

DYNAMIC PURCHASING SYSTEM

FOR

MINOR BUILDING WORKS - TRADESPERSONS

LOT-3: RENEWABLE ENERGY SYSTEMS AND ANCILLARY WORKS

E SUITABILITY ASSESSMENT QUESTIONNAIRE – ENVELOPE 1

THIS IS A PDF VERSION OF HOW THE QUESTIONNAIRE APPEARS TO
ECONOMIC OPERATORS ON WWW.ETENDERS.GOV.IE

Package 57551: 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 published as part of the tender documents.

General Data Protection Regulation (GDPR)

1 questions to answer

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We confirm that all Data Subjects whose Personal Data is provided in our application 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

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If you ticked one of the options between ii) to v) in the question above, enter your company registration number as recorded on 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.

800

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.

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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.

800

10

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

Supplementary Request for Tenders

1 questions to answer

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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.

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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

Health and Safety Declarations 2 questions to answer

14



Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that our organisation is aware of its obligations under Health and Safety legislation including the Safety, Health and Welfare at Work Act, 2005 and I am aware that the Contracting Authority (“the Client”), at sRFT stage, shall assess the competence of parties appointed to and/or having a Construction Duty Holder role taking into account the specific requirements of the sRFT Contract.

Note:

A Construction Duty Holder role means a role which has legal duties under the Safety, Health and Welfare at Work (Construction) Regulations, 2013.

Yes ✓

No

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Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that our organisation has a Health and Safety Policy and a Health and Safety Statement in compliance with the Safety, Health and Welfare at Work Act 2005.

Note:

At sRFT stage, your organisation may be required to provide a Safety Statement and/or a Safety Policy.

Yes ✓

No

Technical Capability - Educational and Professional Qualifications

2 questions to answer

16

Technical Capability of Management Staff



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 managerial staff who holds a National Framework of Qualification (NFQ) Level Seven (7) or higher, plus three (3) years experience, or equivalent, in managing projects relevant to the services/works to be completed 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 five (5) years experience in managing projects relevant to the services/works to be completed under this Agreement; or

Ten (10) years experience in managing projects relevant to the services/works under this Agreement.

Note: The Evidence in support of the minimum criteria above is a copy of the relevant Qualification and evidence of the relevant experience.

- Yes ✓
- No

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Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability,

(1) that my organisation can provide at least one (1) plumber/pipefitter;

OR

(2) that my organisation is a Registered Electrical Contractor with an Electrical Safety Supervisory Body (Safe Electric) as appointed by the Commission for Regulation of Utilities (CRU).

Note:

The evidence in support of the minimum selection criteria for:

Plumber/Pipefitter

Having attained:

a) National Framework of Qualification Advanced Certificate Craft - Plumbing/Pipefitting (NFQ) Level Six (6), or b) FETAC Level 6 Advanced National Craft Certificate in Plumbing/ Pipefitting, or c) Recognised apprenticeship as a Plumber/Pipefitter.

Registered Electrical Contractor

A copy of the current Safe Electric Registration Card issued by Safe Electric to the Economic Operator.

Yes ✓

No

Financial And Economic Standing

2 questions to answer

19

Financial Confirmatory Note

20

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 ✓

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Insurance

22



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

23



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 3 Years

0 questions to answer

24

The Economic Operator must provide details for three (3) of their renewable energy projects that have been completed during the past three (3) years that are of a similar scale, nature and complexity to the scope of services/works outlined in section 4.0 of the DPS Agreement.

Details provided must clearly demonstrate that the Economic Operator has installed, serviced and maintained Renewable Energy Systems in each of the three projects. Renewable Energy Systems must include those defined below completed within a residential or commercial works environment.

Completed means the carrying out of all necessary services/works to finalise the project.

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

8 questions to answer

25

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

26

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

27

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

800

28

Project Description

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

800

29

I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following Renewable Energy Solutions were installed, serviced and maintained:

Note: Economic Operators MUST TICK AT LEAST ONE Renewable Energy Solution from the following list.

- Heat Pump Systems
- Heat Pumps
- Solar Heating System
- Solar Photovoltaic (PV) Systems

30



I declare, as an Economic Operator interested in being assessed for suitability, that this project was completed during the past three (3) years.

Completed means the carrying out of all necessary services/works to finalise the project.

- Yes ✓
- No

31

Value of the project excluding VAT
Include only the value of the services/works directly carried out by the Economic Operator.

32



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)

8 questions to answer

33

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

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

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

800

36 Project Description
Enter a brief description of the project in the box below.

800

37 I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following Renewable Energy Solutions were installed, serviced and maintained:

Note: Economic Operators MUST TICK AT LEAST ONE Renewable Energy Solution from the following list.

- Heat Pump Systems
- Heat Pumps
- Solar Heating System
- Solar Photovoltaic (PV) Systems

38 I declare, as an Economic Operator interested in being assessed for suitability, that this project was completed during the past three (3) years.



Completed means the carrying out of all necessary services/works to finalise the project.

Yes ✓

No

39

Value of the project excluding VAT

Include only the value of the services/works directly carried out by the Economic Operator.

40

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)

8 questions to answer

41

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

42

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

43

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

800

44

Project Description

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

45

I declare, as an Economic Operator interested in being assessed for suitability, that on this project, the following Renewable Energy Solutions were installed, serviced and maintained:

Note: Economic Operators MUST TICK AT LEAST ONE Renewable Energy Solution from the following list.

- Heat Pump Systems
- Heat Pumps
- Solar Heating System
- Solar Photovoltaic (PV) Systems

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I declare, as an Economic Operator interested in being assessed for suitability, that this project was completed during the past three (3) years.

Completed means the carrying out of all necessary services/works to finalise the project.

- Yes ✓
- No

47

Value of the project excluding VAT
Include only the value of the services/works directly carried out by the Economic Operator.

48



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

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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