R4 of the Schedule of Rates.

9. The attendance, reporting and record-keeping obligations in the Specification are included in the prices entered on the Bill of Quantities. Live monitoring, the customer portal and alarm receiving centre monitoring are included in those prices.

10. Blocks listed below the annual total on the Bill of Quantities are in development and are for reference only. They are not priced in this tender.

Structure

Bill of Quantities: one row per block, priced per visit per system, with the annual total carried to the Collection sheet.

Schedule of Rates: call-out, labour, abortive fees, new developments, refuelling, parts and materials, load bank testing, cyclical works and the optional user checks.

Collection: totals for evaluation.

Colour key

Yellow cell: tenderer to enter a rate or percentage (Schedule of Rates and Collection)
Yellow cell on the Bill of Quantities: tenderer to enter the price per visit
Blue text: information supplied by Tuath, not to be changed
Black text: calculated

Collection: Tender Totals for Evaluation

All figures in euro, exclusive of VAT. Calculated from the Bill of Quantities and the Schedule of Rates.

	Contract term for evaluation (years)	4	*1 year plus up to 3 extensions of 1 year*

Ref	Item	Total (€)	Basis
Planned preventative maintenance			
1	Bill of Quantities: annual total, all blocks	-	*Annual*
Reactive, instructed and cyclical works			
2	Call-out attendance and labour (R1, R2)	-	*Annual*
3	Abortive fees (R3)	-	*Annual*
4	New developments (R4)	-	*Annual*
5	Generator refuelling (R5)	-	*Annual*
6	Parts and materials (R6)	-	*Annual*
7	Generator load bank testing (R7)	-	*Annual*
8	Cyclical specialist works (R8)	-	*Annual*
	Reactive, instructed and cyclical annual total	-	*Annual*
9	Prelims, overheads and profit: tenderer's percentage (applies to every rate in the contract)	-	*Enter percentage*
10	Prelims, overheads and profit	-	*Term*
11	Net total Reactive, instructed and cyclical annual total	-	*Term*
Tender total			
	TENDER TOTAL FOR EVALUATION, excluding VAT	-	*Term*
Not in the evaluation total			
12	Optional weekly and monthly user checks (R9), at the sample quantity	-	*Annual, if instructed*

Every block is priced individually on the Bill of Quantities sheet. There are no banded or portfolio quantities in this document.

Model quantities on the Schedule of Rates are for tender comparison only. Payment is at the tendered rates against work instructed and carried out.

The prelims, overheads and profit percentage applies to every rate in the contract. It does not apply to fuel, which is paid at net cost on the supplier invoice.

Bill of Quotations

Annual Planned Preventative Maintenance checks per property per year. Each block is priced individually, against the Asset List in Appendix 1.3. There are no banded or portfolio quantities in this document. One row per block. Tenderer to price per visit per system present at each block. Annual Totals will be automatically calculated. Costs

Scheme Codes	Site / Specification Item: / Frequency	Fire Detection and Alarm Systems (Communal) Item 8.1 (A) Quarterly Inspected	External Communication (Digi - Dialer) Item 8.1 (B) Annually Inspected	Alarms Within Dwellings (inc. Sprinkler Head, Heat, Smoke, CO & Sounders) Item 8.2 (A) Annually Inspected	Fire Blanket and Escape Plan Check Item 8.2 (B) Annual	Emergency Lighting Item 8.3 (A) Quarterly Visual Inspection	Emergency Lighting Item 8.3 (B) Annual Test	Portable Fire Extinguishers and Fire Blankets (Communal) Item 8.4 Annually Inspected	Disabled Refuge and Emergency Voice Communication Systems Item 8.5 Quarterly Inspected	Automatic Opening Vents and Smoke Ventilation Item 8.6 (A) Quarterly Test	Automatic Opening Vents and Smoke Ventilation Item 8.6 (B) Annually Inspected	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (A) Visual Quarterly	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (B) Test Annual	Fire Pumps, Diesel and Electric Item 8.8 Quarterly	Dry Risers Item 8.9 (A) 6 Monthly Inspected	Dry Risers Item 8.9 (B) Annually Tested	Fire Hydrants Item 8.10 6 Monthly	Standby Generators Item 8.11 Quarterly Inspected	Gas Detection Item 8.12 Quarterly Inspected	Evacuation Drill Item 8.13 6 Monthly	Total per Block / Scheme
30	Homestead Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
143	Barrack Street	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	9 & 10 Barrack Mews																				
	14 & 15 Barrack Mews																				
52	The Demense	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
225	Woodfield House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Woodfield House Block 1																				
	Woodfield House Block 2																				
111	Tuath Housing Leeson Street Office	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
15	Sundial House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
271	La Touche Close	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
91	Denzille Lane	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
16	Shelbourne Wharf (Block B Only)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
207	Cuirt Slua	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
98	An Chaireal Apts	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
1436	Station Heights (AOV Only)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
298	The Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Court Block 1																				
	The Court Block 2																				
	The Court Block 3																				
941	The Lodge	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Lodge Block 1																				
	The Lodge Block 2																				
893	Snugboro House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
306	French Mullen House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block 1																				
	Block 2																				
	Block 3																				
	Block 4																				
	Block 5																				
	Block 6																				
306	French Mullen Com Centre	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
244	The Fairways (AOV Only)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
328	St. Catherine's Gate	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
342	Temple Court Apts	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
356	Shackleton Hall	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
373	Silver Street Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
343	Aylmer House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Michael Aylmer House																				
	William Aylmer House																				
273	17 Church Street Apts	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
356	Shackleton Manor	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ross Gate Apartments																				
	Davis Hall Apartments																				
	Wilkes Court Apartments																				
353	Aras Mhuire	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
273	The Bakehouse	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
492	Greenlane Manor	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Drive																				
	The Square																				

Scheme Codes	Site Specification Item: Frequency	Fire Detection and Alarm Systems (Communal) Item 8.1 (A) Quarterly Inspected	External Communication (Digi - Dialer) Item 8.1 (B) Annually Inspected	Alarms Within Dwellings (inc. Sprinkler Head, Heat, Smoke, CO & Sounders) Item 8.2 (A) Annually Inspected	Fire Blanket and Escape Plan Check Item 8.2 (B) Annual	Emergency Lighting Item 8.3 (A) Quarterly Visual Inspection	Emergency Lighting Item 8.3 (B) Annual Test	Portable Fire Extinguishers and Fire Blankets (Communal) Item 8.4 Annually Inspected	Disabled Refuge and Emergency Voice Communication Systems Item 8.5 Quarterly Inspected	Automatic Opening Vents and Smoke Ventilation Item 8.6 (A) Quarterly Test	Automatic Opening Vents and Smoke Ventilation Item 8.6 (B) Annually Inspected	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (A) Visual Quarterly	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (B) Test Annual	Fire Pumps, Diesel and Electric Item 8.8 Quarterly	Dry Risers Item 8.9 (A) 6 Monthly Inspected	Dry Risers Item 8.9 (B) Annually Tested	Fire Hydrants Item 8.10 6 Monthly	Standby Generators Item 8.11 Quarterly Inspected	Gas Detection Item 8.12 Quarterly Inspected	Evacuation Drill Item 8.13 6 Monthly	Total per Block / Scheme
454	Cooleven	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Cooleven Way																				
	Cooleven Green																				
208	Raleigh Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
384	Gort Fionnbarra	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Gort Fionnbarra Block 1																				
	Gort Fionnbarra Block 2																				
	Gort Fionnbarra Block 3																				
	Gort Fionnbarra Block 4																				
	Gort Fionnbarra Block 5																				
	Gort Fionnbarra Block 6																				
	Gort Fionnbarra Block 7																				
506	Flowerville House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
513	Mount Eagle Square	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
111	Empress Place	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
447	The Carriage House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
423	Block C Citywest Quarter	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
497	Hampton Wood BL A-F	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Hampton Wood Block F																				
	Hampton Wood Block E																				
	Hampton Wood Block D																				
	Hampton Wood Block C																				
	Hampton Wood Block B																				
	Hampton Wood Block A																				
277	Listoke Hall	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
479	9 Dublin Road (Drogheda)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
501	Douglas Hyde House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
276	Prior Hall A,B,C & Carpark	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
490	Meadow Crescent	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
458	Ravensdale Court Apts	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
510	Parklands Parades	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Parklands Parade Block A																				
	Parklands Parade Block B																				
15	31-34 Bow Lane West	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
511	Kilcarberry Grange Block 6 & 7	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Southgate Hall																				
	Northgate Hall																				
529	The Laurels	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
275	Pheonix View	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
475	Bakers Lot	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
516	The Plaza Blk 70 & 72	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block 70																				
	Block 72																				
549	The Millworks O&Q	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block O																				
	Block Q																				
495	Whitethorn Hall & Lodge	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Whitethorn Hall																				
	Whitethorn Lodge																				
526	Aldborough Hall & Manor	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Aldborough Hall																				
	Aldborough Manor																				
542	Beresford Hall	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
519	Cobbe Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
495	Elsmore Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
648	Ellis Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -

Scheme Codes	Site Specification Item: Frequency	Fire Detection and Alarm Systems (Communal) Item 8.1 (A) Quarterly Inspected	External Communication (Digi - Dialer) Item 8.1 (B) Annually Inspected	Alarms Within Dwellings (inc. Sprinkler Head, Heat, Smoke, CO & Sounders) Item 8.2 (A) Annually Inspected	Fire Blanket and Escape Plan Check Item 8.2 (B) Annual	Emergency Lighting Item 8.3 (A) Quarterly Visual Inspection	Emergency Lighting Item 8.3 (B) Annual Test	Portable Fire Extinguishers and Fire Blankets (Communal) Item 8.4 Annually Inspected	Disabled Refuge and Emergency Voice Communication Systems Item 8.5 Quarterly Inspected	Automatic Opening Vents and Smoke Ventilation Item 8.6 (A) Quarterly Test	Automatic Opening Vents and Smoke Ventilation Item 8.6 (B) Annually Inspected	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (A) Visual Quarterly	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (B) Test Annual	Fire Pumps, Diesel and Electric Item 8.8 Quarterly	Dry Risers Item 8.9 (A) 6 Monthly Inspected	Dry Risers Item 8.9 (B) Annually Tested	Fire Hydrants Item 8.10 6 Monthly	Standby Generators Item 8.11 Quarterly Inspected	Gas Detection Item 8.12 Quarterly Inspected	Evacuation Drill Item 8.13 6 Monthly	Total per Block / Scheme
552	Mandaville Place	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
558	Ardrostig	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ardrostig Block 1																				
	Ardrostig Block 2																				
559	Conway Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
443	Springville House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
555	Laurel Heights	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
530	Ramstown Grove	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ramstown Grove Block 1																				
	Ramstown Grove Block 2																				
	Ramstown Grove Block 3																				
	Ramstown Grove Block 4																				
524	Barnoaks	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Avenue (Barnoaks Block 1)																				
	The Avenue (Barnoaks Block 2)																				
	The View (Barnoaks Block 1)																				
	The View (Barnoaks Block 2)																				
553	Josephine McCoy Mews	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
578	Pipers Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block 1																				
	Block 2																				
577	Park Gate	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
577	Park Walk	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Park Walk Block 1																				
	Park Walk Block 2																				
	Park Walk Block 3																				
	Kilternan Wood	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
557	Willow House																				
541	Ash House																				
541	Oak House																				
541	Beech House																				
540	Burnell Place	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block A																				
	Block B																				
	Block C																				
	Block D																				
	Block E																				
	Lillian and Robert Metge	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
404	Lillian Metge House																				
405	Robert Metge House																				
404	Metges Road Community building																				
538	Ferrard Court	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Apt 1-12 (Block 12 Ferrard Court)																				
	Apt 13-18 (Block 13 Ferrard Court)																				
	Apt 19-26 (Block F1A Ferrard Court)																				
	Apt 27-34 (Block F1B Ferrard Court)																				
576	Dun Oir Grove	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Dun Oir Grove (Block 1)																				
	Dun Oir Grove (Block 2)																				
544	Woodland Place Block 1 (1-47)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
584	Riverside Grove (15-23)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
544	Woodland Square B5 (9-14)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
533	Bakers Hall (The Avenue)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Baker Hall (The Avenue Block 1)																				
	Baker Hall (The Avenue Block 2)																				
	Baker Hall (The Avenue Block 3)																				
644	Tramway Lane	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Tramway Lane Block 1																				
	Tramway Lane Block 2																				
644	Tramway Park	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
518	Oakhall	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Oakhall Block 1																				
	Oakhall Block 2																				
313	Dunville House	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -

Scheme Codes	Site Specification Item: Frequency	Fire Detection and Alarm Systems (Communal) Item 8.1 (A) Quarterly Inspected	External Communication (Digi - Dialer) Item 8.1 (B) Annually Inspected	Alarms Within Dwellings (inc. Sprinkler Head, Heat, Smoke, CO & Sounders) Item 8.2 (A) Annually Inspected	Fire Blanket and Escape Plan Check Item 8.2 (B) Annual	Emergency Lighting Item 8.3 (A) Quarterly Visual Inspection	Emergency Lighting Item 8.3 (B) Annual Test	Portable Fire Extinguishers and Fire Blankets (Communal) Item 8.4 Annually Inspected	Disabled Refuge and Emergency Voice Communication Systems Item 8.5 Quarterly Inspected	Automatic Opening Vents and Smoke Ventilation Item 8.6 (A) Quarterly Test	Automatic Opening Vents and Smoke Ventilation Item 8.6 (B) Annually Inspected	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (A) Visual Quarterly	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (B) Test Annual	Fire Pumps, Diesel and Electric Item 8.8 Quarterly	Dry Risers Item 8.9 (A) 6 Monthly Inspected	Dry Risers Item 8.9 (B) Annually Tested	Fire Hydrants Item 8.10 6 Monthly	Standby Generators Item 8.11 Quarterly Inspected	Gas Detection Item 8.12 Quarterly Inspected	Evacuation Drill Item 8.13 6 Monthly	Total per Block / Scheme
665	Carrig View Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
628	Hartlands Square	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
627	O'Sullivan Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
606	Kilcarbury Westgate & Eastgate	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Westgate Hall																				
	Eastgate Hall																				
510	Parklands Links	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
543	Mullen Park	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Walk 26,27,29 & 31																				
	The Crescent 3&5																				
452	Railway View Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
111	Tuath Housing Office Dundalk	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
676	Seaberry Close	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Seabery Close (Block 1)																				
	Seabery Close (Block 2)																				
	Seabery Close (Block 3)																				
	Seabery Close (Block 4)																				
505	52-57 Begawn	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
972	Nangor Mills	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Nangor Mills (Block A)																				
	Nangor Mills (Block B)																				
	Nangor Mills Bin Store																				
669	Kilmartin Grove	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	45 - 48 The Avenue																				
	12 - 15 The View																				
	33 - 36 The View																				
	1 - 4 The View																				
661	Cnoc Rathuin	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
609	The Close Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
A38	Ballygossen Park	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ballygossen Park Block A																				
	Ballygossen Park Block B																				
	Ballygossen Park Block C																				
	Ballygossen Park Block D																				
588	The Hazel Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
588	The Hawthorn Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
588	The Alder Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
587	The Willow Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
587	The Birch Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
587	The Oaks Carrigmore	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
587	Carrigmore Plant Room	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
969	Ballinure Cottages	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
971	Kilcarbery The Ashes & Rowans	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Ashes																				
	The Rowans																				
582	Friary Place	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
637	The Mews	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
621	Semple Woods	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Hazel House (Semple Woods)																				
	Larch House (Semple Woods)																				
	Oak House (Semple Woods)																				
	Beech House (Semple Woods)																				
650	Foxwood Barn	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Bianconi Hall																				
	The Stables																				

Scheme Codes	Site Specification Item: Frequency	Fire Detection and Alarm Systems (Communal) Item 8.1 (A) Quarterly Inspected	External Communication (Digi - Dialer) Item 8.1 (B) Annually Inspected	Alarms Within Dwellings (inc. Sprinkler Head, Heat, Smoke, CO & Sounders) Item 8.2 (A) Annually Inspected	Fire Blanket and Escape Plan Check Item 8.2 (B) Annual	Emergency Lighting Item 8.3 (A) Quarterly Visual Inspection	Emergency Lighting Item 8.3 (B) Annual Test	Portable Fire Extinguishers and Fire Blankets (Communal) Item 8.4 Annually Inspected	Disabled Refuge and Emergency Voice Communication Systems Item 8.5 Quarterly Inspected	Automatic Opening Vents and Smoke Ventilation Item 8.6 (A) Quarterly Test	Automatic Opening Vents and Smoke Ventilation Item 8.6 (B) Annually Inspected	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (A) Visual Quarterly	Sprinkler Systems and Tanks, Commercial Type Item 8.7 (B) Test Annual	Fire Pumps, Diesel and Electric Item 8.8 Quarterly	Dry Risers Item 8.9 (A) 6 Monthly Inspected	Dry Risers Item 8.9 (B) Annually Tested	Fire Hydrants Item 8.10 6 Monthly	Standby Generators Item 8.11 Quarterly Inspected	Gas Detection Item 8.12 Quarterly Inspected	Evacuation Drill Item 8.13 6 Monthly	Total per Block / Scheme
	Coach Lodge																				
	Covert Place																				
01C	Greville Park	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	121 & 122 Greville Park																				
	111 & 112 Greville Park																				
A33	The Rise (Bakers Hall)	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Hazel House (Navan)																				
	Ash House (Navan)																				
663	Ballygossan Walk	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ballygossan Walk 1-4																				
	Ballygossan Walk 5-8																				
	Ballygossan Walk 9-12																				
	Ballygossan Walk 13-16																				
637	The Green Carberry Meadows	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	3 & 4 The Green																				
	8 & 9 The Green																				
	14 & 15 The Green																				
664	Docherty Hall	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
111	Tuath Office Galway	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
03A	Coolevalley	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Coolevally House																				
	Coolevally Place																				
02A	Coolevalley Lodge	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Coolevally Lodge																				
	Coolevally Gate																				
	Whitehaven	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
611	The Court																				
611	The Gate																				
612	The Hall																				
611	The Lodge																				
612	The View																				
612	Amenity Space																				
590	Castle Street Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
642	Swiftbank View	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
643	Swiftbank Manor	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
643	Swiftbanks Manor (Block B1)																				
	Swiftbanks Manor (Block B2)																				
676	Elderberry Mews	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
996	Thomas Davis Street	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
679	Niven Oaks Apartments	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	The Court Core 1																				
	The Court Core 2																				
	The Court Core 3																				
	The Manor Core 1																				
	The Manor Core 2																				
610	Parkview Apartments Poppintree	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Annual Total for Planned Preventative Maintenance for all Blocks (To be carried through to the Collection Page for Evaluation):																				€ -
	Blocks below this line are currently in development and are not 100% handed over to Tuath yet. The information on these are not complete. This is for reference only at this stage and Tenderers may be asked to undertake a block inspection / site set up as per the Schedule of Rates. These are expected to come on line in early 2027.																				
	Tuath Office Niven Oaks	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Bishops Avenue	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Ard Erin	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Grange Oaks	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Block A - Willow Hall																				
	Block B - Beech Hall																				
	Block C - Elm Hall																				
	Block D - Hazel Hall																				
	Harpur Gate Lexlip	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Burnell Green 79-131	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Rockfield	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
	Tyrellstown	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -

Schedule of Rates

Reactive call-out, labour, abortive fees, new developments, refuelling, parts and materials, instructed works. Model quantities are sample annual quantities for tender comparison only and are not a commitment to order. Payment is at the tendered rates against work instructed and carried out.

Ref	Item	Unit	Basis of model quantity	Rate (€)	Model quantity	Total (€)
R1 Call-out attendance, including travel and the first hour on site						
R1.1	Call-out attendance, normal working hours (08:00 to 17:30, working days)	per attendance	Expected reactive and remedial jobs raised in the year. 600 jobs were raised in the first 6 months of 2026.		1,200	-
R1.2	Call-out attendance, outside normal working hours on working days	per attendance	10% of call-outs overnight (emergency fire activations).		120	-
R1.3	Call-out attendance, weekends and public holidays	per attendance	10% of call-outs at weekends (emergency fire activations).		120	-
	Subtotal R1: call-out attendance					-
R2 Labour after the first hour, and for remedial works. One rate applies to all engineers and trades						
R2.1	Life safety systems engineer, normal working hours	per hour	20% of reactive and remedial jobs expected to run over the first hour; 33% additional hours in total.		400	-
R2.2	Life safety systems engineer, outside normal working hours	per hour	20% of out-of-hours call-outs expected to run over 1 hour.		30	-
	Subtotal R2: labour					-
R3 Abortive fees (Specification Section 4.4)						
R3.1	Planned maintenance abortive fee: a dwelling visit booked with the resident in the fourth quarter, where the resident does not allow access on the day. Covers administration and fuel to rebook.	per dwelling	3% of about 5,000 dwellings.		150	-
R3.2	Reactive abortive fee: the resident does not allow access to the dwelling for a reactive call-out. Does not apply to communal areas.	per occurrence	3% of reactive call-outs.		36	-
	Subtotal R3: abortive fees					-
R4 New developments (Specification Section 2.5). Day rates for the handover of each new block, and provisional annual prices for a new block						
R4.1	Handover inspection with the developer and a Tuath representative	per block, day rate	About 20 blocks expected to be handed over each year.		20	-
R4.2	Snagging inspection of the life safety systems, with report to Tuath	per block, day rate	About 20 blocks a year.		20	-
R4.3	Review of the safety file handed over from the development	per scheme, day rate	About 10 schemes a year.		10	-
R4.4	Site set up: confirm the quantity of each system, install the key lock box and Tuath signage, and agree the annual price for the block with the Contracts Manager	per block, day rate	About 10 schemes a year.		10	-
R4.5	Provisional annual price for a new block: Evacuation drills, six-monthly	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.6	Provisional annual price for a new block: Fire detection and alarm system, quarterly	per panel per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.7	Provisional annual price for a new block: Emergency lighting, quarterly visual inspection and annual test	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.8	Provisional annual price for a new block: Disabled refuge and EVC, quarterly	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.9	Provisional annual price for a new block: Communal extinguishers and fire blankets, annual	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.10	Provisional annual price for a new block: External communication (digital communicator or dialler), annual	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-

Ref	Item	Unit	Basis of model quantity	Rate (€)	Model quantity	Total (€)
R4.11	Provisional annual price for a new block: AOV and smoke ventilation, quarterly test and annual inspection	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.12	Provisional annual price for a new block: Sprinkler system, commercial type, quarterly inspection and annual test	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.13	Provisional annual price for a new block: Fire pump, major and minor services	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.14	Provisional annual price for a new block: Dry riser, six-monthly inspection and annual test	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.15	Provisional annual price for a new block: Standby generator, quarterly	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.16	Provisional annual price for a new block: Fire hydrant, six-monthly	per hydrant per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.17	Provisional annual price for a new block: Gas detection, quarterly	per block per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		20	-
R4.18	Provisional annual price for a new block: Alarms within dwellings (sprinkler head, heat, smoke, CO and sounders), annual	per dwelling per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		1,000	-
R4.19	Provisional annual price for a new block: Fire blanket check, annual	per dwelling per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		1,000	-
R4.20	Provisional annual price for a new block: Fire escape plan check, annual	per dwelling per year	Provisional. Used to agree the annual price for new blocks under Section 2.5 and to advise Tuath on future budgets.		1,000	-
	Subtotal R4: new developments					**-**
R5	**Generator refuelling, additional to the refuelling included in the quarterly service. Fuel is paid at net cost on the supplier invoice**					
R5.1	Additional refuelling visit, delivery of up to 200 litres of diesel, excluding the cost of fuel	per visit	Sample annual quantity.		5	-
R5.2	Additional refuelling visit, delivery of up to 200 litres of HVO, excluding the cost of fuel	per visit	Sample annual quantity.		5	-
	Subtotal R5: refuelling					**-**
R6	**Parts and materials: supply only. Labour is paid under R2. Replacements shall match the existing equipment or be equivalent**					
R6.1	Fire detection and alarm: Fire alarm panel replacement, Advanced	per item	Sample annual quantity.		5	-
R6.2	Fire detection and alarm: Fire alarm panel replacement, Morley	per item	Sample annual quantity.		2	-
R6.3	Fire detection and alarm: Fire alarm panel replacement, C-Tec	per item	Sample annual quantity.		2	-
R6.4	Fire detection and alarm: Fire alarm panel replacement, Johnson Controls FireClass	per item	Sample annual quantity.		1	-
R6.5	Fire detection and alarm: Fire alarm panel replacement, Protec	per item	Sample annual quantity.		2	-
R6.6	Fire detection and alarm: Fire alarm panel standby battery	per item	Sample annual quantity.		100	-
R6.7	Fire detection and alarm: Fire alarm panel door	per item	Sample annual quantity.		10	-
R6.8	Fire detection and alarm: Fire alarm panel display screen	per item	Sample annual quantity.		15	-
R6.9	Fire detection and alarm: Digital communicator or dialler	per item	Sample annual quantity.		10	-
R6.10	Fire detection and alarm: Dialler booster antenna	per item	Sample annual quantity.		20	-
R6.11	Fire detection and alarm: Manual call point	per item	Sample annual quantity.		50	-
R6.12	Fire detection and alarm: Manual call point cover	per item	Sample annual quantity.		100	-
R6.13	Fire detection and alarm: Manual call point glass or resettable element	per item	Sample annual quantity.		50	-
R6.14	Fire detection and alarm: Hold-open device	per item	Sample annual quantity.		50	-
R6.15	Fire detection and alarm: Replacement zone chart, printed and mounted	per item	Sample annual quantity.		20	-

Ref	Item	Unit	Basis of model quantity	Rate (€)	Model quantity	Total (€)
R6.16	Fire detection and alarm: New zone chart where none exists, including survey of the building	per item	Sample annual quantity.		10	-
R6.17	Fire detection and alarm: Fire safety signage: no smoking, exit and escape route signs	per item	Sample annual quantity.		500	-
R6.18	Fire detection and alarm: Communal smoke detector	per item	Sample annual quantity.		200	-
R6.19	Fire detection and alarm: Communal heat detector	per item	Sample annual quantity.		200	-
R6.20	Alarms within dwellings: Smoke or heat alarm in a dwelling	per item	Sample annual quantity.		500	-
R6.21	Alarms within dwellings: Sounder in a dwelling	per item	Sample annual quantity.		250	-
R6.22	Alarms within dwellings: Carbon monoxide alarm in a dwelling	per item	Sample annual quantity.		50	-
R6.23	Alarms within dwellings: Fire blanket in a dwelling	per item	Sample annual quantity.		250	-
R6.24	Alarms within dwellings: Fire escape plan in a dwelling	per item	Sample annual quantity.		100	-
R6.25	Alarms within dwellings: Battery for a mains alarm with battery back-up	per item	Sample annual quantity.		50	-
R6.26	Emergency lighting: Emergency exit sign fitting	per item	Sample annual quantity.		400	-
R6.27	Emergency lighting: Twin spot emergency light fitting	per item	Sample annual quantity.		250	-
R6.28	Emergency lighting: Pin spot emergency light fitting	per item	Sample annual quantity.		50	-
R6.29	Emergency lighting: Emergency luminaire: rectangular bulkhead, circular bulkhead or batten	per item	Sample annual quantity.		200	-
R6.30	Emergency lighting: Emergency luminaire standby battery	per item	Sample annual quantity.		50	-
R6.31	Extinguishers: Fire extinguisher refill	per item	Sample annual quantity.		250	-
R6.32	Extinguishers: Fire extinguisher, new: CO2, powder or foam	per item	Sample annual quantity.		250	-
R6.33	Extinguishers: Fire extinguisher containment box	per item	Sample annual quantity.		25	-
R6.34	Disabled refuge and EVC: Refuge panel, Sigtel	per item	Sample annual quantity.		2	-
R6.35	Disabled refuge and EVC: Refuge panel, Baldwin Boxall	per item	Sample annual quantity.		2	-
R6.36	Disabled refuge and EVC: Refuge panel, Lexicom	per item	Sample annual quantity.		2	-
R6.37	Disabled refuge and EVC: Refuge outstation, Sigtel	per item	Sample annual quantity.		20	-
R6.38	Disabled refuge and EVC: Refuge outstation, Baldwin Boxall	per item	Sample annual quantity.		20	-
R6.39	Disabled refuge and EVC: Refuge outstation, Lexicom	per item	Sample annual quantity.		20	-
R6.40	Disabled refuge and EVC: Refuge panel standby battery	per item	Sample annual quantity.		5	-
R6.41	AOV and smoke ventilation: AOV actuator, Colt	per item	Sample annual quantity.		7	-
R6.42	AOV and smoke ventilation: AOV actuator, WindowMaster	per item	Sample annual quantity.		7	-
R6.43	AOV and smoke ventilation: AOV actuator, Crossflow	per item	Sample annual quantity.		7	-
R6.44	AOV and smoke ventilation: AOV control panel, Colt	per item	Sample annual quantity.		8	-
R6.45	AOV and smoke ventilation: AOV control panel, WindowMaster	per item	Sample annual quantity.		8	-
R6.46	AOV and smoke ventilation: AOV control panel, Crossflow	per item	Sample annual quantity.		8	-
R6.47	AOV and smoke ventilation: AOV manual call point	per item	Sample annual quantity.		25	-
R6.48	Sprinklers and fire pumps: Sprinkler stop valve	per item	Sample annual quantity.		50	-
R6.49	Sprinklers and fire pumps: Sprinkler alarm valve	per item	Sample annual quantity.		20	-
R6.50	Sprinklers and fire pumps: Pressure switch	per item	Sample annual quantity.		5	-
R6.51	Sprinklers and fire pumps: Sprinkler head	per item	Sample annual quantity.		50	-
R6.52	Sprinklers and fire pumps: Tank level indicator	per item	Sample annual quantity.		2	-
R6.53	Dry risers: Dry riser landing valve	per item	Sample annual quantity.		10	-
R6.54	Dry risers: Dry riser inlet breeching	per item	Sample annual quantity.		20	-
R6.55	Dry risers: Dry riser landing valve cap or seal	per item	Sample annual quantity.		20	-
R6.56	Dry risers: Dry riser drain valve	per item	Sample annual quantity.		20	-
R6.57	Dry risers: Dry riser inlet cabinet lock	per item	Sample annual quantity.		10	-
R6.58	Dry risers: Dry riser inlet cabinet glass	per item	Sample annual quantity.		10	-
R6.59	Standby generators: Generator starter battery	per item	Sample annual quantity.		5	-
R6.60	Standby generators: Generator starter motor	per item	Sample annual quantity.		5	-
	Subtotal R6: parts and materials					**-**
R7	**Generator load bank testing, where instructed by Tuath (Specification Sections 2.3 and 8.11)**					
R7.1	Generator load bank test, up to 150 kVA	per test	Sample annual quantity.		6	-
R7.2	Generator load bank test, over 150 kVA	per test	Sample annual quantity.		2	-

Ref	Item	Unit	Basis of model quantity	Rate (€)	Model quantity	Total (€)
	Subtotal R7: load bank testing					**-**
R8 Cyclical specialist works, carried out when due (Specification Sections 8.4 and 8.7)						
R8.1	Portable fire extinguisher extended service, including discharge test, when due under I.S. 291	per extinguisher	About 2,000 extinguishers, extended service every 5 years under I.S. 291: about 400 a year.		400	-
R8.2	Sprinkler 3-yearly routine to I.S. EN 12845, including internal tank inspection	per installation	About 36 sprinkler systems, all to be done over 3 years: 12 a year.		12	-
	Subtotal R8: cyclical specialist works					**-**
R9 OPTIONAL: weekly and monthly user checks at properties where no Tuath staff are based (Specification Section 7). Not in the evaluation total						
R9.1	Weekly and monthly communal user checks, all systems at the property, as Appendix 1.5	per property per year	If instructed.		5	-
	Subtotal R9: optional user checks, at the sample quantity					**-**

APPENDIX 3

Health & Safety Requirements

Appendix 3.1 Health and Safety Compliance Declaration

Appendix 3.2 PSCS Declaration

Appendix 3.3 PSCS Appointment

Appendix 3.4 Preliminary Health & Safety Plan

Appendix 3.5 Designers Risk Assessments

Notes: Appendix 3.1 must be signed and returned as part of the tender return in PDF format.
Appendix 3.2 must be signed and returned as part of the tender return in PDF format.
A word version of these documents are made available with the tender documents.
Appendix 3.3 is for reference only and will be executed with the winning tenderer only.

APPENDIX 3.1 HEALTH AND SAFETY COMPLIANCE DECLARATION – PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE

I hereby declare that the applicant has a Safety Statement as set out in Section 20 of the Safety, Health and Welfare at Work Act 2005, which will be provided on request and that all of the requirements listed below are addressed in the Safety Statement, as is the evidence relating to the *minimum standards* also listed below which have been met. If the requirements and minimum standards have not been addressed in the Safety Statement, separate evidence is to be provided on request which demonstrates that such requirements and minimum standards have been met.

The following evidence is to be provided at the appropriate time…….	**.and.**	**……the minimum standard is ……**
• a copy of our current general health and safety policy;		• a general Health and Safety policy document appropriate to a Health and Safety-led Construction Management function;
• an outline of our management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety;		• the relevant management organisational structure document indicating the duty holders responsible for Health and Safety;
• copies of standard forms used for method statements and risk assessments as part of our duties under the Safety, Health and Welfare at Work Act 2005;		• standard method statements (relevant to projects of a similar size, nature and complexity) covering all stages of the life cycle from early design stage to project completion;
• details of arrangements for continuing Health and Safety training of PSCS personnel, including personnel who would be employed on the project;		• evidence of training arrangements in place appropriate to the size and complexity of the work (this must include specific Health and Safety training);
• details of the company's procedures for disseminating up-to-date developments on health and safety issues;		• evidence that there is an adequate organisational structure in place within the company to facilitate the dissemination of up-to-date developments on health and safety issues;
• details of the company's arrangements for the coordination of information between the different contractors, suppliers and designers involved in a project;		• evidence that there are adequate arrangements in place for the coordination of information between contractors, with mechanisms that track and record delivery and receipt of information distributed;
• details of the methodology for the dissemination of health and safety information for the design and construction stage on this or equivalent projects.		• evidence of adequate structured procedures relevant to the size and complexity of the project to ensure that the PSCS role in coordinating Construction Safety Management is clearly demonstrated.

PSCS'S SIGNATURE:		**DATE:**	
PSCS'S NAME:	PSCS Entry (block letters)		
TITLE:	PSCS Entry (block letters)		

HEALTH AND SAFETY COMPLIANCE DECLARATION by PSCS

[All sections to be completed in BLOCK CAPITALS]

In relation to	Service Provider Entry: state project description [Project Title]
We	Service Provider Entry [Name of Service Providers Company]
Proposing to act as	**Service Provider as Project Supervisor Construction Stage**

on the above project hereby declare the following:

1. Health and Safety management for the project within the practice is the responsibility of:

Service Provider Entry [Name of person responsible]

2. We confirm that each member of staff is aware of his/her responsibilities under the Safety, Health and Welfare at Work Act 2005 (as amended) (the "**Act**") and the Safety Health & Welfare at Work (Construction) Regulations 2013 (as amended) (the "**Regulations**").

   We are familiar with our duties as outlined in Part 2, Regulations 16-23 of the Regulations and Schedules 1-7 of the Regulations. We are aware of and will take into account and communicate to all service providers (including specialists) the general principles of prevention as enumerated below when coordinating organisational of technical aspects of the project or the programme and undertake to liaise with, communicate and facilitate cooperation amongst the other duty holders under the Regulations, specifically Regulations 16 and 17 of the Regulations

GENERAL PRINCIPLES OF PREVENTION APPLICABLE TO PSCS

The purpose of the General Principles of Prevention is to provide a framework within which account is taken when identifying hazards in the risk assessment required under *section 19* of the Act.

i) The avoidance of risks

ii) The evaluation of unavoidable risks

iii) The combating of risks at source

iv) The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and systems of work, with a view to alleviating monotonous work and work at a predetermined rate and to reduce their effect on health

v) The adaptation of the workplace to technical progress

vi) The replacement of dangerous articles, substances or systems of work by non dangerous articles, substances or systems of work.

vii) The giving to collective protective measures priority over individual protective measure

viii) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.

ix) The provision of appropriate training and instruction to employees.

3. We are aware as PSCS of our obligations under Section 17 (3) of the Act to ensure so far as is reasonably practicable that the project ‘is constructed to be safe and without risk to health and that it complies in all respects, as appropriate, with the relevant statutory provisions’.

4. In relation to enforcement actions, legal proceedings, accidents, fatalities or incidents associated with the discharge of our duties as PSCS over the last three years.

   [Please select the appropriate option from the drop down box below]

There have been none

5. We confirm that in our opinion our organisation is competent and adequately resourced to fulfil its obligations under the Act and will allocate adequate resources to fulfil the role of PSCS as stated above.

SERVICE PROVIDER PSCS SIGNATURE:		**DATE:**	
SERVICE PROVIDER PSCS NAME:	Service Provider Entry [block letters]		
TITLE:	Service Provider Entry [block letters]		

Appointment of Project Supervisor[1]

(PW-CF1 to PW-CF5 inclusive)

THIS AGREEMENT is made on _____ **BETWEEN**

1. *The **Client***

Whose principal office is at

and

2. *The **Project Supervisor***

Whose registered office is at

BACKGROUND

A. By a contract (the **Contract**) made on or about _____[2], the Client, as employer, has appointed _____[3] as contractor (the **Contractor**) for

Name of Contract

(the **Works**).

B. This Agreement is collateral to the Contract.

C. Terms defined in the Contract have the same meaning in this Agreement. The terms **competent person** and **relevant statutory provisions** are construed according to section 2 of the Safety, Health and Welfare at Work Act 2005 and any amendment to it.

IT IS AGREED AS FOLLOWS:

1. The Client appoints the Project Supervisor as project supervisor for the construction stage according to the Safety, Health and Welfare (Construction) Regulations 2013 and any amendment to them (the **Construction Regulations**) for the project comprising

[1] If the Project Supervisor is not incorporated in Ireland, execution will be in accordance with the law of its jurisdiction of incorporation for execution in Ireland.

[2] Date of letter of acceptance.

[3] Insert "the Project Supervisor" or the name of the Contractor, as appropriate.

the Works

and [4]

(the **Project**).

2. The Project Supervisor's appointment starts on the date of this Agreement and continues for as long as, under the Construction Regulations, the Client is required to have a project supervisor for the construction stage for the Project, unless the appointment is terminated earlier.

3. The Project Supervisor accepts the appointment.

4. The Project Supervisor shall perform all of its duties under the Construction Regulations as project supervisor for the construction stage for the Project.

5. The Project Supervisor represents and warrants to the Client that the Project Supervisor is and will continue to be a competent person to carry out its duties under this Agreement and the Construction Regulations and has allocated and will allocate sufficient resources to enable itself to comply with the requirements and prohibitions imposed on the Project Supervisor by this Agreement and under the relevant statutory provisions.

6. The Project Supervisor represents and warrants to the Client that the time allowed by the Contract for the completion of the Works is appropriate and sufficient to enable the Project Supervisor to perform its duties under this Agreement and the Construction Regulations.

7. The Project Supervisor represents and warrants to the Client that the information provided by the Client to the Project Supervisor about the state or condition of the Site (as defined in the Contract) and any premises on it is appropriate and sufficient to enable the Project Supervisor to perform its duties under this Agreement and the Construction Regulations.

8. The Project Supervisor shall ensure that it is insured by insurances in the same terms as the insurances the Contractor is required to have under clauses 3.6 and 3.7 of the Conditions of the Contract, and that those insurances comply with all the requirements of the Contract, and are kept in force for the same period as required by the Contract, and include cover for death or injury resulting from the Project Supervisor's performance or non-performance of its duties under this Agreement and the Construction Regulations.

9. Payment for the Project Supervisor's service is provided for under the Contract. Accordingly, the Client is not liable under this Agreement for the Project Supervisor's fees or expenses.

10. If the Project Supervisor breaches its obligations or warranties under this Agreement, or if the Contractor's duty to complete the Works is terminated under the Contract, the Client may terminate the Project Supervisor's appointment under this Agreement.

[4] Specify any additional scope for which this Project Supervisor is to be appointed – for example, a process installation.

11. Without limiting its obligations under the Construction Regulations, the Project Supervisor shall give the Client all documents it prepares in the course of and for the purpose of performing its duties under this Agreement (**Project Supervisor's Documents**). If the Project Supervisor's appointment under this Agreement terminates, the Project Supervisor shall give all Project Supervisor's Documents to the Client immediately. Ownership of and copyright in the Project Supervisor's Documents shall become the Client's when the Project Supervisor delivers them to the Client, or the appointment is terminated, whichever is earlier. The Project Supervisor shall indemnify the Client against any liability resulting from the use or copying of the Project Supervisor's Documents infringing the property (including intellectual property) rights of any person.

12. This Agreement is governed by and construed according to Irish law. The parties submit to the jurisdiction of the Irish courts in relation to all matters concerning it.

Given under the Client's seal

Affix Client's seal	
Signatures of persons authorised to authenticate the seal	

OR

Signed on behalf of the Client

Signature of authorised person	

In the presence of

Name of witness	
Signature of witness	
Witness's occupation	
Witness's address	

Given under the Project Supervisor's common seal

Affix Project Supervisor's common seal	
Signatures of persons authorised to authenticate the seal	

OR

Signed and delivered as a Deed by

Name of attorney	
Signature of attorney	

As lawful attorney of the Project Supervisor under a power of attorney dated	

In the presence of

Name of witness	
Signature of witness	
Witness's occupation	
Witness's address	

OR

Signed on behalf of

Name of the Project Supervisor	
Signature of authorised person	

In the presence of

Name of witness	
Signature of witness	
Witness's occupation	
Witness's address	

OR (if the Project Supervisor is an individual)

Signed and delivered as a Deed by

Name of Project Supervisor	
Signature of Project Supervisor	

In the presence of

Signature of witness	
Name of witness	
Witness's occupation	
Witness's address	

OR

Signed by

Name of Project Supervisor	
Signature of Project Supervisor	

In the presence of

Name of witness	
Signature of witness	
Witness's occupation	
Witness's address	

Preliminary
HEALTH and SAFETY PLAN

Relating to:	Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties
Located:	Various properties nationwide
Our Reference:	

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DESIGN STAGE

1. Executive Summary

The preliminary safety and health plan is essentially a collection of information about the significant health and safety risks of the construction project, which the Project Supervisor Construction State will have to manage during the construction phase.

This preliminary safety and health plan has been prepared as required under the Safety, Health and Welfare at Work (Construction) Regulations 2013, following the appointment of the Project Supervisor Design Process (PSDP), from information provided by the designers and client and by reference to the contract documentation.

This preliminary safety & health plan has been prepared on the basis of information available to date. Risk control measures applied by designers take into account the General Principles of Prevention, as should those applied by the Project Supervisor Construction state (PSCS).

In descending order of effectiveness, the "hierarchy of risk control" involves:

- Avoidance of risk.
- Evaluation of unavoidable risks.
- Combating of risk at source.
- Adaptation of work to the individual.
- Adaptation of work to technical progress.
- Replacement of dangerous articles, substances or systems of work.
- Giving the priority to collective preventative measures over individual protective measure.
- Development of adequate prevention policy in relation to safety health and welfare at work.
- Giving of appropriate training and instruction to employees.

The designer's construction to risk control lies in the ability to affect the environment within the contractor must operate.

The client will endeavour to ensure that both the development is designed and constructed by competent persons and that the risk to health and safety of all persons engaged in its construction, future use and maintenance are eliminated as far as is reasonably practicable.

In order to comply with Safety, Health and Welfare at Work (Construction) Regulations 2013, all those involved in the design phase must adhere to the requirements in the preliminary safety and health plan and provide the necessary information or order to keep the document up to date.

2. Objectives

The goal is to eliminate all hazards and potential hazards and reach an objective of zero injuries. Achieving this will require the full understanding of everyone involved in the project of their responsibilities, and their commitment to fostering a proactive safety culture to maintain the safety of all persons involved in the project and for members of the public.

It is the responsibility of the PSCS to ensure that line management ensure that all employees are made aware of the safety policies and procedures and that they are motivated to comply with them. Management must be fully informed of the impact that activities under their control have on the safety of personnel on site and to take corrective action as appropriate. Equally, all employees have a legal responsibility to co-operate in implementing the safety policies and standards as required by the safety management system.

3. Project Details

3.1. Details of the Safety Team

Client (Employer):

Project Supervisor (for Design Stage):

Tuath Housing Association CLG is the PSDP:
a company limited by guarantee, incorporated in the Republic of Ireland under Registered No. 326944. Registered Charity No. CHY14356.

Túath Housing,
33 Leeson Street Lower,
Dublin 2.

Tel : 01 6761602
Fax : 01 676 1603

Designer/s:

Tuath Housing Association CLG is the Designer:
a company limited by guarantee, incorporated in the Republic of Ireland under Registered No. 326944. Registered Charity No. CHY14356.

Túath Housing,
33 Leeson Street Lower,
Dublin 2.

Tel : 01 6761602
Fax : 01 676 1603

3.2. Structure and Organisation

3.2.1. Client Duties.

A client must appoint a project supervisor for each stage of the project, i.e. the design stage and the construction stage. In practice the two stages may overlap.

- Appoint in writing before design work starts, a project supervisor for the design process (PSDP) who has adequate training, knowledge, experience and resources.
- Appoint, in writing before construction begins, a project supervisor for the construction stage (PSCS) who has adequate training, knowledge, experience and resources.
- Be satisfied that each designer and contractor appointed has adequate training, knowledge, experience and resources for the work to be performed.
- Co-operate with the project supervisors and supply necessary information.
- Retain and make available the Safety File for the completed structure. The safety file contains information on the completed structure that will be required for safe use, and for future maintenance, renovation, extensions, etc.
- Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project.
- Notify the Authority of the appointment of the PSDP where construction is likely to take more than 500 person days or 30 working days.
- Prepare a safety file for the completed structure and give it to the client.
- Notify the Authority and client of non-compliance with any written direction issued (the PSDP may issue directions to designers or contractors or others)
- Pass on the Safety File if the structure is disposed of.

3.2.2. Designers

Designers must:

- Take into account the general principles of prevention when designing the project and determining the adequacy of the time allocated for the project or any particular part of it.
- Apply the principals of accident prevention and avoidance of occupational ill health to the design, taking account of the safety and health plan and safety file.
- Co-operate with the project supervisors for the design process and construction stages of the project.
- Co-operate with other designers on the same project, and so far as is reasonably practicable, ensure co-ordination of their activities.
- Provide the project supervisors, design and construction, with information regarding certain specific risks.
- Provide the project supervisors, design and construction with information about the nature and scope of the project so that the project supervisors can carry out their tasks.
- Take into account, directions from the project supervisors.
- Advise the client of his duties promptly if no PSDP is appointed.

3.2.3. Duties of Project Supervisor Design Process

The primary function of the PSDP is to co-ordinate the elimination, or if this is not possible the reduction of health and safety risks at the design stage. They must take account of the general principles of prevention, in the Safety Health & Welfare at Work Acts. In addition, the PSDP must co-ordinate the designer's activities and consider the impact of programming on health and safety.

3.2.4. The Project Supervisor Design Process must:

- Identify hazards arising from the design or from the technical, organisational, planning, or time related aspects of the project.
- Where possible, eliminate the hazards or reduce the risk in accordance with general principles of prevention.
- Communicate necessary control measures, design, assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan.
- Ensure that the work of designers is co-ordinated to ensure safety.
- Organise co-operation between designers.
- Prepare a written safety and health plan for any project where construction will take more than 500-person days or 30 working days or involves Particular Risks, for delivery to the Project Supervisor Construction Stage.
- Prepare a Safety File for the completed structure and deliver it to the client at the completion of the project.
- Notify the authority and client of non-compliance with any written directions issued (the PSDP may issue directions to designers or contractors or others)

3.2.5. Duties of the Project Supervisor Construction Stage

The Project Supervisor Construction Stage is responsible for managing and co-ordinating the construction phase safety and health issues on site. It is important to note that the presence of a PSCS does not relieve other contractors/employers of their obligation to comply with their statutory safety and health obligations.

3.2.6. The Project supervisor Construction Stage must:

- Co-ordinate the implementation of the construction regulations by contractors.
- Organise co-operation between contractors and the provision of information.
- Co-ordinate the reporting accidents to the Authority.

- Notify the Authority before construction commences where construction is likely to take more than 500 person days or 30 working days.
- Provide information to the site safety representative.
- Co-ordinate the checking of safe working procedures.
- Co-ordinate the provision and maintenance of welfare facilities.
- Co-ordinate arrangements to ensure the craft, general construction workers, and security workers have a Safety Awareness card, e.g. Safe Pass and a construction skills card where required.
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site.
- Appoint a safety adviser where there are more than 100 on site.
- Provide all necessary safety file information to the PSDP.
- Monitor the compliance of contractors and others and take corrective action were necessary
- Notify the Authority and the client of non-compliance with any written direction issues.
- The PSCS may issue directions to designers or contractors.

3.3. Project Description

3.3.1. The proposed works involve:

Maintenance works to replace the fire alarms, smoke and heat detectors in residential properties, upgrade fire alarms to current standards, and undertake Periodic Inspection Reports of electrical installations and associated repairs and site works.

3.4. Contact Details

Employer:
Túath Housing Association CLG,
33 Leeson Street Lower,
Dublin 2.

Tel: 01 6761602
Fax: 01 676 1603

Contact Person: Richard Ellis (087 037 2227), Contracts and Procurement Surveyor, Tuath Housing Association

Contract Administrator:
Túath Housing Association CLG,
33 Leeson Street Lower,
Dublin 2.

Tel: 01 6761602
Fax: 01 676 1603

Contact Person: Richard Ellis (087 037 2227), Contracts and Procurement Manager, Tuath Housing Association

PSDP:
Túath Housing Association CLG,
33 Leeson Street Lower,
Dublin 2.

Tel: 01 6761602
Fax: 01 676 1603

Contact Person: Richard Ellis (087 037 2227), Contracts and Procurement Manager, Tuath Housing Association

3.5. Programme of works:

The estimated project duration between commencement and completion dates is up to 4 years.

The project is being undertaken in a single phase and the programme is as follows:

The project is being undertaken in two separate lots, either consecutively or concurrently (depending on the tender results), and the programme will be subject to further detailed discussions with contractor prior to commencement of works on site but with a maximum contract period of 18 consecutive calendar weeks.

Work to commence on: **To be agreed.**

The intended completion date: **To be agreed.**

3.6. Environmental Restrictions and Existing on site risks

3.6.1. Access (and restrictions on access to the site):

Access will vary for each property and the contractor will need to make their own preliminary investigations.

The properties are occupied and the contractor will be responsible for arranging access to each individual property.

3.6.2. Existing Storage of Hazardous Materials

N/A

3.6.3. Storage of Materials on Site

All materials to be stored in site compound, location to be agreed with the Owner Management Company (OMC).

3.6.4. Location of Services on site.

The exact location of services are unknown. The following mains services are known to exist: Water, electricity, telecommunications and drainage.

3.6.5. Existing ground conditions:

Tarmac, concrete, decking, paving, grassed areas. Contractor to undertake their own investigations.

3.6.6. Existing structures:

The Contractor should note the proximity of all adjoining roofs, overhanging eaves and roofs at lower levels, and any over sailing service wires.

3.7. Health Hazards

3.7.1. Asbestos

There is no Work to be undertaken where the presence of asbestos is suspected. If at any stage of the project asbestos is suspected all work must cease and the relevant precautions taken.

3.7.2. Contaminated Land:

N/A

3.7.3. Existing Structure Hazardous Materials

There is no work to be done where the presence of hazardous materials is suspected. If at any stage of the project hazardous materials are suspected all work must cease and the relevant precautions taken.

3.7.4. Particular Risks

3.7.4.1. Occupied Building

The property will be occupied during the works, and all measures should be taken to ensure there is no risk of injury to the occupants, by including but not limited to:

a) coordinating the works with the property occupants,
b) restricting access to parts of the dwellings where necessary,
c) at least one operative should stand guard and should be trained as a fire warden to stand guard during works. This operative can also help to keep occupants away from the works areas during the project,
d) There must be at least two operatives in each property during the works. At least one of the operatives shall be trained and competent to produce the evacuation plan from the apartment/house in event of emergency, to act as fire warden, and to help guard the work areas from occupants/visitors etc. The operative will also make himself familiar with any emergency plans in the common areas of apartments blocks for apartment developments, where available.
   Procedures for the emergency evacuation of the site and for the call-out emergency services must be established prior to the commencement of the works and be incorporated within the construction stage safety and health plan. These procedures must be brought to the attention of all site personnel, occupants and visitors prior to commencement of the work.
e) Screen of works areas where necessary but ensure that safe egress from the property is available if necessary in the event of emergency for the occupants.
f) If an occupant becomes uncooperative, contact Tuath Housing, and leave the property after ensuring the Works are left in a safe condition.

3.7.4.2. Working at heights

General

a) The operatives should not do any work without a harness and a means of escape in-case of emergency. e.g. a hoist. Working on any fragile roofing material should be avoided where possible.
b) Scaffolding should be erected around the house were works are being undertaken to the roof. The operatives must not work beyond the extent of the scaffolding at any time without harness, and a means of escape in case of emergency, e.g. hoist
c) It may be necessary to place some of the scaffolding on grassed/inconsistent/soft areas of ground and these temporary works should be designed by competent persons.
d) Scaffolding is to be erected in accordance with the relevant code of practice. It is also to be erected in a manner that will provide access to all work areas so that there is no requirement for workers to access the roof areas (which is prohibited)

e) As the scaffolding is to be built in public areas, measures are to be put in place to ensure that its presence does not endanger members of the public nor allow them to access it.

Lift

f) All lift operators will be appropriately trained and competent to assess conditions, and use the equipment in accordance with current best practice;
g) Operatives shall not work outside the lift basket without alternative safe anchor point; the operatives must be fully harnessed into the basket at all times and must not work without means of escape in case of emergency, e.g. hoist;
h) There must always be at least two operatives in the lift basket, and one operative must stay at the controls of the basket while the other operative is carrying out the works;
i) Temporary fencing shall be erected around the base of the lift at ground level to prevent access by the public/occupants/third parties, with a man trained on the use of the lift stationed at ground level to provide security for the lift system;
j) Where the lift is to be located in public streets and footpaths to provide access to the roof, the Contractor will arrange the appropriate permissions from the Local Authority, and undertake the works in accordance with all Local Authority requirements;
k) Where the lift it to be used from the public street and public access routes are blocked appropriate measures shall be taken to ensure alternative safe routes for the public;
l) The lift equipment will be certified compliant in accordance with current best practice confirming its suitability, including strength and stability of the lifting equipment;
m) All ground hardstanding and positioning of the lift will be appropriately assessed by competent operators, in accordance with best practice, to ensure safe use and erection of the lift;
n) The hardstanding will be protected from any damage caused by the lifting equipment;
o) The load limits of the lift shall not be exceeded;
p) The environmental conditions shall be assessed by competent operators before erecting the lift, to ensure it is safe to use the lift, in accordance with good practice;
q) The proximity of services above and below ground, parts of the buildings etc, shall be assessed prior to use of the lift by the competent operators, in accordance with best practice;
r) The Contractor will ensure a safe method of transporting materials, tools, equipment, trimmings, waste, and cuttings during the Works;

3.7.4.3. Burial from Earthfalls:
N/A

3.7.4.4. Engulfment in Swampland:
N/A

3.7.4.5. Radiation:
There may be an ionising radiation risk from the fire alarm detectors. Keep the units intact. The quantity of alarms to be stored and transported in any one place is limited due to the extent of the works. Full assessment of exposure risk and exposure limits to be carried out.

3.7.4.6. Chemical or Biological Risks:

Wool Insulation Material - Method statements required for installation and alterations of any wool insulation.
Use dust suppression techniques such as the use of water sprays to control dust levels.
Use engineering controls such as local exhaust ventilation to control exposure.
PPE to be worn by workers including:

- P2 particulate filter fitted to a half or full-face mask: disposable dust masks are not considered to be effective.
- Use safety goggles.
- Regular hand washing, with the application of moisturising cream afterwards to help prevent dermatitis development.

- ~ Use full body suite overalls, shoe covers, hood and gloves which can be disposed following completion of the works.

Biological Risks should be taken into account in residential properties including:

- ~ the risk of exposure to body fluids, secretions, and excretions.
- ~ the risk of contamination or sharp objects to the skin, eyes/nose/mouth or clothing,
- ~ Provide appropriate PPE.
- ~ Etc.

The risk of Leptospirosis:

- ~ Provide appropriate PPE,
- ~ Undertake necessary washing procedures and measures,
- ~ Provide extermination measures onsite;
- ~ Etc.

The Risk of COVID 19 and/or pandemic:

- ~ A COVID 19 compliance officer will be provided on site in accordance with current best practice;
- ~ The contractor shall implement procedures to mitigate the risk of contagion among operatives and in accordance with current COVID 19 safety related best practice guidelines and policies;
- ~ Institute policies, procedures, and provide resources to include and allow for but not limited to the following:
    a) Good hand hygiene;
    b) Cleaning of frequently touched surfaces;
    c) Maintaining physical distance between operatives, public, tenants, etc..
    d) Provision of lead worker representatives with regard to COVID;
    e) Provide temperature testing;
    f) Provide clear instructions to staff/operatives/visitors etc.;
    g) Procedures if symptoms start at work;
    h) When arranging access:
        i. Ensure provision of appropriate PPE;
        ii. Ask occupants to confirm the following before agreeing access over the phone in advance, and before entering the property onsite:
            - That nobody within the home is self-isolating;
            - That nobody within the home has been confirmed to have COVID-19 or is showing any symptoms of COBID-19;
            - That nobody in the household has recently travelled outside of the country;

        If any questions are not answered satisfactorily, or would indicate a risk of COVID 19, do not enter the property;
    i) When knocking on a door, or ringing bell, stand back at least 2m;
    j) Advise tenants to stay in separate room while works ongoing;
    k) Minimise contact with surfaces, and clean before leaving;
    l) Provision of a close contacts logbook for operatives;
    m) Procedures where a close contact or confirmed case of COVID 19 has occurred should be established in accordance with best practice;

3.7.4.7. Works Involving Asbestos Containing Materials (ACMs)

All Contractor's staff will have Asbestos Awareness Training and shall do an assessment for the presence of ACMs prior to undertaking the works to the properties by a competent person. Should the Contractor suspect the presence of ACMs or uncover ACMs during the works, they shall not

proceed with the Works, leave any incomplete Works in a safe condition, and leave that particular property. The presence of suspected ACMs will be reported to Tuath Housing Association.

No work shall be carried out where the presence of asbestos is suspected. If at any stage of the project asbestos is suspected, all work in the affected properties must cease and the relevant precautions taken.

3.7.4.8. Works involving Lead Containing Materials (LCMs)

N/A

3.7.4.9. Work Near High Voltage Power Lines:

N/A

3.7.4.10. Risk of Drowning:

N/A

3.7.4.11. Work on Wells, underground, or tunnelling:

N/A

3.7.4.12. Works by Divers:

N/A

3.7.4.13. Works in a Caisson with Compressed-Air Supply:

N/A

3.7.4.14. Works involving the Use of Explosives:

N/A

3.7.4.15. Works involving Assembly or Dismantling of Heavy Prefabricated Components:

N/A

3.7.4.16. Work Involving Contaminated Land:

N/A

3.7.4.17. Demolition Involving the Flame Cutting of Painted Steel Where the Paint is Likely to Contain Lead

N/A

4. Design Risk Assessments.

The design team have applied the general principles of prevention in seeking to eliminate or minimise the risks to which workers and others will be exposed to while this project is being carried out. As it was not possible to design out all risks the PSCS must use the information provided to put in place control measures to decrease the residual risks as set out in the risk assessments, and any additional measures they consider necessary.

5. Access to the site.

Access to each property will vary and the contractor shall carry out their own investigations, based on their competency and experience on projects of a similar scale and nature.

The PSCS will be responsible for ensuring that all contractors and subcontractors coming on to site have adequate insurance cover. They must also have an up-to-date site-specific safety statement in place.

The PSCS will also be responsible for ensuring that all workers are formally inducted before they received authorisation to enter the site.

All persons entering site must have the relevant safety training completed as per safety, Health and Welfare at Work (Construction) Regulations 2013.

Safe Pass Will apply to the following for this project:

Category of personnel involved in Construction Projects	**Is Safe Pass or equivalent mandatory?**	**Category of personnel involved in Construction Projects**	**Is Safe Pass or equivalent mandatory?**
Craft Workers	Yes	Project Managers / Site Agents not involved in construction activities.	Yes
Apprentices	Yes	Site Managers not involved in construction activities	Yes
General construction workers	Yes	Safety Advisors or Safety Officers not involved in construction work	Yes
Working charge hands	Yes	PSDP/PSCS	Yes
On-site security workers	Yes	Inspectors/Consultants	Yes.
Contractors Drivers on-site	Yes	Clients & Client Reps	Yes.
Delivery drivers on-site e.g. concrete trucks	Yes	Supervised Visitors	Yes.
Students on placement on site	Yes	Archaeologists	Yes
Delivery Drivers Not on-site e.g delivering to compounds, canteens offices	Yes	Sales Representatives	Yes.
Canteen Staff	Yes	Visitors to show houses	Yes
Site Office Staff	Yes	Architects, Surveyors, Engineers	Yes.

If should be noted that the regulations relate to minimum requirements and a client, PSCS or a contractor may require that all personnel entering their construction site have Safe Pass.

Where Safe Pass is not specifically required, employers should note that there is a general duty on employer under the Safety, Health and Welfare at Work Acts for the provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the safety and health at work of his employees.

The safe pass programme is aimed at all construction site personnel, including new entrants, to ensure that they have a basic awareness of health and safety.

6. Site Rules and Induction.

All contractors and subcontractors coming on site must have adequate insurance cover. They must also have an up to date site-specific safety statement in place.

Risk assessments must be prepared for activities to take place during the project.

Method statements will also be required. The method statement draws together the information compiled about the various hazards and the ways in which they are to be controlled. This will help in planning the job and identifying the health and safety resources needed for it. They are an effective way of providing information to employees about how the work is expected to be done and precautions that should be taken.

Site induction, training and information are vital to securing health and safety on site. The PSCS is to ensure as far as reasonably practicably, that every worker has been provided with:

- A suitable induction.
- Any further information and training needed for their particular work.

6.1. <u>The induction</u>

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements that have been made for their control.

The induction is not intended to provide general health and safety training, but it should include a site-specific explanation of the following:

- Senior management commitment to health and safety.
- The outline of the project.
- The individuals immediate line manager and any other key personnel.
- Any site –specific health and safety risks for example in relation to access, transport, hazardous substances and manual handling.
- Control measure on site, including:
    - Any site rules
    - Any permit to work systems
    - Traffic routes
    - Security arrangements
    - Hearing protection zones
    - Arrangements for PPE, including what is needed, where to find it and how to use it.
    - Arrangements for housekeeping and materials storage
    - Facilities available, including welfare facilitates.
    - Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible persons and the safe use of any fire fighting equipment.
- Arrangements for First Aid
- Arrangements for reporting accidents and other incidents
- Details of any planning training such as “toolbox” talks.
- Arrangements for consulting and involving workers in health and safety, including the identity and role of any:
    - Appointed safety representative
    - Safety committees
- Information of the individual’s responsibilities for health and safety

7. Security Arrangements

The work and storage areas MUST be securely blocked off to prevent unauthorised access. The PSCS will be responsible for providing the necessary security arrangements that will prevent unauthorised persons from entering the site at any time.

8. Welfare Arrangements

The contractor is responsible for arranging all welfare facilities for operatives and staff. Facilities within the properties may not be used.

The PSCS is to ensure that workers respect these facilities and to maintain them to a high standard.

Materials requiring particular precautions include sharp edges of cut sheet steel.

Material Safety Data Sheets (MSDS) – the PSCS is to keep on file the MSDS is to be relayed to the workers involved, with emphasis on the harm that they might cause and the prevention measures to be taken to avoid such harm.

9. Emergency procedures

Procedures for the emergency evacuation of the site and for the call-out emergency services must be established prior to the commencement of the works and be incorporated within the construction stage safety and health plan.

These procedures must be brought to the attention of all site personnel, tenants, and visitors

10. Car Parking

To be confirmed and arranged by the Contractor for each property.

11. Working Hours

Working Hours will be 8am – 6.00pm (Monday – Friday)
Closed on Sundays and public holidays unless with permission from client.

12. Delivery procedures and traffic management

Site deliveries will be made between 9am – 4pm

A traffic management plan must be put in place by the PSCS. Before implementing any traffic management plan, the PSCS is to give due consideration to any on-site features or difficulties, which could or should influence the proposed arrangements.

13. Pedestrian Hazards

Warning signs, cordoned off access, signs/barriers and “out of bounds” notices must be provided where relevant as the works proceed. The PSCS is advised of the requirements for safe pedestrian access to be maintained at all times to public areas. Site access points must be manned and monitored at all times when work is in progress, and secured when work is not in progress.

14. Production and post construction communication

14.1. Extent and location of existing records and plans

The PSCS can view and inspect any available files for properties specific to this project, they can be inspected at Tuath Housing Association by appointment, and subject to GDPR, commercial or security reasons.

14.2. Arrangements for communication during production

Communication is key to the safe management of any project. All parties involved in the project must make known any concerns they have in relation to management of safety on site and any conditions/issues that they feel could have a negative impact on the safety and well-being of workers on site and of members of the public.

The client, PSDP and designers can be communicated with by email or phone (contract details included in Section 3).

Site meetings will take place every 2 weeks where safety is to have equal standing with production matters.

Any actions agreed in these meetings are to be positively followed up, and any agreements reached in informal meetings are to be communicated to the PSDP.

The PSCS will promptly bring to the attention of the PSDP and to the design team any design issues/changes or programming issues that they are aware of, which have a negative impact on the management of safety on site. Designers are to notify promptly both the Project Supervisor Design Process and Project Supervisor Construction State of any design decisions not previously highlighted and provide them with sufficient information i.e. copies of documentation etc. to enable them to carry out the necessary assessments before the revised work is carried out.

Where unforeseen eventualities arise during project execution resulting in the requirement for design changes or affecting the time period for the project, the affected party e.g. the PSCS and or designers, shall promptly notify the Project Supervisor Design Process and any other relevant party, and provide these with relevant information together with a design risk assessment.

14.3. Arrangements for co-ordination of ongoing design work and handling design changes.

For ongoing design during construction, including temporary works design, details of safety or health risks, which cannot be eliminated are to be submitted to the Designer, PSDP and PSCS along with risk assessments and proposals for mitigation or control measures to be introduced.

Health and safety issues arising from the design (and design changes) that present themselves during the course of construction are to be recorded in the construction stage safety and health plan and where relevant are to be included in the safety file.

This information is to be submitted in sufficient time to allow proper consideration by the relevant parties and to allow time to communicate the risks to all contractors.

14.4. Temporary Works Design

Temporary works include all works necessary to ensure the stability of the partially complete permanent works and other structures used to facilitate the construction of the project (e.g. scaffolding) The PSCS is required to employ the services of persons competent to carry out the relevant designs for temporary works if these are not available within their own organisation.

Temporary works designs must be submitted to the PSDP before works commence on their construction.

15. The Safety File

The project supervisor design process is responsible for handover of the Safety File to the Client. The project supervisor construction stage under Regulation 21 shall co-ordinate arrangements among contractors to ensure provision of all relevant information and forward this in writing to the project supervisor design process in a timely fashion and orderly manner.

15.1. Safety File Format.

The Safety File will be provided in softcopy format, and will be indexed, divided and appropriately cover titled. The files will be in pdf, word, and jpeg formats.

Suggested Contents for the Construction Stage Safety and Health Plan

Note: The format is only given as a general guideline and may be adjusted or revised as the Project Supervisor (Construction Stage) see fit, but the Safety and Health Plan must address the issues outlined.

- General and list of contents;
- Description of Project;
- Including name of person responsible for carrying out duties of Project Supervisor Construction Stage;
- General Statement of Health and Safety Principles and Objectives for the Project including a copy of the Contractor's Health and Safety Policy Document and Health and Safety Statement;
- Information on restrictions which affect the work;
- Organisation and management;
- The number and type of staff responsible for Health & Safety on this project, a schedule of their duties and contract numbers (emergency and normal) Specific and suitably qualified individual(s) must be identified as Site Safety Officer to take overall Responsibility for site safety issues including the approval of method statements, permits to work and liaison with the Project supervisor(s);
- Health and safety Standards to which project will be carried out;
- Means for informing all contractors on site;
- Please note the definition of 'contractor' under the Regulations is extremely broad;
- Selection procedures;
- Suppliers of materials to provide adequate health and safety information to support their products;
- Machinery and plant to be property selected, used and maintained and operation training provided;
- Communication and co-operation arrangements;
- Activities with risks to health and safety;
- Risk assessments include those to be incorporated by other contractors. Control measures including arrangements for issuing directives;
- Activities with particular risk to health and safety;
- Control measures including method statements to be clearly set out;
- Procedures and programme for the development of contractor design items and continued liaison with the project supervisor (design process) and the client's safety officer.

Preliminary
HEALTH and SAFETY PLAN

Relating to:	Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties
Located:	Various properties nationwide
Our Reference:	

DESIGNERS RISK ASSESSMENT

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
GENERAL ITEMS							
Working at heights	• Falls from height • Falling materials/tools • Safe storage of materials and equipment • Access • Danger to those below	* * * * *			Provide scaffolding/protection. Ensure adequate lifting provisions for heavy items in enclosed compound.	Scaffold protection to complete roof perimeter with secure ladder access. Area around scaffold base cordoned off to protect public. Debris from high level disposed of into protected skip via chute. Lift maintenance procedures recorded in H&S File. Netting to go on scaffolding to protect public. Ensure correct tool provision during use of ladders.	
Manual handling heavy/awkward loads, materials or equipment	• Muscular skeletal injuries through incorrect handling • Damage to materials or structure • Contact with moving machinery	*	*	*	Designed to minimise manual handling of heavy materials or equipment. Design includes small unit blockwork/ brickwork or provision of lifting equipment allowed.	Replacement or maintenance of heavy plant recorded by method statement in H&S file. Adequate provision to be made for lifting equipment Coping stones are extremely heavy and method statements must be provided for their removal	
Site wide activities	• Vehicles (movement into and around site) • Access • Security • Danger to passing public • Danger to pedestrians on site • Clashes of operation • Falls • Existing services • Emergency fire or accident evacuation • Slips and trips • MSDS • Exhaust fumes • Bad housekeeping • Poor sanitation	* * * * *	* * *	* * Site set up. Keep clean etc. Occupied site. Restrictions on deliveries and delivery locations Phasing of works. Maintain existing means of escape and use of WCs and welfare facilities. Co-ordinate access to existing areas. Maintain existing drainage in use. Set up site to ensure emergency services access maintained.	Ensure adequate steps taken to ensure protection of surrounding roads/landscape to site traffic including protective deliveries. Ensure adequate sanitation on site. Ensure construction work programmed to avoid return visits by trades and for early installation of permanent features/equipment plant. Ensure site services/drainage are clearly identified. Secure site boarding and secure the site when unoccupied. Ensure adequate and secure hoardings, site to be fenced during construction. Keep site clean and tidy to avoid slips/trips. Ensure escape routes clear at all times. Ensure site hoardings positioned/designed to prevent danger to passing public. Set up site to ensure emergency services access maintained.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Fire/fire alarm	• Welding/cutting or hot working methods • Electrical equipment • MSDS • Inadequate alarms • Inadequate evacuation procedures • Lack of fire fighting equipment • Inadequate records of ex services/tanks, etc. • Storage of materials • Specification of flammable or combustible materials/ products • Smoking • Obstructed means of escape • Absence of emergency lighting	*	* * * * * * * *	* *	Non or low flammable and non combustible materials specified where possible. Design in accordance with Part B of the Building Regulations. Existing fire protection system maintained by client during works. Maintain existing means of escape. Protection to air conditioning inlets/outlets and smoke detectors.	Keep site welding, cutting or hot working methods to a minimum. Keep escape routes clear at all times. Ensure storage of materials to avoid fire hazard. Ensure adequate emergency lighting at all times. Strictly no smoking on site. Operate boilers and smoke producing appliances away from buildings and flammable materials. Hot permit to work system adopted. All gas and flammables to be removed and brought to site daily. Keep skips and flammables away from buildings. Firefighting appliances and equipment to be provided.	
Hazardous substances, use and storage	• Carcinogenic diseases • Respiratory injuries • Skin disease • Fumes • Splashes/spillages • Lack of adequate information/procedures • Lack of first aid procedures/materials and trained first aiders. • Lack of PPE • Lack of MSDC awareness training • Specification of materials/ products which may be hazardous.	*	* * * * * * * *	*	Hazardous materials reduced to a minimum. Existing first aid provision.	Ensure adequate first aid available. Ensure adequate first aiders are available Ensure signs are provided for first aid. MSDS assessments to be held on site, all Hazchem details to be held on site.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Asbestos	• Inhalation • Ingestion • Skin absorption • Skin damage • Lack of procedures for dealing with asbestos following discovery	* *	* * * *		Asbestos likely – no survey report available. Design avoids disturbance of existing contamination where present.	Method statements required for removal of any asbestos. Notification of Local Authority required. No asbestos substances to be disturbed without prior agreement with the supervising officer in writing.	
Tools and equipment in use	• Falls from height • Equipment falling from heights • Electric shock • Fixing tools/pins • Unprotected equipment (absence of guards) • Inadequate training in use • Poor maintenance • Trailing wires • Lack of circuit breakers • Working in poorly lit conditions • Manual handling/muscular skeletal disorders • Noise • Vibration • Absence of PPE • Explosion • Absence of MSDS training/procedures.	* * * 	 * * * * * * * * * *	 * *	Keep handling of heavy objects to a minimum. Occupied spaces.	Method statement from sub-contractor relating to tools and equipment and record in H&S file. Ensure presence of MSDS training/ procedures. Noise and vibration to a minimum. Keep site clean and tidy. Adequate guarding to be provided as required to all tools and equipment. All equipment to be adequately maintained in satisfactory working order. Tools to be 110v, all sites. All equipment certificates to be held on site. All staff to be trained in use.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Noise	• Hearing damage • Inability to hear alarms/ warning • Inability to detect traffic • General nuisance		* 	 * * *	Noisy operations internally done. Out of hours working. (Hours to be determined by contractor)	Contractor to undertaken noise assessment and identify PPE and protection requirements. Noisy operations internally and close to boundaries undertaken out of hours.	
Scaffolding	• Erection • Dismantling • Falling from heights • Falling materials • Danger to public/operatives below • Collapse • Access • Storage of materials • Inadequate working space • Manual handling musculo skeletal disorder • Cuts and abrasions • Slips and trips • Fire/emergency evacuation	* * * * *	 * * * * * * * *		Scaffolding to be designed by competent person	Method statements from sub-contractors required. Scaffolding to be erected securely and with adequate guarding. Public must not be admitted to any area of construction site without authorisation. Areas adjacent scaffolding to be kept clean and tidy with no obstructions to free movement. Scaff tags and records to be maintained on site throughout. Scaffold alarms to be provided, hoardings to be provided around. Netting required Full design/calcs to be provided.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Safe storage/ unloading of materials	• Poor stacking (risk of falling at ground level and at heights) • Insecure storage • Unauthorised access • Inappropriate storage areas • Fire • Explosion • MSDS • Risk to public • Access • Spillage • Ventilation • Correct temperature/ humidity control • Construction loadings	* *	* * * * * *	* * * * *	Site compound formed within car park for materials to be securely stored Unloading in designated areas using certified hoist.	Method statement required from Contractor regarding storage of building materials. Storage of hazardous materials in accordance with regs and recorded on site. Hoisting/lifting method statement required from Contractor – protection/location Copies of hoist certificates required from Contractor. All storage within lockable containers when stored on site. Flammable gasses/liquids in ventilated/fire protected storage. Site records to be maintained. Traffic management plan to be implemented.	
Waste	• Spillages • Fire • Dust/fumes • Manual handling – musculo skeletal disorders • Cuts and abrasion • Absence of defined procedures for dealing with waste/toxic flammable materials for disposal • Pollution • Tripping • Blockage of means of escape	* *	* * * * * * * *		Waste materials removed from site regularly. Waste from high level to be conveyed in chute.	All waste materials to be safety conveyed by skip at ground level via chute. Regular wheelbarrow collection of ground floor waste or direct to skip. Waste disposal records to be kept on site. Special waste and hazardous waste to be identified and recorded on site. Method statement required for removal of coping stones.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Access	• Obstacles/tripping • Minimum gangways • Lack of adequate lighting • Ventilation • Inadequately protected routes • Means of escape • Wet/slippery surfaces • Inadequate security. • Inadequate access to high level.	 * * * *	* * * * *		Confined areas eliminated. Provision of scaffolds and access hoists as earlier sections.	See – HS&W Regs. Gangways to be of adequate width appropriate to activity taking place. Signage to warn of slippery surfaces. Regular wheelbarrow collection of ground floor waste or direct to skip. Lighting to be provided to all work areas.	
Temperature	• Inappropriate working temperatures for operatives • Inappropriate working temperatures for materials		* *		Reduced number materials specified which required special on site working temperatures. Antifreeze materials to be specified wherever possible.	Contractor to maintain thermometer on site and implement procedures for bricklaying and concrete protection in cold weather.	
Falling objects	• Danger to public operatives below • Falls through fragile materials	*	 *		Detailed scaffold sheeting and fencing requirements to be covered in contract documents.	Method statements required for all work at heights See scaffolding and protection also.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Security	• Unauthorised access by public and other non-specific employees/site staff • Inability to ensure/enforce safety measures • Inability to vouch for total site evacuation in case of emergency • Violence from intruders.	* * *	* *		Temporary site hoardings to be secure and continuous to perimeter. Security provisions to scaffold to be included in schedule of works.(3m metal sheeting). Scaffold alarms to be provided.	Contractor to maintain records of site personnel on site at all times during construction. Contractors to have I.D. tags. Contractor to ensure site remains locked at all times and checks all doors and windows daily. Scaffold alarms and protected coverings to be provided to all scaffolds.	
Hygiene	• Insufficient sanitary facilities • Unhygienic welfare areas • Pollution • Spread of disease • Insufficient wash facilities		* * * * *		Use of internal facilities prohibited by Contractor. Alterations to existing drainage to allow.	Contractor to ensure regular disposal of refuse. Contractor to provide adequate sanitary facilities including storage, welfare, office, WC and drinking water facilities. Copies of test certificates to all cabins to be held on site.	
Personal protective equipment	Absence may lead to • Injury or even death • Hearing disorders • Respiratory disease • Skin disease • Carcinogenic diseases	*	* * * *		All PPE required to be detailed within contract documents required. Known hazardous substances and operations designed out where possible.	Contractor to provide method statement to outline use of personal protective equipment and maintenance procedures.	
Working alone	• Inability to communicate actual or imminent danger or injury to others. • Absence of knowledge of the dangers of working alone and procedures to be followed in case of emergency • Others not being aware of personnel working alone on site (lack of defined procedures for reporting such circumstances).		* * *			All staff to be trained in procedures to be followed in case of emergency when working alone.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Vehicle operation on site	• Movement around site or premises • Movement around a live site with Children Present • Lack of adequate instruction for operating specialist vehicles. • Poor maintenance of such vehicles, i.e. non operation of reversing warning alarms • Over loading • Poor stacking • Unsuitability for purpose of task.	* *	* * * *	*	Restrictions placed on vehicle movements around the site, in contract documents. All parking restrictions shown on location plans to ensure site remains usable by site personnel throughout.	Staff to be trained in use of vehicles on site. Parking and storage in accordance with contract documentations. Traffic management plan to be implemented	
Portable generators	Electric shock Fumes Inadequate ventilation Manual handling		* * * *		Arrangements made with building owner to identify, internal power sources.	No generators used within buildings. No storage of fuels other than in 1 gallon containers in fire resistant cabins allowed.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Adverse weather conditions	• High winds i. Personnel/materials blown from heights	*				Avoid instability of temporary structures/ construction during construction period.	
	ii. Collapse of buildings/ structures		*				
	iii. Implosion of glazing			*			
	iv. Falling power lines			*			
	• Heavy rain i. Slippery surfaces	*					
	ii. Electric shock when working with electrically operated machinery or equipment		*				
	iii. Flooding of excavations, drains, etc.			*			
	iv. Site side problems – mud pollution contamination			*			
	v. Damage/failure of equipment.	*					
	• Temperatures of extremes i. Icing-high level and frozen ground or surface water.		*			Method statements and design calculations to be provided to all protection/structures. Ensure adequate welfare facilities for staff.	
	ii. Brittle materials		*				
	iii. Inability of workers to operate effectively at extreme temperatures.		*				
	iv. Heat stroke.			*			
	v. Hypothermia		*				
	• Snow i. Covering up of potential dangers, i.e. excavations or objects.		*			Ensure surfaces are kept as clean and dry as possible to reduce possibility of slipping.	
	• Fog		*				

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Housekeeping	• Poorly stored materials • Poor access to areas • Fire escape routes blocked • Hygiene problems • Welfare problem • Falling materials/ equipment • Fire • Increased risk of accidents in general • Electric shock • Pollution • Contamination • Tripping • Slipping • Lack of communication • Danger to public • Security • Waste disposal	* *	* * * * * * * * * * * * * * * *		Works phased to concentrate works in set areas to avoid risk spread through areas. See also previous sections.		
Environmental impact considerations to surrounding areas	• Site access • Deliveries • Noise • Vibration • Existing landscape • Existing buildings/ structures • Existing services	* * *		* * * *	Vehicle access for plant, machinery and materials. Protection to existing operations/ surrounding land detailed within schedule.	Method statement required for Contractors deliveries, site access, protection of existing landscape and services and measures for reduction of noise and vibration during construction. PPE for operatives. Vehicle cleanliness essential. Vehicle movement restrictions. Contractor to provide detailed protection and method statements for protection.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Visitors	• Risks to H&S of visitors unless registered and made aware of site safety procedures • Absence of PPE for visitors	* *				All visitors to report to official site cabin. Adequate signage. Signage and visitors books to be provided. Site diary to be maintained.	
Restricted site	• Risk of injury to operatives • Risk of damage to buildings • Risk of damage to adjacent property • Risks to users of public highways whilst Contractors and vehicles are turning into and out of the site	*	* * *		Site access and egress detailed in schedules of work and drawings.	Traffic management plan to be implemented.	
Overhead services and equipment	• Risks of damage to or interruption of overhead services. • Risk of electrocution • Risk of entanglement and personal injury		* * *		Provide protection to overhead services. Have overhead services removed or terminated for the period of the contract.	Contractor to provide necessary protection and barriers. Contractor to provide detailed method statement or working around or adjacent to overhead services. Detailed drawings of overhead services to be issued to the Contractor or be obtained by the Contractor for use in site instruction. Scaffold will be constructed adjacent overhead cables to Windmill Lane – Provide Method Statement	
Children or public on construction sites	• Risks to contract operations. • Risks of fall/injury. • Risk to operatives. • Vandalism to building	* * * *			Provision of temporary hoardings, fencing and site protection detailed in the contract documentation.	Suitable signage to be provided by Contractor. Suitable fencing and protection to site to be provided by Contractor. Hazardous operations to be undertaken in site compounds and fully fenced off. Hazardous operations to be undertaken behind barriers and to areas of the site inaccessible to members of the public.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Site lighting	Risk of fall or injury Risk of electrocution Poor workmanship standards		* * *		Full and detailed provisions contained within the contract documentation for provision of adequate lighting	Full detailed method statement and design proposals for temporary lighting to be provided. Specific detail to be given to lighting for out of hours working. Specific consideration to be given to lighting of hazardous areas of the site, e.g. stairs, liftwells, lift shafts etc.	
Radioactive Materials	• Inhalation • Ingestion • Skin absorption • Skin damage • Exposure			* * * * *	Radioactive material possible to fire alarm detectors. An issue particularly if detectors are damaged, or stored in large numbers.	Method statements required for removal methods of any damaged detectors; and storing, transporting, disposing of fire alarm detectors safely and securely and in accordance with legislative requirements. Notification of Local Authority required, subject to legislative and regulatory requirements. No radioactive materials to be disturbed or approached without prior agreement with the supervising officer in writing.	
Wool type Insulation	• Inhalation • Ingestion • Skin absorption • Skin damage	* * * *			Minimum amount of insulation specified to comply with Building Regulations. Design mitigates disturbance of existing wool insulation where present.	Method statements required for installation and alterations of any wool insulation. Use dust suppression techniques such as the use of water sprays to control dust levels. Use engineering controls such as local exhaust ventilation to control exposure. PPE to be worn by workers including: ~ P2 particulate filter fitted to a half or full-face mask: disposable dust masks are not considered to be effective. ~ Use safety goggles. ~ Regular hand washing, with the application of moisturising cream afterwards to help prevent dermatitis development. ~ Use full body suite overalls, shoe covers, hood and gloves which can be disposed following completion of the works.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
CONSTRUCTION MATERIALS/OPERATIONS							
Cleaning and renovation of façades	• Risk of dust migration into internal equipment. • Risk of dust migration onto adjacent properties • Risk to site workers from dust • Risk of moisture ingress into site areas and internal areas.	* *	* *		Detailed protection requirements contained within the contact documentation including protection of equipment. Method of cleaning chosen to reduce dust and waste products, contamination and migration.	Method statement to include:- Method of protection of workers. Method of protection of building to prevent water and dust ingress. Method of protection to adjacent properties and persons. Detailed risk and MSDS assessments on cleaning materials. All provisions detailed to be implemented on site.	
Working with timber preservatives	• Risks from ingestion or absorption into the skin. • Risk of fire. • Risk of activation of smoke and fire detectors within the building		* * *		Use of pre-treated timber wherever practical.	Method statement required covering personal protective equipment. Method of ventilation. Method of application and protection. All provisions detailed to be implemented on site.	
Working with solvents and sealants	• Risk of ingestion or absorption through skin		*		No hazardous substances to be used were practical.	Method statement to be provided from Contractor, method of ventilation. Prevention of static and general ignition of fumes. Protection of building owner equipment. PPE. All provisions detailed to be implemented on site.	
Carpentry and joinery	• Risk of injury or damage during lifting. • Risk of personal injury from splinters and graze injuries.			* *		PPE to be worn. Method statement to be provided including PPE and protection. Raising materials into position and temporary support.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Lead flashings and associated works	• Risks of fire from lead welding.		*		Alternative materials used where possible.	Detailed method statement required from Contractor covering PPE. Detailed working practices in relation to lead based legislation. Fire precautions equipment provided. Welding undertaken away from building where possible.	
Roof coverings and guttering	• Falls from roof areas • Risk of injury to operatives, 3rd parties and council staff from falling materials.	*	 *		Provision of protection and scaffolding provisions detailed in document as previous.	Method statements on lifting and scaffolding as per previous sections.	
Working with timber preservatives	• Risks from ingestion or absorption into the skin. • Risk of fire. • Risk of activation of smoke and fire detectors within the building		* * *		Use of pre-treated timber wherever practical.	Method statement required covering personal protective equipment. Method of ventilation. Method of application and protection. All provisions detailed to be implemented on site.	
Working with asbestos based materials	• Risk to operatives • Risk to council personnel and staff • Risk of contamination of buildings and adjacent site.			* * *	Efforts made to avoid disturbance of asbestos wherever possible. Wherever this is impossible detailed plans for removal and disposal contained within contract documentations. All works by licensed contractor.	Full assessment of exposure risk and exposure limits to be provided. On the basis of this detailed method for disposal and removal including welfare facilities, decontamination requirements, disposal route to be established and Local Authority/HSA to be advised.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
Working with bitumen	• Risk of fire to the building • Risk of activation of smoke detection equipment within the building. • Risk of injury to persons and public from bitumen burns and associated injuries.	 * *	*		Number of hot works significantly reduced to absolute minimum.	All boilers to be temperature controlled. All transportation to roof areas in protected enclosures using certified wheels. Bitumen boiler to be sited on the roof where practical away from air conditioning inlets. Air conditioning inlets to be masked at all times to prevent activation. Adequate methods of ventilation to be provided under temporary roof structures. Details of fire fighting equipment to be provided.	
Painting and decorating	• Risk of damage equipment from moisture/ paint ingress. • Risk of electrocution during painting operations. • Risk of ingestion or absorption of paint materials through the skin.	* *	 *		Protection provided to owners equipment all areas. Painting omitted from areas where direct contact with live busbars is anticipated. Painting omitted from areas where ceilings are heavily congested with plant and equipment.	Contractor to use insulated rollers and materials, no washing down with water to be undertaken except in agreed locations. PPE to be provided. Protection to be provided as previous sections. Detailed design issued.	
Working with Radioactive Materials	• Risk to operatives • Risk to council personnel and staff • Risk of contamination of buildings and adjacent site. • Risk of environmental contamination during disposal.			* * * *	With regard to fire alarm detectors, keep intact, all products containing radioactive materials. Detailed plans for removal, storage, security, transportation and disposal to be provided. All works to be undertaken by a licensed contractor where necessary under current legislation and regulatory requirements. The quantity of alarms to be stored and transported in any one place, at any one time, should be limited to mitigate risk.	Full assessment of exposure risk and exposure limits to be provided. On the basis of this detailed method for disposal and removal including welfare facilities, decontamination requirements, disposal route to be established and Local Authority/Environmental Protection Agency (EPA) to be advised.	
Electrical and fire alarm Works in occupied building	• Risk to operatives. • Risk to occupants and visitors.		*	*	Prevent occupants and visitors from accessing areas of the property where works are being carried out. Provide a competent Fire Warden / Fire Marshal to stand guard, in properties where works are ongoing.	Ensure that the power is turned off during works to the electrical installations and fire alarm system when possible. Prevent occupants and visitors from accessing areas of the property where works are being carried out.	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
	• Risk to occupants and operatives regarding fire safety.			*		Provide a competent Fire Warden / Fire Marshal to stand guard, in properties where works are ongoing. Ensure fire escape routes are maintained and kept clear through areas of work. Do not leave any works in the property unattended. Provide adequate number of workers where required.	
Working within roof voids.	• Inadequate footing. • Cramped locations • Heat exhaustion. • Inadequate visibility.		* * * *		Install temporary flooring to the work areas within the roof voids.	Ensure temporary flooring installed and adequately identified within the roof void. Where there is inadequate space within the roof void for access to safely undertake the works, undertake the works from outside the property at roof level, gaining safe and appropriate access. Ensure appropriate hydration of operatives within the roof void, and allow for 10-minute breaks every 30 minutes. Ensure there is appropriate lighting within the roof void for safe access and egress.	
Occupied property	• Risk of injury to occupants;	*				• coordinating the works with the property occupants, • restricting access to parts of the dwellings where necessary, • at least one operative should stand guard and should be trained as a fire warden to stand guard during works. This operative can also help to keep occupants away from the works areas during the project, • There must be at least two operatives in each property during the works. At least one of the operatives shall be trained and competent to produce the evacuation plan from the apartment/house in event of emergency, to act as fire warden, and to help guard the work areas from occupants/visitors etc. The operative will also make himself familiar with any emergency plans in the common areas of apartments blocks for apartment developments, where available. • Procedures for the emergency evacuation of the site and for the call-out emergency services must be established prior to the commencement	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
						of the works and be incorporated within the construction stage safety and health plan. These procedures must be brought to the attention of all site personnel, occupants and visitors prior to commencement of the work. • Screen of works areas where necessary but ensure that safe egress from the property is available if necessary in the event of emergency for the occupants. • If an occupant becomes uncooperative, contact Tuath Housing, and leave the property after ensuring the Works are left in a safe condition.	
Lifts	• Falls; • Injury to persons beneath • Damage to property		* * *		Provision of scaffolding and associated Health and Safety requirements included;	• All lift operators will be appropriately trained and competent to assess conditions, and use the equipment in accordance with current best practice; • Operatives shall not work outside the lift basket without alternative safe anchor point; the operatives must be fully harnessed into the basket at all times and must not work without means of escape in case of emergency, e.g. hoist; • There must always be at least two operatives in the lift basket, and one operative must stay at the controls of the basket while the other operative is carrying out the works; • Temporary fencing shall be erected around the base of the lift at ground level to prevent access by the public/occupants/third parties, with a man trained on the use of the lift stationed at ground level to provide security for the lift system; • Where the lift is to be located in public streets and footpaths to provide access to the roof, the Contractor will arrange the appropriate permissions from the Local Authority, and undertake the works in accordance with all Local Authority requirements; • Where the lift it to be used from the public street and public access routes are blocked appropriate measures shall be taken to ensure alternative safe routes for the public; • The lift equipment will be certified compliant in	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
						accordance with current best practice confirming its suitability, including strength and stability of the lifting equipment; • All ground hardstanding and positioning of the lift will be appropriately assessed by competent operators, in accordance with best practice, to ensure safe use and erection of the lift; • The hardstanding will be protected from any damage caused by the lifting equipment; • The load limits of the lift shall not be exceeded; • The environmental conditions shall be assessed by competent operators before erecting the lift, to ensure it is safe to use the lift, in accordance with good practice; • The proximity of services above and below ground, parts of the buildings etc, shall be assessed prior to use of the lift by the competent operators, in accordance with best practice; • The Contractor will ensure a safe method of transporting materials, tools, equipment, trimmings, waste, and cuttings during the Works;	
Biological Risks should be taken into account in residential properties including	• Health risks to personnel		*			• Provide appropriate PPE. • Ensure all personnel are aware of the risks with training;	
	• the risk of exposure to body fluids, secretions, and excretions.		*			•	
	• the risk of contamination or sharp objects to the skin, eyes/nose/mouth or clothing,		*			•	
The risk of Leptospirosis:	• Health risks to personnel		*			• Provide appropriate PPE, • Undertake necessary washing procedures and measures, • Provide extermination measures on site;	

Risk/Design Element or Hazard (inc potential)	Associated Significant Risks	H	M	L	Details of Design Changes to Reduce or Eliminate Risk (transfer details to H&S Plan)	Method Statements/Advice to Contractor where risk is unable to be designed out (transfer details to H&S Plan)	H&S Plan Ref No
The Risk of COVID 19:	• Health risks to personnel		*			• A COVID 19 compliance officer will be provided on site in accordance with current best practice; • The contractor shall implement procedures to mitigate the risk of contagion among operatives and in accordance with current COVID 19 safety related best practice guidelines, policies, legislation and regulation;	

APPENDIX 4

Declarations & Forms

Appendix 4.1 European Single Procurement Document (ESPD)

Appendix 4.2 Tenderer Statement

Appendix 4.3 Declaration as to Personal Circumstances of Tenderer

Appendix 4.4 Foreign Subsidies Regulation

Notes: Appendix 4.1 must be completed in full, signed and returned in PDF format.
Appendix 4.2 must be signed and returned as part of the tender return in PDF format.
Appendix 4.3 must be signed and returned as part of the tender return in PDF format.
A word version of these documents are made available with the tender documents.

European Single Procurement Document (ESPD)

European Single Procurement Document (ESPD)

Part I: Information concerning the procurement procedure and the contracting authority

The information in Part 1.A must be filled in by the Contracting Authority.

	Information about the Procurement Procedure and the Contracting Authority	Answer
1.A.1	Name of the contracting authority ([1])	Tuath Housing Association
1.A.2	Title of the competition	Request for Tenders for the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties.
1.A.3	Short description of the competition ([2])	Tuath invites tenders from suitably qualified and experienced electrical contractors to undertake Life Safety System (LSS) inspections, servicing and associated maintenance, upgrades and/or repairs on selected Tuath Housing Association properties. This initiative is part of an ongoing asset management and regulatory compliance programme and forms part of a comprehensive strategy for future planned maintenance.
1.A.4	File reference number attributed by the contracting authority or contracting entity (if applicable)([3])	N/A

All other information in all sections of the ESPD to be filled in by the economic operator.

1 Information to be copied from Section 1, point I.1, of the relevant notice. In case of joint procurement, please indicate the names of all involved procurers.
2 See points II.1.1 and II.1.3 of the relevant notice
3 See point II.1.1 of the relevant notice

Part II: Information concerning the economic operator

II.A: INFORMATION ABOUT THE ECONOMIC OPERATOR

	Identification	Answer
2.A.1	Name	[Click here and insert details]
2.A.2	VAT number, if applicable If no VAT number is applicable, please indicate another national identification number, if required and applicable	[Click here and insert details]
2.A.3	Postal Address	[Click heJre and insert details]
2.A.4	Contact person or persons([4])	[Click here and insert details]
2.A.5	Telephone	[Click here and insert details]
2.A.6	E-mail	[Click here and insert details]
2.A.7	Internet address (web address) (if applicable)	[Click here and insert details]
	General Information	**Answer**
2.A.8	Is the economic operator a Micro, a Small or a Medium-Sized Enterprise ([5])?	Yes ☐ No ☐
2.A.9	If the answer to 2.A.8 is **yes,** please confirm the size of the enterprise	Micro ☐ Small ☐ Medium ☐
2.A.10	**Only in case the procurement is reserved** ([6]), is the economic operator a sheltered workshop, a 'social business'([7]), or will it provide for the performance of the contract in the context of sheltered employment programmes?	Yes ☐ No ☐
2.A.11	If the answer to 2.A.10 is **yes,** please complete (a) and (b) below:	
	(a) What is the corresponding percentage of disabled or disadvantaged workers?	[Click here and insert details]

4 Please repeat the information concerning contact persons as many times as needed.

5 Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium sized enterprises, (OJ L 124, 20.5.2003, p36)
This information is required for statistical purposes only
Micro enterprises: *enterprise which* ***employs fewer than 10 persons*** *and whose annual turnover and/or annual balance sheet total does* ***not exceed EUR 2 million****.*
Small enterprises: *an enterprise which* ***employs fewer than 50 persons*** *and whose annual turnover and/or annual balance sheet total does not exceed EUR10 million*
Medium enterprises: *enterprises* ***which are neither micro nor small and*** *which* ***employ fewer than 250 persons*** *and which have an* ***annual turnover not exceeding EUR 50million, and/or an annual balance sheet total not exceeding EUR 43 million.***

6 See contract notice point III.1.5

7 i.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

	(b) Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	[Click here and insert details]
2.A.12	If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	Yes ☐ No ☐ Not Applicable ☐
2.A.13	If the answer to 2.A.12 is **yes,** please complete (a) to (e) below and answer the remaining parts of this Section 2.A, Section 2.B and, where relevant, 2.C, complete Part V, where applicable, and, in any case, fill in and sign Part VI.	
	(a) Please provide the name of the list or certification and the relevant registration or certification number, if applicable	[Click here and insert details]
	(b) If the certificate of registration or certification is available electronically, please state the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
	(c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list ([8])	[Click here and insert details]
	(d) Does the registration or certification cover all of the required selection criteria? If the answer in this 2.A.13 (d) is **no,** please complete the missing information in Part IV.	Yes ☐ No ☐
	(e) **ONLY if this is required in the relevant notice or procurement documents:** Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtain it directly by accessing a national database in any Member State that is available free of charge?	[Click here and insert details]

8 The references and the classification, if any, are set out on the certification.

	If the documentation in this 2.A.13 (e) is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
	Form of Participation	**Answer**
2.A.14	Is the economic operator participating in the procurement procedure together with others ([9])?	Yes ☐ No ☐
	If the answer to 2.A.14 is **yes,** please ensure that the others concerned provide a separate ESPD form.	
2.A.15	If the answer to 2.A.14 is **yes,** please also complete (a) to (c) below:	
	(a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks)	[Click here and insert details]
	(b) Please identify the other economic operators participating in the procurement procedure together	[Click here and insert details]
	(c) Where applicable, name of the participating group	[Click here and insert details]
	Lots	**Answer**
2.A.16	Where applicable, indication of the lot(s) for which the economic operator wishes to tender	[Click here and insert details]

9 Notably as part of a group, consortium, joint venture or similar.

II.B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

	Representation, if any	Answer
2.B.1	Full Name	[Click here and insert details]
2.B.2	Position/Acting in the capacity of	[Click here and insert details]
2.B.3	Postal Address	[Click here and insert details]
2.B.4	Telephone	[Click here and insert details]
2.B.5	E-mail	[Click here and insert details]
2.B.6	If needed, please provide detailed information on the representation (its forms, extent, purpose...)	[Click here and insert details]

II.C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

	Reliance	Answer
2.C.1	Does the economic operator **rely on** the capacities of other entities in order to meet the selection criteria for this Competition as set out in part 3.2 of the RFT?	Yes ☐ No ☐
2.C.2	If the answer to 2.C.1 is **yes,** please:	
	(a) List the entities concerned	[Click here and insert details]
	(b) **Please also provide a separate ESPD form for each of the entities concerned**, setting out the information required under Parts 2.A and 2.B, all of Part III and Part IV of the ESPD, **duly filled in and signed by the entities concerned**. Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.	

II.D. INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY

	Subcontracting	Answer
2.D.1	Does the economic operator intend to subcontract any share of the contract to third parties, **but does not rely** on those third parties in order to meet the selection criteria for this Competition as set out in part 3.2 of the RFT?	Yes ☐ No ☐
2.D.2	If the answer to 2.D.1 is **yes and in so far as known**, please:	
	(a) List the subcontractors	[Click here and insert details]
	(b) **Please also provide a separate ESPD form for each of the subcontractors concerned**, setting out the information required under Parts 2.A, 2.B and all of Part III of the ESPD **duly filled in and signed by the subcontractors concerned**.	

Part III: Exclusion grounds

III.A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Regulation 57 (1) of S.I. No. 284 of 2016 , the European Union (Award of Public Authority Contracts) Regulations 2016, sets out the following reasons for exclusions:

1. *Participation in a criminal organisation ([10]);*
2. *Corruption ([11]);*
3. *Fraud([12]);*
4. *Terrorist offences or offences linked to terrorist activities ([13]);*
5. *Money laundering or terrorist financing ([14]);*
6. *Child labour and other forms of trafficking in human beings ([15]).*

	Grounds relating to criminal convictions	Answer
3.A.1	Has the **economic operator itself** or **any** person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the **subject of a conviction** for any of the following, either within the last 5 years, or where an exclusion period set out directly in the conviction continues to be applicable: 1. *Participation in a criminal organisation ([16]);* 2. *Corruption ([17]);* 3. *Fraud([18]);* 4. *Terrorist offences or offences linked to terrorist activities ([19]);*	Yes ☐ No ☐ [If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] ([22]).

10 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).
11 As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.
12 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).
13 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.
14 As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).
15 As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).
16 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).
17 As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.
18 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).
19 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). this exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.
22 Please repeat as many times as needed.

	5. *Money laundering or terrorist financing ([20]);* 6. *Child labour and other forms of trafficking in human beings ([21]).*	
3.A.2	If the answer to 3.A.1 is **yes,** please ([23]):	
	(a) Indicate the date of conviction, specify which of points 1 to 6 in 3.A.1 is concerned and the reason(s) for the conviction	date, point(s), reason(s)
	(b) Identify who has been convicted	[Click here and insert details]
	(c) Insofar as established directly in the conviction, please insert the length of the period of exclusion and the point(s) concerned	[Click here and insert length of the period of exclusion and the point(s) concerned] [If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] ([24])
3.A.3	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion [(25)] ('Self Cleaning')	Yes ☐ No ☐
3.A.4	If the answer to 3.A.3 is **yes,** please describe the measures taken ([26])	[Click here and insert details]

20 As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).
21 As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).
23 Please repeat as many times as needed.
[24] Please repeat as many times as needed.
25 In accordance with Regulation 57(12) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.
26 Taking into account the character of the crimes committed (punctual, repeated, systematic....) the explanation should show the adequacy of the measures to taken.

III.B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

	Payments of taxes or social security contributions	**Answer**	
3.B.1	Has the economic operator met all **its obligations relating to the payment of taxes or social security contributions**, both in the country in which it is established and in the Member State of the contracting authority if other than the country of establishment?	Yes ☐ No ☐	
3.B.2	If the economic operator has **not** met all the obligations in 3.B.1 relating to the payment of taxes or social security contributions, please indicate in respect of each breach of such obligations:	**Taxes:**	**Social Contributions:**
	(a) Country or Member State concerned	[Click here and insert details]	[Click here and insert details]
	(b) What is the amount concerned?	[Click here and insert details]	[Click here and insert details]
	(c) How has this breach of obligations been established:	[Click here and insert details]	[Click here and insert details]
	(c)(1) Through a judicial or administrative decision		
	• Is this decision final and binding?	Yes ☐ No ☐	Yes ☐ No ☐
	• Please indicate the date of conviction or decision	[Click here and insert details]	[Click here and insert details]
	• In case of a conviction, insofar as established directly therein, the length of the period of exclusion	[Click here and insert details]	[Click here and insert details]
	(c)(2) By other means? Please specify	[If Yes, click here and insert details]	[If Yes, click here and insert details]
	(d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?	Yes ☐ No ☐	Yes ☐ No ☐
	(e) If the answer to 3.B.2 (d) above is **yes**, please provide details.	[If Yes, click here and insert details]	[If Yes, click here and insert details]
3.B.3	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]	

III.C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT ([27])

	Information concerning possible insolvency, conflict of interest or professional misconduct	Answer
3.C.1	**Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law** (28)?	Yes ☐ No ☐
3.C.2	If the answer to 3.C.1 is **yes,** please complete (a) and (b) below:	
	(a) Has the economic operator taken measures to demonstrate its reliability despite the existence of the grounds for exclusion specified in 3.C.1 ('Self Cleaning')?	Yes ☐ No ☐
	(b) If it has taken Self Cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.3	**Is the economic operator in any of the following situations:** (a) Bankrupt, or (b) The subject of insolvency or winding-up proceedings, or (c) In an arrangement with creditors, or (d) In any analogous situation arising from a similar procedure under national laws and regulations (29), or (e) That its assets are being administered by a liquidator or by the court, or (f) That its business activities are suspended?	Yes ☐ No ☐
3.C.4	If the answer to 3.C.3 is **yes,** please complete (a), (b) and (c) below:	
	(a) Please provide details of the situation(s) in 3.C.3 which apply to the economic operator	[Click here and insert details]
	(b) Please provide the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances (30)	[Click here and insert details]
	(c) If any relevant documentation is available electronically, please indicate the web	[Click here and insert details]

27 See Regulation 57(8) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016

28 As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Regulation 18(4) of S.I. No. 284 of 2016, the European Union (Award of Public Authority Contracts) Regulations 2016.

29 See national law, the relevant notice or the procurement documents

30 This information need not be given if exclusion of economic operators in one of the cases listed under letter a to f has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

	address, issuing authority or body and precise reference of the documentation	
3.C.5	**Is the economic operator guilty of grave professional misconduct** (31)?	Yes ☐ No ☐
3.C.6	If the answer to 3.C.5 is **yes**, complete parts (a) and (b) below:	
	(a) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(b) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.7	**Has the economic operator entered into agreements with other economic operators aimed at distorting competition?**	Yes ☐ No ☐
3.C.8	If the answer to 3.C.7 is **yes**, complete parts (a), (b) and (c) below:	
	(a) Please provide details of the agreements with other economic operators aimed at distorting competition.	[Click here and insert details]
	(b) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.9	**Is the economic operator aware of any conflict of interest (**32**) due to its participation in the procurement procedure?**	Yes ☐ No ☐
3.C.10	If the answer to 3.C.9 is **yes**, please provide details	[Click here and insert details]
3.C.11	**Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?**	Yes ☐ No ☐
3.C.12	If the answer to 3.C.11 is **yes**, please provide details	[Click here and insert details]
3.C.13	**Has the economic operator experienced that a prior public contract or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?**	Yes ☐ No ☐
3.C.14	If the answer to 3.C.13 is **yes**, please complete parts (a), (b) and (c) below:	

31 Where applicable, see definitions in national law, the relevant notice or the procurement documents.

32 As indicated in national law, the relevant notice or the procurement documents.

	(a) Please provide details of the prior public contract or a prior concession contract that was terminated early, or the damages or other comparable sanctions that were imposed in connection with that prior contract	[Click here and insert details]
	(b) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.15	Can the economic operator confirm that: (a) It has not been guilty of serious misinterpretation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, (b) It has not withheld such information, (c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and (d) It has not undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurements procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	(a) Yes ☐ No ☐ (b) Yes ☐ No ☐ (c) Yes ☐ No ☐ (d) Yes ☐ No ☐

Part IV: Selection Criteria

Concerning the selection criteria the economic operator declares that:

GLOBAL INDICATION FOR ALL SELECTION CRITERIA

Meeting all required selection criteria	Answer
It satisfies the required selection criteria for this Competition as set out in part 3.2 of the RFT	Yes ☐ No ☐

Part V: Reduction of the number of qualified candidates

Not applicable

Part VI: Concluding statements

The undersigned formally declare that the information stated under Parts II – IV above is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

(a) The contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge([33]), or

(b) As of 18 October 2018 at the latest, the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to ***[identify the contracting authority as set out in Part 1, Section A]****, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document for the purposes of* ***[identify the procurement procedure: (summary description)]****.*

Date, place and signature(s):

Signed: (Authorised Signatory)	
Block Capitals	[Click here and insert name]
Position	[Click here and insert details]
Company	[Click here and insert details]
Registered Office	[Click here and insert details]
Date	[Click here and insert details]

33 On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

Appendix 4.2: Tenderer's Statement

Please submit the following with the completed TRD:

TO: Tuath Housing Association (the "Contracting Authority").

RE: Request for Tenders of the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs

Having examined the Request for Tender (the "RFT") including the Instructions to Tenderers, the Selection Criteria, the Requirements and Specifications, and the terms and conditions of the 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 the Requirements and Specifications at Appendix 1 of the RFT.

2. We accept all of the Terms and Conditions of the RFT, the Services Contract and Confidentiality Agreement and agree if awarded a Services Contract to execute the Contract at Appendix 5 to the RFT and Confidentiality Agreement at Appendix 6 to the RFT.

3. We accept all the Selection Criteria as set out in Part 3 of the RFT.

4. We agree to provide the Contracting Authority with the Services in accordance with the RFT and our Tender.

5. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.

6. We confirm that we have complied with all requirements as set out at Part 2 of the RFT.

7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.10.3 of the RFT.

8. We shall, if awarded any Services Contract under the RFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.

9. We confirm that all Data Subjects whose Personal Data is provided in our Tender Submission have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.

10. We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 of any subsequent amendments to same).

11. The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 of any subsequent amendments to same).

12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 of any subsequent amendments to same).

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	*[Click here and insert name]*
Position:	*[Click here and insert title]*
Company:	*[Click here and insert company name]*
Registered Office Address:	*[Click here and insert address]*
	[Click here and insert address]
Date:	*[Click here and insert date]*

Appendix 4.3: Declaration as to Personal Circumstances of Applicant

Re: Request for Tenders for **the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs**

NAME: *[Click here and insert name]*

ADDRESS: *[Click here and insert name]*

I, *[click here and insert name of Declarant]* having been duly authorised by *[click here and insert name of entity]*, sincerely declare that:

1. I am a *[insert role of Declarant]* of *[click here and insert name of entity]* and am authorised by *[click here and insert name of entity]* to make this declaration which relates to a tender ("the Tender") submitted by *[click here and insert name of entity]* in response to an RFT dated titled *the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs* published by *Tuath Housing Association* ("the Contracting Authority").

2. Neither *[click here and insert name of entity]* nor any person who is a member of the administrative, management or supervisory body of *[click here and insert name of entity]* nor any person who has powers of representation, decision or control in *[click here and insert name of entity]* has:

   (a) ever been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.

   (b) ever been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or the law of the state in *[click here and insert name of entity]* is established.

   (c) ever been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.

   (d) ever been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA

respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

(e) ever been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.

(f) ever been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.

3. *[click here and insert name of entity]*:

(a) is not in breach of its obligations relating to the payment of taxes or social security contributions.

(b) has carried out the preparation of the Tender independently.

4. *[click here and insert name of entity]*:

(a) has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the Services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016).

(b) is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.

(c) is not guilty of grave professional misconduct.

(d) has not entered into agreements with other economic operators aimed at distorting competition.

(e) is not aware of any conflict of interest due to its participation in the Competition;

(f) has not had any prior involvement in the preparation of the Competition;

(g) has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior

concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

(h) is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016).

(i) has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition or obtain confidential information that may confer upon its undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

5. *[click here and insert name of entity]*: does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same);

6. The origin of goods connected to the Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same

7. Any subcontractor, supplier or other entity on whose capacity *[click here and insert name of entity]* relies as part of the Tender does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in

this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

_____	**_____**
Signature of Declarant	**Name of Declarant in print or block capitals**
Declared before me by _____ who is personally known to me (or who is identified to me by _____who is personally known to me) at _____ this _____ day of _____ 20__	
_____(signed) **Practising Solicitor/Commissioner for Oaths**	

Appendix 4.4: Foreign Subsidies Regulation

Tenderers are referred to the provisions of Regulation (EU) 2022/2560 of the European Parliament and of the Council on Foreign Subsidies distorting the Internal Market, in addition to Commission Implementing Regulation (EU) 2023/1441, and their obligation to comply therewith. In particular, tenders and candidates should note the requirements under Articles 28 and 29 of Regulation (EU) 2022/2560 relating to the prior notification or declaration of a foreign financial contribution, where the estimated value of the public procurement procedure is equal to or greater than the applicable financial thresholds set out therein.

Where the estimated value of the public procurement procedure is equal to or greater than the financial threshold set out at Article 28 of Regulation (EU) 2022/2560, economic operators are required to comply in full with their obligations under both that Regulation and Implementing Regulation (EU) 2023/1441. In that regard, economic operators are required to complete the relevant form of declaration or notification that apply to their particular circumstances.

The estimated cost for this tender is deemed to be below the threshold of €250,000,000.00 as set out in Article 28 of Regulation (EU) 2022/2560 and thus Schedules A-E are not applicable to the Tender.

APPENDIX 5

Office of Government Procurement
Service Contract

Note: This document is for reference only and will be executed with the winning tenderer only.

Services Contract

Tuath Housing Association

And

[Insert successful Tenderer's full legal name]

AGREEMENT

Relating to the provisions of

Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties.

THIS AGREEMENT IS MADE ON THE [XX] DAY OF [MONTH] 20[YEAR] BETWEEN:

Tuath Housing Association located at **33 Leeson Street Lower, Dublin 2, Co. Dublin, D02 KD68, Ireland** ("the Client");

and

[Contractor's full legal name] of **[Address]** ("the Contractor")

(each a "Party" and together "the Parties").

WHEREAS:

A. By Request for Tender entitled ''**RFT for the Provision of Life Safety System (LSS) Inspections, Servicing and Associated Maintenance, Upgrades and/or Repairs for Tuath Housing Association's Properties**.'' advertised in the supplement to the Official Journal of the European Union, OJEU Notice Number [**Insert eTenders ID**] dated [**Insert Date of RFT**] ("the RFT") the Contracting Authority invited tenders from economic operators ("Tenderers") for the provision of the services described in Appendix 1 to the RFT (the "Services"). References to the RFT shall include any clarifications issued by the Contracting Authority via the messaging facility on www.etenders.gov.ie between [**Insert Date**] and [**Insert Date]** (the "RFT Clarifications"). The RFT (including the RFT Clarifications) is hereby incorporated by reference into this Agreement.

B. The Contractor submitted a response to the RFT dated [i**nsert date of Tender**] ("The Submission"). References to the Submission shall include any clarifications issued by the Contractor in writing to the Contracting Authority between [**Insert Date**] and [**Insert Date**] (the "Submission Clarifications"). The Submission (including the Submission Clarifications) is hereby incorporated by reference into this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

1. This Agreement consists of the following documents, and in the case of conflict of wording, in the following order of priority:

   i. This Agreement and Schedules A to E attached hereto;

   ii. The RFT and all documents referred to within the RFT, including the Appendices

   iii. The Applicants Submission.

2. The Contractor agrees to provide the Services described in Schedule B ("the Services") to the Client in accordance with this Agreement ("Agreement"). Schedule B details the nature, quality, time of delivery, key personnel and functional specifications of the Services in accordance with the RFT and the Submission ("the Specification").

3. Subject to the terms and conditions of this Agreement, the Client agrees to pay to the Contractor the charges as stipulated in Schedule C ("the Charges"). The Charges are exclusive of VAT which shall be due at the rate applicable on the date of the VAT invoice.

4. For the purposes of this Agreement, the Client's Contact is **Richard Ellis** of **Tuath Housing Association located at 33 Leeson Street Lower, Dublin 2, Co. Dublin, D02 KD68, Ireland;** The Contractor's Contact is [**Insert Lead Contact**] of [**Insert Name and Address of Contractor**].

5. This Agreement shall take effect on the date of this Agreement ("the Effective Date") and shall expire on [**Insert date**], unless it is otherwise terminated in accordance with the provisions of this

Agreement or otherwise lawfully terminated or otherwise lawfully extended as agreed between the Parties ("the Term").

The Client reserves the right to extend the Term for a period or periods of up to **twelve (12)** months with a maximum of [**three (3)**] such extensions permitted subject to its obligations at law.

6. Unless otherwise specified herein, a defined term used in this Agreement shall have the same meaning as assigned to it in the RFT.

7. Headings are included for ease of reference only and shall not affect the construction of this Agreement.

8. Unless the context requires otherwise, words in the singular may include the plural and vice versa.

9. References to any statute, enactment, order, regulation or other legislative instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended, unless specifically indicated otherwise.

10. In the event that any ambiguity or question of intent or interpretation arises in relation to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favouring or disfavouring any Party by virtue of the authorship of any of the provisions of this Agreement.

SIGNED for and on behalf of the Client _____ (being a duly authorised officer)	SIGNED for and on behalf of the Contractor _____
Witness	

Schedule A: Terms and Conditions

1. CONTRACTOR'S OBLIGTIONS

A. The Contractor undertakes to act with due care, skill and diligence in the provision of the Services and generally in the carrying out of its obligations under this Agreement and in the appointment, monitoring and retention of its agents and Sub-Contractors. The Contractor shall require its agents and Sub-Contractors to exercise due care, skill and diligence in the provision of the Services and generally in the carrying out of obligations allocated by the Contractor to its agents and Sub-Contractors under this Agreement.

B. In consideration of the payment of the Charges and subject to clause 3 the Contractor shall:

1. provide the Services in accordance with the Specification, the RFT, the Client's directions and the terms of this Agreement;

2. comply with and implement any policies, guidelines and/or any project governance protocols issued by the Client from time to time and notified to the Contractor in writing;

3. comply with all local security and health and safety arrangements as notified to it by the Client; and

4. provide the Services in accordance with good industry practice and comply with all applicable laws including but not limited to all obligations in the field of environmental, social and labour law that apply at the place where the Services are provided, that have been established by EU law, national law, collective agreements and by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the "Regulations") . The Contractor shall be responsible for compliance with all statutory requirements of an employer and without prejudice to the generality of the foregoing shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained for the purposes of complying with this Agreement.

C. The Contractor is deemed to be the prime Contractor under this Agreement and the Contractor assumes full responsibility for the discharge of all obligations under this Agreement and shall assume all the duties, responsibilities and obligations associated with the position of prime Contractor. The Contractor as prime Contractor under the Submission hereby assumes liability for its Sub-Contractors and shall ensure that its Sub-Contractors shall comply in all respects with the relevant terms of this Agreement, including but not limited to clause 1B(4) above, to the extent that it or they are retained by the Contractor. Subject to clause 14, the Contractor shall notify the Client as soon as possible of any changes to the name, contact details and legal representatives of its Sub-Contractors.

D. Without prejudice to clause 1C, where the Client becomes aware that any of the exclusion grounds set out in Regulation 57 of the Regulations apply to any Sub-Contractors, the Client reserves the right to require the Contractor to immediately replace such Sub-Contractors and the Contractor shall comply with such requirement. The Contractor shall include in every sub-contract a right for the Contractor to terminate the sub-contract where any of the exclusion grounds apply to the Sub-Contractors and a requirement that the Sub-Contractors, in turn, includes a provision having the same effect in any sub-contract which it awards.

E. During this Agreement the Contractor shall be an independent Contractor and not the employee of the Client. Neither Party shall have any authority to bind or commit the other. Nothing herein shall be deemed or construed to create a joint venture, partnership, and/or fiduciary or other relationship between the Parties for any purpose. The officers, employees or agents of the Contractor are not and shall not hold themselves out to be (and shall not be held out by the Contractor as being) servants or agents of the Client for any purposes whatsoever.

F. The Client acknowledges that the Contractor may from time to time be dependent on the Client to facilitate the Contractor in the carrying out of its duties under this Agreement. The Client agrees to use its reasonable endeavours to so facilitate the Contractor within the timescales and in the manner agreed by it in writing in accordance with clause 10.

G. The Contractor agrees that any information relating to this Agreement and / or the performance of this Agreement may be passed by the Client to the Office of Government Procurement ("OGP") and that the OGP may use this information in the analysis and reporting of spend data including the preparation and publishing of reports.

H. The Contractor shall comply with all applicable obligations arising pursuant to the European Communities (Protection of Employees' Rights on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003) and Council Directive 2001/23/EC (together the "TUPE Regulations") and failure to so comply shall constitute a serious breach of this Agreement. The Contractor shall indemnify, save harmless and keep the Client indemnified from and against any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligation under the said TUPE Regulations.

I. In the case of public procurement procedures which are subject to an IPI measure within the meaning of Regulation (EU) 2022/1031, the Contractor shall comply with the following obligations:

   i. not to subcontract more than 50% of the total value of the contract to economic operators originating in a third country which is subject to the IPI measure;

   ii. for contracts whose subject matter covers the supply of goods, to ensure for the duration of the contract that goods or services supplied or provided in the execution of the contract and originating in the third country which is subject to the IPI measure represent no more than 50% of the total value of the contract, irrespective of whether such goods or services are supplied or provided directly by the successful tenderer or by a subcontractor;

   iii. to provide to the client, upon request, adequate evidence corresponding to point (i) or (ii) above;

   iv. to pay a proportionate charge, in the event of non-observance of the obligations referred to a point (i) or (ii) above, of between 10% and 30% of the total value of the contract

2. KEY PERSONNEL

The Contractor undertakes and acknowledges that it is responsible for ensuring that all key personnel as specified in the Submission ("Key Personnel"), assigned by it to provide the Services shall be available for the Term of this Agreement. The Contractor acknowledges that the Key Personnel are essential to the proper provision of the Services to the Client. In the event that any of the Key Personnel assigned by the Contractor to provide the Services under this Agreement becomes unable to provide the Services for whatever reason then, the Contractor acknowledges and undertakes that it shall immediately notify the Client in writing of the inability of any Key Personnel and replace that person with a person of equivalent experience and expertise ("Replacement Personnel"). The Contractor shall provide to the Client such

details as the Client may reasonably require in writing regarding any Replacement Personnel. The Client shall have absolute discretion as to the suitability of any proposed Replacement Personnel.

3. PAYMENT

A. Subject to the provisions of this clause 3 the Client shall pay and discharge the Charges (plus any applicable VAT), in the manner specified at Schedule C. Invoicing arrangements shall be on such terms as may be agreed between the Parties.

B. Discharge of the Charges is subject to:

1. Compliance by the Contractor with the provisions of this Agreement including but not limited to any milestones, compliance schedules and/or operational protocols in place pursuant to clause 10A from time to time;

2. The furnishing by the Contractor of a valid invoice and such supporting documentation as may be required by the Client from time to time. Any Contractor pre-printed terms and conditions are hereby disallowed;

3. Invoices being submitted to the Client's Contact (as set out in this Agreement or such other alternative contact as may be agreed between the Parties). All and any queries relating to the invoice and/or the Services for any billing period (including whether or not Services have been accepted, rejected, satisfactorily re-performed or as the case may be) must be raised by the Client's Contact within 14 calendar days of receipt of invoice. In circumstances where no queries are raised within the said 14 day period the invoice shall be deemed accepted. Upon resolution of any queries on the invoice to the satisfaction of the Client or upon such deemed acceptance the invoice shall be payable by the Client. Payment is subject to any rights reserved by the Client under any other provision of this Agreement; and

4. The Client being in possession of the Contractor's current Tax Clearance Certificate. The Contractor shall comply with all applicable EU and domestic taxation law and requirements.

C. The European Communities (Late Payment in Commercial Transactions) Regulations, 2012 shall apply to all payments. Incorrect invoices will be returned for correction with consequential effects on the due date of payment.

D. Wherever under this Agreement any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to the Client in respect of any breach of this Agreement), the Parties may agree to deduct that sum from any sum then due, or which at any later time may become due to the Contractor under the Agreement or under any other agreement or contract with the Client. Any overpayment by either Party, whether of the Charges or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

E. The Charges shall include any and all costs or expenses incurred by the Contractor, its employees, servants and agents in the performance of its obligations under this Agreement.

F. The Charges shall be discharged as provided for in this clause subject to the retention by the Client in accordance with section 523 of the Taxes Consolidation Act, 1997 of any Professional Services Withholding Tax payable to the Contractor. Any and all taxes applicable to the provision of the Services will be the sole responsibility of the Contractor and the Contractor so acknowledges and confirms.

4. WARRANTIES, REPRESENTATIONS AND UNDERTAKINGS

A. The Contractor acknowledges, warrants, represents and undertakes that:

1. it has the authority and right under law to enter into, and to carry out its obligations and responsibilities under this Agreement and to provide the Services hereunder;

2. it is entering into this Agreement with a full understanding of its material terms and risks and is capable of assuming those risks;

3. it is entering into this Agreement with a full understanding of its obligations with regard to taxation, employment, social and environmental protection and is capable of assuming and fulfilling those obligations;

4. it has acquainted itself with and shall comply with all legal requirements or such other laws, recommendations, guidance or practices as may affect the provision of the Services as they apply to the Contractor;

5. it has taken all and any action necessary to ensure that it has the power to execute and enter into this Agreement;

6. the status of the Contractor, as declared in the "Declaration as to Personal Circumstances of Tenderer" dated [**Insert date**], which confirms that none of the excluding circumstances listed in Regulation 57 of the Regulations apply to the Contractor, remains unchanged;

7. it owns, has obtained or is able to obtain, valid licences for all Intellectual Property Rights (as defined in clause 6 below) that are necessary for the performance of its obligations under this Agreement and for the Client to obtain the benefit of the Services for its business purposes;

8. *Not Used.*

9. it retains and shall maintain for the Term insurances for the nature and amount specified in the RFT. The Contractor undertakes to advise the Client forthwith of any material change to its insured status, to produce proof of current premiums paid upon written request and where required produce valid certificates of insurance for inspection. The Contractor shall carry out all directions of the Client with regard to compliance with this clause 4A.9; and

10. the Client shall be under no obligation to purchase any minimum number or value of Services.

B. The Contractor undertakes to notify the Client forthwith of any material change to the status of the Contractor with regard to the warranties, acknowledgements, representations and undertakings as set out at clause 4A and to comply with all reasonable directions of the Client with regard thereto which may include termination of this Agreement.

5. REMEDIES

A. The Contractor shall be liable for and shall indemnify the Client for and in respect of all and any losses, claims, demands, damages or expenses which the Client may suffer due to and arising directly as a result of the negligence, act or omission, breach of contract, breach of duty, insolvency, recklessness, bad faith, wilful default or fraud of the Contractor, its employees, Sub-Contractors or agents or any of them or as a result of the Contractor's failure to exercise skill, care and diligence as outlined in clause 1. The terms of this clause 5A shall survive termination of this Agreement for any reason.

B. Save in respect of fraud (including fraudulent misrepresentation), personal injury or death or in respect of the Contractor's indemnity under clause 6(G), neither Party will be liable for any indirect losses (including loss of profit, loss of revenue, loss of goodwill, indirectly arising damages, costs and expenses) of any kind whatsoever and howsoever arising even if such Party has been advised of their possibility

C. Should the Client find itself obliged to order elsewhere in consequence of the failure of the Contractor to deliver Services, the Client shall be entitled to recover from the Contractor any excess prices which may be paid by the Client.

D. Except as otherwise expressly provided by this Agreement, all remedies available to either Party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

E. Save in respect of fraud, personal injury or death or in respect of the Contractor's indemnity under clause 6(G) (for which no limit applies), the limit of the Contractor's aggregate liability to the Client under this Agreement whatsoever and howsoever arising shall not under any circumstances exceed one hundred [**100%**] per cent of the Charges paid or projected to be paid (whichever is higher) under this Agreement regardless of the number of claims.

F. If for any reason the Client is dissatisfied with the performance of the Contractor, a sum may be withheld from any payment otherwise due calculated as follows:

Ten [**10%**] per cent ("the Retention Amount") which Retention Amount shall not at any given time exceed one hundred [**100%**] per cent of the Charges. In such event the Client shall identify the particular Services with which it is dissatisfied together with the reasons for such dissatisfaction. Payment of the Retention Amount will be made upon replacement and/or remedy of the said Services as identified by the Client or resolution of outstanding queries. The Client shall hold the Retention Amount on behalf of the Contractor but without any obligation to invest. The terms of this clause 5F shall be without prejudice to and not be in substitution for any remedy of the Client under this Agreement.

G. *Not Used.*

H. Without prejudice to any general right to damages under this Agreement where the Contractor does not provide the Services within delivery dates or lead times in accordance with this Agreement, the Client may, at his discretion, deduct **€250 per property not inspected**, or part day of late delivery as liquidated damages up to a maximum amount of **the number of units not inspected/tested** (the "Liquidated Damages Threshold").

Where the Liquidated Damages Threshold is met or exceeded (being that delivery continues not to be performed after the Liquidated Damages Threshold is met), the Client shall be entitled to:

1. claim any remedy available to it (whether under this Agreement or otherwise) for loss or damage incurred or suffered by it after the end of the Liquidated Damages Period; and

2. without prejudice to sub−clause (1), the Client shall be entitled to terminate the Agreement with immediate effect by giving notice in writing to the Contractor

6. INTELLECTUAL PROPERTY

A. Intellectual Property Rights ("IPR") means all patents and patent rights, trademarks and trademark rights, trade names and trade name rights, service marks and service mark rights, service names and service name rights, brand names, copyrights and copyright rights, trade dress, business and product names, logos, slogans, trade secrets, industrial models, utility models, design models, designs, rights in confidential information, know-how, rights in the nature of unfair competition rights and rights to sue for passing off, and all pending applications for and registrations of patents, trademarks, service marks, and copyrights together with all connected and similar or analogous rights in any country or jurisdiction for the full term thereof.

B. Pre-existing IPR means all IPR existing prior to the date of this Agreement and all IPR in any materials, acquired or developed by or for Contractor or Client independently of this Agreement, and any IPR in Contractor's standard hardware and software products or modifications or updates to such products.

C. All IPR title and interest in all reports, data manuals and/or other materials (other than software) (including without limitation all and any audio or audio visual recordings, transcripts, books, papers, records, notes, illustrations, photographs, diagrams) produced for the purposes of this Agreement (collectively "the Materials") (or any part or parts thereof) shall vest in the Client and the Contractor so acknowledges and confirms. For the avoidance of doubt the Contractor hereby assigns all Intellectual Property Rights, title and interest in the Materials (including by way of present assignment of future copyright) to the extent that any such Intellectual Property Rights title or interest may be deemed by law to reside in it in the Materials to the Client absolutely.

D. The Client grants to the Contractor a royalty-free non-exclusive licence to use the Client's Pre-existing IPR for the Term to the extent necessary to enable the Contractor to fulfil its obligations under this Agreement. Save as expressly set out in this clause 6 all Pre-Existing IPR shall remain the sole property of the party who owned, acquired or developed such intellectual property.

E. The Contractor shall waive or procure a waiver of any moral rights subsisting in copyright produced under or in performance of this Agreement.

F. Nothing in this Agreement shall prohibit or be deemed to prohibit the Contractor from providing services similar to the Services to any party other than the Parties hereto. In no event shall the Contractor be precluded from independently developing for itself, or for others, materials which are competitive with, or similar to, the Services and to use its general knowledge, skills and experience, and any ideas, concepts, know-how, formats, templates, methodologies and techniques that are acquired or used in the course of providing the Services.

G. The Contractor shall ensure that all and any necessary consents and/or licences for any software, instrument, modality or methodology are obtained and in place before use for the purposes of this Agreement (to include but not be limited to ensuring that the Client shall be vested with all necessary rights so as to enable the Client to enjoy the benefit of the Services for its business purposes). The Contractor hereby indemnifies the Client and shall keep and hold the Client harmless from and in respect of all and any losses (whether direct, indirect or consequential) liability, damages, claims, costs or expenses which arise by reason of any breach of third-party Intellectual Property Rights in so far as any such rights are used for the purposes of this Agreement.

At the request of the Client for and in respect of any such breach, the Contractor shall at its expense and option:

i. procure the necessary rights for the Client to continue use;

ii. replace the relevant deliverable with a non-infringing equivalent;

iii. replace the relevant deliverable to make it non-infringing while giving equivalent performance; or

iv. if the Contractor cannot obtain the remedies in (i), (ii) or (iii) above, it may direct the return of the deliverable and refund to the Client Charges paid for such deliverable less a reasonable amount for the Client's use of the deliverable up to the time of return, provided such reasonable amount is due to the owner of the said deliverable, TOGETHER with all losses (whether direct, indirect or consequential) thereby accruing to the Client as a result of the breach.

H. Upon the termination of this Agreement for whatever reason, the Contractor shall immediately deliver up to the Client all the Materials prepared up to the date of termination. The provisions of this clause 6 will survive the expiration or termination of this Agreement for any reason.

7. CONFIDENTIALITY

A. Each of the Parties to this Agreement agrees to hold confidential all information, documentation and other material received, provided or obtained arising from their participation in this Agreement ("Confidential Information") and shall not disclose same to any third party except to:

1. its professional advisers subject to the provisions of this clause 7; or

2. as may be required by law; or

3. as may be necessary to give effect to the terms of this Agreement subject to the provisions of this clause 7; or

4. in the case of the Client by request of any person or body or authority whose request the Client or persons associated with the Client (including but not limited to the Legislature and/or the Executive and/or the Civil Service) considers it necessary or appropriate to so comply.

B. The Contractor undertakes to comply with all reasonable directions of the Client with regard to the use and application of all and any of its Confidential Information and shall comply with the confidentiality agreement as exhibited at Appendix 6 to the RFATP ("the Confidentiality Agreement").

The obligations in this clause 7 will not apply to any Confidential Information:

1. in the receiving Party's possession (with full right to disclose) before receiving it from the other Party; or

2. which is or becomes public knowledge other than by breach of this clause; or

3. is independently developed by the disclosing Party without access to or use of the Confidential Information; or

4. is lawfully received by the disclosing Party from a third party (with full right to disclose).

C. The Contractor acknowledges that the security of the State and its information is of paramount importance to the Client. Accordingly, the Contractor confirms that it will, if requested by the Client, from time to time, submit full personal details (including those of Sub-Contractors) who are assigned to provide the Services (or any part thereof) under this Agreement. The Contractor further

acknowledges that checks may be carried out in relation to all such personnel by police authorities and the Contractor shall comply with all reasonable directions of the Client arising therefrom.

D. In circumstances where the Client is subject to the provisions of the Freedom of Information Act 2014 or the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, then in the event of the Client receiving a request for information related to this Agreement, the Client shall consult with the Contractor in respect of the request. The Contractor shall identify any information that is not to be disclosed on grounds of confidentiality or commercial sensitivity and shall state the reasons for this sensitivity. The Client will consult the Contractor about this confidential or commercially sensitive information before making a decision on any request received under the above legislation. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

E. The terms of this clause 7 shall survive expiry, completion or termination for whatever reason of this Agreement.

8. FORCE MAJEURE

A. A 'Force Majeure Event' means an event or circumstance or combination of events and/or circumstances not within the reasonable control of the Affected Party (as defined in clause 8B below) which has the effect of delaying or preventing that Party from complying with its obligations under this Agreement including but not limited to acts of God, war, out-break of disease, insurrection, riot, civil disturbance, rebellion, acts of terrorism, government regulations, embargoes, explosions, fires, floods, tempests, or failures of supply of electrical power, or public telecommunications equipment or lines, excluding industrial action of whatever nature or cause (strikes, lockouts and similar) occurring at the Contractor (or Sub-Contractors or agent) places of business.

B. In the event of any failure, interruption or delay in the performance of either Party's obligations (or of any of them) resulting from any Force Majeure Event, that Party ("the Affected Party") shall promptly notify the other Party in writing specifying:

1. the nature of the Force Majeure Event;
2. the anticipated delay in the performance of obligations;
3. the action proposed to minimise the impact of the Force Majeure Event;

and the Affected Party shall not be liable or have any responsibility of any kind for any loss or damage thereby incurred or suffered by the other Party, provided always that the Affected Party shall use all reasonable efforts to minimise the effects of the same and shall resume the performance of its obligations as soon as reasonably possible after the removal of the cause.

C. If the Force Majeure Event continues for Thirty [**30**] calendar days either Party may terminate at fourteen 14 days' notice.

D. In circumstances where the Contractor is the Affected Party, the Client shall be relieved from any obligation to make payments under this Agreement save to the extent that payments are properly due and payable for obligations actually fulfilled by the Contractor in accordance with the terms and conditions of this Agreement.

9. TERMINATION

A. This Agreement may be terminated by the Client, without liability for compensation or damages, by serving **one month's or 30 days** written notice to the Contractor. This Agreement may be terminated by the Contractor, without liability for compensation or damages, by serving three [**3**] months' written notice to the Client.

B. Either Party shall have the right (in addition to its rights under clause 9(a) and any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages on the happening of any of the following:

1. if the other Party commits any serious breach or a series of breaches of any provision of this Agreement and fails to remedy such breach(es) (if the breach(es) are capable of remedy) within 30 days after receipt of a request in writing from the other Party;

2. if the other Party becomes insolvent, becomes bankrupt, enters into examinership, is wound up, commences winding up, has a receiving order made against it, makes any arrangement with its creditors generally or takes or suffers any similar action as a result of debt, or an event having an equivalent effect;

3. in circumstances where the Client becomes aware of any conflict of interest on the part of the Contractor which cannot, in the opinion of the Client, be removed by other means; and

4. in circumstances where the Client becomes aware of any registrable interest on the part of the Contractor.

5. The Client may terminate this Agreement with immediate effect by written notice to the Contractor if there is any material adverse publicity relating to the Contractor which, in the Client's reasonable opinion, has caused or is likely to cause a materially adverse impact to the brand, goodwill, business and/or reputation of the Client.

C. The Client shall have the right, in addition to any other rights which it has at law, to terminate this Agreement immediately and without liability for compensation or damages in circumstances where the Client becomes aware:

i. that any of the exclusion grounds set out in Regulation 57 of the Regulations apply to the Contractor.

ii. that the Contractor (or its subcontractor(s), if any) falls within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

D. Termination of this Agreement shall not affect any antecedent and accrued rights, obligations or liabilities of either Party, nor shall it affect any provision of this Agreement which is expressly or by implication intended to come into or continue in force on or after such termination.

E. If requested by the Client, the Contractor shall promptly furnish such anonymised information relating to the terms and conditions of the employment of all persons providing the Services as may be required by the Client ("Employment Information"). The Contractor agrees that the Client may release the Employment Information to third parties for the purposes of any procurement competition for the provision of the Services upon expiry of the Term or earlier termination of this Agreement for whatever cause.

10. CONTRACT MANAGEENT

A. The Client's Contact and the Contractor's Contact shall liaise on a regular basis to address any issues arising which may impact on the performance of this Agreement and to agree milestones, compliance schedules and operational protocols as required by the Client from time to time. If requested in writing by the Client the Contractor shall meet formally with the Client to report on progress and shall comply with all written directions of the Client.

B. The Contractor agrees to:

1. liaise with and keep the Client's Contact fully informed of any matter which might affect the observance and performance of the Contractor's obligations under this Agreement;

2. maintain such records and comply with such reporting arrangements and protocols as required by the Client from time to time;

3. comply with all reasonable directions of the Client; and

4. comply with the service levels and performance indicators set out in Schedule D.

C. The Client or its authorised representative may inspect the Contractor's premises, lands and facilities (or such part or parts thereof relating solely to this Agreement) with due access to relevant personnel and records upon reasonable notice in writing to ensure compliance with the terms of this Agreement. The Contractor shall comply with all reasonable directions of the Client thereby arising. The cost of inspection shall be borne by the Client.

11. DISPUTES

A. In the event of any dispute arising out of or relating to this Agreement (the "Dispute"), the Parties shall first seek settlement of the Dispute as set out below.

B. The Dispute shall be referred as soon as practicable to [**Insert Contractor contact**] within the Contractor and to [**Insert Client contact**] within the Client respectively.

C. If the Dispute has not been resolved within fifteen (15) Business Days (or such longer period as may be agreed in writing by the Parties) of being referred to the nominated representatives, then either Party may refer the Dispute to an independent mediator, the identity of whom shall be agreed in advance by the Parties.

D. If the Parties are unable to agree on a mediator or if the mediator agreed upon is unable or unwilling to act, either Party may within twenty-one (21) days from the date of the proposal to appoint a Mediator or within twenty-one (21) days of notice to either Party that the mediator is unable to act, apply to Mediators' Institute of Ireland to appoint a mediator.

E. Any submissions made to and discussions involving the mediator, of whatever nature, shall be treated in strict confidence and without prejudice to the rights and/or liabilities of the Parties in any legal proceedings and, for the avoidance of doubt, are agreed to be without prejudice and legally privileged. The Parties shall make written submissions to the mediator within ten (10) Business Days of his/her appointment.

F. The Parties shall share equally the cost of the mediator. The costs of all experts and any other third parties who, at the request of any Party, shall have been instructed in the mediation, shall be for the sole account of, and shall be discharged by that Party.

G. For the avoidance of doubt, the obligations of the Parties under this Agreement shall not cease or be suspended or delayed by the reference of a dispute to mediation. The Contractor shall comply fully with the requirements of the Agreement at all times.

12. GOVERNING LAW, CHOICE OF JURISDICTION AND EXECUTION

A. This Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Parties hereby agree that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.

B. This Agreement shall be executed in duplicate and each copy of the Agreement shall be signed by all the Parties hereto. Each of the Parties to this Agreement confirms that this Agreement is executed by their duly authorised officers

13. NOTICES

A. Any notice or other written communication to be given under this Agreement shall either be delivered personally or sent by registered post or email. The Parties will from time to time agree primary and alternative contact persons and details for the purposes of this clause 13.

B. All notices shall be deemed to have been served as follows:

1. if personally delivered, at the time of delivery;

2. if posted by registered post, at the expiration of 48 hours after the envelope containing the same was delivered into the custody of the postal authorities (and not returned undelivered); and

3. if communicated by email, on the next calendar day following transmission

14. ASSIGNMENT AND SUBCONTRACT

A. Subject to a Party's obligations at law, any assignment to a third party or other transfer of a Party's rights or obligations under this Agreement (the "Assignment") requires the prior written consent of the other Party. Prior to any such Assignment, the assignee will be obliged to sign an undertaking to comply with all obligations under this Agreement. Any attempted Assignment not complied with in the manner prescribed herein shall be null and void.

B. Subject to a Party's obligations at law, any sub-contract of a Party's rights or obligations under this Agreement requires the prior written consent of the other Party, such consent not to be unreasonably withheld or delayed. Any attempted subcontract not complied with in the manner prescribed herein shall be null and void. For the purposes of Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same), the Client may require information from the Contractor in relation to the status of the proposed subcontractor(s) including, but not limited to, in respect of natural persons, copies of identity documents and, in respect of legal persons, a certificate or extract from the commercial register or other competent authority of the country in which the person is established.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties, and any and all other previous agreements, arrangements and understandings (whether written or oral) between the Parties with regard to the subject matter of this Agreement (save where fraudulently made) are hereby excluded.

16. SEVERABILITY

If any term or provision herein is found to be illegal or unenforceable for any reason, then such term or provision shall be deemed severed and all other terms and provisions shall remain in full force and effect.

17. WAIVER

No failure or delay by either Party to exercise any right, power or remedy shall operate as a waiver of it, nor shall any partial exercise preclude further exercise of same or some other right, power or remedy.

18. NON-EXCLUSIVITY

Nothing in this Agreement shall preclude the Client from purchasing services (or Services) from a third party at any time during the currency of the Agreement.

19. MEDIA

No media releases, public announcements or public disclosures relating to this Agreement or its subject matter, including but not limited to promotional or marketing material, shall be made by the Contractor without the prior written consent of the Client.

20. CONFLICTS, REGISTRABLE INTERESTS AND CORRUPT GIFTS

A. The Contractor confirms that it has carried out a conflicts of interest check and is satisfied that neither it nor any Sub-Contractors nor agent as the case may has any conflicts in relation to the Services and its obligations undertaken under this Agreement. The Contractor hereby undertakes to notify the Client immediately should any conflict or potential conflict of interest come to its attention during the currency of this Agreement and to comply with the Client's directions in respect thereof. In the event of such notification, the Client shall have the right (in addition to any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages.

B. Any registrable interest involving the Contractor (and any Sub-Contractors or agent as the case may be) and the Client, the Ceann Comhairle (Speaker), or any member of the Government, or any member of the Oireachtas, or their relatives must be fully disclosed to the Client immediately upon such information becoming known to the Contractor (Sub-Contractor or agent as the case may be) and the Contractor shall comply with the Client's directions in respect thereof, to the satisfaction of the Client. In the event of such disclosure, the Client shall have the right (in addition to any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages. The terms "registrable interest" and "relative" shall be interpreted as per section 2 of the Ethics in Public Office Act, 1995 (as amended) a copy of which is available on request.

C. The Contractor shall not offer or agree to give any public servant or civil servant any gift or consideration or commission of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this or any other public contract. Any breach of this clause 20C or the commission of any offence by the Contractor, any Sub-Contractor, agent or employee under the Criminal Justice (Corruption Offences) Act 2018 shall entitle the Client to terminate this Agreement immediately and without liability for compensation or damages and to recover the amount of any loss resulting from such cancellation, including but not limited to recovery from the Contractor of the amount or value of any gift, consideration or commission.

21. ACCESS TO PREMISES

A. Any of the Client's premises made available from time to time to the Contractor by the Client in connection with this Agreement, shall be made available to the Contractor on a non-exclusive licence basis and shall be used by the Contractor solely for the purpose of performing its obligations under this Agreement. The Contractor shall have use of such premises as licensee and shall vacate the same on completion, termination or abandonment of this Agreement.

B. The Contractor shall upon reasonable notice by the Client allow the Client access to its premises (including the premises of any Sub-Contractor or agent) where the Services are being performed for the Client under this Agreement.

22. EQUIPMENT

A. The Contractor shall provide all equipment and materials necessary for the provision of the Services ("Equipment").

B. All Equipment brought onto the Client's premises shall be at the Contractor's own risk and the Client shall have no liability for any loss of, caused by or damage to any Equipment. The Contractor shall provide for the haulage or carriage thereof to the Client's premises and the removal of Equipment when no longer required at its sole cost. Unless otherwise agreed, Equipment brought onto the premises will remain the property of the Contractor.

C. The Contractor shall maintain and store all items of Equipment within the Client's premises in a safe, serviceable and clean condition.

D. The Contractor shall, at the Client's written request, at its own expense and as soon as reasonably practicable:

   i. remove from the Client's premises any Equipment which in the reasonable opinion of the Client is either hazardous, noxious or not in accordance with this Agreement; and

   ii. replace such item with a suitable substitute item of Equipment.

E. E. On completion of the Services the Contractor shall remove the Equipment used by the Contractor to provide the Services and shall leave the Client's premises in a clean, safe and tidy condition. The Contractor is solely responsible for making good any damage to the Client's premises or any objects contained thereon, other than fair wear and tear, which is caused by the Contractor or any of its employees or Sub-Contractors.

23. NON SOLICITATION

A. For the Term and for a period of 12 months thereafter (and save in respect of publicly advertised posts) neither the Client nor the Contractor shall employ or offer employment to any of the other Party's employees without that other Party's prior written consent.

24. CHANGE CONTROL PROCEDURE

A. At any time during the Term of this Agreement, either Party may propose a change or changes to any part or parts of this Agreement.

B. The change control procedures set out in this Schedule will apply to all changes irrespective of whether the Contractor or the Client proposes the change.

C. A change control notice ("Change Control Notice") shall be prepared for all change requests. The Change Control Notice will provide an outline description of the change requested, the rationale for

the change, the effect that the change will have on the Services (where known) and an estimate of the effort and cost required to prepare an impact assessment ("Impact Assessment").

D. All Change Control Notices proposing changes to this Agreement must be submitted for review to the other Party's Contact.

E. The Parties must indicate their acceptance or rejection of the change control request and/or Impact Assessment within a reasonable timeframe of its completion and Tender Submission for review, subject to a maximum of twenty (20) calendar days or such other period agreed between the Parties.

F. On approval of an Impact Assessment, this Agreement and/or the Schedules should be updated and revised as appropriate and in writing.

G. In the event that either Party rejects the Impact Assessment, the change(s) shall not take place, and the Parties shall continue to perform their obligations under this Agreement.

H. The Contractor and the Client will agree a reasonable charge in advance for investigating each proposed variation and preparing each estimate, whether or not the variation is implemented. If the Client's request for any variation is subsequently withdrawn but results in a delay in the performance of the Services, then the Contractor will not be liable for such delay and will be entitled to an extension of time equal to not less than the period of the delay.

25. DATA PROTECTION AND SECURITY

A. In this Agreement the following terms shall have the meanings respectively ascribed to them:

"Data" means all Confidential Information, whether in oral or written (including electronic) form, created by or in any way originating with the Client (including but not limited to his employees, agents, independent Contractors and/or Sub-Contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Client provided under this Agreement and includes any Personal Data;

"Data Controller" has the meaning given under the Data Protection Laws; "Data Processor" has the meaning given under the Data Protection Laws;

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

"Data Subject" has the meaning given under the Data Protection Laws;

"Data Subject Access Request" means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;

"Personal Data" has the meaning given under Data Protection Laws;

"Processing" has the meaning given under the Data Protection Laws;

B. The Contractor shall comply with all applicable requirements of the Data Protection Laws.

C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Client is the Data Controller, and the Contractor is the Data Processor in respect of Data which is Personal Data.

Schedule E sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject.

D. Without prejudice to the generality of clause 25B, the Contractor shall, in relation to any Personal Data processed in connection with the performance by the Contractor of its obligations under this Agreement:-

1. process that Personal Data only on the written instructions of the Client;

2. ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

3. ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;

4. not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled;

   i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);

   ii. the data subject has enforceable rights and effective legal remedies;

   iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and

   iv. The Contractor complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;

E. The Contractor shall promptly notify the Client if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Client's obligations under the Data Protection Laws and provide full co-operation and assistance to the Client in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).

F. The Contractor shall without undue delay report in writing to the Client any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.

G. The Contractor shall assist the Client in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.

H. The Contractor shall at the written direction of the Client, amend, delete or return Personal Data and copies thereof to the Client on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.

I. The Contractor shall permit the Client, the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland, and/ or their nominee to conduct audits and or inspections of the Contractor's facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the Services. The Contractor shall comply with all reasonable directions of the Client arising out of any such inspection, audit or review.

J. The Contractor shall fully comply with and implement policies which are communicated or notified to the Contractor by the Client from time to time.

K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 25 and allow for inspections and contribute to any audits by the Client or the Client's designated auditor.

L. The Contractor shall:

1. take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;

2. ensure that a back-up copy of any and all such Personal Data is made daily and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and

3. in such an event and if attributable to any default by the Contractor or any Sub-Contractor, promptly restore the Personal Data at its own expense or, at the Client's option, reimburse the Client for any reasonable expenses it incurs in having the Personal Data restored by a third party.

M. The Client does not consent to the Contractor appointing any third-party processor of Personal Data under this agreement.

N. Save for clauses 25B, 25C, 25D (4) and 25E, all the obligations on the Contractor in this clause 25 relating to the processing of Personal Data shall apply to the processing of all Data.

O. The provisions of this clause 25 shall survive termination and or expiry of this Agreement for any reason.

26. ADDITIONAL CONDITION(S)

''NOT USED''

Schedule B: Services: The Specification

As detailed in the RFT including its Appendices and the Tenderer's submission(s) and subsequent clarifications.

Schedule C: Charges

The charges are fixed per the Contractors submitted Appendix 2 - Pricing Schedule Document.

Schedule D: Service Levels

The performance of the successful Tenderer will be subject to monitoring, management and review based on delivery of all requirements within the RFT and its Appendices.

Schedule E: Data Protection

Processing, Personal Data and Data Subjects	
1. Processing by the Contractor	
1.1 Subject matter of processing	All information, whether in oral or written (including electronic) form, created by or in any way originating with the Client (including but not limited to his employees, agents, independent Contractors and/or Sub-Contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Client provided under the Agreement which relates to an identified or identifiable natural person.
1.2 Nature of processing	Collecting, recording, organising, structuring, storing, adapting, retrieving, using, disclosing to the Contractor by transmission, dissemination or otherwise making available to the Contractor.
1.3 Purpose of processing	To allow the Contractor to provide the Services under this Contract.
1.4 Duration of the processing	The Term of this Contract.
2. Types of personal data	As per 1.1 above.
3. Categories of data subject	Any natural person whose details are made known as a consequence of this Contract.

End of Document

Services Contract - Amendments

THE FOLLOWING AMMENDMENTS HAVE BEEN MADE TO THE SERVICES CONTRACT:

1. Inserted item 9. B. 5.

APPENDIX 6

Office of Government Procurement
Confidentiality Agreement

Note: This document is for reference only and will be executed with the winning tenderer only.

Confidentiality Agreement

THIS AGREEMENT IS MADE ON THE [XX] DAY OF [MONTH] 20[YEAR] BETWEEN:

Tuath Housing Association located at 33 Leeson Street Lower, Dublin 2, Co. Dublin, D02 KD68, Ireland (hereinafter "the Contracting Authority") of the one part;

and

[insert name and address of Successful Tenderer] (hereinafter called "the Contractor") of the other part.

(each a "Party" and together "the Parties").

WHEREAS:

A. By Request for Tenders dated **[insert date]** entitled **[insert title]** (the "RFT") the Contracting Authority invited tenders ("Tenders") for the provision of the Services described in Appendix 1 to the RFT (the "Services") ("the Competition"). The Contractor submitted a response to the RFT dated the **[insert date of Tender]**.

The Contractor has been identified as the preferred bidder in the Competition.

B. For the purposes of the Competition and any subsequent contract awarded thereunder (if any) ("the Contract"), certain confidential information as defined at clause 2 of this Agreement, will be furnished to the Contractor. The Confidential Information is confidential to the Contracting Authority.

NOW IT IS HEREBY AGREED in consideration of the sum of €2.00 (the receipt of which is hereby acknowledged by the Contractor) as follows:

1. The Contractor acknowledges that Confidential Information may be provided to them by the Contracting Authority and that each item of Confidential Information shall be governed by the terms of this Agreement.

2. For the purposes of this Agreement "Confidential Information" means:

   2.1 unless specified in writing to the contrary by the Contracting Authority all and any information (whether in documentary form, oral, electronic, audio-visual, audio- recorded or otherwise including any copy or copies thereof and whether scientific, commercial, financial, technical, operational or otherwise) relating to the Contracting Authority, the supply of Services under the Contract and all and any information supplied or made available to the Contractor (to include employees, agents, Sub Contractors and other suppliers) for the purposes of the Contract(s) including personal data within the meaning of the Data Protection Laws; and

   2.2 any and all information which has been derived or obtained from information described in sub-paragraph 2.1.

3. For the purposes of this Agreement "Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines, including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection

Regulation"), and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

4. Save as may be required by law, the Contractor agrees in respect of the Confidential Information:

   4.1 to treat such Confidential Information as confidential and to take all necessary steps to ensure that such confidentiality is maintained;

   4.2 not, without the prior written consent of the Contracting Authority, to communicate or disclose any part of such Confidential Information to any person except:

      i. to those employees, agents, Sub-Contractors and other suppliers on a need-to-know basis; and/or

      ii. to the Contractor's auditors, professional advisers and any other persons or bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the Contractor

   PROVIDED ALWAYS that the Contractor shall ensure that all such persons and bodies are made aware, prior to disclosure, of the confidential nature of the Confidential Information and that they owe a duty of confidence to the Contracting Authority; and shall use all reasonable endeavours to ensure that such persons and bodies comply with the provisions of this Agreement.

5. The obligations in this Agreement will not apply to any Confidential Information:

   i. in the Contractor's possession (with full right to disclose) before receiving it from the Contracting Authority; or

   ii. which is or becomes public knowledge other than by breach of this clause; or

   iii. is independently developed by the Contractor without access to or use of the Confidential Information; or

   iv. is lawfully received from a third party (with full right to disclose).

6. The Contractor undertakes:

   6.1 to comply with all directions of the Contracting Authority with regard to the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Laws);

   6.2 to comply with all directions as to local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities;

   6.3 upon termination of the Competition (or the Contract) for whatever reason to furnish to the Contracting Authority all Confidential Information or at the written direction of the Contracting Authority to destroy in a secure manner all (or such part or parts thereof as may be identified by the Contracting Authority) Confidential Information in its possession and shall erase any Confidential Information held by the Contractor in electronic form. The Contractor will upon request furnish a certificate to that effect should the Contracting Authority so request in

writing. For the avoidance of doubt "document" includes documents stored on a computer storage medium and data in digital form whether legible or not.

7. The Contractor shall not obtain any proprietary interest or any other interest whatsoever in the Confidential Information furnished to them by the Contracting Authority and the Contractor so acknowledges and confirms.

8. The Contractor shall, in the performance of the Contract, access only such hardware, software, infrastructure, or any part of the databases, data or ICT system(s) of the Contracting Authority as may be necessary for the purposes of the Competition (and obligations thereunder or arising therefrom) and only as directed by the Contracting Authority and in the manner agreed in writing between the Parties.

9. The Contractor agrees that this Agreement will continue in force notwithstanding any court order relating to the Competition or termination of the Contract (if awarded) for any reason.

10. The Contractor agrees that this Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Contractor hereby further agrees that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.

11. A. In this Agreement, the following terms shall have the meanings respectively ascribed to them:

"Data Controller" has the meaning given under the Data Protection Laws;

"Data Processor" has the meaning given under the Data Protection Laws;

"Data Subject" has the meaning given under the Data Protection Laws;

"Data Subject Access Request" means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;

"Personal Data" has the meaning given under Data Protection Laws;

"Processing" has the meaning given under the Data Protection Laws;

B. The Contractor shall comply with all applicable requirements of the Data Protection Laws.

C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Contracting Authority is the Data Controller, and the Contractor is the Data Processor in respect of Confidential Information which is Personal Data. Schedule A sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject.

D. Without prejudice to the generality of clause 11(B), the Contractor shall, in relation to any Confidential Information which is Personal Data:

(1) process that Personal Data only on the written instructions of the Contracting Authority;

(2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Contracting Authority, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of

implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

(3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;

(4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Contracting Authority has been obtained, and the following conditions are fulfilled;

i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);

ii. the data subject has enforceable rights and effective legal remedies;

iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and

iv. The Contractor complies with reasonable instructions notified to it in advance by the Contracting Authority with respect to the processing of the Personal Data;

E. The Contractor shall promptly notify the Contracting Authority if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Contracting Authority's obligations under the Data Protection Laws and provide full co-operation and assistance to the Contracting Authority in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).

F. The Contractor shall without undue delay report in writing to the Contacting Authority any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.

G. The Contractor shall assist the Contracting Authority in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.

H. The Contractor shall at the written direction of the Contracting Authority, amend, delete or return Personal Data and copies thereof to the Contracting Authority on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.

I. The Contractor shall permit the Contracting Authority, the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland, and / or their nominee to conduct audits and or inspections of the Contractor's facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms,

documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the services. The Contractor shall comply with all reasonable directions of the Contracting Authority arising out of any such inspection, audit or review.

J. The Contractor shall fully comply with and implement policies which are communicated or notified to the Contractor by the Contracting Authority from time to time.

K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 11 and allow for inspections and contribute to any audits by the Contacting Authority or the Contracting Authority's designated auditor.

L. The Contractor shall:-

1. take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;

2. ensure that a back-up copy of any and all such Personal Data is made daily and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and

3. in such an event and if attributable to any default by the Contractor or any Sub-Contractor, promptly restore the Personal Data at its own expense or, at the Contracting Authority's option, reimburse the Contracting Authority for any reasonable expenses it incurs in having the Personal Data restored by a third party.

M. The Contracting Authority consents to the Contractor appointing [**insert third-party processor**] as a third-party processor of Personal Data under this Agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially similar to those set out in this clause 11 as between the Contracting Authority and the Contractor. The Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 11.

N. Save for clauses 11B, 11C, 11D(4) and 11E, all the obligations on the Contractor in this clause 11 relating to the processing of Personal Data shall apply to the processing of all Confidential Information.

SIGNED for and on behalf of the Contracting Authority _____ (being a duly authorised officer)	SIGNED for and on behalf of the Contractor _____
Witness	

Schedule A to the Confidentiality Agreement: Data Protection

Processing, Personal Data and Data Subjects	
1. Processing by the Contractor	
1.1 Subject matter of processing	All information, whether in oral or written (including electronic) form, created by or in any way originating with the Client (including but not limited to his employees, agents, independent Contractors and/or Sub-Contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Client provided under the Agreement which relates to an identified or identifiable natural person.
1.2 Nature of processing	Collecting, recording, organising, structuring, storing, adapting, retrieving, using, disclosing to the Contractor by transmission, dissemination or otherwise making available to the Contractor.
1.3 Purpose of processing	To allow the Contractor to provide the Services under this Contract.
1.4 Duration of the processing	The Term of this Contract.
2. Types of personal data	As per 1.1 above.
3. Categories of data subject	Any natural person whose details are made known as a consequence of this Contract.

End of Document

APPENDIX 7

Data Processing Agreement

Note: This document is for reference only and will be executed with the winning tenderer only.

DATA PROCESSING AGREEMENT

This agreement dated (Insert Contract Date) is made between (1) Tuath Housing Association ("Tuath") and (2) (THE CONTRACTOR)

In this Data Processing Agreement, the following terms shall have the meanings respectively ascribed to them.

Definitions

"Data" means all confidential information, whether in oral or written (including electronic) form, created by or in any way originating with Tuath (including but not limited to its employees, agents, independent contractors and/or sub-contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with Tuath & provided under the Agreement and includes any Personal Data;

"Data Controller" has the meaning given under the Data Protection Laws;

"Data Processor" has the meaning given under the Data Protection Laws;

"**Data Protection Laws"** means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Data Protection Acts 1998-2018 , Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), and any guidelines and codes of practice issued by the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland from time to time.

"**Data Subject**" has the meaning given under the Data Protection Laws;

"**Data Subject Access Request**" means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;

"Personal Data" has the meaning given under Data Protection Laws;

"Processing" has the meaning given under the Data Protection Laws;

1. Tuath will be a Data Controller (where Data Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by (THE CONTRACTOR)

2. (THE CONTRACTOR) shall comply with all applicable requirements of the Data Protection Laws.

3. The Parties seek to implement a data processing agreement that complies with the requirements of the current legal framework in relation to data processing and with the Regulation (EU) 2016/679 of the European Parliament (General Data Protection Regulation).

4. The Parties acknowledge that for the purposes of the Data Protection Laws, Tuath is the Data Controller and (THE CONTRACTOR) is the Data Processor in respect of Data which is Personal Data.

5. Tuath, as Data Controller in respect of any Personal Data provided by it, confirms that all Data Subjects whose Personal Data is provided by the Company have consented to the processing of such Personal Data by the Data Processor for the purposes of this Agreement, or that it otherwise has a legal basis for providing such Personal Data for the purposes of this Agreement.

6. (THE CONTRACTOR) shall, in relation to any Personal Data processed in connection with the performance by (THE CONTRACTOR) of its obligations under this Agreement:-

   a) process that Personal Data only on the written instructions of Tuath;

   b) ensure that they have in place appropriate technical and organisational measures, reviewed and approved by Tuath if requested, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

   c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;

   d) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of Tuath has been obtained and the following conditions are fulfilled:-
      - appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);
      - the Data Subject has enforceable rights and effective legal remedies;
      - (THE CONTRACTOR) comply with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and
      - (THE CONTRACTOR) complies with reasonable instructions notified to it in advance by Tuath with respect to the processing of the Personal Data

7. (THE CONTRACTOR) shall notify Tuath within 72 hours if it receives a Data Subject Access Request as defined under Data Protection Laws or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to Tuath's obligations under the Data Protection Laws and provide full co-operation and assistance to Tuath in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their Personal Data).

8. (THE CONTRACTOR) shall, without undue delay, and in any event no later than 24 hours, report in writing to Tuath any Data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data and take all reasonable steps to assist in an investigation, mitigation and remediation of any Data Breach under Data Protection Laws.

9. (THE CONTRACTOR) shall assist Tuath in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.

10. (THE CONTRACTOR) shall, at the written direction of Tuath, and in any event within 10 business days, amend, delete or return Personal Data and copies thereof to Tuath on termination of the Agreement unless (THE CONTRACTOR) are required by the laws of any member of the European Union or by the laws of the European Union applicable to (THE CONTRACTOR) to store the Personal Data.

11. (THE CONTRACTOR) shall permit Tuath, the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland, and/ or their nominee to conduct audits and to have access to all data protection, confidentiality and security procedures, Data equipment, mechanisms, documentation, Databases, archives, Data storage devices, electronic communications and storage systems used by (THE CONTRACTOR) in any way for the provision of the (THE CONTRACTOR) shall comply with all reasonable directions of Tuath arising out of any such inspection, audit or review.

12. (THE CONTRACTOR) shall maintain complete and provide accurate records and information to demonstrate its compliance with this Agreement and allow for inspections and contribute to any audits by Tuath or Tuath's designated auditor.

13. (THE CONTRACTOR) shall:-
    a) Take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;
    b) Ensure that a back-up copy of any and all such Personal Data is made on a regular basis and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the Data; and
    c) In such an event and if attributable to any default by (THE CONTRACTOR), promptly restore the Personal Data at its own expense or, at Tuath's option, reimburse Tuath for any reasonable expenses it incurs in having the Personal Data restored by a third party.

14. Tuath does not consent to (THE CONTRACTOR) appointing any third party processor of Personal Data under this Agreement.

15. Each Party must keep this Agreement and information it receives about the other Party and its business in connection with this Agreement ("Confidential Information") confidential and must not use or disclose that Confidential Information without the prior written consent of the other Party except to the extent that:
    (a) disclosure is required by law;
    (b) the relevant information is already in the public domain.

16. All notices and communications given under this Agreement must be in writing and will be delivered personally, sent by post or sent by email to the address or email address set out in the heading of this Agreement at such other address as notified from time to time by the Parties changing address.

17. The provisions of this Data Processing Agreement shall survive termination of the Agreement entered into between the Parties.

Schedule

Data Subjects	The personal data comprises the following categories of data subjects: • Tenants • Former Tenants • Other as relevant
Categories of Data	The personal data included, but is not limited to the following: • First Name • Last Name • Email Address • Postal Address • Phone Number
Processing Activities	The personal data may be subject to the following processing activities: • Use of personal data for purpose of communication with the data subject • Use of personal data to enable the parties to fulfil its obligations under the Agreement to deliver the Services • Use of personal data so that the parties may fulfil its statutory obligations
Duration of the Processing	For the term of the Agreement

SIGNED	**TUATH Housing Association**
Print name	**Address**
Date	

SIGNED	**(THE CONTRACTOR)**
Print name	**Address**
Date	

A copy of this agreement must be sent to: dpo@tuathhousing.ie

APPENDIX 8

Contractor Code of Conduct

Note: This document is for reference only and will be executed with the winning tenderer only.

CONTRACTOR CODE OF CONDUCT

Statement of Intent

Túath Housing is strongly committed to providing excellent services to its tenants and promoting equality of opportunity and treatment for all persons.

To ensure that we achieve this, we must insist that contractors and all of their employees are aware of the standards we wish to achieve, and agree to adhere to these.

Contractors are only approved for employment on the condition that they have read, and agreed to abide by, the following Code of Conduct. The terms of this Code shall be an implied term of all contracts with Túath Housing.

"You must complete this section, indicating that you are prepared to comply with this Code of Conduct."

AGREEMENT

Project

I/We hereby agree to abide by this Code of Conduct and certify that I/We have the authority to make this undertaking on behalf of the firm.

Company	
Address	
Signature	
Name	
Position	
Date	

GDPR:
All contractors should, as a minimum, demonstrate high standards of data security, such as ISO 27001 certification, or equivalent. Any personal information regarding any of our tenants must not be shared under any circumstance and removal of said details from contractors' records to be performed after works are completed (name, address, phone, email etc).

GDPR Core Principles:

The core principles of the GDPR are set out in Article 5 of the GDPR and are presented below. The six core principles are underpinned by an overarching principle of accountability, a principle which features prominently throughout the GDPR.

SIX CORE PRINCIPLES of GDPR					
I	**II**	**III**	**IV**	**V**	**VI**
Lawfulness, Fairness, & Transparency	Purpose Limitation	Data Minimisation	Accuracy	Storage Limitation	Integrity & Confidentiality

Please sing below to confirm to us that you/your company are GDPR Compliant and that you will assist us with Subject Access Requests (SARs) should it be necessary. (*SARS is when a person asks us to provide them with any data we may have on them*).

Signature	
Name	
Position	
Date	

Relationship with Tenants

The contractor must ensure that all tenants are given adequate notice of when the repair will be carried out

All operatives should:

- Carry identification and show it to tenants before entering their home
- Show respect to tenants and their property
- Behave courteously towards tenants in any discussions
- Adequately protect tenants' belongings and floors
- Tidy away all debris and excess material at the end of each day, vacuum the floor and wipe clean any surfaces used

Contractors should not:

- Use or move tenants' belongings without their express permission
- Smoke in tenants' homes
- Use offensive language
- Work under the influence of alcohol

- Use radios or personal stereos whilst on tenants' properties
- Use the tenants facilities without permission
- Use (or ask to use) tenants' telephone
- Leave tools, loose materials or gas bottles in homes overnight
- Use tenants' homes for lunch or tea breaks

Where a tenant becomes difficult or will not provide access, the contractor should leave and contact Túath Housing immediately.

The above standard is applicable to all work being completed in the dwelling whether by the main contractor or sub contractor. The Contractor's performance will be reviewed on an ongoing basis

Equality

Túath Housing is committed to promoting equality of opportunity between:

- Persons of different religious belief,
- Persons of different political opinion,
- Persons of different racial group,
- Persons of different age,
- Persons of different marital status or
- Persons of different sexual orientation;
- Men and women generally;
- Persons with a disability and persons without; and
- Persons with dependants and persons without.

Túath Housing also seeks to promote good relations between persons of different religious belief, political opinion or racial group. It also seeks to promote positive attitudes towards people with disabilities.

As partners of Túath Housing, all contractors are required to comply with its Equality Scheme and have a duty to follow equality legislation in relation to their employment practices and in the delivery of goods and services. In practice, this means that contractors should:

- Not refuse to provide a service to any tenant
- Provide the same standard of service for everyone
- Respect all individuals
- Be careful not to cause offence to anyone, whether intentionally or unwittingly, by their actions or comments