

**DYNAMIC PURCHASING SYSTEM**

**FOR**

**BUILDING CONTRACTORS FOR**

**MINOR BUILDING WORKS ON**

**RESIDENTIAL PROPERTIES**

**E Suitability Assessment**

**Questionnaire – Envelope 1**

This is a PDF version of how the Questionnaire appeared to Economic Operators on [www.etenders.gov.ie](http://www.etenders.gov.ie)





- 1 The DPS is for building contractors experienced in carrying out and managing a broad range of minor building works on residential properties.
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- 2 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 necessary evidence in support of the Selection Criteria, when requested by the LGOPC and/or Contracting Authority.
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- 3 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 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 Operator 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 Operator 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 Operator via eTenders in respect of an Application.
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- 4 An Economic Operator admitted to the DPS will be required to operate in compliance with all applicable statutory obligations during the term 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, the LGOPC and the operators of [www.etenders.gov.ie](http://www.etenders.gov.ie) and [www.supplygov.ie](http://www.supplygov.ie) 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

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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](http://www.cro.ie), or equivalent in your jurisdiction, in the box below.  
If not applicable, enter 'N/A' in the box below.

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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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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.

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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](http://www.supplygov.ie), enter your Supplygov Supplier ID in the box below.

(Your [www.supplygov.ie](http://www.supplygov.ie) Supplier ID is a numerical entry found on the top left of the [www.supplygov.ie](http://www.supplygov.ie) Supplier homepage.)

If you are not registered on [www.supplygov.ie](http://www.supplygov.ie), please now register as a new supplier. Registration as a new supplier on [www.supplygov.ie](http://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](http://www.supplygov.ie) is not mandatory at this stage and is not part of the selection criteria for this Competition.

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**Region/Regions You Wish To Tender For**

1 questions to answer

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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.

Note:

Economic Operators admitted to the DPS can amend the regions they wish to receive sRFTs from at any stage during the Period of Validity of the DPS by contacting the Supplygov Helpdesk using the contact details available on [www.supplygov.ie](http://www.supplygov.ie).

- 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

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**Evidence in Support of Selection Criteria**

0 questions to answer

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The Selection Criteria for this Competition are set out in the Qualification Questions below.

The supporting documentation to be provided by the Economic Operator as evidence to verify their status with respect to the Selection Criteria, is set out in Section 3.0 of the DPS Agreement.

An Economic Operator must provide the supporting documentation when requested by the LGOPC and/or Contracting Authority at any time during the Period of Validity of the DPS or sRFT Contract stage.

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Health &amp; Safety

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Minimum Selection Criteria (Pass/Fail)  
Construction Duty Holder Role Appointments



I declare, as an Economic Operator interested in being assessed for suitability, that our organisation is aware of its obligations under the Safety, Health and the Welfare at Work (Construction) Regulations, 2013.

Note:

At sRFT stage, Contracting Authorities ("the Client"), will assess the competence of parties to undertake Construction Duty Holder role appointments.

Yes ✓

No

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Minimum Selection Criteria (Pass/Fail)  
Health and Safety Policy and Health and Safety Statement



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 current Health and Safety Policy and Health and Safety Statement.

Yes ✓

No

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Education &amp; Professional Qualifications



20

Minimum Selection Criteria (Pass/Fail)  
Managerial Staff



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:-

(i) holds a National Framework of Qualification (NFQ) Level Seven (7) or higher, plus five (5) years experience, in managing projects relevant to the works to be completed under this DPS; OR,

(ii) holds a National Framework of Qualification (NFQ) Level Six (6) qualification, plus eight (8) years experience in managing projects relevant to the works to be completed under this DPS; OR,

(iii) has Ten (10) years experience in managing projects relevant to the works to be completed under this DPS.

Yes ✓

No

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Minimum Selection Criteria (Pass/Fail)  
Site Manager/Site Agent



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide at least one (1) site manager/site agent who:-

(i) holds a National Framework of Qualification (NFQ) Level Six (6) or higher, plus five (5) years experience in managing projects relevant to the works to be completed under this DPS; OR,

(ii) has Eight (8) years experience in managing projects relevant to the works to be completed under this DPS.

Yes ✓

No

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Technicians or Technical Bodies responsible for Quality Control

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Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that I can call on relevant Technicians or Technical Bodies in order to carry out work or I can use in regard to Quality Control, for the delivery of a high quality end-product.

Yes ✓

No

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Details of Projects Completed During the Past 3 Years

25

The Economic Operator must provide details for three (3) projects that demonstrates that the Economic Operator has previous experience in carrying out and managing minor building works on Residential Property during the past three (3) years.

The Economic Operator must upload in the relevant questions below, a completed 'Project Verification Form' for each of the three (3) projects. The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on [www.etenders.gov.ie](http://www.etenders.gov.ie).

Project details provided in Section 1 of the 'Project Verification Form' must demonstrate that the Economic Operator meets the Selection Criteria as set out in the 'Project Verification Form' for all of the three (3) projects.

Section 1 of the 'Project Verification Form' must be completed by the Economic Operator.

Section 2 of the 'Project Verification Form' must be completed by a representative of the Contracting Authority or Private Entity, for whom the project was carried out and managed. Section 2 of the 'Project Verification Form' must not be completed by the Economic Operator.


Note:

For the purposes of this Competition, Residential Property means a building (house or apartment) that is used as a dwelling.

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Project 1 Details  
Minimum Selection Criteria (Pass/Fail)

27

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

▼

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

Yes ✓

28

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

▼

1) that all information in the 'Project Verification Form' is true and accurate;

2) that Section 2 of the Project Verification Form was completed by a representative of the Contracting Authority or Private Entity, for whom the project was carried out and managed; and,

3) that consent is given for the accuracy of the information in the 'Project Verification Form' to be checked by the LGOPC with the representative of the Contracting Authority or Private Entity without further notice.

Yes ✓

No

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Project 2 Details  
Minimum Selection Criteria (Pass/Fail)

30

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



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

Yes ✓

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



1) that all information in the 'Project Verification Form' is true and accurate;

2) that Section 2 of the Project Verification Form was completed by a representative of the Contracting Authority or Private Entity, for whom the project was carried out and managed; and,

3) that consent is given for the accuracy of the information in the 'Project Verification Form' to be checked by the LGOPC with the representative of the Contracting Authority or Private Entity without further notice.

Yes ✓

No

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Project 3 Details  
Minimum Selection Criteria (Pass/Fail)

33

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



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

Yes ✓

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



1) that all information in the 'Project Verification Form' is true and accurate;

2) that Section 2 of the Project Verification Form was completed by a representative of the Contracting Authority or Private Entity, for whom the project was carried out and managed; and,

3) that consent is given for the accuracy of the information in the 'Project Verification Form' to be checked by the LGOPC with the representative of the Contracting Authority or Private Entity without further notice.

Yes ✓

No

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Financial Confirmatory Note

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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](http://www.etenders.gov.ie).

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

Yes ✓

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Insurance

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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

**Declaration**

1 questions to answer

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I acknowledge and understand:

(a) 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;

(b) 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

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