

QUALIFICATION QUESTIONNAIRE

Establishment of a Single party framework agreement for	Provision of ICT Outsourcing Services
Procedure	Restricted
eTenders RFT ID	5199027
OJEU Ref	TBC
Issue Date	05/03/2025
Closing Date for Queries	19/03/2025
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Completed Questionnaires	04/04/2025

Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

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P Print Name
S Signed

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1. Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority	Land Development Agency
Nature of Procurement	ICT Managed Services
Type	Services
Procedure	Restricted Procedure
Stage in procedure	<p>This is the first stage of this competitive procedure whereby any interested party may submit a response to this Questionnaire in order to be considered for inclusion on the tender list.</p> <p>Following evaluation, up to a maximum of 5 top scoring applicants will be invited to tender, subject to that number meeting the minimum requirements.</p>
Selection Criteria	As contained in Appendix A to this Document.

3. About the Contracting Authority

The Land Development Agency (LDA), established in September 2018, is a key Government land management initiative.

Its objectives are to:

- Coordinate appropriate State lands for regeneration and development, opening up key sites for housing delivery.
- Driving strategic land assembly, working with both public and private sector land owners.
- Contributing towards the delivery of affordable housing; and
- Become a leading influencer of housing and land management, through research and innovation.

The LDA will be underpinned by grounding legislation and is overseen by an independent board of directors. The Government has committed to providing the LDA with equity capital of up to €1.25 billion.

Current ICT services provide support to approximately 200 users, across 4 fixed office locations in Ireland (Dublin, Cork, Limerick & Galway) and remote Construction Site Offices where required.

4. Scope of the Framework Agreement

The Contracting Authority proposes to engage in a competitive process for the establishment of a single party framework agreement for the provision of ICT Support and Managed Services.

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of supplies or services from a particular economic operator. Indeed, the Contracting Authority reserves the right to operate outside of the framework agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the framework agreement approach has been adopted in order to leverage efficiencies and maximise cost savings over the duration of the framework.

The Lead Applicant will act as the single point of contractual responsibility, and sub consultants (if required) will be required to provide a Collateral Warranty for the benefit of the Contracting Authority.

4.1 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a single-party framework agreement with one (1) number operators, subject to sufficient numbers meeting the minimum requirements.

4.2 Duration of the Framework Agreement

The maximum duration of the framework agreement will be four (4) years subject to satisfactory annual review of performance. This may be extended twice, in each case for one (1) additional year.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

4.3 Estimated Value of the Framework Agreement

The estimated potential total value of purchases pursuant to the framework agreement is in the region of €10 million (ex VAT) over the lifetime of the agreement.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

4.4 Awarding Contracts under the Framework Agreement

Single Party Framework

In the case of a single-operator framework agreement contracts may be awarded directly on foot of the original tenders or by consultation with the Framework Member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

4.5 Use of the Framework Agreement

The Contracting Authority will use this framework agreement as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this framework agreement. Notwithstanding this fact, the framework agreement may be terminated in accordance with the framework agreement terms and conditions, a draft version which will be appended to the tender document.

4.6 Specification of Requirements for Initial Contract under the Framework

The framework agreement will be established on foot of a competition for an initial contract, yet to be determined.

The initial contract will be awarded to the top scoring applicant, shortly after the formal establishment of the framework agreement.

4.6.1 The Tasks

The Contracting Authority's dependency on ICT is deemed critical to the success of our strategic business operations, and to deliver this the successful Applicant(s) will have to provide a Managed ICT Service to LDA staff, in an efficient and cost effective manner, with a service that is scalable to match the Contracting Authority's expected growth.

The Contracting Authority is seeking responses for the provision of a full end-to-end ICT Managed Service, comprising of a blend of onsite and off-site support resources to ensure the efficient operation of its information technology systems in the areas of:

- Administration
- Support
- Monitoring
- Troubleshooting
- Advice

This service will comprise of

- Fully [REDACTED] compliant Service Management framework providing ICT Support including 3rd party vendor management
- Hardware, Software & Services procurement
- Managed Print Service
- Consultancy & Project Management
- Information & Cyber Security
- ICT Resilience

With the continued growth of the organisation and reliance on ICT Solutions, the Contracting Authority will appoint a single Managed Service Provider (MSP) to provide an end-to-end managed service for the full range of IT services, but in the case where an Applicant is engaging other vendors and subcontractors as part of their proposed offering, they (the successful Applicant) will be responsible for the delivery of all service to agreed Service Level targets.

5 Instructions to Applicants

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to Applicants.

5.1 General

The Economic Operator submitting a PQQ Submission is referred to as the Applicant, regardless of whether it is a single company or organisation or a Consortium. The Applicant, if successful in being appointed to the Framework Agreement, will take contractual and organisational responsibility for delivering any resulting Contracts awarded.

5.2 Applicant Team

The Applicant must provide details of the team which will be made available under the framework, evidence with respect to capacity will be assessed at this stage.

5.3 Consortia

The Applicant can provide the role of any or all disciplines from within its own resources or by using Sub-Contractors. However, information in relation to all Sub-Contractors must be provided as requested in the PQQ. Where an Applicant lists more than one entity for one of the disciplines listed above, the Applicant must identify the lead entity for that role in Question A1. Sub-Contractors may participate as part of multiple bidding teams provided, written approval from the CA is provided upon request and sufficient COI documentation is provided as detailed in section 5.4.

The Contracting Authority will require the successful Applicant to structure itself so that the following legal and organizational requirements are met:

- (a) the successful Applicant is the single point of contact that takes direct contractual responsibility for interfacing with the Contracting Authority in managing and delivering the Contract.
- (b) the legal obligations and liabilities of the successful Applicant are borne by the Economic Operator(s) which satisfy the financial and economic requirements referred to in this Document.
- (c) all Consortium Members must provide joint and several liability to the Contracting Authority for the performance and fulfilment of the terms of the Contract

If there is a change to the Applicant's Team following the date for PQQ Submission and prior to the submission of the Tender, it must seek prior written approval for any change from the Contracting Authority by:

(a) explaining in writing to the Contracting Authority the reasons for any change; and

(b) providing full details of any proposed replacement (which will entail the completion of the relevant PQQ questions (if applicable) and the score awarded must be equal to or higher than that attained by the Consortium Member/Other Entity/Sub-Contractor being replaced)

The Contracting Authority will consider a request for approval of such changes only if it is received at least 21 calendar days prior to the relevant submission deadline

Applicants should note that, for any proposed change to their Applicant's Team to be considered by the Contracting Authority, it must be supported by robust reasoning and any replacement must be assessed by the Contracting Authority as being at least equal, in all respects, to the team member being replaced. The decision on whether or not to allow a change in the Applicants Team is a matter for the sole discretion of the Contracting Authority.

Prior to the commencement of the Framework Agreement, the successful Applicant will be required to notify the Contracting Authority of the name, contact details and legal representatives of all its Sub-Contractors involved in the delivery of the Project, in so far as is known to the successful Applicant at the time. The successful Applicant will also be required to notify the Contracting Authority of any changes to the information provided in respect of its Sub-Contractors during the course of the Contract and the name, contact details and legal representatives of any new Sub-Contractors which the successful Applicant subsequently involves in the delivery of the Project

5.4 Conflict of Interests

The Contracting Authority recognises that an adviser, Sub-Contractor, consultant, funder, servant or agent to an Applicant or a Consortium Member may seek to participate in, advise or carry out work in relation to more than one bidding team for this Framework. Any adviser, Sub-Contractor, consultant, funder, servant or agent seeking to participate on more than one bidding team, prior to agreeing to any involvement with another bidding team, must receive written approval from the Contracting Authority permitting such involvement (including, inter alia, any conditions attached to such involvement).

If a member of an Applicants' Team is likely to have knowledge of the price or other aspects of the Applicants' tender that could cause it to have a conflict of interest and give rise to a risk of collusion if it also participated in another Applicants' team. If an Economic Operator is considering participating in this way, it must put in place appropriate safeguards to ensure that there is no conflict of interest or collusion in relation to this Procurement Process.

All members of the Applicant’s Team must provide a conflict of interest declaration in A7. The Contracting Authority reserves the right to request evidence of such safeguards and/or to decide that an Economic Operator has not put in place sufficient safeguards and therefore is not permitted to participate further in the Procurement Process.

5.5 Queries

Requests for additional information and clarification on any matters must be made via the Questions and Answers facility on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website. Please submit queries as soon as possible.

The closing date for queries	19th of March 2025
Process for submitting queries	Via www.etenders.gov.ie only

In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

5.6 Submission of Applications

The Contracting Authority is using the tender Postbox facility and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Applicants must ensure that they give sufficient time to upload their response. All applications submitted in soft copy must be compiled such that they can be read immediately using PDF readers.

The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants should produce their response as TWO SEPERATE FILES, One for the Financial Submission & One for the Quality Submission which is clearly labelled, page numbered and indexed.

5.7 Closing date for Applications

The closing date for Applications	4th of April 2025
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Applicants must ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date/time. Applicants should take into account the fact that upload speeds vary. There is a maximum of 2.14 GB for individual

files sent to the electronic postbox and a one-hour limit for upload. In order to submit a document to the electronic postbox, please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Applicants should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means WILL NOT be considered in this public procurement competition

NOTE: It is important to note that only persons who have downloaded and accepted a document can submit and upload. Also please leave sufficient time for upload of documents prior to the deadline as it is not possible to upload any material after this time.

5.8 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix A to this Document, Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire unless specifically noted as permitted.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected Applicants be invited to tender in Application to the specific requirements of the contract in the light of the published award criteria and the Invitation to Tender document.

Where a ‘Rule’ is associated with a particular question, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a

set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SME"s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit an application in response to this Qualification Questionnaire the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the contract only (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the "Subcontractor"). The Applicant must clearly and comprehensively set out the name, title, telephone number, postal address, facsimile number and email address of the nominated contact personnel of the Prime Contractor authorised to represent the Applicant and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) will NOT be accepted, acknowledged or responded to.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture Applicants must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party.

Notwithstanding Section 5.4 above, Applicants are strictly prohibited from discussing any aspect of their Application to the Qualification Questionnaire with other Applicants or otherwise exchanging information or colluding in respect of the project. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by the Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an Application or in participating in this process and competition.

5.9 European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

Progression to tender stage will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the next stage of the competition.

5.10 Evaluation of Applications

An "Application" means the submission by an Applicant of a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

5.11 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their Applications to assist in its evaluation of Applications.

However, it is emphasised that the Contracting Authority will not be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met. Therefore, Applicants should pay particular attention to ensure that their Applications contain all the required information.

5.12 Identification of Tender List

All applications will be evaluated in line with the criteria and rules outlined in Appendix A. Responses will be scored and the top scoring ten (5) applicants will be invited to tender, subject to that number meeting the minimum requirements.

5.13 Freedom of Information Acts

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Applicants are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.14 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

5.15 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show

- favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

APPENDIX A: QUALIFICATION QUESTIONNAIRE

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT		
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.		
A2	Tax Compliance	Note: Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of invitation to tender. If the Applicant is a grouping, then each member must complete the Self-Declaration Form (A5).		
A3	Turnover			
A4	Insurance			
A6	Strategic Partnership	Applicants are required to be a current accredited Microsoft Solutions Partner.		
A7	Industry Standards	Applicants are required to have current [REDACTED] certification.		
A8	Conflict of Interest	All members of the Applicant's Team must provide a conflict-of-interest declaration in A8.		
A9	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified. If the Applicant is a grouping, then a separate Declaration must be completed for each group member.		
REF	WEIGHTED CRITERIA	MAX POINTS AVAILABLE	ASSESSMENT	MIN POINTS REQUIRED

B1	Previous Experience/ Contracts	6000	<p>Applicants should refer to two (2) instances during the last three (3) years which demonstrate that they have successfully delivered an ICT Managed Service of a comparable nature and scale to those required by the LDA. Suitable instances must include the scope of tasks as listed in 4.6.1 above, in similar Public Sector Organisations or Agencies environments.</p> <p>The max points available will be evaluated as follows:</p> <p>3000 for each of the examples given, comprising of :</p> <ul style="list-style-type: none"> • 800 - Detail of ■ compliant Service Management framework providing ICT Support including 3rd party vendor management • 800 - Detail of Information & Cyber Security • 600 - ICT Resilience • 200 - Detail of Consultancy & Project Management • 200 – Demonstration of long-term partnership • 200 – Comparability of previous contracts to LDA requirements • 100 - Detail of Hardware, Software & Services procurement and Licence Management • 100 - Detail of Managed Print Service 	3000
B2	Resources	4000	Applicants must demonstrate they have at their disposal adequate qualified personnel with the appropriate skills,	2000

			knowledge, and experience to deliver the services as specified by the Contracting Authority in this document. Responses to this section should not exceed 2 A4 pages and must include an organisation chart, clearly identifying resources proposed for the framework. All Service Delivery resources should have current ITIL certifications applicable to their role, and it is expected that the Applicant will also detail all technically certified resources that could be included in a proposed service team.	
TOTAL	10,000		N/A	5,000

NOTE 1: Applicants should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B1), (B2) and (B3) in order to avoid elimination from the competition.

Qualitative criteria will be scored using the following baseline scoring system:

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable		

SECTION A – PASS/FAIL CRITERIA

All members of the Applicant Team must complete this Section

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Organisation Name

Role in this Procurement Process				
Contact Name				
Position				
Address				
Telephone Office				
Telephone Mobile				
Email				
Date of establishment, if applicable				
Legal Status, if any <i>(Company (Ltd.), Partnership, Sole Trader, etc.)</i>				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC <i>The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.</i>				

A1.1: Lead Applicant

Maximum Points: Pass/Fail Only

Pass requirement: Applicants must complete this section.

Please note that each Applicant Team/Consortium Member (if applicable) must complete Questions A2 – A9 (incl)

NOTE: Applicants must carefully read the requirements outlined in Section 5 of this Document in relation to Consortia.

Is the applicant a group of economic operators?

Yes No

If Yes, please provide the following information:

Please enclose an organisational chart with the proposed hierarchical structure of the grouping	<p>Confirm if attached</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Please describe the commercial and legal relationship amongst its members	

If your answer is "Yes", please provide the following information:	Name	Service to be delivered	Confirm Separate Questionnaire enclosed?
Consortium Member #1 (Repeat as required)			
Consortium Member #2			

A2. TAX CLEARANCE CERTIFICATE DECLARED BY SELF-DECLARATION (All Design Team Members)

Weighting: Pass/Fail only

Pass requirement: Applicants and each member of the Applicants Team must complete the self-declaration (A5) providing information regarding their tax compliance.

A3. FINANCIAL CAPACITY DECLARED BY SELF-DECLARATION (Lead Applicant Only)

Weighting: Pass/Fail only

Pass requirement:

- (a) Confirmation that the lead applicant party turnover exceeded €4m during **each** of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.

In addition

- (b) Confirmation of financial standing ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

Evidence of both statements will be required prior to confirmation on a tender list.

NOTE #1: In the case of an Applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead Applicant. Where group members are relying on the lead Applicant's financial capacity, self-declaration / evidence will only be required of the lead.

NOTE #2: In the case of firms more recently established evidence of pro-rata turnover will suffice.

A4. INSURANCES DECLARED BY SELF-DECLARATION

Weighting: Pass/Fail only

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract

NOTE #1: In the case of an Applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead Applicant. Where group members are relying on the lead Applicant's financial capacity, self-declaration / evidence will only be required of the lead.

NOTE #2: PI insurance of €6.5m is noted as the required level and this will be advised on a case by case basis in each mini competition. In the case of an Applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead Applicant. In the event the lead applicant does not currently hold PI of €6.5m a letter to confirm this can be provided if required will suffice.

Insurance Type	Required Level
Public Liability	€6.5m
Employers Liability	€13m
Professional Indemnity - This limit is not an annual aggregation	€6.5m (will be advised on a case by case basis)
Cyber Insurance	€5m

A5. SELF DECLARATION OF FINANCIAL INFORMATION			
TAX CLEARANCE (Lead Applicant Only)			
(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 www.ros.ie . To this end, please confirm:			
Do you grant the Contracting Authority permission to verify your tax status online via www.ros.ie ?	Yes		No
Information required using new tax clearance certificate status being adopted in 2018			
Applicant Name			
Applicant PPSN/Tax Reference Number			
Access Number			
OR I confirm that I currently hold a valid paper tax clearance certificate	Registration Number		
	Certificate Number		
OR I confirm that I have applied for a Tax Clearance Certificate details of which will be made available as soon as available.	Yes		
FINANCIAL STANDING (Lead Applicant only)			
I confirm that our turnover exceeded <ul style="list-style-type: none"> • €4m per annum in each of the last three financial years. Note: if turnover figures for 2024 are unavailable, please use 2021, 2022 and 2023.			
Financial Year	2022	2023	2024
Turnover	€	€	€
I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: <ul style="list-style-type: none"> • evidence of turnover for the past three financial years 	Yes		
	No		

INSURANCES			
(B) I confirm that we have the following insurances in place:			
Insurance Type	Level in Place	Details of Any Excess	Expiry Date
Employers Liability	€		
Public Liability	€		
Professional Indemnity	€		
Cyber Insurance	€		
AND			
I confirm that if successful, where the levels required under the 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 promptly.	Yes		No
AND			
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: <ul style="list-style-type: none"> evidence of insurances in place or letter from Insurance Broker confirming that the required levels could be put in place if successful 	Yes		No
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.			
Signed:			
Position:			
Dated:			

A6 STRATEGIC PARTNERSHIPS

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: The Applicant must sign and date this Declaration.

Note

I/We can confirm that we are a current accredited Microsoft Solutions Partner.	Yes	
	No	

If Yes: please detail what Solution Partner Designation(s) you and any member of the Applicant Team have, the dates achieved, and what Partner Capability Score was achieved for each Designation.

--

Organisation Name (Repeat as necessary)	
Solution Partner Designation	
Date Achieved	
Partner Capability Score	

A7 INDUSTRY STANDARDS

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: The Applicant and each member of the Applicant Team if 3rd Parties are included in the Applicants proposed service must sign and date this Declaration.

Note

I/We can confirm all members of the Applicant Team are currently ██████████ certified.	Yes	
	No	

If Yes: please list for any member of the Applicant Team the current scope and renewal dates for this certification.

Organisation Name (Repeat as necessary)	
Certification Scope	
Renewal Date	

A8 CONFLICT OF INTEREST DECLARATION		
Weighting: Pass/Fail only		
Minimum requirement to remain eligible in the competition: The Applicant and each member of the Applicant Team must sign and date this Declaration.		
Note		
I/We can confirm that there is no level of conflict, or perceived conflict of interest, in relation to the personnel or work involved in the Contract:	Yes	
	No	
If No: please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could affect the Contract		
Organisation Name		
Role in this Procurement Process		

Contact Name	
Position	

A9 DECLARATION OF BONA FIDES

In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).

Weighting: Pass/Fail only

Pass requirement: Applicants must complete, sign and date this Declaration. the Contracting Authority reserves the right at its discretion to exclude a non-compliant Applicant under each heading. This must be completed by each group member.

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).

		YES	NO
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?		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;		
<u>Non-payment of taxes or social security obligations</u>			
<p>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?</p> <p>Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved</p>			

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

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
The Economic Operator:		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	<ul style="list-style-type: none"> • 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 		
	<ul style="list-style-type: none"> • 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	<p>has undertaken to:</p> <ul style="list-style-type: none"> • unduly influence the decision-making process of the contracting entity, or • obtain confidential information that may confer upon the Applicant 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

	YES	NO
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		
(i) Employment Equality Acts 1998-2011		
(ii) Equal Status Acts 2000-2011		
(iii) National Minimum Wage Act 2000 as amended		
(iv) Organisation of Working Time Act 1997 as amended		
(v) Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi) Disability Act 2005		
(vii) 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 this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator	
Authorised Signatory	
Name in print or block capitals	
Rank / Position	
Role in Procurement Process	

NOTE:

The term Economic Operator covers equally the concepts of Contractor, Supplier and Service Provider whether as Applicant, Applicant or Participant under an award procedure in accordance with the relevant Public Procurement Directive.



SECTION B - WEIGHTED CRITERIA

B1 PREVIOUS CONTRACTS

Weighting: 6,000 marks

Applicants should refer two (2) instances during the last three (3) years which demonstrate that they have successfully delivered services of a comparable nature and scale to those required by the LDA specifically delivering ICT Managed Services within the Public Sector environment.

The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements and scale of this contract.

Information shall be submitted using the project sheets below in legible font and shall be limited to 2 pages per project.

The contracts listed should be chosen to demonstrate the applicants skills, efficiency, experience and reliability in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.

CONTRACT #1			
Start Date - End Date			
Client Name & address			
Client contact person:		Phone no.:	
Details of Services provided			

Approx. Total
Contract Value (TCV)
€

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Please indicate below the extent of which this project is comparable with this framework

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CONTRACT #2			
Start Date - End Date			
Client Name & address			
Client contact person:		Phone no.:	
Details of Services provided			
Approx. Total Contract Value (TCV) €			
Please indicate below the extent of which this project is comparable with this framework			

B2 Resources

Weighting: 4000 marks total.

Applicants must demonstrate they have at their disposal qualified personnel with the appropriate technical skills and certifications, knowledge and experience to deliver the services as specified by the Contracting Authority in this document. Responses to this section should not exceed 2 A4 pages and must include an organisation chart, clearly identifying the number of resources available within the organisation.

NOTE: The purpose of this section is to identify whether the Applicant has at its disposal the appropriate number and range of skills. Applicants are reminded that they may rely on the resources of other entities on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

The resource types listed should be chosen to demonstrate the applicants skills, efficiency, experience and professional certification in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required. (Repeat as required to demonstrate the total number of resources within the organisation.)

Resource Type	
Certification Level	