***TENDER RESPONSE DOCUMENT (TRD)***

***Insert School Logo***

***Insert School Name and Roll Number***

***Call for Tenders for the provision of Schoolbooks through the Junior Cycle Schoolbook Scheme funded by the Department of Education to***

***“Insert School Name and Roll Number”***

***Tender Procedure: Open Procedure***

***Tender Deadline: 15:00hrs, xx xx 2024***

Contents

[Instructions For Completion 3](#_Toc163041786)

[General Information Relating to the Tenderer 4](#_Toc163041787)

[Section A: Selection Criteria 5](#_Toc163041788)

[Section A: Economic and Financial Standing 5](#_Toc163041789)

[A1: Insurance 5](#_Toc163041790)

[A2: Tax Clearance 6](#_Toc163041791)

[A3: Statement of Turnover 6](#_Toc163041792)

[A4: Audited Accounts & Reports 7](#_Toc163041793)

[A5: Data Protection 7](#_Toc163041794)

[Section A: Technical and Professional Ability 8](#_Toc163041795)

[A6: Company Summary 8](#_Toc163041796)

[A7: Contact Person for the purposes of this CFT 9](#_Toc163041797)

[A8: Key Performance Indicators 9](#_Toc163041798)

[A9: Previous Experience 9](#_Toc163041799)

[A10: Appendix 3: Tenderer’s Statement 13](#_Toc163041800)

[A11: Appendix 4: Declaration as to Personal Circumstances Re: Call for Tenders for the supply of schoolbooks 14](#_Toc163041801)

[Section 2: Award Criteria 17](#_Toc163041802)

[Section 2: Qualitative Criteria 18](#_Toc163041803)

[Section 2: Ultimate Cost 21](#_Toc163041804)

[Appendix 2: Pricing Schedule 22](#_Toc163041805)

[Checklist for Tenderers 23](#_Toc163041806)

Instructions For Completion

Tenderers must ensure they complete this document in full.

Where there is a discrepancy between the contents / instructions in this document and the Call to tender, the Call to tender will take precedence. Please ensure you contact the Contracting Authority, and they may decide to issue an updated Tender Response Document.

Tenderers must follow the instructions contained in this document in relation to attachments, word limits, etc.

Tenderers must refer to the Call to tender document for the minimum rules of the competition.

In relation to self-declared information, the tenderer must, when requested by the Contracting Authority, furnish evidence of compliance within seven (7) days of the request.

***General Information*** Relating to the Tenderer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tendering Party Name: | | | | |
|  | | | | |
| Contact Person: | | | | |
|  | | | | |
| Position: | | | | |
|  | | | | |
| Address: | | | | |
|  | | | | |
| Phone: | | | | |
|  | | | | |
| Email: | | | | |
|  | | | | |
| Website: | | | | |
|  | | | | |
| Date of Establishment, if applicable | VAT Registration No: | | | |
|  |  | | | |
| Legal Structure – partnership, limited company, DAC, etc. | 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 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. | | | | |

|  |  |  |
| --- | --- | --- |
| Name of other parties forming part of the tender submission: | | |
| Name: | Proposed Role | Confirmation Relevant information provided for each party |
|  |  |  |

Section A: Selection Criteria

(i) Economic and Financial Standing

## A1: Insurance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurances** | | | | |
| I confirm that we have the following insurances in place | | | | |
| Insurance Type | | Level in Place | Details of Any Excess | Expiry Date |
| Employers Liability | | €12.7 million for any one claim arising out of a single occurrence. |  |  |
| Public Liability | | €2.6 million for any one claim or series of claims arising out of a single occurrence. |  |  |
| Product Liability | | To equal contract value for any one claim or series of claims arising out of a single occurrence. |  |  |
| **AND** | | | | |
| I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be able to put the required forms and levels of insurance required in place. | | | |  |
| **AND** | | | |  |
| I confirm that I will provide the following promptly on request:   * evidence of insurances in place or * letter from Insurance Broker confirming that the required levels could be put in place if successful | | | |  |
| **Signed** |  | | | |

## A2: Tax Clearance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tax Clearance** | | | | **Please confirm YES/NO** | |
| I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue’s online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm: | | | | Yes |  |
| No |  |
| Applicant Name: | |  | | | |
| Applicant PPSN/ Tax Reference Number | |  | | | |
| Access Number | |  | | | |
| OR  I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents) | | | | | |
| Registration Number |  | Certificate Number |  | | |
| OR  I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request | | | | Yes |  |
| No |  |

## A3: Statement of Turnover

Applicants should provide evidence that their combined turnover relating to the goods specified in Appendix 1 only, has exceeded the amount stated in the following table per annum, over the three years 2021/2022/2023.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yearly Turnover** | **2021** | **2022** | **2023** |
|  |  |  |

*Please confirm below that this information has been submitted with your tender response and the Appendix number of the information provided.*

|  |  |
| --- | --- |
| **Confirm Yes/No** | **2021** |
| **Appendix Number** |  |

## A4: Audited Accounts & Reports

Audited accounts must be provided to support the turnover statement. In line with current legislation, where a company has an annual turnover of less than €8.8 Million, audited accounts are not necessary. In these instances, a statement of accounts from the company’s accountants will suffice.

*Please confirm below that this information has been submitted with your tender response and the Appendix number of the information provided.*

|  |  |
| --- | --- |
| **Confirm Yes/No** | **2021** |
| **Appendix Number** |  |

## A5: Data Protection

The Tenderer must ensure that the security of Personal Data at all times is in line with the Data Protection Acts 1998 and 2003 and guidance issued by the Data Protection Commissioner of Ireland. Tenderers are required to be compliant under the EU General Data Protection Regulation (GDPR) replacing the Data Protection Directive 95/46/EC, which came into effect on 25/05/2018. Please provide a copy of your Data Protection Policy.

Please confirm below that this information has been submitted with your tender response and the Appendix number of the information provided.

|  |  |
| --- | --- |
| **Confirm Yes/No** | **2021** |
| **Appendix Number** |  |

(ii) Technical and Professional Ability

## A6: Company Summary

Please complete the following table(s) with your Company Summary. If the Tenderer is a grouping, separate information must be completed for each group member.

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Address** |  |
| **Contact Number** |  |
| **Contact Email address** |  |
| **Tenderers must provide an organisation chart and demonstrate access to an appropriate skill set for the type of contract being tendered for. This information will be used to determine if the tenderer has the general capacity to meet the requirements. Include the following in your submission:**  **· Staffing Levels of the company (particularly at local level).**  **· Outline Documented Quality System**  **· Address of office from which the service will be provided.**  **· Delivery infrastructure**  **(Please expand this box as necessary)** | |
|  | |

## A7: Contact Person for the purposes of this CFT

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Address** |  |
| **Contact Number** |  |
| **Contact Email address** |  |

## A8: Key Performance Indicators

Please confirm that you have read and will comply with the Key Performance Indicators set out in Appendix 1 of the CFT Document.

|  |  |
| --- | --- |
| **Confirm Yes/No** |  |

## A9: Previous Experience

Please provide details of three (3) relevant reference sites where similar goods and services have been provided. Please complete Tables below.

Please confirm that this information has been completed and submitted with your tender

|  |  |
| --- | --- |
| **Confirm Yes/No** |  |

|  |  |
| --- | --- |
| **Reference contract #1** |  |
| **Client Name** |  |
| **Contact Name** |  |
| **Contact Position in the Company** |  |
| **Contact Number** |  |
| **Contact Email address** |  |
| **Detailed contract description** |  |
| **Contract start date, duration and completion date** |  |
| **Outline how this contract is comparable with the subject matter of the contract being tendered.** | |
|  | |

|  |  |
| --- | --- |
| **Reference contract #2** |  |
| **Client Name** |  |
| **Contact Name** |  |
| **Contact Position in the Company** |  |
| **Contact Number** |  |
| **Contact Email address** |  |
| **Detailed contract description** |  |
| **Contract start date, duration and completion date** |  |
| **Outline how this contract is comparable with the subject matter of the contract being tendered.** | |
| **Volume of**  **old daily, and t**  **he provided** | |

|  |  |
| --- | --- |
| **Reference contract #3** |  |
| **Client Name** |  |
| **Contact Name** |  |
| **Contact Position in the Company** |  |
| **Contact Number** |  |
| **Contact Email address** |  |
| **Detailed contract description** |  |
| **Contract start date, duration and completion date** |  |
| **Outline how this contract is comparable with the subject matter of the contract being tendered.** | |
|  | |

## A10: Appendix 3: Tenderer’s Statement

**TENDERERS’ STATEMENT**

TO: The Board of Management of (Insert School Name) . Having examined your Call for Tenders (the “CFT”) 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 CFT. |
| 2. | We accept all the Terms and Conditions of the CFT, the Goods Contract, and the Confidentiality Agreement and agree, if awarded a Goods Contract, to execute the Goods Contract at Appendix 5 to the CFT and the Confidentiality Agreement at Appendix 6 to the CFT. |
| 3. | We accept all the Selection and Award Criteria as set out in Part 3 of the CFT. |
| 4.  5. | We agree to supply the Contracting Authority with the Goods in accordance with the CFT and our Tender.  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 CFT. |
| 7. | We confirm that all prices quoted in our Tender will remain valid for the period, commencing from the Tender Deadline, specified at paragraph 2.10.3 of the CFT. |
| 8. | We shall, if awarded any Goods Contract under the CFT, have in place on the Effective Date of the Goods Contract all insurances (if any) as required by paragraph 2.21.1 of the CFT. |

|  |  |
| --- | --- |
| **SIGNED:** | **Company** |

## A11: Appendix 4: Declaration as to Personal Circumstances Re: Call for Tenders for the supply of schoolbooks

Re: Call for Tenders for the Supply of [Insert type of goods sought]

**NAME:** [Click here and insert name]

I, [Click here and insert name of Declarant],having been duly authorised by [Click here and insert name of entity] sincerely declare that [Click here and insert name of entity] itself or any person who has is a member of the administrative, management or supervisory body of [Click here and insert name of entity] or has powers of representation, decision or control in [Click here and insert name of entity]*:*

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.

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 Contracting Authority or [Click here and insert name of entity].

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.

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.

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.

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.

Is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.

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 Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).

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.

Is not guilty of grave professional misconduct.

Has not entered into agreements with other economic operators aimed at distorting competition.

Is not aware of any conflict of interest due to its participation in the Competition.

Has not had any prior involvement in the preparation of the Competition.

Has not 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.

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 or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).

Has not undertaken to unduly influence the decision-making process of the Contracting 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 tenders, 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 Contracting 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) Practicing Solicitor/Commissioner for Oaths** | |

Section B: Award Criteria

The Goods Contract will be awarded based on the most economically advantageous tender(s) as identified in accordance with the following criteria:

**Only those Tenderers who have qualified in accordance with paragraph 3.2 of this CFT will proceed to be evaluated under this paragraph 3.3.** No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. Any award of notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer. The Contracting Authority may cancel this public procurement competition at any time prior to a formal written contract being executed by or on behalf of the Contracting Authority. The Contracting Authority does not bind itself to accept the lowest priced or any Tender.

**Award Criteria**

1000 marks in total are available in this section. The costs proposed will be awarded from 60% of the marks available. The qualitative award criteria will be assessed out of the remaining 40% of the available marks.

Tenderers are required to provide in no less than an A4 page (for each of the areas within this section) a proposed plan, detailing the quality & functionality of the items proposed, guarantee of supply, the order to delivery process and customer service available thereafter, based on the requirements as set out in Appendix 1, Requirements, (see minimum Specifications in the excel pricing worksheet), detailing but not limited to the following;

## (i) Qualitative Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualitative Criteria** | **Weighting** | **Max. Score** | **Min. Score Required** |
| **A. Order, Supply & Delivery Procedure** | **20%** | **200 marks** | **120 marks** |
| Tenderers are required to demonstrate in a clear and comprehensive manner, their flexible ordering facility available along with the delivery procedures including but not limited to:  Orders and Cancellations ***5% (50 marks) (Insert Response Below)***  Delivery of the goods to the point of use as described by the school, including lead times from placement of order. ***5% (50 marks)***  ***(Insert Response Below)***  This response should include examples of items where there are stock issues & efforts to ensure continuous supply and examples of items required with the longest lead times. ***5% (50 marks)***  ***(Insert Response Below)***  Details of the tenderers returns policy, including the return of items that are hazardous and flammable, should be included to provide a clear understanding to the Contracting Authority of the same. ***5% (50 marks)***  ***(Insert Response Below)*** | | | |
| **B. Customer Service and Contract Management** | **20%** | **200 marks** | **120 marks** |
| Tenderers are required to demonstrate how they propose to meet the requirements of the schools in regard to contract management. Responses are to include but are not limited to:  Quality of Service ***5% (50 marks)***  ***(Insert Response Below)***  Account Management including examples of queries and or complaints and how they will be dealt with should be included ***5% (50 marks)***  ***(Insert Response Below)***  Escalation Procedure of the company including contact details, in words and/or tabular format  ***5% (50 marks)***  ***(Insert Response Below)***  Any value-added services offered included but not limited to innovative approaches to book covering, barcoding of schoolbooks, labelling, distribution of schoolbooks to students at site level etc. and storage options.  ***5% (50 marks)***  ***(Insert Response Below)*** | | | |

## (ii) Ultimate Cost

**60% of overall marks (600 marks)**

|  |
| --- |
| **To: (Insert School Name)** |
| **From:** |
| **Re: Provision of** **schoolbooks resources through the Junior Cycle Schoolbook Scheme funded by the Department of Education** |

1. I / We have examined the Tender Documentation and hereby offer to provide the services in accordance with the details contained within the Call for Tender Document.
2. All costs must be quoted in Euro and exclusive of VAT. The best offer for the Lot will receive 100% of available marks and the other bids will score a percentage of the total available marks based on the percentage price difference from the best offer.

**List of Items (0% - 600 marks) Tenderers are required to complete the Pricing Sheets for the Lot, in the Pricing Sheet provided.** Tenderers are advised that where a unit Cost (ex VAT) is required and a Tenderer leaves that cell empty or inserts a zero (0), then this item will be deemed to be free of charge.

**Note:** The quantities provided are for illustrative purposes only and does not represent a commitment to this volume of possible orders under the contract. Tenderer(s) are requested not to insert additional columns or options when completing the Pricing Schedule File.

Marks for Cost Criteria (A1) will be allocated using the following formula:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Score** | = | Lowest Tendered Rate | x | Maximum Number of Marks Available |
| Tendered Rate under evaluation |

Appendix 2: Pricing Schedule

Please submit the Pricing Schedule i.e. the MS Excel sheet provided.

The relevant Pricing Schedule must be completed in full, totalled, and returned as part of the Tender submission.

Tenderers are reminded that the prices/discounts quoted must be in compliance with the requirements set out in paragraph 2.10 of the CFT, i.e.: they must be all-inclusive, fixed, expressed in Euro, exclusive of VAT and remain fixed for term of the contract.

Any particulars and merits should be identified in the comments section to facilitate scoring under paragraph 3.3 Award Criteria of the CFT.

**Please submit a detailed breakdown of the Tenderers estimate of Non-Specified Costs.**

**\*Add and remove lines as required. This is for information purposes only.**

|  |  |  |
| --- | --- | --- |
| **List of Break-down** | **Costings of Break-down (€)** | **Supporting Rationale** |
| **Book Covering** |  |  |
| **Barcoding** |  |  |
| **Administration Costs** |  |  |
| **Insurance Premiums** |  |  |
| **Distribution Costs** |  |  |
| **Total Cost** |  |  |

Checklist for Tenderers

|  |  |  |
| --- | --- | --- |
| **1** | **Sections A1 – A9 -** must be fully completed & all relevant information attached. |  |
|  | | |
| **2** | **Section A10** - **Appendix 3** **Tenderers’ Statement –**must be fully completed on Tenderers’ headed notepaper and signed by the Tenderer |  |
|  | | |
| |  |  |  | | --- | --- | --- | | **3** | **Section A11 - Appendix 4 Declaration as to Personal Circumstances of Tenderer** – must be fully completed & signed by the Tenderer. |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section B – Tender Response** | | |  |
| **4** | **Award Criteria Supplier Response -** Fully Completed & Signed by the Tenderer. |  |
|  | | |
| **5** | **Appendix 2 - Pricing Schedule -** (Separate Excel Document) Fully Completed & Signed by the Tenderer. |  |
|  | | |
| **6** | **All other relevant information as required in accordance with this Tender Document** |  |

**The above checklist is for guidance purposes only; the Contracting Authority will not accept any responsibility for omissions from this checklist.**

**Tenderers are advised to read all tender documentation and appendices in full in order to provide a comprehensive response.**

**End of Document.**