

DPS FOR MANAGEMENT AND CONTROL OF INVASIVE PLANT SPECIES

**Lot 1: Professional Services relating to the
Management and Control of Invasive Plant Species**

ESUITABILITY ASSESSMENT QUESTIONNAIRE – ENVELOPE 1

**This is a PDF version of how the Questionnaire appears to
Economic Operators on www.etenders.gov.ie**

Lot 185410: Response form

Notes for Economic Operator

0 questions to answer

- 1
- The Economic Operator must ensure:
- a) that all information, documentation and declarations submitted with their Application or in response to a Supplementary Request for Tender (sRFT) are correct and;
 - b) that they are in a position to provide the requisite evidence of compliance with the declarations submitted herein within five working days when requested by the LGOPC and/or Contracting Authority.

- 2
- Without prejudice to such other legal remedies available to the LGOPC and/or the Contracting Authorities, where an Economic Operator:
- 1) is found to have furnished false, misleading or incorrect information, documentation or declarations with its application; or
 - 2) is, for whatever reason, unable or unwilling to provide the requisite evidence of compliance with the submitted declarations within five working days when requested by the LGOPC and/or the Contracting Authorities;
- the LGOPC and/or the Contracting Authority may, at their discretion, exclude the Economic Operator from the Supplementary Request for Tender and/or the DPS.

The Economic Operators must answer ALL questions in this form, must type the relevant information in ALL text boxes provided and must upload ALL required documents.

The Economic Operators must comply with the instructions herein and a failure to do so may result in the application being deemed non-compliant. An Economic Operator that makes an application that is deemed non-compliant shall not be admitted to the DPS.

Without prejudice to the foregoing, the LGOPC, at its discretion, may seek clarifications or further information (that does not materially alter an application) (or take such other legally permissible actions with reference to the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition) from the Economic Operators via eTenders in respect of an application.

- 3
- An Economic Operator admitted to the DPS will be required to operate in compliance with all applicable statutory obligations during the period of validity of the DPS and the LGOPC and/or the Contracting Authorities may seek from the Economic Operator such information and documentary evidence as it deems reasonably necessary to demonstrate such compliance. The LGOPC may terminate a DPS Agreement with an Economic Operator found to be unable to demonstrate compliance with an applicable statutory obligation. Further details in relation to statutory obligations are found within the DPS Agreement and Supplementary Request for Tender Contract published as part of the tender documents.

General Data Protection Regulation (GDPR)

1 questions to answer

4 We confirm that all Data Subjects whose Personal Data is provided in our Tender response have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the LGOPC, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the LGOPC and/or 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 LGOPC and/or Contracting Authority upon request.

Yes

Economic Operator Details

6 questions to answer

5 Select the relevant option below to indicate your trading status.

- i) a Sole Trader
- ii) a Limited Company
- iii) a Designated Activity Company (DAC)
- iv) an Unlimited Company
- v) other

6 If you ticked one of the options between ii) to v) in the question above, enter your company registration number as per your Companies Registration Office details (www.cro.ie), or equivalent in your jurisdiction, in the box below.
If not applicable, enter 'N/A' in the box below.

7 If you ticked 'other' please confirm the exact nature of your trading status in the box below.
If not applicable, enter 'N/A' in the box below.

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8 Enter the registered name of the Economic Operator in the box below.

This name must be exactly as per your Companies Registration Office details (www.cro.ie) or equivalent in your jurisdiction;

or

For Sole Traders this name must be exactly as per your VAT/Tax Registration details.

Note:

If the name provided in your ESPD is not your legal entity name, your legal entity name shall apply to this application.

9 Enter the Economic Operator's address in the box below.

This address must be exactly as per your Companies Registration Office details (www.cro.ie) or equivalent in your jurisdiction;

or

For Sole Traders this address must be exactly as per your VAT/Tax Registration details.

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10 Enter the Economic Operator's VAT/Tax Registration Number.

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Supplementary Request for Tenders

1 questions to answer

11 www.supplygov.ie is a procurement platform operated by the LGOPC facilitating Local Authorities and other state agencies in the public procurement of goods, works and services from economic operators.

All Supplementary Request for Tenders in relation to this DPS will be conducted through www.supplygov.ie only.

12 If you are registered on www.supplygov.ie, enter your Supplygov Supplier ID in the box below.
(Your www.supplygov.ie Supplier ID is a numerical entry found on the top left of the www.supplygov.ie Supplier homepage.)

If you are not registered on www.supplygov.ie, please now register as a new supplier. Registration as a new supplier on www.supplygov.ie may take a number of working days.

If you have not obtained a Supplygov Supplier ID prior to submitting your application, enter "Not Currently Registered" in the box below. Supplier registration on www.supplygov.ie is not mandatory at this stage and is not part of the selection criteria for this tender.

Region/Regions You Wish To Tender For

1 questions to answer

13

Select the region/regions (counties) that you wish to tender for. You must select at least one region.

You will only receive Supplementary Request for Tenders notifications from Contracting Authorities in the region/regions you have selected.

Please refer to the Instructions Document for a full list of the Contracting Authorities.

- County Carlow
- County Cavan
- County Clare
- County Cork
- County Donegal
- County Dublin
- County Galway
- County Kerry
- County Kildare
- County Kilkenny
- County Laois
- County Leitrim
- County Limerick
- County Longford
- County Louth
- County Mayo
- County Meath
- County Monaghan
- County Offaly
- County Roscommon
- County Sligo
- County Tipperary
- County Waterford
- County Westmeath
- County Wexford
- County Wicklow

**Designer and Project Supervisor For The Design Process (PSDP)
Appointments**

4 questions to answer

14

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that Health and Safety management within the organisation is the responsibility of:



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15

Minimum Selection Criteria (Pass/Fail)

Minimum Standard



I declare, as an Economic Operator interested in being assessed for suitability, that in my opinion my organisation is competent and adequately resourced to fulfil its obligations under the Safety, Health and Welfare at Work Act, 2005 and that my Organisation has adequate resources to fulfil the role of Designer and PSDP, as outlined in Notes 1 and 2 below.

The evidence relating to this minimum standard, to be provided when requested is demonstrating compliance with relevant Health and Safety legislation.

Yes ✓

No

16

Note-1

- We acknowledge and agree that we may be appointed as Designer and PSDP under any contract awarded under this Agreement.
- We are a member of, or eligible to be a member of, a recognised professional body for the required role, i.e. RIAI/ACEI/SCS/IEI/NISO or OSH (PSDP only)/(Other)
- We confirm that each member of staff is aware of his/her responsibilities under the Safety, Health and Welfare at Work Act, 2005, and the Safety, Health & Welfare at Work (Construction) Regulations, 2013.
- In particular, we are aware of the general principles of prevention as enumerated below, and where the professional service required is a Designer will take those principles into account when carrying out design work associated with the project and undertake to liaise with, communicate and co-operate with the PSDP in his/her role.
- In our role as PSDP, we will take into account and communicate to all designers those principles when co-ordinating design work associated with the project and undertake to liaise with, communicate and facilitate co-operation amongst the other duty holders under those Regulations specifically Regulations 11-14 of the Safety Health & Welfare at Work (Construction) Regulations, 2013.

General Principles of Prevention applicable to Designer and PSDP

The purpose of the General Principles of Prevention is to provide a framework within which design and detailing issues can be assessed.

- i) The avoidance of risks
- ii) The evaluation of unavoidable risks
- iii) The combating of risks at source
- iv) The adaption of work to the individual, especially as regards the design of places of work, the choice of work equipment and systems of work, with a view to alleviating monotonous work and work of a predetermined rate and to reduce their effect on health
- v) The adaption of workplace to technical progress
- vi) The replacement of dangerous articles, substances or systems of work by non-dangerous articles, substances or systems of work
- vii) The giving to collective protective measures priority over individual protective measure
- viii) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment
- ix) The provision of appropriate training and instruction to employees.

Note-2

• We are aware of the obligations of all Designers under Section 17 (2) of the Safety, Health & Welfare at Work Act, 2005, to ensure so far as is reasonably practicable that the project:

(a) Is designed and is capable of being constructed to be safe and without risk to health,

(b) Can be maintained safely and without risk to health during use, and

(c) Complies in all respects, as appropriate, with the relevant statutory provisions.

And, in our role as PSDP, we will communicate to those designers their duties under Section 17 (2) of the above Act.

• We confirm that all staff have received, read and will apply the Safety, Health and Welfare at Work (General Application) Regulations, 2007, the Guide to the Safety, Health and Welfare at Work (General Application) Regulations, 2007, and the HSA frequently asked questions on risk assessments which are available on the HSA website.

• In our role as Designer, risk assessments will be carried out and maintained on the job file.

• In our role as PSDP, risk assessments will be sought and collected from Designers for inclusion in a Preliminary Safety & Health Plan which we as PSDP will prepare and update as appropriate.

• We confirm that in our opinion this 'Designer and Project Supervisor for the Design Process (PSDP) Appointments' declaration is deemed to satisfy our obligations in relation to the following areas given the services/works anticipated to be completed under this Agreement: -

a) Health and Safety Policy and Organisation;

b) Arrangements;

c) Competent Advice;

d) Training and Information;

e) Individual Qualifications and Experience;

f) Monitoring, Audit and Review;

g) Workforce Involvement;

h) Accident/Incident Reporting, Review;

i) Sub-consulting Procedures;

j) Hazard Management and Risk Assessment; and

k) Health and Welfare

18

Have there been any enforcement actions, legal proceedings, accidents, fatalities or incidents associated with the discharge of my duties as Designer and/or PSDP (whether the relevant discipline is the subject of this declaration or not) over the last three years?

Yes

No

19

If you answered "Yes" to the above question, please provide details in the box below.

If you answered "No" to the above question, please type "There have been none" in the box below.

Health And Safety Compliance Declaration - Specialist as Designer

1 questions to answer

20

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that the minimum standards listed below, and associated evidence to be provided when requested, are addressed in my Safety Statement:

The minimum standards are as follows:

i) A general Health and Safety policy document appropriate to the relevant design discipline.

The evidence relating to this minimum standard, to be provided when requested is a copy of our current general Health and Safety policy.

ii) The relevant management organisational structure document indicating the duty holders responsible for Health and Safety.

The evidence relating to this minimum standard, to be provided when requested is an outline of our management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety.

iii) Standard risk assessment forms (relevant to projects of a similar size, nature and complexity) covering all stages of a project life cycle from early design stage to project completion.

The evidence relating to this minimum standard, to be provided when requested is copies of standard forms used for risk assessments as part of our duties under the Safety, Health and Welfare at Work Act, 2005

iv) Evidence of CPD training arrangements in place (for Designers) appropriate to the size and complexity of the services/works under this Agreement.

The evidence relating to this minimum standard, to be provided when requested is details of arrangements for Continuing Professional Development (both relevant to the design discipline and health and safety) of personnel, including personnel who would be employed on the project.

v) Evidence that there is an adequate organisational structure in place within the company to facilitate the dissemination of up-to-date developments on health and safety issues.

The evidence relating to this minimum standard, to be provided when requested is details of the company's procedures for disseminating up-to-date developments on health and safety issues.

vi) Evidence that there are adequate arrangements in place for the co-ordination of information between Economic Operator's designer team members with adequate mechanism in place that tracks and records delivery and receipt of information distributed.

The evidence relating to this minimum standard, to be provided when requested is details of the company's arrangements for the co-ordination of information between

the different designers and technical disciplines involved in a project.

vii) Evidence of adequate structured procedures relevant to the size and complexity of the project to ensure that the Economic Operator's role as Designer is clearly demonstrated and that health and safety information is disseminated to the relevant parties and appropriate action taken.

The evidence relating to this minimum standard, to be provided when requested is details of the methodology for the dissemination of health and safety information for the design and construction stage on this or equivalent projects.

If the requirements and minimum standards have not been addressed in the Safety Statement, separate evidence is to be provided on request which demonstrates that such requirements and minimum standards have been met.

Yes ✓

No

Educational and Professional Qualifications (Management)

2 questions to answer

21

Health and Safety Competence of Management Staff

22

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide sufficient management staff with Health and Safety qualifications, training and experience, relevant to the services/works anticipated to be completed under this Agreement.

Note:

The evidence in support of the minimum selection criteria above is:

(1) providing OHSAS 18001 Certification, or other equivalent independently certified Health and Safety management system with appropriate Health and Safety training and resources,

Or

(2) providing the following details:

- the educational qualifications, professional qualifications (e.g. professionally qualified project managers, architects, engineers etc. – with dates obtained), and experience in so far as they are relevant to Health and Safety, and/or
- educational qualifications, professional qualifications (as above) with at least one member of the managerial staff who has experience in relation to projects relevant to the services/works under this Agreement.
- the Curriculum Vitae of the managerial staff in so far as they relate to Health and Safety training and/or experience and also the organisational structure of the firm.
- having at least 8 hours annual (i.e. in-house or a CPD course) health and safety training in relation to projects relevant to the services/works under this Agreement.

Yes ✓

No

23

Technical Capability

24

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that: my organisation can provide at least one (1) member of the managerial staff who holds a National Framework of Qualifications (NFQ) Level Seven (7) or higher, plus five (5) years experience, or equivalent relevant to the services/works under this Agreement.

Note:

Equivalent managerial staff technical capability offered by the Economic Operator must include as a minimum:

an NFQ Level Six (6) qualification, plus eight (8) years experience in managing projects relevant to the services/works under this Agreement.

Yes ✓

No

Educational and Professional Qualifications (Personnel)

1 questions to answer

25

Health and Safety Competence of Personnel

26

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation has sufficient personnel with Health and Safety qualifications, training and experience, relevant to the services/works anticipated to be completed under this Agreement.

Note:

The evidence in support of the minimum selection criteria above is a Safe Pass Card, or equivalent, for personnel.

Yes ✓

No

Financial And Economic Standing

2 questions to answer

27

Financial Confirmatory Note

28

Minimum Selection Criteria (Pass/Fail)



The Economic Operator must upload the completed 'Financial Confirmatory Note', by clicking on the folder icon to the right.

A template for the Financial Confirmatory Note is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Financial Confirmatory Note'.

Yes ✓



30

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, I have the financial capacity to meet the minimum standards set down for insurance in this questionnaire.

The minimum levels of insurance cover required are:-

a) Employer's Liability Insurance = €13,000,000 and

b) Public Liability Insurance = €6,500,000.

Yes ✓

No

Technicians or Technical Bodies responsible for Quality Control

1 questions to answer

31

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that I meet the minimum standard, which is a list of the relevant technicians or technical bodies responsible for quality control especially those upon whom I can call on in order to carry out the services/works.

Note:

The evidence in support of this minimum standard is a written statement naming the Technicians and Technical Bodies, particularly those involved in quality control.

Yes ✓

No

List of Projects Carried Out Over the Past 5 Years

0 questions to answer

32

This DPS requires Economic Operators who are experienced in the provision of professional and technical roles associated with the Management and Control of regulated Invasive Plant Species (IPS) (Note 1).

Each Economic Operator interested in being assessed for suitability must provide details for three of their projects that are relevant to the services/works under this Agreement; that are of a similar scale, nature and complexity to those described hereunder and that clearly demonstrate that the Economic Operator has previous experience in the provision of professional and technical roles as part of the management and control of regulated invasive plant species projects in the past five (5) years.

Each of the three projects must pertain to the provision of professional and technical roles associated with the management and control of regulated invasive plant species only and must have been completed (Note 2) as follows:

- Project-1 must have been completed within the past five (5) years.
- Project-2 must have been completed within the past five (5) years.
- Project-3 must have been completed within the past five (5) years.

Note-1:

Where appearing, the term 'regulated Invasive Plant Species' means any Invasive Plant Species that are subject to Irish and/or EU statutory regulation and which shall include, but are not limited to, those on the list on the Third Schedule of the European Communities (Birds and Natural Habitats) Regulations 2011.

Note-2:

Completed means the carrying out of all necessary services/works to finalise a project similar in nature, scale and complexity to those anticipated to arise under this Lot.

Project-1: Details Minimum Selection Criteria (Pass/Fail)

10 questions to answer

33

Name and Address of the Contracting Authority/Client responsible for this project.

34

Enter the title and site location of the project in the box below.

800

35

Project Description

Enter a brief description of the project in the box below.

- 36 Date of completion of the project.
(Date must be in the format dd/mm/yyyy and must be during the past five (5) years)

- 37 I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following regulated Invasive Plant Species (IPS) were encountered.

- Japanese Knotweed (*Fallopia japonica*)
- Giant Hogweed (*Heracleum mantegazzianum*)
- Giant-rhubarb (*Gunnera tinctoria*)
- Rhododendron (*Rhododendron ponticum*)
- Other regulated IPS

- 38 If you ticked 'Other regulated IPS' above, please identify the regulated IPS and the legislation that regulates it.

- 39 I declare, as an Economic Operator interested in being assessed for suitability, that the following activities/roles were undertaken/provided by my organisation (or its representatives) on this project:

Note:

While the details provided by the Economic Operator for the three projects must demonstrate that all of the following activities/roles were managed, it is not a requirement that every role/activity was managed on each of the three projects.

- Ecologist/Horticulturalist/or equivalent regarding the IPS infestation(s).
- Land Surveyor and/or Geographical Information Systems Technician.
- Detailed Management Plan(s) regarding the IPS infestation
- Other management functions relating to the IPS infestation (e.g. Reporting; Monitoring etc.)

40

If you ticked 'Other management functions' above, please provide details of the IPS management functions carried out by your organisation (or its representatives) on this project.

If not applicable, enter 'N/A' in the box below.

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41

Value of the project excluding VAT

Note: this is only to include the value of the work directly related to the provision of professional and technical roles associated with the management and control of Invasive Plant Species on this Project.

42

The Economic Operator must upload a completed 'Project Verification Form' for the project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Project-2: Details Minimum Selection Criteria (Pass/Fail)

10 questions to answer

43

Name and Address of the Contracting Authority/Client Responsible for this project.

44

Enter the title and site location of the project in the box below.

800

45

Project Description

Enter a brief description of the project in the box below.

- 46 Date of completion of the project
(Date must be in the format dd/mm/yyyy and must be during the past five (5) years)

- 47 I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following regulated Invasive Plant Species were encountered.

- Japanese Knotweed (*Fallopia japonica*)
- Giant Hogweed (*Heracleum mantegazzianum*)
- Giant-rhubarb (*Gunnera tinctoria*)
- Rhododendron (*Rhododendron ponticum*)
- Other Regulated IPS

- 48 If you ticked 'Other regulated IPS' above, please identify the regulated IPS and the legislation that regulates it.

- 49 I declare, as an Economic Operator interested in being assessed for suitability, that the following activities/roles were undertaken/provided by my organisation (or its representatives) on this project:

Note:

While the details provided by the Economic Operator for the three projects must demonstrate that all of the following activities/roles were managed, it is not a requirement that every role/activity was managed on each of the three projects.

- Ecologist/Horticulturalist/or equivalent regarding the IPS infestation(s).
- Land Surveyor and/or Geographical Information Systems Technician.
- Detailed Management Plan(s) regarding the IPS infestation
- Other management functions relating to the IPS infestation (e.g. Reporting; Monitoring etc.)

50

If you ticked 'Other management functions' above, please provide details of the IPS management functions carried out by your organisation (or its representatives) on this project.

If not applicable, enter 'N/A' in the box below.

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51

Value of the project excluding VAT

Note: this is only to include the value of the work directly related to the provision of professional and technical roles associated with the management and control of Invasive Plant Species on this Project.

52

The Economic Operator must upload a completed 'Project Verification Form' for the project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Project-3: Details Minimum Selection Criteria (Pass/Fail)

10 questions to answer

53

Name and Address of the Contracting Authority/Client responsible for this project.

54

Enter the title and site location of the project in the box below.

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55

Project Description

Enter a brief description of the project in the box below.

- 56 Date of completion of the project
(Date must be in the format dd/mm/yyyy and must be during the past five (5) years)

- 57 I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following regulated invasive plant species were encountered.

- Japanese Knotweed (*Fallopia japonica*)
- Giant Hogweed (*Heracleum mantegazzianum*)
- Giant-rhubarb (*Gunnera tinctoria*)
- Rhododendron (*Rhododendron ponticum*)
- Other Regulated IPS

- 58 If you ticked 'Other regulated IPS' above, please identify the regulated IPS and the legislation that regulates it.

- 59 I declare, as an Economic Operator interested in being assessed for suitability, that the following activities/roles were undertaken/provided by my organisation (or its representatives) on this project:

Note:

While the details provided by the Economic Operator for the three projects must demonstrate that all of the following activities/roles were managed, it is not a requirement that every role/ activity was managed on each of the three projects.

- Ecologist/Horticulturalist/or equivalent regarding the IPS infestation(s).
- Land Surveyor and/or Geographical Information Systems Technician.
- Detailed Management Plan/s regarding the IPS infestation
- Other management functions relating to the IPS infestation (e.g. Reporting; Monitoring etc.)

60

If you ticked 'Other management functions' above, please provide details of the IPS management functions carried out by your organisation (or its representatives) on this project.

If not applicable, enter 'N/A' in the box below.

800

61

Value of the project excluding VAT

Note: this is only to include the value of the work directly related to the provision of professional and technical roles associated with the management and control of Invasive Plant Species on this Project.

62

The Economic Operator must upload a completed 'Project Verification Form' for the project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Declaration

1 questions to answer

63

I acknowledge and understand:

(a) that where my submission includes an answer and/or response to a minimum selection criteria ("pass/fail criteria") question and/or declaration, which denotes that I fail to meet that minimum selection criteria for admittance to the DPS, I shall be deemed to have submitted a compliant submission but shall be adjudged to have failed to meet the minimum selection criteria necessary for entry on to the DPS and, accordingly, I shall not be admitted to the DPS;

(b) that where I have failed to: (i) answer and/or respond (fully or at all) to a question and/or declaration or; (ii) submit the necessary supporting documents where appropriate, the LGOPC shall deem my submission non-compliant for the purpose of my application for admittance to the DPS and, accordingly, I shall not be admitted to the DPS;

(c) that where I have been found to have furnished false, misleading or incorrect information, documentation or declarations with, or at any stage of, my application or I have, for whatever reason, been unable or unwilling to provide the requisite evidence of compliance with the declarations submitted herein when requested by the LGOPC or Contracting Authority then the LGOPC or Contracting Authority may impose such sanctions as it deems appropriate up to and including immediate exclusion of the Economic Operator from the DPS.

Yes