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| **TENDER RESPONSE DOCUMENT** |

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| Subject Matter of Request for Tender: | |
| Water Forum – Water Services Awareness and Communication Survey | |
| Closing Date and Time for Receipt of Tenders | **Wednesday 24th May 2023 at 5pm** |

Instructions for Completion

Tenderers should ensure they have read the Request for Tender before completing 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 Water Forum Secretariat as soon as possible at [aisling@nationalwaterforum.ie](mailto:aisling@nationalwaterforum.ie) .

**This Tender Response Document should not be altered or submitted in a different format.**

**Response to Selection Criteria**

**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.,** |  |

**Financial**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tax Clearance** | | | | | **Please confirm:** | | |
| **Yes** | | **No** |
| I confirm and declare being fully tax compliant in accordance with the rules of the Irish Revenue Commissioners. | | | | |  | |  |
| 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: | | | | | | | |
| 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 | | | | |  |  | |

**Declaration Re Personal Circumstances/Statutory Obligations**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| We confirm that we are fully compliant with the following legislation or equivalent legislation in our country of establishment/operation: | | | | | **Yes** | | **No** |
| Please indicate your answer by marking X in the relevant box | | |
| 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) | | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards | | |  | |  |
| Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine. | | | | | | | |
| A | In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect. | | | | | | |
| B | I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application. | | | YES | | NO | |
|  | |  | |
| **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.** | | | | | | | |
| **Name of Tenderer:** | | |  | | | | |
| **Name of Authorised Signatory:** | | |  | | | | |
| **Position:** | | |  | | | | |
| **On behalf of:** | | |  | | | | |
| **Signature:** | | |  | | | | |
| **Date:** | | |  | | | | |

**Marking Scheme for Tender**

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| **Award Criteria** | **Total Marks** |
| Criteria A: Relevant experience of application organisation and project team. | 400 |
| Criteria B: Approach / Methodology to Project Delivery | 400 |
| Criteria C: Total Marks for Project | 200 |
| TOTAL | 1000 Marks |

**Criteria A: Relevant experience of application organisation and project team. Maximum Marks 400.**

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| **Previous Contract Examples** |
| Tenderers must provide three (3) examples of the successful delivery of contracts of a similar scale and nature to those sought under this RFT undertaken within the last five (5) years (immediately preceding the date of publication of this RFT) which demonstrate the level of experience and ability necessary to meet the requirements of the Contracting Authority.  Tenderers must ensure they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services sought within this RFT.   * The example(s) provided must demonstrate delivery of similar type survey requirements with a timely turnaround for delivery. * At least one of the reference projects must be in the water or environmental area.   Physical copies of reference projects/documents must be available on request and may be requested at the evaluation stage of the process.  ***A page limit of 3 A4 pages applies to each reference contract– any additional pages will not be read or considered.*** |

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| **Reference Contract 1** | | | | | |
| **Customer Name** |  | | | | |
| **Contact Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Delivery Date(s)** | **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 demonstrating comparability with the contract / framework being awarded under this procurement: | | | | | |
| Provide your response here. | | | | | |

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| **Reference Contract 2** | | | | | |
| **Customer Name** |  | | | | |
| **Contact Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Delivery Date(s)** | **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 demonstrating comparability with the contract / framework being awarded under this procurement: | | | | | |
| Provide your response here. | | | | | |
| **Reference Contract 3** | | | | | |
| **Customer Name** |  | | | | |
| **Contact Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Delivery Date(s)** | **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 demonstrating comparability with the contract / framework being awarded under this procurement: | | | | | |
| Provide your response here. | | | | | |

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| **References:** |
| Tenderers must provide the contact details of three (3) clients that may be contacted on a confidential basis in relation to these contracts to confirm satisfactory delivery of the contracts.  Details should include names, addresses, and telephone numbers. |
| Provide your response here. |

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| **Criteria A: Technical Merit of the Team** |
| Tenderers must provide information regarding the proposed team who will be directly involved in delivering the survey services, including their role and suitability for the requirements specified for this research tender.   * The team must have a clearly defined organizational structure, with designated roles and responsibilities for each team member. * The team should consist of professionals, including research consultants, data analysts and project managers. * Each team member must have relevant educational qualifications and/or certifications. * The project manager for this tender must have a minimum of 5 years of professional experience in research surveys. * The team should have a proven track record of successfully completing projects of similar size, scope, and complexity. * The team must have strong project management skills, including the ability to plan, coordinate, and execute projects within the specified timeline and budget. * The team should have excellent communication skills, both written and verbal, and be able to effectively collaborate with clients and other stakeholders.   **Please provide CV’s for each of the key team members proposed**  ***A page limit of 4 A4 pages applies (excluding CV’s) – any additional pages will not be read or considered.*** |
| Provide your response here. |

**Criteria B: Approach / Methodology to Project Delivery**

**Maximum Marks 400**

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| **Criteria B: Proposal for the Delivery and Management of the Services** |
| Tenderers must clearly describe the approach and methodology that they will use to ensure the successful delivery of the customer survey as set out in the specification of requirements. Tenderers should address the following elements in their response:   * Tenderers are required to outline their proposed methodologies to support the delivery of an informative customer survey. * Tenderers are required to describe their approach to management of scheduling that will ensure delivery of a quality survey. * Tenderers should also outline any added value they can provide to The Water Forum as part of the overall service delivery.   ***A page limit of 4 A4 pages applies – any additional pages will not be read or considered.*** |
| Provide your response here |

**Criteria C: Response to Cost Award**

**Maximum Marks 200**

**Pricing Schedule**

**Form of Tender – Cost (Criterion C)**

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| --- | --- |
| **To:** |  |
| **From:** |  |
| **Subject:** |  |

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 (RFT) document.

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| --- | --- | --- |
| **Cost** | **Total Fee proposed**  **(excl. VAT)** | **Total Fee proposed**  **(incl. VAT)** |
| **Total Cost for National Customer Survey** | € | € |
| **Breakdown of proposed survey cost** |  |  |

I/We have examined the Request for Tender Document and the details contained within the tender documentation.

I/We confirm that I/we:

* Fully understand the Request for Tender (RFT) Documents and the Client’s requirements, and we agree to provide the Contracting Authority with the Services in accordance with the RFT and our tender.
* We accept all of the Terms and Conditions of the RFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract to execute the Services Contract and the Confidentiality Agreement.
* 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 the Contracting Authority are not bound to accept the most economically advantageous or any Tender they may receive.
* 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 and we agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
* 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 and the Evaluation Team, 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.
* 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.
* Tenderers must agree to deliver the services of this research tender in an environmentally friendly way, e.g., the use of recycled products such as paper and ink cartridges in their daily operations and ensuring minimum water consumption, energy usage and waste production.

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| **Signed:** | |  | |
| **Name (in Capital Letters):** | |  | |
| **Position / Authorised Person:** | |  | |
| **On behalf of:** | |  | |
| **Address:** | |  | |
| **Telephone:** |  | **Date:** |  |
| **Email:** |  | | |