comhairle chontae na mí
meath county council

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender	
Tenders for the Establishment of a Single-Party Framework for the Provision of Consultancy Services	
Closing Date and Time for Receipt of Tenders:	
Organisation Name:	Meath County Council
Contact Name:	Refer to e-Tenders
Contact Email:	Messaging facility on www.etenders.gov.ie

Contents

Instructions for Completion 3

General Contact Information 3

RESPONSE TO SELECTION CRITERIA 4

Financial Information – Pass/Fail Criteria 4

Declaration Re Personal Circumstances – Pass/Fail Criteria 6

Declaration Re Statutory Obligations – Pass/Fail Criteria 8

Personnel and Skills – Pass/Fail Criteria 9

Health & Safety – Pass/Fail Criteria 10

Quality Assurance – Pass/Fail 10

Environmental Management Systems – Pass/Fail 11

RESPONSE TO THE AWARD CRITERIA 12

Form of Tender – Criterion A - Cost 12

Criteria A – Cost 12

Criteria B – Proposed Methodology MUST put B,C&D together 15

Biographical Summary (duplicate template as required) 16

Criteria C – Previous Experience and Project Team 20

Criteria D – Green Public Procurement & Social Considerations 21

Instructions for Completion

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

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

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

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

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

General Contact Information

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

Details of any sub-contractors or consortium members:		
Name	**Legal Status**	**Element to be Delivered**
Separate members each must submit separate Tender Response Documents		

RESPONSE TO SELECTION CRITERIA

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

Financial Information – Pass/Fail Criteria

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

Turnover			
I confirm that we have the requisite turnover to be considered for the contract/framework.			
Year	2025	2024	2023
Month End (e.g. July)			
Turnover €			

I confirm that I will provide evidence of turnover promptly on request. **NOTE #1**: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.	Yes	
	No	

Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		

Professional Indemnity	€1,000,000	€		
Cyber Liability	€2,000,000	€		
AND				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: • evidence of insurances in place **or** • letter from Insurance Broker confirming that the required levels can be put in place if successful				

Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU **Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).**			
1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		**YES** Please indicate your answer by marking '**X**' in the relevant box	**NO**
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations **1.2** Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

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

Declaration Re Statutory Obligations – Pass/Fail Criteria

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		**Yes**	**No**
a	Employment Equality Acts 1998-2011		
b	Equal Status Acts 2000-2011		
c	National Minimum Wage Act 2000 as amended		
d	Organisation of Working Time Act 1997 as amended		
e	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
f	Disability Act 2005		
g	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
h	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
i	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

This Declaration is made for the benefit of the Contracting Authority

I certify that the information provided in the **Declaration re Personal Circumstances** and the **Declaration re Statutory Obligations** is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Tenderer	
Name of Authorised Signatory	
Position	
Signature	

Personnel and Skills – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.

Skillset Required	Number of Full Time Equivalent (FTE)	Number of FTEs provided by 3rd Parties	Minimum Number Required
Project Manager / Director (min. 10 years of experience)	1		1
Senior Urban Designer – Master Planner/Architect (min. 10 years of experience)	1		1
Senior Urban / Land Use Planner (min. 10 years experience)	1		1
Urban / Land Use Planner (min. 5 years experience)	1		1
Architect (min. 5 years of experience)	2		2
Landscape Architect (min. 5 years of experience)	1		1
Civil Engineer	1		1
Architectural CGI and Visualization Consultant	1		1
GIS Technician & Data Analyst	1		1
Total			

Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that Tenderers can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and third parties, if applicable.

Health & Safety – Pass/Fail Criteria

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

Quality Assurance – Pass/Fail

Minimum requirement to remain eligible in the competition: Tenderers 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.				
Do you operate a Quality Management System?	Yes		No	
Manager responsible for Quality Management System:				
Is it externally certified or in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification:			
	Scope of Certification:			
	Name of Certification Body:			
	Evidence will be provided on request		Yes	
			No	
If in-house, please provide summary of system:				

Health & Safety Pre-Qualification Questionnaire attached in Appendix 1. While tenderers are not required to complete and submit this documentation at this time, they will be required to submit this prior to the Award of Contract. Accordingly, we advise tenderers to familiarise themselves with the questionnaire to ensure they can comply with H&S requirements if their tender is successful.

Environmental Management Systems – Pass/Fail

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate compliance with all the relevant Environmental legislation and guidelines. The Contracting Authority reserves the right to seek further information to verify compliance.				
Do you comply with all relevant Environmental legislation?	Yes		No	
Name of Manager responsible for Environmental Management				
Is it externally party certified or in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
If in-house, please provide summary of system:				

RESPONSE TO THE AWARD CRITERIA

Form of Tender – Criterion A - Cost

To:	
From:	
Re:	

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

Criteria A – Cost

Criterion A:	**Weighting**	**Maximum Marks**	**Minimum Marks Required**
Cost	30%	3000	N/A

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

A breakdown of the cost is required as set out overleaf.

Table (A)

DAILY RATES (inclusive of all administrative expenses) **Comparative costs proposed for future projects/services will be at a max. hourly rate.** **The rates are fixed for the duration of the Framework Agreement**			
Staff Category **(Complete as required)**	**A** **Notional Hours**	**B** **Maximum** **Hourly Rate** **€**	**C** **Total** **Excl. VAT** **(A x B = C)**
Project Manager / Director	10	€	€
Senior Urban Designer – Master Planner (min. 5 years of experience)	20	€	€
Senior Urban /Land Use Planner; (min. 5 years of experience)	20	€	€
Urban/Land Use Planner (min. 5 years of experience)	20	€	€
Architect (min. 5 years of experience)	20	€	€
Landscape Architect (min. 5 years of experience)	10	€	€
Civil Engineer	20	€	€
Architectural CGI and Visualization Consultant	10	€	€
GIS Technician & Data Analyst	10	€	€
TOTAL TABLE (A)			€0

- Hourly/daily rates for members of the proposed project team and time that each team member expects to spend on each task of the brief;
- Expected costs associated with each timeframe for the various tasks and stages (required data collation exercises, meetings and reports etc.) for the brief;
- A resource plan showing the breakdown of person hours between professions and stages of all elements of the brief;
- The hourly/daily rates for members of the proposed project will be at a fixed ceiling rate for the duration of the framework

Note :

Tenderers must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected.

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 6 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the framework agreement,
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

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

Criteria B – Proposed Methodology

Criterion B:		**Weighting**	**Maximum Marks**	**Minimum Marks Required**
Title	**Proposed Methodology**	30%	3000	1800
Instructions	Please provide details of how you will approach this project and how you intend to deliver the scope of the project. Highlight any potential issues that may arise and describe how you would address them. Please also set out a comprehensive response to the below: • Understanding of the Brief, Project Context and Key Issues • Proposed integrated, multi-disciplinary masterplanning methodology • Stakeholder Engagement and Public Consultation Approach • Risk Management and Quality Assurance including the submission of tenderers quality management assurance systems • Delivery Programme and Resource Deployment, demonstrating achievability of proposed programme. • Details of two (2 no.) referees/references for the project team shall also be submitted and can be included as an Appendix. **Note:** 2 No. A4 pages, plus 1 No. A3 programme chart & Tenderers must provide information clearly demonstrating successful delivery of 3 previous comparable contracts / experience, involving the features as defined in the TRD			

Tenderers' Response

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

Biographical Summary (duplicate template as required)

Please provide a biographical summary for each of the key personnel it is proposed will be responsible for and involved in the overall delivery and co-ordination of the services required. The template below should be used for each member of the proposed team.	
Name	Click here and insert response
Position in Firm	Click here and insert response
Role	Click here and insert response
Number of Years in industry	Click here and insert response

Educational/Professional/Training Record		
Description	**Year Obtained**	**Accreditation Body**
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Please describe this individual's specialist knowledge and expertise		
Click here and insert response		

Please provide any further requested information below:
Click here and insert response

Tenderers' Response

Reference Project #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement. Mere affirmation will not be sufficient.				
Conducting Environmental Impact Assessments				
Conducting Strategic Environmental Assessment and preparation of reports				
Conducting Appropriate Assessment Screening and preparation of Natura Impact Statement Reports				
Conducting Strategic Flood Risk Assessment and preparation of reports and mapping				
Any other relevant information:				

Reference Project #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement. Mere affirmation will not be sufficient.				
Conducting Environmental Impact Assessments				
Conducting Strategic Environmental Assessment and preparation of reports				
Conducting Appropriate Assessment Screening and preparation of Natura Impact Reports				
Conducting Strategic Flood Risk Assessment and preparation of reports and mapping				
Any other relevant information:				

Reference Project #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Detailed Description:				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement. Mere affirmation will not be sufficient.				
Conducting Environmental Impact Assessments				
Conducting Strategic Environmental Assessment and preparation of reports				
Conducting Appropriate Assessment Screening and preparation of Natura Impact Reports				
Conducting Strategic Flood Risk Assessment and preparation of reports and mapping				
Any other relevant information:				

Criteria C – Previous Experience and Project Team

Criterion C	Weighting	Maximum Marks	Minimum Marks – 60%
	35%	3500	2100

Title	Previous Experience and Project Team
Description	Please provide details of the qualifications and experience of team member(s) proposed, specifically in relation to comparable town centre masterplanning / urban regeneration commissions Please outline three previous similar projects completed as per the Tender Response Document to include comparable town centre masterplanning / urban regeneration commissions

Tenderers' Response

Criteria D – Green Public Procurement & Social Considerations

Criterion D	Weighting	Maximum Marks	Minimum Marks – N/A
	5%	500	N/A

Title	Green Public Procurement & Social Considerations
Description	Meath County Council is committed to environmentally responsible purchasing and green procurement – 5% of the marks available will be allocated to tenderers that can demonstrate a positive focus on environmental responsibility and outline how this will be demonstrated throughout the duration of the framework.