SUBMISSION RESPONSE DOCUMENT

INSTRUCTIONS FOR COMPLETION

Insert Text, N/A or Sign as appropriate where the space is highlighted as follows .

To: **Environment, Rural Water & Climate Action Department**

Limerick City and County Council

Dooradoyle | Limerick V94 WV78

Date: .

Regarding: Framework for Electrical Services

SECTION A: DECLARATION

A Dhaoine Uaisle,

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that the information as submitted is correct and documentary evidence can be furnished on request to confirm same.

I accept that the requirements of this Declaration are the minimum standard required for LCCC and I undertake to comply with all future changes as may arise to ensure compliant completion of Electrical works and services.

Part 1: Supplier Details.

I declare that as an applicant interested in being assessed for inclusion in Electrical Services Framework that the following information in relation to my supplier details is correct.

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

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 2: Educational and Professional Qualifications.

I declare that as an applicant interested in being assessed for inclusion in Electrical Services Framework that all contractor's personnel hold a National Craft Certificate (Electrical) or another suitable award, equivalent to Level 6 or higher on the National Framework of Qualifications.

I confirm that we can provide a copy of our nominated Qualified Certifier's certification of the successfully completed "Verification and Certification of Electrical Installations" Course (V&C Course). The Certificate is valid for 5 years.

I declare that as an applicant interested in being assessed for inclusion in Electrical Services Framework that I hold membership as a Registered Electrical Contractor (REC) at Safe Electric and can provide evidence of same.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 3: Relevant Experience.

I declare that as an applicant interested in being assessed for inclusion in Electrical Services Framework that we have the necessary experience similar in nature to that set out in the service call.

We provide as a demonstration of our relevant experience the following two examples of summary details which we have successfully and satisfactory completed.

Example	**Client**	**Details of the contract (including reference person)**
Contract value greater than €1,000 for Electrical services including VAT		
Contract value greater than €1,000 for Electrical services including VAT		

I confirm that I have no objection to these references being confirmed by LCCC.

We submit this declaration as evidence of our bona fides in this respect, and I further confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 4: Personal Situation Declaration Form.

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework that we have completed the following form to the best of my knowledge.

APPLICANT'S PERSONAL SITUATION DECLARATION

DECLARATION in relation to the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 50 of 2007) or Article 45 and 51 of Directive 2004/18/EC (and Regulation 53 of SI 329 of 2006).

Name of Service Provider:

1. On behalf of the above-named Service Provider, I hereby declare that none of the circumstances specified in

Directive 2004/17/EC Article 54 and Regulation 56 of SI No 50 of 2007 or Directive 2004/18/EC Article 45 and 51 and Regulation 53 of SI 329 of 2006 apply to the above-named Service Provider. This means that no individual (i.e. principal or principals of a Sole Trader), or in the case of a Consortium Group or Joint Venture, no member of the Service Provider Consortium, Group or Joint Venture, has been the subject of a conviction by final judgment for one or more of the following reasons:

(a) participation in a criminal organisation, as defined in Article 2 of Council Joint Action 2008/841/JHA;

(b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 2(1) of Council Joint Action 2003/568/JHA respectively;

(c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

(d) money laundering, as defined in Article 1 of Council Directive 2005/60/EC of 26 October 2005 on prevention of the use of the financial system for the purpose of money laundering.

2. And that no individual, or in the case of a Consortium, Group or Joint Venture, no member of the Service Provider's Consortium, Group or Joint Venture:

(a) is bankrupt or is being wound up in this or any other jurisdiction; or

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, or under administration by the court, or for an arrangement with creditors, or of any other similar proceedings under national laws or regulations in this or any other jurisdiction; or

(c) has been convicted of an offence concerning its professional conduct by a judgment which had the force of res judicata (for this statement a health and safety offence is not deemed to be an offence concerning professional conduct); or

(d) has supplied information that is inaccurate or false in relation to the submission.

3. And that each individual, or in the case of a Consortium, Group or Joint Venture, each member of the Service Provider's Consortium, Group or Joint Venture:

(a) has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority, and

(b) has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority.

This declaration has been made to the best of my knowledge and belief for and on behalf of:

Name of Service Provider:

Signature:

[Authorised to sign on behalf of applicant]

Date:

Part 5 – Rates of Pay and Pension Entitlements.

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that all contractor's personnel are paid in accordance with Sectoral Employment Order and that the Construction Workers' Pension Scheme (CWPS) is accessible to our employees.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 6: Health and Safety

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework that we comply with all relevant Health and Safety legislation in relation to any works associated completed within this framework.

We confirm that:

- we have no convictions under Health and Safety Legislation for the previous 5 years ending on the date of this service call as published on e-tenders.
- as a minimum, we have a valid and signed Safety Statement equivalent to the minimum requirements as set out in the Code of Practice for 3 or Less Employees. A copy of the Safety Statement or equivalent document will be submitted prior to admittance to the Framework Agreement and complies with the provisions set out in the Safety, Health and Welfare at Work Act 2005 and enforcing Regulations.
- all personnel hold a valid Solas/Fás Safepass card, or equivalent and have completed certified manual handling training
- relevant personnel hold a valid CSCS card for any additional skill covered under the Construction Skills Certification Scheme required for the proposed Electrical service as defined in the Request for Tender.
- relevant staff are trained in assessing risk prior to undertaking works activities.
- all personnel and subcontractors available have all relevant statutory training as required.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 8: Children First

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework that our employees, agents or sub-contractor will strictly adhere to LCCC's child protection policy as appropriate. We confirm that all personnel employed for the purpose of carrying out any mini-competition contract will be in a position to obtain Garda clearance if requested to do so at any time during the term of the Framework Agreement and will have same in advance of any draw down contract being commenced.

We submit this declaration as evidence of our bona fides in this respect and further confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 9: Necessary Resources

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that we have all necessary equipment and vehicles for completion of the works/services. All such equipment and vehicles are suited for intended use and have been inspected (and recorded) as is necessary to ensure their adequacy and safety for use.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 10: Tax Clearance

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that we are compliant with our tax obligations as at the date of this declaration and that the following information is accurate and true.

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 prior to admittance to the framework	
Date of application for Tax Clearance Certificate	

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 11: Insurance requirements

I declare, that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that we will arrange to hold the following insurance policies to the levels shown and that indemnity will be extended to include LCCC and, as outlined in the Conditions of Contract, any other particulars as may arise.

- Employers Liability €13,000,000
- Public Liability €6,500,000

I confirm that:

- an indemnity will be extended to LCCC for any loss incurred as a result of actions by the service provider

- if successful, where the levels required under the contract/framework are higher than those currently in our possession, we will be in a position to put the required forms and levels of insurances required in place

- we will provide promptly on request evidence that the insurances are in place or a letter from our Insurance Broker confirming that the required levels can be put in place if successful.

- we will provide promptly, on request, evidence that a Safe Electric Insurance Certificate R44 form for Registered Electrical Contractor (REC) has being completed and accepted by RECI.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 12: RECI Details

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that the contractor's relevant personnel are registered with RECI and have a standard of education sufficient to enable that person to efficiently perform the duties required of the service call. The details are included below.

Name	*RECI Membership No.*

We submit this declaration as evidence of our bona fides in this respect and confirm that we will provide the required documentary evidence within seven calendar days to support this declaration when requested to do so.

Signed: _____

[Authorised to sign on behalf of applicant]

Part 13: Specification.

I declare that as an applicant interested in being assessed for inclusion in the Electrical Services Framework, that we will comply with provisions of the General and any Particular Specification and other references as listed below.

General specification; all works to be carried out in compliance with 2013 Safety Health and Welfare at Work (Construction) Regulations 2013, Part 3 General Duties of Contractors and others.

Standards and References Service installation and material supplied shall be in accordance with the most recent edition of the following:

- National Rules for Electrical Installations.
- Commission for Energy Regulation – Electrical Safety Supervisory Criteria Document (Version 3.0).
- Electricity Regulation Act 1999.
- RECI requirements
- Limerick City and County Councils General Specification for Electrical and Ancillaries

All material used must have appropriate CE marking and certification.

All works will have to comply with LCCC's General Housing Specification.

Contractor is required to be an up to date Registered Electrical Contractor with Safe Ireland (RECI) and have a REC valid registration number.

All works completed are to be as per Safe Ireland, Registered Electrical Contractor requirements.

Particular Specification: LCCC may as required issue a Particular Specification for specific mini competitions. Such a specification will prescribe the standards to be adhered to in completion of the proposed works/service.

We submit this declaration as evidence of our bona fides in this respect and confirm that we will comply with all technical requirements of any task consistent with the Works Requirements specification.

Signed: _____

[Authorised to sign on behalf of applicant]

SECTION B: FORM OF TENDER AND EXPRESSION OF INTEREST IN AREAS OF OPERATION

Part 1: Expression of Interest

We confirm that we wish to be considered for the following areas in each Lot (tick as appropriate, see attached map for information).

	Metro Area	***Adare/Newcastle West/Rathkeale***	***Kilmallock/Cappamore***
Lot 1			
PIR/PAT			

Part 2: Form of Tender (Response Maintenance)

To:	**Limerick City and County Council**
From:	
Re:	**Form of Tender for inclusion on Electrical Framework.** 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 Documents for the rates as indicated below.

	Metro Area	***Newcastle West/Rathkeale***	***Kilmallock/Cappamore***
Monday - Friday	***9:00 – 17:00***	***9:00 – 17:00***	***9:00 – 17:00***
Lot 1 – call out charge			
Lot 1 – hourly rate			

All rates are exclusive of VAT

	Metro Area	*Newcastle West/Rathkeale*	*Kilmallock/Cappamore*
Outside normal working hours			
Lot 1 – call out charge			
Lot 1 – hourly rate			

All rates are exclusive of VAT

For the purpose of this tender, the Total Notional Price for each Lot will be calculated as the sum of the call out rate for each Lot plus *3* hours calculated using the hourly rate.

[For clarity and as an example, if the tendered call out rate is €100 and the tendered hourly rate is €50 then the Notional Tender Total would be €250 exclusive of VAT, €100 plus 3*€50]

The Price tendered in all subsequent mini-competitions (for Response Maintenance) must not exceed the rate tendered in this application – this is the key ceiling rate applicable during the duration of the framework.

Signed: _____

[Authorised to sign on behalf of applicant]

Date: _____.

I declare that as an applicant interested in being assessed for inclusion in Electrical Services Framework that:

- We will keep this offer for the contract / framework open for acceptance by you for a period of 180 days from the date of deadline for submission of Tenders
- We agree that you are not bound to accept the most economically advantageous Tender or any Tender you may receive
- We agree that the rates stated are maximum prices for the duration of the framework agreement. Where minicompetitions are launched other rates can be quoted once they do not exceed this ceiling rate
- We have read and thoroughly examined the Tender Document
- We fully understand the Tender Document and the Client's requirements
- We undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential
- We acknowledge that acceptance by LCCC 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 LCCC and the Tenderer,
- We 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,
- We 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,
- We have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of LCCC before the latest date for submitting queries
- We have included for compliance with all applicable statutory requirements
- We will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- We 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
- Award Criteria for awarding of a contract under the Framework Agreement is Price only ○ We accept that LCCC may gather, store and process personal information for the purpose of this contract in compliance with its GDPR obligations

Signed: _____

[Authorised to sign on behalf of applicant]

Date: _____.

SECTION C: SELECTION CRITERIA FOR MINI-COMPETITION – QUALITY DOCUMENT

Item	Selection Criteria for Mini-Competition:	Please Fill in Response Below and attach Relevant Documentation to RFT
	TTMP (50 Marks)	
Q1	Provide evidence of a Temporary Traffic Management Plan (TTMP) previously used by your organisation on works of a similar nature within the last 12 months and/or Certification of the relevant Training/Qualification (Attach with RFT Submission clearly labelled 'Q1 TTMP')	
	Previous Experience (100 Marks)	
Q2	Provide details of previous experience relating to similar contracts where PSCS Appointment was undertaken. Provide contact details for reference (Attach with RFT Submission clearly labelled 'Q2 Previous Experience')	
	Resources (100 Marks)	
Q3	Provide details and experience of: (a) Personnel assigned to this project including proof of qualifications; (b) Plant / Machinery available include Certificates of same and (c) Details of any other resource which should be taken into consideration. (Attach with RFT Submission clearly labelled 'Q3 Resources')	
	Environmental Impact (10 Marks)	
Q4	Provide details of how your organisation proposes to implement measures in order to reduce the Environmental Impact regarding the works associated with this tender. Response to be no greater than 1 single A4 page, if greater, only the first page will be assessed (Attach with RFT Submission clearly labelled 'Q4 Environmental Impact')	

PLEASE NOTE THAT FAILURE TO COMPLETE AND SUBMIT THIS QUESTIONNAIRE WILL RESULT IN DISQUALIFICATION FROM THE COMPETITION

Tenderers much achieve a mark not less than 40% in order to Pass each Quality Criteria

If a Tenderer scores a mark less than 40%, they will be deemed to have failed the Quality Criteria and be disqualified from the competition