Coimisiún na Meán

REQUEST FOR TENDERS

Open Procedure

Request for Tender for the Supply and Installation of Office Seating and Acoustic Solutions

Deadline for receipt of Tenders:	**04 December 2026 at 15:00**
Deadline for queries:	**20 November 2026 at 15:00**
All queries must be submitted via the eTenders messaging function.	
Responses to clarifications will be posted on www.etenders.gov.ie	
Tenders must be submitted via www.etenders.gov.ie only.	

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1. INTRODUCTION

1.1 Information about Coimisiún na Meán

The Online Safety and Media Regulation Act ("OSMR Act") 2022 was commenced on 15 March 2023, on which date the Broadcasting Authority of Ireland (BAI) was dissolved and **Coimisiún na Meán** ("the Commission"), a new independent regulator, was established.

In addition to assuming the functions previously exercised by the BAI in its role as independent regulator for radio and television broadcasting services in Ireland, the OSMR Act provides for the transposition of the revised Audiovisual Media Services Directive (AVMSD), an updated regulatory framework for broadcasting services and on-demand audiovisual media services, and the establishment of a new regulatory framework for online safety.

As an independent regulator, the Commission will oversee and enforce these new and updated regulatory frameworks and will play a key role in the development and funding of the wider media sector. Coimisiún na Meán will devise and implement a Media Fund, in line with the recommendations of the Future of Media Commission, with a range of schemes to support public service content and digitalisation in the sector. It will advise the Minister on the creation of a European Works Levy to fund new audiovisual works in line with the provisions of the OSMR Act.

The Commission will also play a key role in stimulating greater equality, diversity and inclusion in the media and in supporting sustainability through environmental initiatives across the wider media sector. In cooperation with other bodies, the Commission will have a strong role in supporting the Irish language in media services and in promoting educational and training initiatives, in particular in relation to online safety and media literacy.

Given the significantly expanded regulatory framework for the regulation of media and online services set out in the OSMR Act, Coimisiún na Meán has been established as a multi-person Commission, led initially by three Commissioners — an Online Safety Commissioner, a Media Development Commissioner and a Broadcasting Commissioner — together with an Executive Chairperson.

2. SCOPE OF CONTRACT

The Commission is seeking the services of Supply and Installation of Office Seating and Acoustic Solutions. The envisaged duration of the Contract is 12 months from the Commencement Date, with an option exercisable by the Commission, at its sole discretion, to extend the Contract for up to two (2) further periods, on the same terms and conditions.

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This procurement is being conducted using the Open Procedure in accordance with applicable public procurement law.

The Commission reserves the right to undertake related or similar activities outside the scope of this Contract, including through other contractual arrangements.

The deadline for receipt of Tenders is 04 December 2026 at 15:00.

2.1 Nature of the Contract

Coimisiún na Meán invites tenders for the Supply and Installation of Office Seating and Acoustic Solutions at One Shelbourne Buildings, Dublin 4.

The Contracting Authority intends to award a single Goods Contract to one successful tenderer through an Open Procedure.

The Contract will cover the supply, delivery and installation of office seating, acoustic pods, acoustic treatments and associated lighting, as detailed in Appendix 1 – Specification of Services and Appendix 2 – Furniture Specification.

All goods and associated installation works forming the base scope of the Contract, as specified in Appendix 5 – Pricing Schedule, must be supplied, delivered and installed within 12 weeks of contract signing, unless otherwise agreed in writing with Coimisiún na Meán.

2.2 Overview of Requirements

Coimisiún na Meán requires the supply, delivery and installation of high-quality office seating and acoustic solutions for its existing office accommodation at One Shelbourne Buildings, Dublin 4.

The scope of the Contract includes:

- Ergonomic office task chairs, meeting room and boardroom chairs, and canteen chairs.
- Fully enclosed acoustic pods for one, two and four persons, including wheelchair-accessible pods.
- Open upholstered meeting booths (Types S1 and S2).
- Acoustic treatments for 17 meeting rooms, three collaboration/project spaces and five existing phone booths.
- Feature pendant lighting for the designated collaboration/project spaces.
- All associated delivery, assembly, installation, coordination, testing, commissioning and handover requirements.

The proposed products and acoustic solutions must complement the existing workplace environment and be compatible with the floor plans provided.

Detailed requirements are set out in Appendix 1 – Specification of Services, Appendix 2 – Furniture Specification and Appendix 3 – Floor Plans and Product Visual Guides. Quantities and pricing requirements are provided in Appendix 5 – Pricing Schedule.

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Desks, standalone meeting tables, storage units and other furniture not identified in Appendix 5 are excluded from the scope of this Contract.

2.3 Anticipated Timeframe

The following indicative timeline is envisaged for this procurement:

Dates for Site Visit	**17–18 November 2026, 9:00am–2:00pm** Contact facilities@cnam.ie to arrange attendance
Site Visit Booking Deadline	**13 November 2026,** close of business. Contact facilities@cnam.ie to arrange attendance.
Closing date for Receipt of Tenders	As specified on title page
Award decision	Following completion of the tender evaluation
Delivery and Installation	Within 12 weeks of contract signing; currently anticipated for Q1 2027

The dates provided above are estimates at the time of publication of the Request for Tender. The Contracting Authority will endeavour to run the process to this timetable, but this cannot be guaranteed.

3. BUDGET, PAYMENT AND COSTS

The Commission anticipates that the total budget available for this Contract will be up to €340,000 exclusive of VAT. This figure is indicative only and does not constitute a commitment by the Commission to award a contract at this value.

The Commission will not be responsible for any errors in the calculation of costs provided in response to this Request for Tenders. It is the responsibility of Tenderers to ensure that all costs quoted are accurate, complete and correctly calculated.

Payment will be made on the basis of valid invoices submitted in accordance with the Commission's payment terms, as set out in Appendix 7 – Draft Contract Award for Supply of Goods.

Tenderers shall submit all costs using Appendix 5 – Pricing Schedule. The completed Appendix 5 will form the basis of the price evaluation.

All costs shall be provided in Euros (€) and shall be exclusive of Value Added Tax (VAT).

4. INSTRUCTIONS TO TENDERERS

4.1 Tender Documents - Ambiguity, Discrepancy, Error, Omission

If a Tenderer considers that it is missing any document or information which would prevent the submission of a comprehensive Tender, the Tenderer should notify the Commission via the eTenders messaging function as soon as possible.

Tenderers shall immediately notify the Commission if they become aware of any ambiguity, discrepancy, error or omission in the Request for Tenders. Upon receipt

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of such notification, the Commission shall issue a written clarification or ruling, which shall be communicated to all Tenderers via eTenders and shall form part of the Request for Tenders.

4.2 Deadline for receipt of tenders

The deadline for receipt of Tenders is **04 December 2026 at 15:00.**

4.3 Queries

All queries relating to this competition must be submitted via the **eTenders messaging function**.

Clarifications and responses will be issued through eTenders and will be made available to all Tenderers to ensure equal treatment.

Deadline for queries: 20 November 2026 at 15:00

4.4 Site Visit

Tenderers are required to attend a mandatory site visit as set out in Appendix 1 – Specification of Services, Section 12.

Site visits will take place on 17 and 18 November 2026, between 09:00 and 14:00, at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
Tenderers must contact facilities@cnam.ie by close of business on 13 November 2026 to book an available slot.

Attendance at one scheduled site visit is mandatory. Any tender submitted by a Tenderer who has not attended a mandatory site visit will be deemed non-compliant and excluded from the competition.

Any queries arising during the site visit must be submitted through the eTenders messaging function. Clarifications and responses will be communicated to all Tenderers via eTenders to ensure equal treatment.

4.5 Submission of tenders

Tenders must be submitted electronically via www.etenders.gov.ie.

Tenders submitted by any other means, including hard copy, email or fax, will not be considered. Late Tenders will not be accepted.

4.5.1 Format for submission of tenders

Tenderers must complete and submit Appendix 4 – Tender Response Document and Appendix 5 – Pricing Schedule, together with the European Single Procurement Document (eESPD) and any other documentation required under this RFT.

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Tenderers should note that page limits apply to certain qualitative award criteria, as specified in Appendix 4 – Tender Response Document.

The format of the Tender Response Document must be complied with, and each requirement must be responded to in the order set out in that document.

The Tender Response Document is provided in Word format to allow additional pages or text boxes to be inserted where necessary. All narrative responses to the award criteria must be provided within Appendix 4 and must not be submitted as separate standalone documents.

Supporting documentation, including product catalogues, technical data sheets, certifications, test reports, renderings and other relevant evidence, may be submitted as one consolidated PDF document. This document must include a table of contents and clearly identify and cross-reference supporting information to the relevant sections of Appendix 4.

All pricing information must be provided in Appendix 5 – Pricing Schedule.

4.5.2 European Single Procurement Document (eESPD)

As this procurement exceeds the applicable EU threshold, Tenderers are required to complete and submit the European Single Procurement Document ("eESPD") as part of their Tender submission.

The eESPD constitutes a self-declaration by the Tenderer that:

- the Tenderer is not subject to any of the exclusion grounds;
- the Tenderer satisfies the Selection Criteria set out in this Request for Tenders; and
- the Tenderer will, upon request and without delay, provide the supporting documentary evidence required by the Commission.

Where a Tender is submitted by a consortium, joint venture or group of economic operators, a separate eESPD must be completed and submitted by each participating entity.

Where a Tenderer relies on the capacity of another entity, including a subcontractor, to satisfy Selection Criteria, a separate eESPD must also be submitted for each such entity.

Failure to provide a completed eESPD where required may result in the Tender being deemed non-compliant and excluded from further consideration.

4.6 Qualification of tenders

Qualifications, conditions or caveats attached to a Tender may be regarded as a counteroffer and may result in the Tender being deemed non-compliant and rejected.

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4.7 Modifications to tenders prior to the closing date for receipt of tenders

Tenderers may modify or withdraw their Tender at any time prior to the deadline for receipt of Tenders by submitting a revised Tender via eTenders.

The most recent valid submission received via eTenders by the deadline will be deemed to be the Tenderer's final Tender. No modifications will be accepted after the deadline.

4.8 Extension of tender period

The Commission reserves the right, at its sole discretion, to extend the deadline for receipt of Tenders by issuing a notice to Tenderers via eTenders prior to the original closing date.

4.9 Cost of preparation of tender

The Commission will not be liable for any costs incurred by Tenderers in the preparation or submission of Tenders or in relation to any associated activities. Tenderers are responsible for ensuring that they fully understand the requirements of this Request for Tenders and for any costs incurred in attending clarification or other meetings, where required.

4.10 Tender Validity Period

Tenders shall remain valid for a period of **six (6) months** from the deadline for receipt of Tenders.

4.11 Currency

Tender prices may be submitted in Euro only. All invoices and payments will be in Euro only.

4.12 Confidentiality

This Request for Tenders is issued solely for the purpose of obtaining Tenders for the services described herein and does not confer any right to use the documentation for any other purpose.

Tenderers shall treat all information supplied in connection with this competition as confidential. The Commission will use reasonable endeavours to treat confidential information received from Tenderers as confidential, subject to its obligations under applicable law, including the Freedom of Information Acts.

4.13 Conflict of interest

Any conflict of interest involving a tenderer must be fully disclosed to The Commission. Any registerable interest involving the tenderer and The Commission or employees of The Commission or their relatives must be fully disclosed in the

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Tender or should be communicated to The Commission immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of contract. The terms ‘registerable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate the award of contract, depending on when the conflict of interest comes to light.

4.14 Freedom of Information Act

Each of the parties will undertake to use their reasonable endeavours to hold confidential any confidential information received from the other party, subject to The Commission’s obligations under law, including (if applicable) the provisions of the Freedom of Information Act 2014. The tenderer will agree that, should it wish any confidential information supplied by it to The Commission not to be disclosed, because of its commercial sensitivity, it will, when supplying such information, identify same and specify the reasons for its sensitivity. The Commission will consult with the tenderer about such sensitive information before making a decision regarding release of such information under the Freedom of Information Act 2014. However, The Commission will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Act 2014 and the final decision on whether or not to release such information rests with The Commission or as set out in the Freedom of Information Act 2014.

4.15 Data protection

In this clause, “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 Commissioner or other supervisory authority for data protection in Ireland from time to time.

The Commission will be a data controller (where Data Controller has the meaning given to it under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given to it 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 data provided by it in its Tender, is required to confirm in the statement required in this Tender that all Data Subjects (where Data Subject has the meaning given to it 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 Commission and the assessment panel for the purposes of the participation of the Tenderer in this Competition or that the Tenderer has a legal basis for providing such Personal Data to The Commission for the purposes of its participation in this Competition.

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Note to tenderers: If providing personal data, please provide ALL personal data in a separate appendix to the main body of your tender submission.

4.16 Tax Clearance Certificate

It will be a condition for the award of contract that the tenderer can demonstrate tax clearance throughout the lifetime of the contract. See Irish Revenue web site www.revenue.ie.

4.17 Irish Legislation

Tenderers should be aware that Irish national legislation applies in matters such as employment, working hours, official secrets, data protection, and health and safety. All relevant aspects of such legislation must be observed at all times by the successful service providers.

Tenderers must also have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders and delivering services under a contract.

4.18 Determination of responsiveness

After the official opening of tenders, The Commission or its staff or agents will determine whether each tender is substantially responsive to the requirements of the request for tenders.

If a material deviation exists that limits in any substantial way The Commission's rights or the tenderer's obligations under the contract, the tender shall be rejected.

4.19 Clarification of tenders

Without prejudice to the conduct of the open procedure, to assist in the examination and comparison of tenders, The Commission may ask tenderers for clarification of aspects of their tenders, including a breakdown of the financial proposal or other information.

4.20 Consortia and Prime/Subcontractors

Where a group of undertakings submit a tender in response to this RFT, The Commission will deal with all matters relating to this public procurement competition through the entity who will carry overall responsibility for the performance of the contract only ("Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor and/or consortium members.

4.21 Correction of errors

The Commission may examine Tenders for arithmetical errors. Where there is a discrepancy between figures and words, the amount in words shall prevail. Where there is a discrepancy between a unit rate and an extended total, the unit rate shall

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prevail unless the Commission determines that a manifest error has been made. Any correction will be notified to the Tenderer for confirmation. Where a Tenderer does not accept the correction, the Commission may reject the Tender.

4.22 **Abnormally Low Tenders**

Where a Tender appears to the Commission to be abnormally low in relation to the Services, the Commission reserves the right to request written clarification from the Tenderer regarding the price or costs proposed.

Such clarification may include, but is not limited to, information relating to the economics of the method of delivery, the technical solution proposed, the Tenderer's assumptions, compliance with applicable environmental, social and labour law obligations, and any other matter relevant to the price or costs proposed.

The Commission reserves the right to reject a Tender where the Tenderer fails to provide a satisfactory explanation for the price or costs proposed.

4.23 Interference

Any effort by the tenderer to unduly influence The Commission, relevant The Commission personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the award of contract shall have their tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.24 Inducements to purchase

The Commission shall be entitled to disqualify a tenderer in the following circumstances:

- If the tenderer has offered or given or agreed to give to any person any gift or consideration 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 contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Commission, or

- If like acts have been done by any other person employed by the tenderer or acting on its behalf (whether with or without the knowledge of the tenderer).

The Competition Act, 2014 makes it a criminal offence for tenderers to collude on prices or terms in a public tender procedure. Where The Commission has reasonable grounds to believe that a tenderer may have been involved in

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collusion, it shall be entitled to exclude such tenderer from the competition at its sole discretion.

4.25 "Or Equivalent"

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

4.26 Notification of tender evaluations

All tenderers will be informed of the outcome of their tender following tender evaluation and subsequent clarifications (if any), as well as of any decisions reached regarding the award of this contract.

4.24.1 Standstill Period

Following notification of the award decision, the Commission will observe the applicable standstill period in accordance with the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (as amended).

No contract will be concluded until the expiry of the standstill period.

4.27 Award to runner-up

If for any reason it is not possible to conclude the contract with the designated successful tenderer emerging from this competitive process; or if having concluded the contract The Commission considers that the successful tenderer has not met, or cannot meet its obligations; The Commission reserves the right to award the next highest scoring tenderer the contract on the basis of the same terms at any time during the tender validity period. This shall be without prejudice to the right of the Coimisiún to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

4.28 Payment

The Coimisiún operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012 as amended.

4.29 Terms and Conditions

A copy of the Commission's Draft Contract Award for Supply of Goods, including the applicable Terms and Conditions, is provided in Appendix 7.
Tenderers must submit their Tenders on the basis of the Terms and Conditions applicable at the date of Tender submission. The Commission intends to enter into contracts for services based on these Terms and Conditions (the "Contract").

4.30 Law

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Both The Commission and the successful tenderer shall comply with Irish law and the jurisdiction of the Irish courts, which will govern the contract.

5. EVALUATION OF TENDERS

5.1 Exclusion Grounds

Tenderers must confirm through the eESPD that none of the mandatory or discretionary exclusion grounds set out under Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 apply.

The Commission reserves the right to exclude any Tenderer at any stage of the procurement process where:

- a mandatory exclusion ground applies;
- a discretionary exclusion ground applies;
- the Tenderer has provided false or misleading information;
- the Tenderer cannot provide supporting evidence upon request; or
- a conflict of interest or distortion of competition cannot be effectively remedied.

Tenderers will either pass OR fail each of the Selection Criteria in this part 5.1. A tenderer who fails a selection criterion will be excluded from participating in this Competition.

Tenderers should use the Tender Response Document in to provide the information required under the Selection Criteria.

All self-declared information will be verified prior to the award of the contract. In the event that this verification process reveals that misleading or inaccurate information has been provided, your tender will be rejected from further consideration. Moreover, you may be precluded, at the discretion of The Commission, from participating in future competitions.

Following a request from The Commission, you will have five (5) working days to provide the required evidence. If you are not in a position to provide the required evidence within this timeframe your tender will be eliminated from further consideration.

5.1.1 Confirmation of Eligibility

Tenderers are required to provide the following information in the Tender Response Document:

- Contact information for the Tenderer;
- Details of any proposed partnership, consortium or subcontracting arrangements, including the names of all subcontractors and/or consortium members involved in the supply, delivery and installation of the goods;

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- A description of the role to be fulfilled by each subcontractor and/or consortium member; and
- The name, title, telephone number and email address of the nominated contact authorised to represent the Prime Contractor.

5.1.2 Economic and Financial Standing

Tenderers must declare in the Tender Response Document at Appendix 4 that they satisfy the economic and financial standing requirements set out below.
Tenderers must also confirm that they are able, upon request and without delay, to provide the supporting documentation specified below to Coimisiún na Meán.

Insurance	
Requirement	• Employers Liability Insurance (€12.7m) • Public Liability Insurance (€6.5m) • Product Liability Insurance (€6.5m)
Evidence	Tenderers must provide evidence (e.g., certificates of insurance including value of cover, renewal date[s' and name of insurer[s]) that you possess the forms and levels of insurance specified or that these insurances can be put in place if you are successful in this competition using the table in the Tender Response Document in Appendix 4.
Minimum standard	Evidence from insurer in relation to minimum levels of cover required.

Turnover	
Requirement	Average annual turnover for the last three financial years of at least €600,000 per annum
Evidence	Tenderers must provide appropriate evidence (e.g., auditor's statement or financial accounts) detailing your turnover for each of the three previous financial years in the relevant table in the Tender Response Document in Appendix 4 OR if you do not have in your possession the evidence required under this eligibility criterion when submitting your tender proposals, you may, in the interim, complete the Form of Self-Declaration provided in the Tender Response Document in Appendix 4.

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Tax clearance	
Evidence	Tenderers will be required to produce a tax clearance access number and tax reference number so that Coimisiún na Meán can verify their tax clearance before the Contract is awarded and at any time thereafter.
Requirement	Tenderers must provide a tax clearance access number and tax reference number from the Irish Revenue Commissioners using the table provided in the Tender Response Document in Appendix 4. Alternatively, if a tenderer does not have the evidence required under this eligibility criterion in its possession when submitting its tender, it may complete the Form of Self-Declaration provided in the Tender Response Document in Appendix 4.

5.1.3 Technical and Professional Ability

Requirement	
Requirement	Tenderers must demonstrate previous experience of contracts of a similar nature completed within the last five (5) years. At least two (2) contracts must have a minimum contract value of €200,000 each, excluding VAT. Ongoing or incomplete projects will be considered upon relevance.
Evidence	Tenderers must provide details of relevant previous experience using the Previous Experience tables in Appendix 4 – Tender Response Document, including the client name, description of goods supplied and installation works completed, total contract value excluding VAT, completion date and client contact details.

5.1.4 Declarations

Tenderers must complete and sign the following declarations in the Tender Response Document in Appendix 4:

a. Declaration of Bona Fides
b. Declaration re. Statutory Obligations (including Health and Safety)
c. Article 5K Declaration

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5.1.5 Resource allocation

Tenderers must identify the key personnel proposed for the delivery of the Contract, including the nominated Contract Manager / Project Manager and other relevant personnel.

The information required under this selection criterion should be provided as part of the Tenderer's response to Criterion C – Key Personnel and Contract Management, including details of relevant experience, roles, responsibilities, availability and supporting CVs.

Tenderers must confirm that the nominated key personnel will be available as required for the delivery of the Contract.

Any proposed changes to nominated key personnel during the Contract must be agreed in writing with Coimisiún na Meán.

5.1.6 Tender Response Document

Tenderers must complete and submit Appendix 4 – Tender Response Document, including all required sections and declarations.

Any declarations requiring a signature must be signed by an authorised representative of the Tenderer.

Failure to provide the required information or signed declarations may result in the Tender being rejected.

5.2 Award / assessment criteria

Only tenders that meet the selection criteria and are confirmed as valid and responsive to the requirements set out in this Request for Tender will be evaluated against the award criteria.

Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The Contract will be awarded to the Tenderer submitting the most economically advantageous tender (MEAT), identified following application of the award criteria and weightings set out below.
Tenderers must achieve a minimum score of 60% of the marks available under each individual qualitative sub-criterion (B1, B2 and B3) and each of Criteria C and D. Failure to achieve the minimum score in any one of these criteria will result in elimination from the competition.

Tenderers are required to respond to the award criteria using Appendix 4 – Tender Response Document. Tenderers must address the relevant requirements set out in the tender documents and provide sufficient detail to demonstrate how their proposed goods, delivery and installation arrangements will meet these requirements.

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A statement confirming that the Tenderer can meet the requirements, without supporting details or evidence, will not be sufficient.

AWARD CRITERIA				
Ref.	**Criterion**	**Weighting %**	**Maximum score**	**Minimum score required**
A	**Price**	20	2,000	-
B	**Quality**	60	6,000	3,600
B1	*Design proposal*	*20*	*2,000*	*1,200*
B2	*Technical merit*	*20*	*2,000*	*1,200*
B3	*Methodology and delivery*	*20*	*2,000*	*1,200*
C	**Key Personnel and Contract Management**	10	1,000	600
D	**Sustainability**	10	1,000	600
	TOTAL	**100**	**10,000**	**-**

Criterion A		**Weighting**	**Maximum marks**	**Minimum marks**
		20%	2,000	-
Title	**Price**			
Description	Price will be assessed on the basis of the completed Appendix 5 – Pricing Schedule. Tenderers must provide a clear breakdown of costs for all required goods, including delivery, installation and any associated charges.			
Criterion B		**Weighting**	**Maximum marks**	**Minimum marks**
		60%	6,000	3600
Title	**Quality**			
Description	Quality will be assessed under the following sub-criteria: Design Proposal, Technical Merit, and Methodology and Delivery. Tenderers must provide sufficient detail to demonstrate the overall quality, suitability, functionality and deliverability of their proposal. Further details on the sub-criteria and marks available are set out in Appendix 4 – Tender Response Document.			
Criterion C		**Weighting**	**Maximum marks**	**Minimum marks**
		10%	1,000	600

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Title	**Key Personnel and Contract Management**			
Description	Tenderers must describe their proposed key personnel and contract management approach, including the nominated contract manager / project manager, reporting arrangements, issue resolution, management of subcontractors and liaison with Coimisiún na Meán's Project Manager or nominated representative.			
Criterion D		**Weighting**	**Maximum marks**	**Minimum marks**
		10%	1,000	600
Title	**Sustainability**			
Description	Tenderers must demonstrate their approach to sustainability, including the environmental impact of manufacturing processes and materials, recycling and waste reduction, eco-friendly packaging, low-impact transportation, responsible sourcing and end-of-life considerations.			

Further details on the award criteria and sub-criteria can be found in the Tender Response Document at Appendix 4.

Tenderers must achieve a minimum rating of 60% of the total marks available for each individual qualitative criterion in order to avoid elimination from the competition.

Please note that the maximum marks available are 10,000.

5.3 Methodology of scoring for Qualitative Criteria

Scoring Band	Description
1 (90% - 100%)	An **excellent** response that fully meets requirements and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver on the Contracting Authority's requirements to an excellent standard.
2 (80% - 89%)	A **very good** response demonstrating very good understanding and offering assurance that the Tenderer will deliver on the Contracting Authority's requirements to a very good standard.
3 (60% - 79%)	**A good response** that demonstrates real understanding of the requirements and assurance that the Tenderer will deliver on the Contracting Authority's requirements to a good standard.
4 (40% - 59%)	A **satisfactory** response which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of the Contracting Authority's requirements to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
5 (20% - 39%)	A **poor** response where some capabilities to meet the requirements are detailed however reservations exist. Lacks full credibility and/or convincing detail, and there is a significant risk that the delivery of the Contracting Authority's requirements will not be successful.
6 (1% – 19%)	A **very poor** response where limited information was provided and serious reservations exist. This may be because, for example, insufficient detail is provided, and/or the response has fundamental flaws, is seriously inadequate

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	or seriously lacks credibility with a high risk of non-delivery of the Contracting Authority's requirements.
7 (0%)	No response or response completely fails to address the criterion under consideration.
Marks in the score ranges outlined above can be awarded where responses so merit additional marks.	

5.4 Calculation of 'Ultimate Cost'

In order to arrive at an ultimate cost for comparative purposes, Coimisiún na Meán will use the completed Appendix 5 – Pricing Schedule. In the event of any discrepancy between any pricing information submitted elsewhere in the tender response and the completed Appendix 5 – Pricing Schedule, the completed Appendix 5 – Pricing Schedule shall take precedence for evaluation purposes.

The lowest ultimate cost tender which also meets all of the minimum requirements specified in these tender documents will receive the maximum score available under the Price criterion.

The scores of the other valid tenders will be calculated using the following formula:

Number of points = the cost of the lowest valid tender divided by the ultimate cost of the tender in question, multiplied by the maximum score available under the Price criterion.

Coimisiún na Meán does not bind itself to accept the lowest priced tender, the most economically advantageous tender or any tender received, and reserves the right to accept or reject, in whole or in part, any or all tenders received.

5.5 Clarification of Abnormally Low Tenders

Where Coimisiún na Meán considers a tender submission to be commercially unsustainable or otherwise problematic having regard to the tendered price or any other financial matter, the tenderer may be invited to provide clarification in respect of any elements of the tender submission that Coimisiún na Meán considers relevant.

Failure to satisfactorily comply with such a request, or to satisfactorily address Coimisiún na Meán's concerns, may result in the elimination of the tender on the basis that it is considered abnormally low.

Where a product proposed by a tenderer appears to be priced abnormally low in comparison with other tenderers' prices, Coimisiún na Meán reserves the right to verify the technical bona fides and compliance of the product proposed. If the outcome of this verification demonstrates that the product is non-compliant with the technical specification or any applicable standards, the tenderer may be eliminated from the competition.

5.6 Verification / clarification meetings

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Meetings for the purpose of verification or clarification may be carried out with appropriate tenderers as part of the evaluation process in order to identify the most economically advantageous tender prior to the award of contract. Such meetings may be required in order to verify the scores achieved by tenderers in respect of their written tenders.

For the avoidance of doubt, tenderers should note that mere performance at interview will not of itself be evaluated.

In the event that such meetings are required, information regarding location and times will be communicated to the chosen tenderers. In order to ensure the optimum effectiveness of such meetings, it is strongly recommended that the key personnel proposed to deliver the services should attend.

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5.7 Product Samples – provision and assessment

Tenderers are required to provide detailed specifications and high-resolution photos of all proposed items in the configuration, colours and fabrics proposed in the tender.

Coimisiún na Meán reserves the right to request fabric samples and/or physical samples of some or all proposed furniture, finishes, materials or associated products prior to or during the assessment process.
Where samples are requested, tenderers must provide them within ten (10) working days of the request, unless otherwise agreed by Coimisiún na Meán.

While the provision of samples to the Coimisiún na Meán offices is preferred, if a tenderer cannot source a product sample within the required timeframe, it may identify a location in Dublin or its environs where the product is present and make arrangements for Coimisiún na Meán or its representatives to visit the location and assess the product.

Any samples provided must be representative of the products proposed in the tender submission.

In the event that any sample product does not match the product proposed in the relevant tender, or does not meet the technical specification requirements or any applicable standards, Coimisiún na Meán reserves the right to reject that product.

Any product substitution proposed following contract award must be approved in writing by Coimisiún na Meán. Any approved replacement must meet the required specifications and must not result in an increase to the prices submitted in Appendix 5 – Pricing Schedule.

The above information may be used to verify the scores attributed under the Quality criterion.

5.8 Right to confirm suitability

Coimisiún na Meán reserves the right to confirm that the financial and technical capacity of the tenderer remains valid and unchanged prior to the award of the Contract.

APPENDIX 1 – SPECIFICATION OF SERVICES

This appendix is provided as a separate document within the tender pack.

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APPENDIX 2 – FURNITURE SPECIFICATION

This appendix is provided as a separate document within the tender pack.

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APPENDIX 3 – FLOOR PLANS AND PRODUCT VISUAL GUIDES

This appendix is provided as a separate document within the tender pack.

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APPENDIX 4 - TENDER RESPONSE DOCUMENT

This appendix is provided as a separate document within the tender pack.

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APPENDIX 5 – PRICING SCHEDULE

This appendix is provided as a separate document within the tender pack.

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APPENDIX 6 – FLOOR PLANS

This appendix is provided as a separate document within the tender pack.

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APPENDIX 7 – DRAFT CONTRACT AWARD FOR SUPPLY OF GOODS

This appendix is provided as a separate document within the tender pack.

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APPENDIX 8 – DRAFT SERVICES CONFIDENTIALITY AGREEMENT

This appendix is provided as a separate document within the tender pack.

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