Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Tender Response Document

Multi-Party Framework Agreement for the Loose Furniture Contractors Framework to Trinity College Dublin

TRINITY COLLEGE DUBLIN

Ref: TCD-27-C2603

Please Insert Tenderer Name below:

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

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PART A – SELECTION CRITERIA

A1: Tenderer Summary
Weighting: Pass/Fail Only
Pass Requirement: Tenderers must complete this section. If the Tenderer is a grouping/consortium, the Lead Tenderer must complete the Tender Response Document, all other members must provide an ESPD.

Tenderer's Organisation Name	
Contact Name	
Position	
Address	
Phone	
Email	
Date of establishment	
Legal Status (if any) (Company [Ltd], Partnership, Sole Trader, etc.)	

Is the Tenderer a group of economic operators? *If Yes, please provide the following information:*	Yes	
	No	

If your answer is "Yes", please provide the following information:	Name	Portion of project to be delivered	Separate Questionnaire enclosed?
	1.		
	2.		

A2: European Single Procurement Document (ESPD)

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a completed eESPD. Where the Tenderer is a grouping/consortium, an eESPD must be completed for each group member, in particular Section 2.D.

Please complete the eESPD provided.

A3: Declaration of Personal Circumstances
Weighting: Pass/Fail Only
Pass Requirement: Tenderers must provide a completed and signed Declaration of Personal Circumstances. The Declaration must be provided by each group member in the case of a grouping/consortium.

Re: Invitation to Tender for the Provision of Loose Furniture Contractors Framework Services to Trinity College Dublin

NAME: _____

ADDRESS: _____

I, _____ *[insert name of Declarant]* having been duly authorised by_____ *[insert name of entity]*, sincerely declare that_____ *[insert name of entity]* itself or any person who has is a member of the administrative, management or supervisory body of_____ *[insert name of entity]* or has powers of representation, decision or control in _____ *[insert name of entity]* –

(a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.

(b) Has never been the subject of a conviction for 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 the national law of the Authority or _____ *[insert name of entity]*.

(c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.

(d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

(e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.

(f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.

(g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.

(h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been 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 of the European Parliament and of the Council on Public Procurement.

(i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.

(j) Is not guilty of grave professional misconduct.

(k) Has not entered into agreements with other Economic Operators aimed at distorting competition.

(l) Is not aware of any conflict of interest due to its participation in the Competition;

(m) Has not had any prior involvement in the preparation of the Competition;

(n) Is not guilty of 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.

(o) Is not 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 for this Competition and did not withhold such information and did not fail to submit supporting documents in respect of this Competition as required under Article 59 of Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement.

(p) Has not undertaken to unduly influence the decision-making process of the Authority in respect of the Competition or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future responses, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Authority.

Signature of Declarant	**Name of Declarant in print or block capitals**

Declared before me by _____ who is personally

known to me (or who is identified to me by _____who is

personally known to me) at _____

this _____ day of _____ 20____.

(signed)_____
Practising Solicitor/Commissioner for Oaths

A4: Tenderers Statement (to be printed on Tenderers letterhead)
Weighting: Pass/Fail Only

TENDERERS' STATEMENT

TO: Trinty College Dublin, the University of Dublin (the "Contracting Authority")

RE: Request for Tenders for the Supply of Loose Furniture Contractors Framework

Having examined your Request for Tenders (the "RFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Goods Contract, we hereby agree and declare the following:

1. We understand the nature and extent of the Goods required to be delivered as described in Requirements and Specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT, the Goods Contract, and the Confidentiality Agreement and agree, if awarded a Goods Contract, to execute the Goods Contract at Appendix 5 to the RFT and the Confidentiality Agreement at Appendix 6 to the RFT.
3. We accept all the Selection and Award Criteria as set out in Part 3 of the RFT.
4. We agree to supply the Contracting Authority with the Goods in accordance with the RFT and our Tender.
5. We agree that, if awarded any Goods Contract we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out at Part 2 of the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time, commencing from the Tender Deadline, specified at paragraph 2.10.3 of the RFT.
8. We shall, if awarded any Goods Contract under the RFT, have in place on the Effective Date of the Goods Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.
9. We 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.
10. We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
11. The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014

of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

SIGNED: **Company :**

(Authorised Signatory)
Print name: **Address:**

Date:

A5: Declaration of Conflict of Interest

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a completed and signed Declaration of Conflict of Interest. The Declaration must be provided by each group member in the case of a grouping/consortium.

To: **Trinity College Dublin**

Competition: Invitation to Tender for the Provision of Loose Furniture Contractors Framework Services to Trinity College Dublin

Any conflict of interest or potential conflict of interest must be fully disclosed to the Authority as soon as the conflict of interest or potential conflict becomes apparent. In the event of any such conflict or potential conflict, the Authority at its absolute discretion shall decide on the appropriate course of action and the decision of the Authority will be final and binding in this regard.

A conflict of interest may include any factor, whether arising through personal interest, current or prospective contractual obligations or any other activity or association, which could prejudice your organisation and its employees or agents in the delivery, for the sole benefit of the Authority, of the services required under the Contract.

At this point in time, are you aware of any conflict of interest which might have an impact upon your ability to offer/deliver the services to the Authority?

Yes ☐ **No** ☐

If yes, please provide details:

The Tenderer is required to inform the Authority of any conflict of interest of which it becomes aware during the term of the Competition. Any registerable interest involving the Tenderer and the Authority or employees of the Authority, or their relatives must be communicated to the Authority immediately. Failure to disclose a conflict of interest may result in the Tenderer being excluded from further participation in the Competition.

I hereby declare that the above is an accurate and complete Declaration of all Conflicts of Interest on the part of my organisation in relation to this Competition of which I am aware.

I undertake to inform the Authority of any changes to this Declaration or of any other conflicts of interest which may arise during the term of the Competition.

I accept that the Authority may take appropriate action in relation to conflicts of interest, and that my organisation may be excluded from the Competition where the effect of the interest has not been dealt with to the satisfaction of the Authority.

Name (Block capitals)	
Signature	
Date	
Position	
On behalf of	

A6: Third Party Letter of Undertaking

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a Third-Party Letter of Undertaking where the Tenderer intends to rely on third party resources to meet the financial or technical selection criteria or to perform the contract. The Third-Party Letter of Undertaking must be provided on company headed paper.

A7: Self-Declaration of Financial & Economic Capacity

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must provide a declaration in relation to certified turnover for the previous three (3) financial years (2025, 2024, 2023). These statements of turnover should be provided by a registered auditor. Tenderers should submit an appropriate declaration to satisfy this requirement.

The minimum yearly turnover of the Tenderer should meet or exceed: **€500,000**

The aggregated turnover for all members of a consortium or joint venture must meet the turnover requirement set above. If only one member has the skills, resources and experience for the services, then that member must have an average turnover that demonstrates financial capacity for the services as set out in the tender documentation.

The Contracting Authority reserves the right to investigate and to carry out detailed financial evaluations of a Tenderer under this criterion up to and prior to the any award of contract to assess the financial robustness of the Tenderer.

Tenderers must also provide evidence of an up-to-date Tax Clearance Certificate.

<table>
<tr><th colspan="3">Tax Clearance</th><th colspan="2">Please confirm</th></tr>
<tr><td colspan="3" rowspan="2">(A) I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.
The Contracting Authority can verify your tax clearance status through Revenue's online facility at https://www.revenue.ie/itp/view.jsp. To this end, please confirm:</td><td>Yes</td><td></td></tr>
<tr><td>No</td><td></td></tr>
<tr><td colspan="3" rowspan="2">Do you grant the Contracting Authority permission to verify your tax status online via revenue.ie?</td><td>Yes</td><td></td></tr>
<tr><td>No</td><td></td></tr>
<tr><td colspan="2">Applicant Name:</td><td colspan="3"></td></tr>
<tr><td colspan="2">Applicant PPSN/ Tax Reference Number</td><td colspan="3"></td></tr>
<tr><td colspan="2">Access Number</td><td colspan="3"></td></tr>
<tr><td colspan="2" rowspan="2">OR
(B) I confirm that I currently hold a valid tax clearance certificate</td><td>Registration Number</td><td colspan="2"></td></tr>
<tr><td>Certificate Number</td><td colspan="2"></td></tr>
<tr><td colspan="3" rowspan="2">OR
(C) I confirm that I have applied for an Irish Tax Clearance Certificate which will be made available on request</td><td>Yes</td><td></td></tr>
<tr><td>No</td><td></td></tr>
<tr><td>Signed:</td><td colspan="4"></td></tr>
</table>

Turnover			
I confirm that we have the requisite minimum yearly turnover of €500,000 or greater.			
Year	**2025**	**2024**	**2023**
Turnover €			
I confirm that the statements of turnover are included in this submission and are provided by a registered auditor.			
Signed:			

A8: Insurances

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must confirm that the following insurances are in place or can be put in place if successful in the award of the contract. Insurances will be held at stated levels for the duration of the contract.

- Employers Liability: €13,000,000
- Public Liability: €6,500,000
- Product Liability €6,500,00
- Professional indemnity €1,000,000 (only required for deign of bespoke furniture)

Insurances			
(A)I confirm that we have the following insurances in place			
Insurance Type	**Level in Place**	**Details of Any Excess**	**Expiry Date**
Employers Liability	**€13million**		
Public Liability	**€6.5million**		
Product Liability	**€6.5million**		
Professional Indemnity	**€1 million**		
AND			
(B)I confirm that if successful, where the levels required under the contract 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 at any time: • evidence of insurances in place **or** • letter from Insurance Broker confirming that the required levels could be put in place if successful			
Signed:			

A9: Previous Contracts

Weighting: Pass/Fail Only

Pass Requirement: Tenderers must supply details of at least three comparable contracts of a similar nature, scale and complexity to the services required under this framework agreement. These may comprise public sector contracts, private sector contracts, or a combination of both. The comparable contracts must have been substantially completed within the past five years.

The contracts provided must demonstrate the Tenderers' skills, experience and successful delivery of similar services. It is imperative that the contracts submitted are of a similar nature, scale and complexity to that of the services required under this framework agreement.

Project 1	
Name of contract	[•]
Counterparty	[•]
Dates contract performed	[•]
Value of contract	[•]
Nature of services performed: Tenderers should describe the scale, nature and complexity of the services provided having regard to the requirements under this framework agreement as outlined in the Invitation to Tender Document. Tenderers must outline the services provided under this contract.	[•]
Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.	[•]
Service Location/Locations	[•]
Referee contact name	[•]
Referee Position	[•]
Referee Contact number	[•]
Referee Email address	[•]

Project 2	
Name of contract	[•]
Counterparty	[•]
Dates contract performed	[•]
Value of contract	[•]
Nature of services performed: Tenderers should describe the scale, nature and complexity of the services provided having regard to the requirements under this framework agreement as outlined in the Invitation to Tender Document. Tenderers must outline the services provided under this contract.	[•]
Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.	[•]
Service Location/Locations	[•]
Referee contact name	[•]
Referee Position	[•]
Referee Contact number	[•]
Referee Email address	[•]

Project 3	
Name of contract	[•]
Counterparty	[•]
Dates contract performed	[•]
Value of contract	[•]
Nature of services performed: Tenderers should describe the scale, nature and complexity of the services provided having regard to the requirements under this framework agreement as outlined in the Invitation to Tender Document. Tenderers must outline the services provided under this contract.	[•]
Please provide details of the methodologies used, the timescale it was delivered under and how this contract is of relevance to the subject matter of this competition.	[•]
Service Location/Locations	[•]
Referee contact name	[•]
Referee Position	[•]
Referee Contact number	[•]
Referee Email address	[•]

PART B – AWARD CRITERIA

A*:* Tenderer's Proposed Methodology for Contract Implementation and Fulfilment of the Requirements

Weighting: 2,000 marks
Pass Requirement: 1,200 marks
Page Count: Maximum 4 x A4 pages, Minimum font size 11**.** Where the Tenderer's response exceeds this limit, University College Dublin will only read and evaluate the Tenderer's response up to the specified maximum page count. Any content in excess of the page count limit will **not** be read or evaluated

Tenderers must submit a clear and comprehensive proposed plan that demonstrates the Tenderer's proposed methodology for Contract Implementation and Fulfilment of the Requirements in respect of the supply of Loose Furniture in Specifications and requirements document:

- A detailed mobilisation plan, including key activities, responsibilities, dependencies and timescales from contract award to full service commencement
- Details of the Tenderer's organisation resources and staff including the Account Manager's details that the Tenderer proposes to assign to manage, liaise and oversee the Goods Contract.
- Escalation procedures and timelines for corrective actions within the Tenderer's organisation including personnel details to ensure prompt and effective resolution of service issues for the TCD Client.
- Approach to the engagement with TCD in relation to orders received, delivery date agreement, and product quality checking prior to delivery to the various TCD locations.
- How orders will be despatched to the correct locations as required across the various campus, satellite sites and tracked to achieve the agreed lead and delivery times as detailed in section 5. Delivery Requirements in Appendix 1 Requirements and Specifications.
- How you propose to ensure continuity of supply for the furniture, for example in the event your primary manufacturer / supplier is no longer available to you and/or transport delays.
- The proposed process for identifying and communicating stock-outs/shortages once an order has been received from a delivery location and their processes for follow-up deliveries to ensure order fulfilment.

(Insert text Expand as necessary)

(Insert text Expand as necessary)

(Insert text Expand as necessary)

B:Tenderer's Quality Considerations Proposal

Weighting: 2,000 marks
Pass Requirement: 1,200 marks
Page Count: Maximum 6 x A4 pages, Minimum Font size 11**.** Where the Tenderer's response exceeds this limit, University College Dublin will only read and evaluate the Tenderer's response up to the specified maximum page count. Any content in excess of the page count limit will **not** be read or evaluated

Tenderers are required to demonstrate their ability to supply high-quality furniture that is durable, functional, aesthetically appropriate and suitable for use within a busy university environment, including teaching spaces, offices, meeting rooms, communal areas and other facilities across the University's estate.

Furniture supplied under the Framework Agreement must be designed and manufactured to withstand frequent use, provide long-term value for money and meet the University's requirements in respect of quality, comfort, safety, sustainability and ongoing maintenance.

Tenderers must submit product specifications and technical data sheets for each item of furniture proposed under this Framework Agreement. Each product specification or technical data sheet must not exceed **two (2) A4 pages** per item. These supporting documents will be excluded from the overall page limit applicable to this award criterion

Your response must include but not be limited to:

- Describe the quality of furniture proposed, including materials, construction methods, finishes, structural integrity and resistance to wear and tear. Demonstrate how products are suitable for intensive use within a university environment
- Provide details of compliance with relevant Irish, European and international furniture standards, including applicable EN/BS EN standards for strength, stability, durability, safety and ergonomics. Supporting certification or independent testing documentation should be identified
- Outline the range and quality of materials available, including upholstery, laminates, timber, metals, fittings and surface finishes. Explain how materials are selected to ensure durability, ease of cleaning, resistance to damage and suitability for their intended environment
- Detail the warranties offered, including coverage for structural components, moving parts, upholstery and finishes. Explain arrangements for managing defects, repairs, replacement parts and warranty claims, including proposed response and resolution times
- Describe the quality assurance procedures implemented throughout the manufacturing, sourcing, storage, delivery and installation processes. Include arrangements for inspecting furniture before delivery and addressing products that do not meet the required quality standards.

Insert text Expand as necessary)

(Insert text Expand as necessary)

(Insert text Expand as necessary)

C: Tenderer's Sustainability Features and Proposal

Weighting: 2,000 marks
Pass Requirement: 1,200 marks
Page Count: Maximum 6 x A4 pages, Minimum Font size 11**.** Where the Tenderer's response exceeds this limit, University College Dublin will only read and evaluate the Tenderer's response up to the specified maximum page count. Any content in excess of the page count limit will **not** be read or evaluated

Tenderers are required to demonstrate how the furniture products proposed under this framework support the objectives of Green Public Procurement (GPP) and the Contracting Authority's sustainability goals.

https://gppcriteria.gov.ie/SearchResult?SubSectorId=89&SearchTermId=0

The response should include, but not be limited to, the following:

- Use of responsibly sourced and legally harvested timber, including certification schemes such as FSC, PEFC or equivalent.
- Measures taken to minimise the use of hazardous substances, VOC emissions, formaldehyde emissions and other environmentally harmful materials.
- Use of recycled, recyclable and renewable materials within furniture products and packaging.
- Product durability, expected lifespan, warranties, and availability of spare parts and replacement components.
- Design features that facilitate repair, refurbishment, reuse, remanufacture and end-of-life recycling.
- Packaging reduction initiatives and measures to minimise waste throughout the supply chain, including Proposals for reduction of product packaging for TCD
- Carbon reduction initiatives relating to manufacturing, transportation and delivery of furniture products.
- Environmental management systems, accreditations and certifications held by the Tenderer and/or manufacturer.
- Measures implemented to support circular economy principles/circular campus working group, and furniture take-back, refurbishment or recycling schemes at end of life.

Tenderers should provide supporting evidence, certifications, case studies and examples of how these measures are currently implemented within their organisation and supply chain. The evaluation team will assess the extent to which the proposed solutions demonstrate measurable environmental benefits, support circular procurement principles and contribute to the University's sustainability objectives.

Scope 1 and 2 reporting:

Tenderers **MUST** commit to submitting Scope 1 and Scope 2 GHG emissions data for the previous calendar year via Trinity's Emission Collection Tool. This requirement must be met by no later than the first business day of October each year. If this data is not currently available, tenderers must set out in their tender submission, the means by which they propose to meet this requirement by no later than 12 months from the date of contract award. In the event that a successful tenderer fails to meet these contract data requirements, Trinity reserves the right to terminate the contract.
TCD's emissions tool provider (currently NetPositive Futures) is available to support you.

Register on this tool: https://netzero.net-positive.org/

NetPositive Admin: admin@netpositivefutures.co.uk

Please confirm compliance to providing Scope 1 and Scope 2 data

(Insert text Expand as necessary)

(Insert text Expand as necessary)

(Insert text Expand as necessary)

(Insert text Expand as necessary)

D: Notional Ultimate Cost
Weighting: 4,000 marks
Pass Requirement: Not Applicable.
Tenderers are to complete the Pricing Document provided. The marks for cost will be allocated on the basis of the following formula:

$$Cost = \frac{\text{Lowest Valid Notional Ultimate Cost}}{\text{Tenderer Notional Ultimate Cost}} * Weighting\ (4{,}000)$$

The Tenderers Notional Ultimate Cost will be the cost identified in Cell G1171 of the Pricing Document.