Comhairle Cathrach Bhaile Átha Cliath
Dublin City Council

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender	
Provision of Services for Integrated Spatial Framework and Delivery Plan for the Dublin City Taskforce Area	
Closing Date and Time for Receipt of Tenders	**Friday 11 December 2026** at 12:00 (Irish time)
Organisation Name	
Contact Name*	
Contact Email	
*** Please note that all communication regarding this Tender will be through the eTenders messaging system. Please ensure that the Contact Name is registered as an eTenders user.**	

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Instructions for Completion

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

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

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

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

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

RESPONSE TO SELECTION CRITERIA

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

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	**VAT Registration No:**	**Legal Structure – partnership, limited company, etc.**

Details of any sub-contractors or consortium members:		
Name	**Proposed Role in Delivery of the Contract**	**Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)**

Financial Information – Pass/Fail Criteria

Tax Clearance		**Please confirm YES/NO**	
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			
OR, I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)			
Registration Number		**Certificate Number**	
OR, I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	
		No	

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	€2,500,000	€		
OR				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, or where we do not currently have the required forms of insurances, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: • evidence of insurances in place **or** • letter from Insurance Broker confirming that the required levels can be put in place if successful				
Note: Insurances provided by vendors must be authorised for this jurisdiction.				

Declaration of Bona Fides – Pass/Fail Criteria

DECLARATION OF BONA FIDES AS PER ARTICLE 57 OF DIRECTIVE 2014/24/EU

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	**YES**	**NO**
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		

1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations **1.2** Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		**YES**	**NO**
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		

2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	• is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	• has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: • unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration Re Statutory Obligations – Pass/Fail Criteria

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

Article 5k Declaration – Pass/Fail Criteria

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 **[enter name of Tenderer]** declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.	**Yes**	**No**

This Declaration is made for the benefit of the Contracting Authority

I/We certify that if a Trade Union refers a case concerning such employees of this company, whom they represent, to the Workplace Relations Commission conciliation service or to the Labour Court for investigation, that the company will accept the invitation and participate in such conciliation conferences or hearings, as appropriate.

I certify that the information provided in the **Declaration of Bona Fides**, the **Declaration re Statutory Obligations**, and the **Article 5k Declaration** 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	

Resource Levels – Pass/Fail Criteria

Skillset Required	Full Time Equivalent (FTE) Numbers in Tendering Entity	FTEs provided via 3rd Parties (make sure the 3rd parties have been identified in General Contact Section)	Minimum Number Required
Masterplanning, Urban Design, Urban Regeneration (Lead)			2
Urban Planning, Economic Development, Social and Cultural Infrastructure			1
Landscape Architecture and Public Realm Design			1
Architecture, Housing and Mixed-use Development			1
Development Viability			1
Transport Planning, Active Travel and Movement			1
Heritage and Conservation			1
Quantity Surveyor/Cost consultant			1

Public engagement, Co-design and Stakeholder Engagement in a built environment context			1
Graphic Design and Visual Communication			1
All listed above require a minimum level 8 degree in the relevant field and 8 years post-graduate experience. Note: The same person may provide any number of roles above, once qualified to do so.			
TOTAL			

Previous Contracts / Experience – Pass/Fail Criteria

Reference Contract #1				
Customer/Client Name				
Contact Name				
Contact Number				
Delivery Date(s)	**From**		**To**	
Contract Value		**Period value refers to**		
Detailed description				
Details of all 3rd parties involved and their role				

Please describe how this project is comparable in nature, scale and complexity to Dublin City Council's requirements of this current tender. Include information you consider relevant that demonstrates this such as:

- Development of Masterplans and Integrated Area Plans for public sector clients with a particular focus on urban regeneration in complex urban environments;

• Leading a multi-disciplinary design team in the delivery of the project; • Carrying out Public and Stakeholder engagement to inform the project.
Tenderer response (max. 250 words. Font size 11)
Any other relevant information
Tenderer response (max. 250 words. Font –size 11)

Reference Contract #2				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	**From**		**To**	
Contract Value		**Period value refers to**		
Detailed description				
Details of all 3rd parties involved and their role				

Please describe how this project is comparable in nature, scale and complexity to Dublin City Council's requirements of this current tender. Include information you consider relevant that demonstrates this such as:

- Development of Masterplans and Integrated Area Plans for public sector clients with a particular focus on urban regeneration in complex urban environments;
- Leading a multi-disciplinary design team in the delivery of the project;
- Carrying out Public and Stakeholder engagement to inform the project.

Tenderer response (max. 250 words. Font – Calibri / size 11)
Any other relevant information
Tenderer response (max. 250 words. Font – Calibri / size 11)

Reference Contract #3					
Customer Name					
Contact Name					
Contact Number					
Delivery Date(s)	**From**		**To**		
Contract Value		**Period value refers to**			
Detailed description					
Details of all 3rd parties involved and their role					

Please describe how this project is comparable in nature, scale and complexity to Dublin City Council's requirements of this current tender. Include information you consider relevant that demonstrates this such as:

- Development of Masterplans and Integrated Area Plans for public sector clients with a particular focus on urban regeneration in complex urban environments;
- Leading a multi-disciplinary design team in the delivery of the project;
- Carrying out Public and Stakeholder engagement to inform the project.

Tenderer response (max. 250 words. Font –size 11)
Any other relevant information
Tenderer response (max. 250 words. Font –size 11)

Health & Safety – Pass/Fail Criteria

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it 3rd party certified or managed in-house?	3rd Party Certified			
	In-House			
If 3rd party 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	
I confirm that evidence of compliance will be provided promptly on request.			Yes	
			No	

Quality Assurance – Pass/Fail Criteria

Do you operate a quality management system?	Yes		No	
Name of Manager responsible for Quality				
Is it 3rd party certified or in-house?	3rd Party Certified			
	In-House			
If 3rd party 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:				

RESPONSE TO THE AWARD CRITERIA

Tenderers should note that all responses should be minimum font size 11.

Response to Qualitative Award Criteria			
Criterion A: **Methodology and Approach**	**Weighting**	**Maximum Marks**	**Minimum Marks Required**
	40%	4000	2000
Instructions	Please demonstrate your understanding of the brief and describe your proposed approach, referencing success achieved in previous projects where relevant and where this experience is relevant to this project. This should allow the Client team to gain a clear understanding of your capacity to deliver the project, your technical expertise, and your understanding of the contract ambitions, objectives and deliverables. Tenderers must include: A written statement of no more than 6 x A4 pages (including images) to demonstrate your understanding of the brief. Tenderers must include an indicative delivery programme, including milestones for engagement, dependencies of / assumptions about DCC teams, risk management approach and client review / sign off, no more than 1 x A3 programme with a maximum of 2 x A4 pages of accompanying narrative including images.		
Tenderers' Response			

Criterion B: Proposed Team and Contract Management	Weighting	Maximum Marks	Minimum Marks Required
	25%	2500	1250

Instructions	Tenderers must provide details of the named resources proposed to fulfil all aspects of this contract. This response must detail demonstrable evidence of qualifications, competence and expertise in the areas outlined in this document guided by the CV template. (Please do not include full CVs.) 1 page per member of the team. This should include details of skills gained during similar projects of scale and how these can be applied to the project. Tenderers must complete the Resource Allocation sheet provided in the Pricing Schedule. If there is a requirement to change the proposed resources during the term of the contract, this must be done with prior consultation and agreement with the Contracting Authority. Tenderers must include: Proposed team, roles and responsibilities and Project Team Structure of no more than 2 x A4 pages (including images). A Contract Management proposal of no more than 1 x A4 pages (including images). Note: the page limits do not include the 1-page CVs.
Tenderers' Response	

Please use this free text page(s) (i.e. don't type in the box) for your response or Tenderers can submit their response as a separate document if more suitable

Criterion C: Sustainability and ESG	Weighting	Maximum Marks	Minimum Marks Required
	5%	500	250

Instructions	**Sustainability:** Please provide a statement / statement of intent / action plan for environmental sustainability. **Equality, Diversity and Inclusion:** What strategies will your organisation implement to ensure diversity and inclusivity and how do you foster an inclusive workplace culture for employees of all backgrounds and how this will be applied specifically for this contract? Tenderers are encouraged to demonstrate how their proposed team structure supports collaboration and meaningful involvement of smaller practices where appropriate. **Social Inclusion:** How will your organisation ensure social inclusion in the project. Tenderers must provide a statement / action plan of no more than 2 x A4 pages (including images).
Tenderers' Response	

Please use this free text page(s) (i.e. don't type in the box) for your response or Tenderers can submit their response as a separate document if more suitable

Criterion D: Value-add, innovation and continuous service improvement	Weighting	Maximum Marks	Minimum Marks Required
	5%	500	250

Instructions	Tenderers are required to outline how they will apply ingenuity and innovation to the design and delivery of the spatial framework, including but not limited to: • Value-add services • Proposals for driving efficiencies • Driving innovation over the duration of the contract • Demonstrate approach to continuous service improvement in all aspects of the service, across all members of any team/consortium Tenderers must provide a statement / action plan of no more than 1 x A4 pages (including images).
Tenderers' Response	

Please use this free text page(s) (i.e. don't type in the box) for your response or Tenderers can submit their response as a separate document if more suitable

Form of Tender – Services – Cost Criterion E

To:	
From:	
Re:	

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

FEE	**Total Fee proposed (Excluding VAT)**			
Proposed Total Fee for delivery of the Initial Contract outlined in tender document to be delivered within 9 months. *(To include all expenses).*	€			
Detailed breakdown of costs is attached in the Pricing Schedule using the template provided	YES	☐	NO	☐

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the contract.
- Have read and thoroughly examined the Tender Document,
- Have read the attached General Terms and Conditions for the Purchase of Services,
- 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

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