Comhairle Cathrach Bhaile Átha Cliath
Dublin City Council

QUALIFICATION QUESTIONNAIRE

SINGLE-PARTY FRAMEWORK AGREEMENT

Title:	Provision of Facilities Management Consultancy Service to Dublin City Council
Contracting Authority:	Dublin City Council
Procedure:	Competitive Procedure with Negotiation
eTenders:	CFT-9419719
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Submissions and Queries via:	eTenders only

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1 General Information

Disclaimer

This document issued herewith ("the Document") is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Candidates are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

Use of eTenders

Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties. In order to submit a response, it is mandatory to have **ASSOCIATED** your company with the competition using the eTenders log in.

For all up to date information on using eTenders, please refer to the Guidance Material on eTenders: https://www.etenders.gov.ie/epps/home.do

eTenders system usage queries are managed by eTenders Technical Support: https://www.etenders.gov.ie/epps/PrepareContactUsAction.do

Use of a Questionnaire Response Document

Dublin City Council have provided a **Questionnaire Response Document** as a separate document for Candidates to use in preparing their response (Appendix A). This document and format must be used. Candidates should note that personalisation of the Response Document is not allowed, and they must not add their branding/colours to the Questionnaire Response Document.

Please note that in addition to this Document and the Response Document, **any Clarification documents** issued by Dublin City Council during the qualification submission period forms part of the Qualification Questionnaire. Candidates must ensure they regularly monitor eTenders and review any Clarification documents published.

Dublin City Council will not click on any web links in the responses, so Candidates cannot assume that any material contained in web links will be viewed. Where Candidates submit additional material such as brochures or appendices, they must specifically highlight the information they consider is relevant to their application and clearly explain which criterion it relates to. Dublin City Council is under no obligation to parse through such material seeking information relevant to the response.

It is recommended to upload your response as a **Zip file** in order to protect the integrity of file names.

2 About Dublin City Council

2.1 Dublin City Council

Dublin City Council herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

The Contracting Authority is the largest Local Authority in Ireland, employing approximately 6,100 staff. The 2026 Revenue Budget amounts to €1.69 billion, while the three-year Capital Programme 2025 to 2027 amounts to €3.348 billion.

The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g. provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g. libraries, sports facilities parks, community development and housing welfare services). The City Council also provides emergency services through Dublin Fire Brigade.

Council facilities are spread geographically throughout the city and are also located outside the Contracting Authority area. The Council headquarters are located at Wood Quay, Dublin 8.

The Contracting Authority is responsible for the social, economic, infrastructural and cultural development of the city. The range of services provided by The Contracting Authority could best be summarised by listing the programme group structure used by central government to classify the activities of all local authorities as follows:

- Housing & Building
- Road Transportation & Safety
- Development Incentives & Controls
- Environmental Protection
- Recreation & Amenity
- Education, Health & Welfare
- Miscellaneous Services

Further information is available at our corporate website www.dublincity.ie

2.2 Small and Medium Enterprise participation

It is the policy of The Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

Candidates are encouraged to explore the possibilities of forming relationships with SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Larger enterprises are also encouraged, subject to this paragraph, 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. Candidates may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality to enter the framework agreement/contract.

Candidates are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium/joint venture or other grouping, Candidates must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a Candidate is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all members. The Contracting Authority will not act as an arbitrator between members of the grouping.

3 About the Framework Agreement and the Procurement Procedure

The Contracting Authority aims to establish a single party framework agreement. Thereafter contracts will be awarded in accordance with the rules contained herein.

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, and within a specified scope and value individual contracts may or may not be awarded.

3.1 Scope of Requirements for the Framework Agreement

The overall objective of this framework for the Contracting Authority is the implementation of a Property Portfolio and Asset Management strategy. This framework will also provide a comprehensive facilities management structure, governance and management of the Contracting Authority's corporate estate. This is to ensure that all of the Council's obligations are addressed, risks are managed appropriately and minimised as well as providing value, efficiency and sustainability in the management of the Council's Corporate Estate.

3.2 Admission to the Framework Agreement

The framework agreement will be established as a single-party framework agreement with the top scoring admissible candidate identified following the assessment of the qualitative criteria for selection, compliance with minimum specification requirements and the award criteria.

3.3 Duration of the Framework Agreement and Initial Contract

3.3.1 Duration of the Framework Agreement

The maximum duration of the framework agreement will be seven (7) years subject to satisfactory annual review of performance.

The Contracting Authority considers a framework term of seven (7) years necessary to allow for the commissioning and implementation of some of the anticipated projects under this proposed framework. The longer framework duration is intended to facilitate continuity of service, enable long-term planning and programming of the contracts awarded under the framework including the bedding in of such contracts and assist with performance management of the future appointment of Facilities Management Contracts.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

3.3.2 Duration of the Initial Call-off Contract

The duration of the Initial Call-off Contract will be for a period of one (1) year with the option to extend for a further period or periods of up to one (1) year subject to a maximum of seven (7) such extensions.

If necessary, and subject to the framework value facilitating it, prior to the expiry of the framework, a final one (1) year call-off contract may be awarded.

3.4 Estimated Value

3.4.1 Estimated Value of the Framework Agreement

The estimated total value of purchases pursuant to the framework agreement is €9,000,000 (excl. VAT) over the lifetime of the agreement.

It is emphasised, however, that this figure is provided strictly for indicative purposes only and provides an expenditure envelope for contracts awarded under the framework agreement. The figure is not and should not be interpreted as a target budget or guaranteed expenditure as there is no guaranteed expenditure under the framework agreement. The figure is designed to cater for the potential scope of all work that might be contracted for within the remit of the framework agreement, including the Initial Call-off Contract, follow-on call-off contracts, with some allowance for unforeseeable additional requirements. Call-off contracts awarded under the framework agreement will; be subject to normal budgetary approval, availability of funds, and satisfactory performance amongst other criteria that arise from time to time.

This estimate provided for above does not reflect any potential increases linked to indexation. While this sum is not guaranteed spend it may increase in line with the Consumer Price Index as per Article 72(3)[1] and an indexation clause will be provided for in the framework/contract terms and conditions.

All spend under the Framework Agreement is subject to budgetary approval protocols and the award of call-off contracts pursuant to it. Pricing provided for under call-off contracts awarded must be held as per the contractual agreement subject only to any review clauses provided therein.

3.4.2 Estimated value of the Initial Call-off Contract

The estimated value of the first year of the Initial Call-off Contract is €50,000 (excl. VAT).

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[1] Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC Text with EEA relevance

An initial call of contract is required to provide for ad-hoc property advice to the Facilities Management Unit of the Contracting Authority.

3.5 Awarding Contracts under the Framework Agreement

Call-off Contracts under this single-party framework agreement may be awarded directly on foot of the original tenders or by consultation with the framework member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

3.6 Award to Runner up

If for any reason, it is not possible to admit to the framework agreement one or more of the tenderers invited following the conclusion of this competitive process, the Contracting Authority reserves the right to invite the next highest scoring tenderer to join the framework agreement as appropriate, at any time during the tender validity period.

In the event that, following the award of any contract under this framework agreement if the framework member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the contract to the next highest-ranked candidate emerging from the process at any time during the contract tender validity period.

3.7 Use of the Framework Agreement

The Contracting Authority will use this framework agreement as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this framework agreement. Notwithstanding this fact, the framework agreement may be terminated in accordance with the framework agreement terms and conditions, a draft version which will be appended to the tender document.

3.8 Management of Conflicts of Interest

As integrity of process is fundamental to good governance, the management of conflicts of interest is critical.

Given the broad scope of services defined in Section 4, and the detailed knowledge the successful tenderer will gain on the internal workings, goals, ambitions and budgets for projects within the Contracting Authority, the successful tenderer should not engage with potential tenderers for projects which may arise as a result of the services defined under this framework. Where a potential conflict of interest may arise, this must be raised immediately to the Contracting Authority, and an investigation will be carried out to ensure the conflict is appropriately managed.

This restriction is not intended to limit the commercial activity of the successful tenderer but is essential to protect the reputation and governance obligations of the Contracting Authority.

3.9 Competitive Procedure with Negotiation

The Contracting Authority is employing the Competitive Procedure with Negotiation for this procurement given the complexity and risk associated with the procurement in accordance with Art. 26 of Directive 2014/24/EU.

The procedure involves a number of stages:

- Qualification Phase (this Phase)
  The Qualification Phase (this phase) will be used to short-list the number of potential Candidates, depending on the quality of the responses received in response to this questionnaire. It is anticipated that a maximum of [five (5)] Candidates will be invited to tender.

- Tender Stage
  Those invited to tender, will be issued with a minimum based specification, award criteria and pricing documents and invited to submit tenders.
  The Contracting Authority will evaluate those tenders against the award criteria and reserves the right to:
  (a) Move straight to a contract award decision, without negotiation
  (b) To invite all firms to negotiation meetings.
  (c) To apply the successive reduction rule to reduce the number of firms invited to the negotiation phase – the selection of firms may be based on scenarios where firms have failed to qualify under one or more of the award criteria and/or situations where there is a clear score differential following evaluation of the initial tenders.

- The Negotiation Stage
  - Tenderers may be invited at the discretion of the Contracting Authority to attend a negotiation meeting at which all aspects of the tender submitted may be discussed, including costs. These tenderers will be accorded an opportunity to submit a revised tender (Best and Final Offer (BAFO)) and again the Contracting Authority reserves the right to continue as set out in the 'Tender Stage' above. Those invited to negotiation will be provided with clear guidance on the structure / content to be discussed at the negotiation meetings.

- The final tenders received will be evaluated on the basis of the same award criteria. However no further negotiation will take place, but the Contracting Authority reserves the right to engage in clarifications on minor aspects.

- It should be noted that the Contracting Authority reserves the right to award the framework/contract directly following receipt of tenders at any stage without recourse to negotiations with individual tenderers.

4 Scope of Requirements under the Framework Agreement

4.1 Overview of Requirements for the Framework

The Corporate Services Office is part of the Corporate Services, Transformation and Human Resources Department. The Corporate Services Office has a key role in the management of the Contracting Authority's assets. Contact with the Contracting Authority by the successful tenderer will in the first instance be via the Corporate Services Office.

The purpose of this Pre-Qualification Questionnaire document is to outline the Contracting Authority's requirements in relation to facilities management consultancy services support. The Corporate Services Office is responsible for ensuring the management, maintenance, and compliance with legal requirements of the Council's assets. The Contracting Authority also requires support on:

- the development and implementation of a Property Portfolio and Asset Management strategy;
- the design of a facilities management structure, for the governance and management of the Contracting Authority's corporate estate.

This is to ensure that all of the Council's obligations are addressed, risks are managed appropriately and minimised as well as providing value, efficiency and sustainability in the management of the Council's Corporate Estate.

4.2 Detailed Scope of Requirements for Contract Support under the Framework

The Contracting Authority invites applications from suitably qualified and experienced companies to deliver Facilities Management Consultancy Services. The framework agreement covers both operational and strategic support requirements. Services will be on a 'draw down' basis. There will be occasions when the Corporate Services Office will require support from the successful tenderer for advice/counsel and occasionally for 'on the ground' support for facilities management related services, including those listed below.

The Contracting Authority's Corporate Services Office has a requirement for retainer services for 100 hours in the first year of the Initial Call-off Contract to support the Corporate Services Office to its day-to-day facilities management operations. The retainer will cover the range of framework agreement services set out in this section 4.2 and will be utilised on an as required basis. Further blocks of hours via a retainer arrangement may be awarded for general advisory services. Where all the hours are not used, the unused hours will carry forward to the next year, until they are used.

The full scope of the services required are set out below.

The properties referred to in the tender are the non-housing properties owned and leased by the Contracting Authority in the Dublin City region. The types of properties included are; office buildings, public buildings, depots, local area offices libraries, sports facilities, exhibition spaces, parks, community buildings, car parks, vacant sites, commercial properties. The types of services that would come under the scope of this framework are detailed below.

Initial projects that may be required are as follows:

- As noted above an initial call of contract is required to provide for ad-hoc property advice to the Facilities Management Unit of the Contracting Authority.
- Delivery of workplace transformation and consolidation programmes.
- Delivery of facilities management type contract(s) that will provide for the appropriate management of large buildings and or groups of buildings within the Contracting Authority's portfolio.

This scope of services represents a **fully integrated Facilities Management Consultancy offering**, combining:

- **Strategic Advisory** (FM, Property, Workplace)
- **Operational Delivery Support** (Procurement, Mobilisation, Performance)
- **Technical and Digital Expertise** (BIM, Asset Data, Engineering)

The objective of the framework agreement is to support the Contracting Authority in the delivery of facilities management services based on industry best practice and observed delivery patterns, through the:

- Implementation of an FM Operating Model based on recommendations
- Development of next-generation FM procurement frameworks
- Rollout of BIM and digital asset information strategies
- Delivery of workplace transformation and consolidation programmes
- Implementation of property strategy recommendations
- Expansion of performance monitoring and continuous improvement systems
- Development of relevant frameworks to progress programmes and works

The services will be delivered in a combination of retainer service and on an as required project basis.

The scope of services for the Framework Agreement includes but are not limited to the following requirements.

4.2.1 Strategic FM Governance, Operating Model & Capability

4.2.1.1 FM Operating Model Design & Review

Service Description:
The successful tenderer will be required to support the Contracting Authority in reviewing,

designing, or transforming the Contracting Authority Facilities Management (FM) function to ensure alignment with organisational objectives, estate scale, and service complexity.

The key deliverables required by the Contracting Authority for this review should include, but are not limited to the following:

- Current State Assessment (People, Process, Technology, Governance)
- Target Operating Model (TOM) definition
- Role clarity, organisational structures, and decision-making frameworks
- Development of FM Policies, Service Catalogues and Operating Procedures

The successful tenderer will also be required to provide recommendations to the Contracting Authority addressing the following areas:

- Clear accountability across FM and service lines, including third party Facilities Management Company
- Improved resource allocation and service consistency
- Enhanced alignment between FM, property, and corporate strategy

4.2.1.2 Governance, Risk & Compliance Frameworks

Service Description:
The successful tenderer will be required to propose governance models that ensure statutory compliance, risk management and transparent decision-making. These governance models will be subject to agreement with the Corporate Services Office.

The Key Deliverables required by the Contracting Authority should include, but are not limited to the following:

- FM governance structures (steering groups, reporting lines, escalation routes)
- Risk identification and mitigation frameworks
- Compliance tracking systems (statutory, regulatory, contractual)
- Data protection and information security — assurance that asset, occupancy, CCTV and access-control data meet the Contracting Authority's GDPR obligations under the Data Protection Acts 2018
- Audit-ready documentation and assurance processes
- Design and supporting the implementation of a Corporate Landlord Model within the Contracting Authority's teams for properties that are leased/licenced

The proposed governance models should be designed to deliver the following outcomes:

- Reduced operational and compliance risk
- Consistent governance across directorates and portfolios
- Improved audit readiness and accountability

4.2.1.3 Capability Development & Workforce Planning

Service Description:
The successful tenderer will be required to support the Contracting Authority in developing the skills, capacity and structures required to deliver high-performing FM functions.

The key deliverables required by the Contracting Authority should include, but are not limited to the following:

- Competency frameworks aligned to ISO 41001 / Asset Management standards or equivalent
- Workforce planning and recruitment strategies
- Training, onboarding and knowledge transfer programmes
- Change management and stakeholder engagement

The skills and capacity building programme should be designed to deliver a strengthened the Contracting Authority in-house FM capability

- Improved service delivery consistency
- Increased staff engagement and professionalisation

4.2.2 FM Procurement, Contracting & Supply Chain Management

4.2.2.1 FM Procurement Strategy & Sourcing Models

Service Description:

The successful tenderer will be required in conjunction with the Contracting Authority to develop structured procurement strategies relating to Facilities Management related contracts for the Corporate Estate, in accordance with the Contracting Authority's procurement policies aligned to the Contracting Authority's organisational priorities, compliance requirements and prevailing market conditions. Knowledge and expertise of procurement obligations for compliance with national and EU rules is essential in addition to obligations relating to sustainable procurement initiatives.

The Key Deliverables required by the Contracting Authority should include, but are not limited to the following:

- The development of strategic sourcing frameworks (for example, single provider / multi-lot / hybrid models)
- A review of requirements across all of the Contracting Authority's services and assets and recommend options to the Contracting Authority for consideration on various delivery models

- Procurement roadmaps and pipeline planning for estate Management in conjunction with the Contracting Authority's Corporate Services Unit and the Central Procurement Unit.

The procurement strategy and proposed sourcing models should be designed to deliver the following outcomes:

- Value-for-money solutions
- Specification alignment between service model and operational needs
- Consolidation of services to reduce overall number of suppliers /contracts to be managed by the Contracting Authority.

4.2.2.2 Tender Development & Evaluation

Service Description:
The successful tenderer will be required to support the Contracting Authority in the development and execution of robust tendering processes for FM services.

Key Solutions:

- Preparation of tender documentation (technical specifications, KPIs, pricing structures)
- Support development of evaluation methodologies and scoring frameworks
- Support tender assessment
- Provide technical expertise to the Contracting Authority's Evaluation Team

Recommendations / Outcomes:

- Technical support at contract placement and mobilisation stage.
- Transparent and defensible procurement outcomes

4.2.2.3 Contract Mobilisation & Transition

Service Description:

The successful tenderer may be required to support the management of the contract mobilisation and/or transition between operators for the Contracting Authority to ensure a seamless transition from procurement to operational service delivery.

The key deliverables required by the Contracting Authority should include, but are not limited to the following:

- Mobilisation plans and governance structures
- Service commencement readiness assessments
- Data, asset, and documentation handover processes
- Stakeholder alignment and communication management

Recommendations / Outcomes:

- Efficient onboarding of service delivery
- Reduced risks associated with mobilisation of contractor(s)
- Clear responsibilities between the Contracting Authority and the relevant service provider

4.2.2.4 Performance Monitoring & Supplier Management

Service Description:
The successful tenderer may be required to assist the Contracting Authority establish a structured performance management review process to ensure ongoing service quality and continuous improvement.

The key deliverables required by the Contracting Authority should include, but are not limited to the following:

- Relevant SLA and KPI development for each FM service contract (new and existing where required)
- Develop performance dashboards and reporting systems
- Monitor and report on supplier governance and supplier performance against agreed contract metrics to the Contracting Authority
- Support the Contracting Authority to develop and implement continuous improvement programmes with its suppliers.

The proposed performance management review process should be designed to deliver the following outcomes:

- Measurable service performance FM service contracts
- Improved supplier accountability against agreed metrics
- Optimised operational cost and service outcomes

4.2.3 Property Portfolio Strategy & Asset Management

4.2.3.1 Property Strategy & Portfolio Optimisation

Service Description:
The successful tenderer may be required to develop for the Contracting Authority strategic approaches to managing property portfolios to maximise financial, operational and social value.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Portfolio analysis and segmentation

- Acquisition, disposal and leasing strategies
- Asset utilisation and vacancy reduction programmes
- Revenue optimisation and investment planning
- Identify and structure funding opportunities

The proposed property strategy and portfolio optimisation strategies should be designed to deliver the following outcomes:

- Improved portfolio performance for the Contracting Authority
- Reduction in under-utilised or derelict assets
- Alignment with the Contracting Authority's organisational and civic objectives

4.2.3.2 Asset Management & Lifecycle Planning

Service Description:
The successful tenderer may be required to support the development of a Corporate Property Asset Register and advise on proactive asset management approaches across the estate.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- The development of a Corporate Property Asset register including condition assessments
- Enable data-led decision making, assisting with the prioritisation of works
- Lifecycle modelling and maintenance strategies
- Capital investment planning and prioritisation
- Predictive and risk-based maintenance approaches

The proposed development of the Corporate Property Asset register and proactive management asset approaches should be designed to deliver the following outcomes:

- Improved asset reliability and longevity
- Better-informed capital planning decisions
- Optimisation of maintenance expenditure

4.2.3.3 Technical Due Diligence & Investment Advisory

Service Description:
The successful tenderer may be required to provide independent technical advice to support acquisition, leasing, and redevelopment decisions.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Technical due diligence reviews
- Options appraisals and investment decisions

- Refurbishment and upgrade strategies
- Compliance and sustainability assessments

The independent technical advice to support acquisition, leasing, and redevelopment decisions should be provided to deliver the following outcomes:

- Reduced investment risk
- Clear prioritisation of upgrade requirements
- Alignment with climate and regulatory obligations

4.2.3.4 Vacancy and Dereliction

Service Description:
The successful tenderer may be required to advise, review and make recommendations on how the Contracting Authority can establish a targeted, portfolio-wide approach to reduce vacancy and dereliction by prioritising assets and enabling their timely activation through clear delivery pathways.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Assess and categorise vacant/derelict assets; develop a prioritised reduction programme
- Identify strategic sites and define delivery options (retain, repurpose, dispose, redevelop, interim use)
- Prepare site-specific action plans aligned with planning, funding, and stakeholder considerations

The recommendations relating to a portfolio-wide approach to reduce vacancy and dereliction should deliver the following outcomes:

- Reduced levels of vacancy and dereliction across the estate
- Clear pipeline of prioritised, actionable sites
- Accelerated asset activation delivering economic, social, and community value

4.2.3.5 Development and Commercial Advisory Services

Service Description:
The successful tenderer may be required to provide strategic and commercial advisory to support the structuring and delivery of development opportunities across the Contracting Authority Corporate portfolio.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Recommendations on delivery models including PPPs, joint ventures, and regeneration partnerships
- Support market engagement and development structuring to attract investment

- Undertake financial, viability, and land value modelling
- Occasionally engage with the Contracting Authority's Valuation Office and Law Department

The strategic and commercial advisory support should deliver the following outcomes:

- Robust and deliverable development strategies
- Increased market interest and investment readiness
- Improved financial performance and value realisation from assets

4.2.3.6 Stakeholder and Community Integration

Service Description:
The successful tenderer may be required to support stakeholder engagement and ensure property assets deliver measurable social and community value.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Support in the development of stakeholder engagement and communication strategies
- Support in embedding social and community value objectives into asset use and decision-making
- Support quantification of abated rent and wider social value outcomes

The stakeholder and community integration proposals should deliver the following outcomes:

- Improved stakeholder alignment and communication
- Increased delivery of social and community value from assets
- Clear articulation and measurement of non-financial asset value

4.2.4 **BIM Advisory for Asset and Lifecycle Management**

4.2.4.1 Asset Information for Lifecycle Decisions

Service Description:
The successful tenderer may be required to provide advisory support to define the asset information policy for the Contracting Authority and provide support on making informed lifecycle decisions relating to the Corporate Property Portfolio. This will form part of the overall Corporate Property Asset Register.

The key deliverables required by the Contracting Authority should include, but are not limited to the following:

- Defining Asset Information Requirements (AIRs) — high-level advisory on what asset information the Council needs and why

- Organisational / Asset / Exchange Information Requirements (OIR/AIR/EIR)
- Data governance frameworks and ownership models

The advisory support relating to asset information should deliver the following outcomes:

- Improved data quality and usability
- Enhanced decision-making based on asset data
- Alignment between project delivery and operational systems

4.2.4.2 BIM Project Advisory Supporting Implementation

Service Description:
The successful tenderer may be required to support the Contracting Authority in developing and implementing BIM strategies aligned to organisational and regulatory objectives.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- BIM strategy development
- Support in the BIM strategy implementation and rollout programmes
- Strategic Change Management
- Integration with the Contracting Authority FM and asset management systems

The BIM advisory support should deliver the following outcomes:

- Improved coordination across projects
- Reduced lifecycle costs
- Stronger alignment between design, delivery, and operations

4.2.4.3 CAFM Delivery Advisory

Service Description:
The successful tenderer may be required to provide advisory support to the Contracting Authority on getting value from the Contracting Authority's CAFM (while currently no CAFM is in place, it is anticipated that one will be in place during the lifetime of the framework) — defining requirements, workflows, mobilisation, data population and ongoing optimisation.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- CAFM/IWMS system requirements definition
- Data integration (asset register, BIM, operational systems)
- Performance and analytics dashboards
- Advisory around smart building and IOT integration

The CAFM Delivery advisory support should deliver the following outcomes:

- Data-driven decision-making
- Improved service visibility and performance tracking
- Greater operational efficiency

4.2.5 Workplace Strategy, Future of Work & Organisational Change

4.2.5.1 Workplace Strategy & Space Planning

Service Description:
The successful tenderer may be required to develop future-ready workplace strategies aligned to hybrid working and organisational goals.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Current state assessment (space utilisation, behaviours, technology)
- Workplace vision and principles
- Space standards and design guidelines
- Consolidation and relocation strategies

The workplace strategies and space planning advisory should deliver the following outcomes:

- Optimised use of the Contracting Authority's office space
- Improved employee experience
- Alignment between workplace, work and workforce

4.2.5.2 Future of Work & Change Management

Service Description:
The successful tenderer may be required to support transformation to new ways of working across people, process, assets and technology.

The Key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Change Management strategy and communication plans
- Staff engagement and stakeholder alignment
- Pilot programmes and phased implementation
- Training and adoption support

The future work and change management advisory may deliver the following outcomes:

- Development of strategies for rolling out new working models to generate a high adoption rate
- Improved service delivery and collaboration

4.2.5.3 Programme Integration

Service Description:
The successful tenderer may be required to integrate workplace, FM, digital and property strategies into a transformation programme(s).

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Programme governance and PMO support
- Integrated roadmap development
- Dependency and risk management
- Benefits realisation tracking

The programme integration should deliver the following outcomes:

- Coordinated delivery across multiple initiatives
- Improved programme efficiency
- Stronger alignment with the Contracting Authority's organisational objectives

4.2.6 Technical Advisory & Engineering Support

4.2.6.1 Building Systems & Infrastructure Advisory

Service Description:
The successful tenderer may be required to provide technical support for building systems, assets, upgrades and regulatory compliance.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Engineering assessments (M&E systems, infrastructure)
- Provision of professional technical advice to support the development of strategies for the upgrade and replacement of building assets
- Support the Contracting Authority in the development of energy and decarbonisation plans
- Provision of Technical specifications and design input into building assets.

The technical support should deliver the following outcomes:

- Reduced risks associated with failure of assets.
- Improved building system performance and reliability
- Alignment with the Contracting Authority's sustainability targets

4.2.6.2 Refurbishment, Renewal & Capital Projects

Service Description:
The successful tenderer may be required to support the planning and delivery of refurbishment and capital investment programmes.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Cost benchmarking and investment planning

- Options appraisal for refurbishment or redevelopment
- Lifecycle renewal planning
- Integration with decarbonisation strategies

The support should deliver the following outcomes:

- Informed capital investment decisions
- Optimised lifecycle cost management
- Improved building performance for the Contracting Authority assets

4.2.7 Performance, Assurance & Continuous Improvement

4.2.7.1 KPI Frameworks & Performance Analytics

Service Description:
The successful tenderer may be required to develop structured performance measurement and reporting systems across FM and property operations.

The key deliverables required by the Contracting Authority should include, but are not limited to the following:

- KPI definition aligned to corporate plans
- Performance dashboards and reporting tools relating to performance over the duration of the framework
- Benchmarking against industry standards
- Recommended continuous improvement frameworks

The proposed performance measurement and reporting systems should deliver the following outcomes:

- Clear visibility of performance
- Data-driven decision-making
- Delivery of continuous service improvement

4.2.7.2 Audit, Assurance & Compliance Monitoring

Service Description:
The successful tenderer may be required, subject to conflicts of interest, real or perceived, to provide independent assurance of FM and property operations.

The key deliverables required by the Contracting Authority may include, but are not limited to the following:

- Compliance audits (statutory, regulatory, contractual)
- Service audits and inspections
- Risk-based audit planning
- Recommendations tracking and close-out

The proposed audit, assurance and compliance monitoring should deliver the following outcomes:

- Improved statutory compliance and risk management
- Enhanced operational transparency
- Strengthened governance

Note: a requirement for Fire engineering solutions is not anticipated however it may fall within the scope of this framework if required.

5 Instructions to Candidates

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to candidates, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to candidates.

5.1 Multiple Participation

All Candidates should note that if any individual member of a Candidate grouping is included in more than one application for this competition, each individual or lead in a group must provide a statement declaring that they are aware of this 'multiple participation' and this has been brought to the attention of all the groupings they belong to. Depending on the situation arising, the Contracting Authority may take all appropriate steps to limit attendance by such parties at negotiation meetings where applicable. The Contracting Authority will engage individually with relevant parties in order to ensure that any conflicts of interest, distortion of competition, and/or competitive advantage are appropriately managed to the satisfaction of the Contracting Authority.

Note a Lead Candidate can only be involved once in a competitive process.

5.2 Queries

The closing date for submitting queries is specified on the title page.

All queries regarding this tender should be through the messaging facility on www.etenders.gov.ie, including any omissions which would prevent Candidates from submitting a comprehensive application. Please submit queries as soon as possible.

In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

5.3 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Candidates should consider the fact that upload speeds vary. In order to submit a

response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

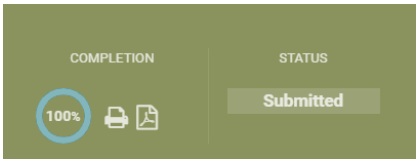
5.3.1 Accessing Documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

(a) Log-in to the system
(b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
(c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
(d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop down menu
(e) Complete the "Association with the CfT" tab.
(f) This will then provide you with a link to "Tender" under the Show CfT Menu

5.3.2 Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Candidate to ensure that their tender is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

5.4 Closing date for Applications

The closing date for the application is specified on the title page.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Candidates should consider the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic post-box and a one-hour limit for upload. In order to submit a document to the electronic post-box, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Candidates should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

It is the responsibility of the candidate to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means **will not** be considered in this public procurement competition.

It is important to note that only persons who have downloaded and accepted a document can submit an upload.

5.5 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in *Appendix A* to this Document, Candidates should note the following conditions:

All questions must be completed in full using the format provided.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of candidates for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected candidates be invited to tender in application to the specific requirements of the contract in the light of the published award criteria and the Request for Tender document.

Where a 'Rule' is associated with a particular question, candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an candidate in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the candidate unless previously agreed in writing by the Contracting Authority. Each candidate is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

5.6 Applications from SMEs and Consortia

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (SME) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, 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 Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, 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.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit an application in response to this Qualification Questionnaire the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the contract only (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the "Subcontractor"). The candidate must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact personnel of the Prime Contractor authorised to represent the candidate and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) **will not** be accepted or responded to.

Candidates are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, candidates must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party.

5.7 European Single Procurement Document

In accordance with 2014 Directives, suppliers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of compliance with *Section A* of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of *Section B* relating to Technical Capacity. Mere confirmation **will not** be sufficient under these headings.

Progression to tender stage will be conditional upon identified candidates providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the candidate being deemed inadmissible for the next stage of the competition.

5.8 Evaluation of Applications

An "Application" comprises a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

5.9 Clarification of Applications

While not being obliged to seek clarifications from candidates, the Contracting Authority reserves the right, at its absolute discretion, to ask candidates for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is emphasised that the Contracting Authority will **not** be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met. Therefore, candidates should pay particular attention to ensure that their applications contain all the required information.

5.10 Identification of Tender List

All applications will be evaluated in line with the criteria and rules outlined in *Appendix A*. Responses will be scored and the top scoring five (5) qualifying candidates will be invited to tender, subject to that number meeting the minimum requirements.

5.11 Freedom of Information Act

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules.

Candidates are requested to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If that is the case, candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by candidates, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any disclosure of the relevant information which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.12 International Procurement Instrument

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

In particular, 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.

5.13 Foreign Subsidies Regulation

Candidates 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, 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 addition, where this applies, the Contracting Authority may seek proof of compliance.

5.14 Interference

Any effort by the candidate to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of the contract shall have their application 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.

5.15 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a candidate in one of the following circumstances:

(a) If the candidate 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 Contracting Authority, or

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

APPENDIX A: Qualification Questionnaire

Comhairle Cathrach Bhaile Átha Cliath
Dublin City Council

Title:	Th e establishment of a single party framework agreement for the provision of Facilities Management Consultancy Service to Dublin City Council

Contracting Authority:	Dublin City Council
Name of Candidate:	[please complete]
Contact Name:	[please complete]
Email address:	[please complete]
Contact number:	[please complete]
Contact for Queries	[please complete]
Closing Date / Time for receipt of Completed Questionnaires	Monday, 11th January 2027 at 12 noon Irish Standard Time
Submissions via:	eTenders only – you must upload your response as a **ZIP FILE** to protect the integrity of the file names

Ref.	Pass/Fail Criteria	Pass Requirements	
A1	**Applicant Summary**	Candidates must complete this section. If the candidate is a grouping, then a separate questionnaire must be completed for each group member.	
A2	**Tax Compliance**	Candidates are required to complete a Self-Declaration Form (A5). Candidates should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender.	
A3	**Financial Capacity**		
A4	**Insurance**		
A6	**Personnel & Skills**	Candidates 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.	
A7	**Health & Safety**	Candidates must demonstrate compliance with all the relevant Health and Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.	
A8	**Declaration**	Candidates must complete, sign and date this Declaration relating to Bona Fides, Statutory Compliance and also Article K (Regulation 2022/576) compliance. Non-compliant Candidates under any of the headings will be automatically disqualified.	
Ref.	**Weighted Criteria**	**Max pts. Assessment**	**Min pts.**
B1	**Previous Experience**	9,000	4,500
B2	**Quality Assurance Measures**	1,000	500
Total		**10,000**	**n/a**

Candidates should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B1) and (B2) in order to avoid elimination from the competition.

Each of the selection criteria in Section B (i.e., B1 and B2) will be scored using the following scoring system

Score	Description
80% – 100%	Excellent response with very few or no weaknesses that fully meets or exceeds required characteristics of the question and provides comprehensive, detailed, and convincing assurance that the Candidate has the relevant capacity to deliver the required services to an excellent standard.
60% – 79%	A good response that demonstrates required characteristics of the question are met and provides good assurance that the Candidate has the relevant capacity to deliver the required services to a good or high standard but does not provide sufficiently convincing assurance and detail to award a higher mark.
50% – 59%	A satisfactory response which demonstrates the required characteristics of the question are met and provides satisfactory assurance that the Candidate has the relevant capacity to deliver the required services to a satisfactory standard but does not provide sufficiently convincing assurance and detail to award a higher mark.
20% – 49%	A response which demonstrates that some of the required characteristics of the question are met but lacks satisfactory detail and there is a risk that the Candidate may not have the relevant capacity to deliver the required services to a satisfactory standard.
0% – 19%	A response that does not demonstrate that the required characteristics of the question are met and does not provide any assurance that the Candidate has the relevant capacity to deliver the required services.

Candidates should note that if they do not achieve at least the minimum required mark (50% or more) or meet any other specified minimum requirements for any criterion (B1 or B2) they shall be eliminated from the Competition.

Percentage (%) scores will be applied to the available marks for each criterion to generate final marks for each Candidate.

SECTION A: Pass/Fail Criteria

A1 – Applicant Summary				
Weighting: Pass/Fail **Pass Requirement:** Candidates must complete this Section				
Organisation Name:				
Contact Name:				
Position:				
Address:				
Telephone (Office):				
Telephone (Mobile):				
Email:				
Date of Establishment:				
Legal Status (Company, Sole Trader, etc.):				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.				
RELYING ON 3RD PARTIES **If the candidate wishes to rely on the standing of other parties including sub-contractors' full details must be provided.** **Note: Where an candidate is relying on 3rd parties to meet criteria and/or deliver elements of the contract, those parties must confirm that if successful that they are available to deliver the services when required and may be required to co-sign the formal Services Contract.**				
Is the candidate a consortium / group of economic operators?	Yes		No	
If yes, please provide the following information				

Name/Address	Proposed Role	Service to be delivered and/or criteria (selection and/or award) where Applicant is relying on their resources			
Confirmation that relevant information is provided for all 3rd parties likely to be involved – please note that once the framework is established any amendment to the make-up of the successful framework member will be strictly monitored and change of sub-contractors will be subject to formal approval by the Contracting Authority and may be rejected.		**Yes**		**No**	

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Candidates must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance

A3 – Financial Capacity

Weighting: Pass/Fail

Pass requirement:

(a) Confirmation that the candidate party turnover exceeded €1,000,000 during one (1) of the last three (3) years.

(b) Confirmation of financial standing ensuring the candidate party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

- Evidence of both statements will be required prior to confirmation of admittance to a tender list.
- In the case of a Candidate being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead candidate. Where group members are relying on the lead candidate's financial capacity, self-declaration / evidence will only be required of the lead.
-

A4 - Insurance

Weighting: Pass/Fail

Pass requirement: Candidates should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Note: Insurances provided by vendors must be authorised for this jurisdiction.

Insurance Type	Required Level
Employer Liability	€13 million
Public Liability	€6.5 million
Professional Indemnity	€1 million
Cyber Insurance	€2 million

A5 – Self Declaration for Financial Information			
Tax Compliance			
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	
Applicant Name:			
Tax Reference Number (PPSN):			
Access Number:			
OR			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:		Yes	
		No	
Registration Number:			
Certificate Number:			
OR			
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	
		No	
Financial Capacity			
I confirm that our turnover exceeded €1,000,000 per annum in each of the last three financial years. If turnover figures for 2025 are unavailable, please use 2024, 2023 and 2022.			

Financial Year	2025	2024	2023
Turnover	€	€	€
Month of financial year end			

I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: (evidence of turnover for the past three financial years)	Yes	
	No	
I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the candidate party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.	Yes	
	No	

Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		
Cyber Insurance	€		

I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes	
	No	
I confirm that if successful, where the levels required under the contract or 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 promptly.	Yes	
	No	

Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Note: Insurances provided by vendors must be authorised for this jurisdiction.

Signed:	
Position:	
Date:	

A6 – Personnel & Skills			
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Candidates 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. However, a minimum of 14 resources overall must be demonstrated.			
Skillset	**Number of Full Time Equivalents (FTE)**	**Number of FTEs provided by 3rd Parties**	**Minimum Number Required**
Senior FM Consultant (minimum 10 years' experience at Senior FM Consultant)			2
Junior FM Consultant (minimum 4 years' experience)			2
Senior Quantity Surveyor (RICS)			2
Chartered Mechanical and Electrical Engineer			2
Senior Building Surveyor or equivalent recognized as Assigned Certifier			2
Senior Construction Project Manager (Minimum 10 years' experience)			2
Workplace Strategy Analyst (minimum 5 years' experience)			1
Advisor, strategy and transformation of business operations (10 years minimum experience)			2
Senior Building Information Modelling Specialist (BIM)			1

(minimum 5 years' experience)			
Junior Building Information Modelling Specialist (BIM) (minimum 2 years' experience)			1
Total			17

Candidates are reminded that they may rely on the resources of other entities on condition that they are fully described, and that candidates 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.

A7 – Health & Safety				
Weighting: Pass/Fail **Minimum requirement to remain eligible in the competition:** Candidates must demonstrate compliance with all the relevant Health & Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.				
This section is to be completed by **all** Candidates				
Do you comply with the Safety Health & Welfare at Work Act 2005?	Yes		No	
Manager responsible for Health & Safety:				
Health & Safety management	Externally Certified		In-house	

If externally certified, please complete this section. **Where multiple 3rd party quality systems are operated, please duplicate the table and complete.**				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

If an in-house system, please complete this section

If you do not have an externally certified system but do have an **in-house system**, please provide details, **no more than 4 x A4 pages** of the processes and procedures for ensuring compliance all the relevant Health & Safety legislation.

Please use this free text page(s) for your response on your in-house health & safety system.

A8 – Declaration			
Weighting: Pass/Fail **Pass requirement:** Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Applicant under each heading. **This must be completed by each group member**.			
DECLARATION OF BONA FIDES **In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).**			
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** Please indicate your answer by marking 'X' in the relevant box	**No**
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	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;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	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;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	**Non-payment of taxes or social security obligations** 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? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	**Yes**	**No**
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	• 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		
2.1i	has undertaken to: • unduly influence the decision-making process of the contracting entity, or • obtain confidential information that may confer upon the Candidate 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			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		**Yes**	**No**
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the		

	scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that **[enter name of Candidate]** none of the exclusions specified in EU Regulation 2022/576 to any party associated with this application.	**Yes**	**No**
Reliance on 3rd Parties			
Where 3rd parties are being relied upon and / or proposed to support the Lead Candidate, I confirm that all 3rd parties will be in a position to complete this Declaration prior to framework establishment.		**Yes**	**No**
This Declaration is made for the benefit of the Contracting Authority **Note**: The Contracting Authority will require Candidates relying on 3rd parties to arrange for this Declaration to be completed by each Member/3rd Party prior to formal establishment of the framework agreement. I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			
Date;			

SECTION B: Weighted Criteria

B1 PREVIOUS EXPERIENCE

Weighting: 90% (Maximum 9,000 points; minimum marks required 4,500)

Minimum requirement to remain eligible in the competition:

ALL CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Candidates must demonstrate to the satisfaction of The Contracting Authority that they have the experience necessary to meet the requirements of the Framework Agreement (including the Call-Off Contracts that may be issued thereunder). In order to demonstrate that the Candidate meets this criterion, each Candidate must submit, by completing the reference contract templates in the Tender Response Document: Details of **three (3) reference contracts** which demonstrate, to the satisfaction of The Contracting Authority, the Candidate's experience in successfully delivering Facilities Management Consultancy Services as set out in the Qualification Questionnaire Section 4 with the specific requirements set out at (A) and (B) below. Each reference contract must relate to facility management consultancy services delivered **within the 36 months prior to the deadline for submission of the RFT response**. Reference contracts outside this timeframe will not be considered.

(A) Each of the reference contracts **must**:

(i) relate to a client with multiple locations.

(ii) have involved services valued on an annual basis of at least €100,000

(iii) demonstrate how the candidate successfully services of a comparable nature and scale involving support on services as required under this framework – the provider and/or its sub-contractors (other consortium members). Each contract must demonstrate support on at least 5 of the following 7 categories of service, however, please note that ALL 7 must be demonstrated across the three (3) reference contracts:

a. Strategic FM Governance, Operating Model and Capability
b. FM Procurement, Contracting, and Supply Chain Management
c. Property Portfolio Strategy and Asset Management
d. BIM Advisory for Asset and Lifecycle Management
e. Workplace Strategy, Future Work and Organisational Change
f. Technical Advisory and Engineering Support
g. Performance, Assurance and Continuous Improvement

Candidates must use the table format in the Qualification Questionnaire Response Document for their answers and must respond to each element of the table.

In completing the table for each reference project, Candidates must provide sufficient information to allow The Contracting Authority to evaluate whether all of the requirements at (A) above have been met and whether the services have been successfully delivered. If all the requirements at (A) above are not demonstrated in the response, it shall be marked as a FAIL and the Candidate shall be eliminated from the Competition.

Candidates will note that they are to provide contact details for referees for each reference project. The Contracting Authority has the right (but shall not be obliged) to contact the referees to verify the information being provided, without further reference to the Candidate. It is the responsibility of Candidates to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by The Contracting Authority.

Internal reference projects (for example, service delivery to another group company) are not permitted.

The Contracting Authority may require supporting documentation to verify the details provided by the Candidate and Candidates must provide such supporting information without delay when requested by The Contracting Authority. However, where the Candidate is unable, for a valid reason, to provide the requested documentation, the Candidate must inform The Contracting Authority of the 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, that they have the required capacity.

Reference contracts should be limited to three (3) If more than three (3) reference contracts are provided, The Contracting Authority will only evaluate the first three (3) reference contracts in the order they appear in the Tender Response Document, the remainder will be ignored.

Please complete the TRD

The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise.
All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, candidates must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.

Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
No. of client sites covered by contract				
Information in relation to % of contract the Lead Candidate was responsible for:				
If third parties were involved, are they party to this application and identified clearly in Section A1?	☐ Yes ☐ No			
Insert name(s) of third party/parties (if applicable):				
Outline the role of third parties on the contract:				

Taking account of the features of the framework agreement please provide information in relation to the following, demonstrating comparability with the framework agreement being awarded under this procurement.

Note:

(i) Mere affirmation as a response is not sufficient.

(ii) Requirements below must be completed for each reference contract

(iii) Responses should reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.

At least five (5) of the following requirements must be demonstrated in this reference contract, however, please note that ALL 7 must be demonstrated across the three (3) reference contracts

a. Strategic FM Governance, Operating Model and Capability

Candidates' response

b. FM Procurement, Contracting, and Supply Chain Management
Candidates' response
c. Property Portfolio Strategy and Asset Management
Candidates' response
d. BIM Advisory for Asset and Lifecycle Management
Candidates' response
e. Workplace Strategy, Future Work and Organisational Change
Candidates' response
f. Technical Advisory and Engineering Support
Candidates' response
g. Performance, Assurance and Continuous Improvement
Candidates' response
Any other information deemed relevant to support the demonstration of comparability on this contract to the needs of the Contracting Authority
Candidates' response

Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
No. of client sites covered by contract				
Information in relation to % of contract the Lead Candidate was responsible for:				
If third parties were involved, are they party to this application and identified clearly in Section A1?	☐ Yes ☐ No			
Insert name(s) of third party/parties (if applicable):				
Outline the role of third parties on the contract:				

Taking account of the features of the framework agreement please provide information in relation to the following, demonstrating comparability with the framework agreement being awarded under this procurement.

Note:

(iv) Mere affirmation as a response is not sufficient.

(v) Requirements below must be completed for each reference contract

(vi) Responses should reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.

At least five (5) of the following requirements must be demonstrated in this reference contract, however, please note that ALL 7 must be demonstrated across the three (3) reference contracts

h. Strategic FM Governance, Operating Model and Capability

Candidates' response
i. FM Procurement, Contracting, and Supply Chain Management
Candidates' response
j. Property Portfolio Strategy and Asset Management
Candidates' response
k. BIM Advisory for Asset and Lifecycle Management
Candidates' response
l. Workplace Strategy, Future Work and Organisational Change
Candidates' response
m. Technical Advisory and Engineering Support
Candidates' response
n. Performance, Assurance and Continuous Improvement
Candidates' response
Any other information deemed relevant to support the demonstration of comparability on this contract to the needs of the Contracting Authority
Candidates' response

Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
No. of client sites covered by contract				
Information in relation to % of contract the Lead Candidate was responsible for:				
If third parties were involved, are they party to this application and identified clearly in Section A1?	☐ Yes ☐ No			
Insert name(s) of third party/parties (if applicable):				
Outline the role of third parties on the contract:				
Taking account of the features of the framework agreement please provide information in relation to the following, demonstrating comparability with the framework agreement being awarded under this procurement. **Note:** (vii) Mere affirmation as a response is not sufficient. (viii) Requirements below must be completed for each reference contract (ix) Responses should reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.				
At least five (5) of the following requirements must be demonstrated in this reference contract, however, please note that ALL 7 must be demonstrated across the three (3) reference contracts				
o. Strategic FM Governance, Operating Model and Capability				
Candidates' response				

p. FM Procurement, Contracting, and Supply Chain Management
Candidates' response
q. Property Portfolio Strategy and Asset Management
Candidates' response
r. BIM Advisory for Asset and Lifecycle Management
Candidates' response
s. Workplace Strategy, Future Work and Organisational Change
Candidates' response
t. Technical Advisory and Engineering Support
Candidates' response
u. Performance, Assurance and Continuous Improvement
Candidates' response
Any other information deemed relevant to support the demonstration of comparability on this contract to the needs of the Contracting Authority
Candidates' response

B2 QUALITY ASSURANCE MEASURES **Weighting:** 10% (Maximum 1,000 points, minimum marks required 1000) **Minimum requirement to remain eligible in the competition:** Candidates should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.

If externally certified, please complete this section. **Where multiple 3rd party quality systems are operated, please duplicate the tables and complete.**	
Name of person responsible for quality management:	
If externally certified, please provide details of:	
Name of certification body:	
Date of certification:	
Scope of certification:	
Please set out high level detail on your quality assurance measures:	
Date of first certification:	
Date of most recent renewal:	
Details of any other quality systems applicable to the subject matter of this procurement, e.g. ISO 27001, etc.	

Please use this free text page(s) for your response on your in-house quality management system.

Quality Management System certificate(s) attached	**Yes**		**No**	

If an in-house system, please complete this section

If you do not have an externally certified system but do have an **in-house system**, please provide details, **no more than 4 x A4 pages** of the processes and procedures for ensuring quality assurance in existence.	
Name of person responsible for quality management:	

Please use this free text page(s) for your response on your in-house quality management system.