LAOIS COUNTY COUNCIL

Comhairle Contae Laoise | Laois County Council

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender	
Provision of Services for Economic Development Strategy – Co Laois	
Closing Date and Time for Receipt of Tenders:	Friday 27th November 2026
Organisation Name:	
Contact Name:	
Contact Email:	

NOTES

- **Note #1: Please read this document in conjunction with the separate RFT document and other relevant documentation provided including Pricing Documents where relevant.**
- **Note #2: This Tender Response Document (and other mandatory documents provided) must be used for responding to the Request for Tenders. Tenderers must not personalise or modify the current format.**
- **Note #4: Tenderers are recommended to upload this completed response as a Zip file in order to protect the integrity of file names.**

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Instructions for Completion

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible (prior to the closing date for queries).

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS

General Contact Information

Organisation Name:				
Contact Person:				
Position:				
Address:				
Phone:				
Email:				
Website:				
Small and Medium Enterprise (SME)	**Yes**	☐	**No**	☐
Date of Establishment, if applicable	**VAT Registration No:**		**Legal Structure – partnership, limited company, etc.**	

Details and contributions of other parties (if applicable)			
Official name of entity	**Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party**	**The third-party is clearly identified throughout the response**	
		Yes	**No**
		☐	☐
		☐	☐

Financial Information – Pass/Fail Criteria

Tax Clearance		Please confirm YES / NO	
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	☐
		No	☐
Tenderer Name:			
Tenderer PPSN/ Tax Reference Number			
Access Number			
Option 2: I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)			
Registration Number		**Certificate Number**	
Option 3: I confirm that I have applied/or will apply for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	☐
		No	☐

Turnover			
I confirm that we have the requisite turnover to be considered for the contract/framework.			
Year	2024	2023	2022
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				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		
Professional Indemnity	€1,000,000	€		
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.				
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 **Note:** insurance policies where relevant must have jurisdiction in Ireland.				

Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).			
1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		**YES**	**NO**
		Please indicate your answer by marking '**X**' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	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 Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations **1.2** Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has 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.		
2.1.h	• is 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; or		
	• has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: • unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration Re Statutory Obligations – Pass/Fail Criteria

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		YES	NO
(a)	Employment Equality Acts 1998-2011		
(b)	Equal Status Acts 2000-2011		
(c)	National Minimum Wage Act 2000 as amended		
(d)	Organisation of Working Time Act 1997 as amended		
(e)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(f)	Disability Act 2005		
(g)	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, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, 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.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

Declaration Re International Procurement Instrument & Article 5k of 2022/576 (context of Russian Actions in the Ukraine)– Pass/Fail Criteria

(j)	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.		
(k)	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 contrary in this part 2.4, The Contracting Authority reserves the right to ask Tenderers at any moment during the Competition to submit any of the following for the purposes of verification of the status of the tenderer (including Prime Contractor and any Subcontractor). (i) 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. (ii) and 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).		
(l)	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.		
(m)	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.		
(n)	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 or any subsequent amendments to same).		
(o)	The origin off 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 or any subsequent amendments to same).		
(p)	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 or any subsequent amendments to same).		

This Declaration is made for the benefit of the Contracting Authority
I certify that the information provided in the **Declarations above are** accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Tenderer	
Name of Authorised Signatory	
Position	
Signature	

Previous Contracts / Experience – Pass/Fail Criteria

Reference Contract #1				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	**From**		**To**	
Contract Value		**Period value refers to**		
Detailed description				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement. Please note mere confirmation will not suffice:				
Any other relevant information				

Reference Contract #2				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	**From**		**To**	
Contract Value		**Period value refers to**		
Detailed description				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement:				
Any other relevant information				

Reference Contract #3				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	**From**		**To**	
Contract Value		**Period value refers to**		
Detailed description				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement:				
Any other relevant information				

Personnel and Skills – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.			
Skillset Required	**Number of Full Time Equivalent (FTE)**	**Number of FTEs provided by 3rd Parties**	**Minimum Number Required**
Project Lead / Economic Strategist Lead Consultant with prior experience in economic, planning and business development/finance/marketing and brand development. Must hold a qualification (degree level or above) in Economics or relevant equivalent from a recognised 3rd level institution +10 years' experience.			1
Urban Planner / Spatial Strategist Consultant with prior experience in planning and policy development.			1
Stakeholder engagement Specialist			1
GIS and Data Analyst			1
Total			**n/a**
Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that Tenderers can prove that they will have these resources at their disposal when required. **Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.**			

Health & Safety – Pass/Fail Criteria

<table>
<tr><th colspan="5">Minimum requirement to remain eligible in the competition: Tenderers must demonstrate compliance with all the relevant Health & Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.</th></tr>
<tr><td>Do you comply with the Safety Health & Welfare at Work Act 2005?</td><td>Yes</td><td></td><td>No</td><td></td></tr>
<tr><td>Manager responsible for Health and Safety:</td><td colspan="4"></td></tr>
<tr><td rowspan="2">Is it externally certified or managed in-house?</td><td colspan="2">Externally Certified</td><td colspan="2"></td></tr>
<tr><td colspan="2">In-House</td><td colspan="2"></td></tr>
<tr><td rowspan="4">If externally certified, please provide the following information:</td><td colspan="2">Date of most recent certification:</td><td colspan="2"></td></tr>
<tr><td colspan="2">Scope of Certification:</td><td colspan="2"></td></tr>
<tr><td colspan="2">Name of Certification Body:</td><td colspan="2"></td></tr>
<tr><td colspan="2" rowspan="2">Evidence will be provided on request</td><td>Yes</td><td></td></tr>
<tr><td>No</td><td></td></tr>
</table>

RESPONSE TO THE AWARD CRITERIA

Form of Tender – Services – Cost Criterion A

To:	
From:	
Re:	

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document.

FEE	Total Fee proposed (Excluding VAT)		Total Fee proposed (Including VAT)	
Proposed Total Fee for delivery of the Initial Contract outlined in tender document. *(To include all expenses).*	€		€	
Detailed breakdown of costs is attached:	YES		NO	

DAILY RATES (inclusive of all administrative expenses) **The rates are fixed for the duration of the Framework Agreement / 1st two years**			
Staff Category	**A** **Notional Days (7.5 hours per day)**	**B** **Maximum Daily Rate €**	**C** **Total Excl. VAT (A x B = C)**
		€0	€0
		€0	€0
		€0	€0
		€0	€0
TOTAL			€0

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement,
- Have taken account of all obligations under the Contract including supply chain and related risk factors.
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,

- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information, or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		**Mobile:**	
Email:		**Date:**	

Response to Qualitative Award Criteria

Criterion B:		Weighting	Maximum Marks	Minimum Marks Required
Title	Understanding of the objectives of and the scope of works proposed for the delivery of the Strategy and ELA	30%	3,000	1,500
Instructions	Tenderers should clearly demonstrate their understanding of the purpose, objectives, and required outcomes of the Economic Development Strategy and Employment Land Assessment (ELA) as per Appendix 1 Specification Requirements to include • Their understanding of the local economic context, challenges, opportunities and strategic priorities facing the County. • Their appreciation of the Council's vision for economic growth, enterprise development, investment attraction, place-making, tourism, skills development and employment creation. • Their understanding of the required scope of works, including research, stakeholder engagement, data analysis, economic profiling, strategy development, implementation planning and performance measurement. • Their understanding of the Strategy's required deliverables, outputs and intended outcomes. • Their ability to identify critical success factors, potential risks and opportunities that may influence the successful delivery of the Strategy. • Proposed process for carrying out the Employment Land Assessment. Tenderers should outline how their proposed methodology reflects and responds to the objectives and scope of works set out in this Request for Tender and demonstrate how they will ensure the final Strategy is evidence-based, stakeholder-informed, practical, actionable and capable of implementation.			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion C:		Weighting	Maximum Marks	Minimum Marks Required
Title	Approach and Methodology for delivery of the Economic Development Strategy and Economic Land Assessment (ELA).	30%	3,000	1,500
Instructions	Tenderers must submit details of their proposed methodology for managing their overall project approach to the administration and delivery of the Strategy. In evaluating marks under this criterion, account will be taken of: - Tenderer's understanding of the role, nature and extent of the Economic Development Strategy and ELA for Co Laois. - - An outline of the techniques/methodology that will be undertaken to create a bespoke Economic Development Strategy for Co Laois. - - The Tenderers understanding of the link between planning policy, economic development and how the Strategy will deliver on the economic priorities of Co Laois in a sustainable manner. - - Proposed iterative process of the Strategy delivery including communication, timeline reporting arrangements etc. - Proposed process for carrying out the Employment Land Assessment. Tenderers must submit a proposed methodology outlining the best way to successfully achieve the project goals. This should take account of key milestones in the evaluation process, and outline what approach will be taken in terms of data collection, analysis, timeline, and reporting etc. Reference should be made to the evaluation framework as well as the research areas, and how the methodology will address these points.			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion D:		Weighting	Maximum Marks	Minimum Marks Required
Title	Demonstration of a strong, integrated capability to deliver all elements of the project	20%	2,000	1,000
Instructions	Tenderers shall demonstrate their capacity and capability to successfully deliver all aspects of the project from inception through to completion. Submissions should include: 1. Project Team Structure o Details of the proposed project team, including lead personnel and key specialists. o CVs outlining relevant qualifications, experience and expertise. 2. Multi-Disciplinary Capability o Evidence of the firm's ability to provide all required services under the contract, including strategic planning, stakeholder engagement, research and analysis, economic assessment, facilitation, report writing and implementation planning (as applicable). o Identification of any subcontractors or consortium partners and the role they will play. 3. Relevant Experience o Examples of at least three comparable projects completed within the last five years. o Details should include client, project scope, value, timeframe, outcomes achieved and the team's specific involvement. 4. Stakeholder Engagement Capability Evidence of experience in managing consultation processes with public sector bodies, businesses, community groups and other stakeholders. Suppliers should provide a detailed CV of all team members. The team expertise needs to include the following capabilities: Project Lead / Economic Strategist			

	• Proven experience in leading large-scale economic strategies or regional development strategies. • Strong understanding of urban economics, investment attraction, and policy alignment. Urban Planner / Spatial Strategist • Expertise in spatial planning, land use, and urban regeneration. • Familiarity with Irish planning policy and compact growth and Town Centre First (TCF) principles. Stakeholder Engagement Specialist • Demonstrated ability to design and deliver inclusive engagement processes. • Experience working with diverse stakeholder groups including community, business, and government. GIS and Data Analyst

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.