**Quotation Response Document**

|  |  |
| --- | --- |
| **Provision of**  | The impacts of climate change on individual and community mental health and wellbeing.   |
| **Contracting Authority:** | Environmental Protection Agency on behalf of the Climate Change Advisory Council |
| **Procurement Registration Number:**  | Q000042 |
| **Name of Economic Operator:** |  |
| **Contact Name:** |  |
| **Closing Date for Submission:** | 5pm 30th May 2025 |
| **Submissions via:** | procurement@climatecouncil.ie  |
| **Date of Submission:**  |  |

Contents

[1 General Contact Information 1](#_Toc114499023)

[2 Tax Compliance 1](#_Toc114499024)

[3 Financial and Economic Standing 2](#_Toc114499025)

[4 Insurance 3](#_Toc114499026)

[5 Declaration of Bona Fides (in line with Public Sector Directive 2014/24/EU - Article 57) 4](#_Toc114499027)

[6 Quotation Form – Response to Cost Criterion 6](#_Toc114499028)

[7 Response to Qualitative Award Criteria 7](#_Toc114499029)

# General Contact Information

|  |  |
| --- | --- |
| Organisation Name: |  |
| Contact Name: |  |
| Position: |  |
| Address: |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Date of Establishment: |  |
| Legal Status (Company, Sole Trader, etc.): |  |
| VAT Registration No.  |  |

# Tax Compliance

|  |  |  |
| --- | --- | --- |
| **Option 1:**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 |  |
| Tenderer Name: |  |
| Tax Reference Number: |  |
| Access Number: |  |
| **Option 2:**I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)To this end, please confirm: | Yes |  |
| No |  |
| Registration Number: |  |
| Certificate Number: |  |
| **Option 3:**I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request | Yes |  |
| No |  |

|  |
| --- |
| Financial and Economic Standing |
|  |
| I confirm that we have the requisite turnover to be considered for the contract/framework. |
| Year | 2024 | 2023 | 2022 |
| Month End (e.g. July) |  |  |  |
| Turnover € |  |  |  |
| We Confirm that we have the financial capacity to pay our debts identified on the current statement of assets and liabilities as being the debts as they fall due.  | Yes |  |
| No |  |
| I confirm that I will provide evidence of turnover and capacity to pay our debts promptly on request.**NOTE #1**: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner. | Yes |  |

# Insurance

|  |
| --- |
| I confirm that we have the following insurances in place: |
| **Insurance Type** | **Level in place** | **Details of Excess** | **Expiry Date** |
| Employer Liability | € |  |  |
| Public Liability | € |  |  |
| I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly. | Yes |  |
| No |  |
| I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place **or** Letter from Insurance Broker confirming that the required levels could be put in place if successful | Yes |  |
| No |  |
| Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition. |
| **Signed:** |  |
| **Position:** |  |
| **Date:** |  |

# Declaration of Bona Fides (in line with Public Sector Directive 2014/24/EU - Article 57)

|  |
| --- |
| Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved). |
| 1.1 | Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences? | **Yes** | **No** |
| Please indicate your answer by marking ‘X’ in the relevant box |
| 1.1a | Participation in a criminal organisation  |  |  |
| 1.1b | Corruption  |  |  |
| 1.1c | Fraud |  |  |
| 1.1d | The subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; |  |  |
| 1.1e | The subject of a conviction for money laundering or terrorist financing; |  |  |
| 1.1f | The subject of a conviction of child labour and other forms of trafficking in human beings; |  |  |
| 1.2 | Bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;  |  |  |
| **Declaration re Statutory Obligations** |
| We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation: | **Yes** | **No** |
| (i) | Employment Equality Acts 1998-2011 |  |  |
| (ii) | Equal Status Acts 2000-2011 |  |  |
| (iii) | National Minimum Wage Act 2000 as amended |  |  |
| (iv) | Organisation of Working Time Act 1997 as amended |  |  |
| (v) | Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 |  |  |
| (vi) | Disability Act 2005 |  |  |
| (vii) | General Data Protection Regulation 2016/679 |  |  |
| (viii) | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. |  |  |
| **Declaration Re: Retired Civil/Public Servants**Is any member of the proposed team a retired Civil/Public Servant in receipt of a Civil/Public Service Pension Benefit? |  |  |
| **Declaration Re: Data Protection & Security**We confirm that all Data subjects whose Personal Data is provided in our Questionnaire and/or Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the 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 Contracting Authority on request. | **YES** | **NO** |
| **Declaration Re: Restrictive measures in the context of Russian actions in the Ukraine**We confirm that our company is not owned by Russian nationals or economic operators established in the Russian Federation, including any self-employed person, legal person, institution or other entity. I further confirm that the subcontractors, suppliers and persons on whom the contract with the EPA relies, are not nationals of the Russian Federation, or a company, institution or other entity established in the Russian Federation, in accordance EU Regulation 2022/576. |  |  |
| **This Declaration is made for the benefit of the Contracting Authority** I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of: |
| Name of Economic Operator: |  |
| Authorised Signatory: |  |
| Name in Block Capitals: |  |
| Position: |  |

# Quotation Form – Response to Cost Criterion

|  |  |
| --- | --- |
| To: |  |
| From: |  |
| I/We have examined the Request for Quotation and hereby offer to provide the requirements for the following fees: |

|  |  |  |  |
| --- | --- | --- | --- |
| Fixed Fee | Total Fee proposed(Excluding VAT) | VAT Rate (if applicable)(%) | Total Fee proposed(Including VAT if applicable) |
| Proposed Total Fee for delivery of the Contract outlined in RFQ. (To include all expenses). | € |  | € |

I/We confirm that I/we

* That our confirmation in the Declaration is true and accurate at the date of submission of this quotation.
* We will notify the Contracting Authority should any of the circumstances confirmed in the Declaration change.
* Will provide the requirements at the rates quoted, which are fully inclusive of all costs, charges and expenses.
* Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.
* Will keep this offer for the contract open for acceptance by you for a period of 6 months from the date of deadline for submission of quotations,
* Undertake to treat the details of this Request for Quotation, our response and any subsequent agreements as private and confidential,
* Agree that you are not bound to accept the most economically advantageous or any quotation you may receive,
* Fully understand the Contracting Authority’s requirements and have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the services required under the framework agreement,
* Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of quotations,
* Have read and understood the Terms and Conditions of Contract and agreed to be bound by these Terms and Conditions if awarded a contract.
* Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.

|  |  |
| --- | --- |
| Signed: |  |
| Name (in Capital Letters): |  |
| On Behalf of: |  |
| Address: |  |
| Telephone |  |
| Email: |  |
| Date |  |

# Response to Qualitative Award Criteria

|  |  |  |
| --- | --- | --- |
| Criterion B | Weighting | Maximum Marks |
| **Relevant expertise and experience** | 30% | 3000 |
| Instructions |
| Provide a list of relevant work undertaken (research relating to mental health and climate change issues) in the past 5 years in the Irish context as well as any other internationally relevant research.Provide information on the expertise of the lead contact and any staff that will be involved in the study as appropriate. Given the nature of this study, the successful applicant (lead contact and team) is expected to demonstrate the following level of experience and qualifications:* A minimum of a QQI level 9 qualification in biodiversity, climate change, environmental sciences or other relevant academic fields.
* Relevant working experience in research publications relating to mental health and climate change issues, particularly in an Irish context.
* Experience of working and collaborating with multi-disciplinary teams of researchers.
 |
| Service Providers’ Response |

Please use this free text page(s) (i.e. don’t type in the box) for your response.

|  |  |  |
| --- | --- | --- |
| Criterion C | Weighting | Maximum Marks |
| **Methodology and Approach** | 30% | 3000 |
| Instructions |
| Demonstrate the technical merit of the proposed approach and methodology for delivering the services specified. Propose a detailed project programme from inception to completion outlining the various stages of work with key identified milestones to ensure delivery of the services. |
| Service Providers’ Response |

Please use this free text page(s) (i.e. don’t type in the box) for your response.

|  |  |  |
| --- | --- | --- |
| Criterion D | Weighting | Maximum Marks |
| **Sustainability** | 10% | 1000 |
| Instructions |
| Demonstrate how you will champion sustainability in delivery of the services outlined.Proposed measures may include but will not be limited to: a) use of recycled products and paperless solutions as part of the contract;b) energy and equipment conservation solutions; c) use of technology for the purposes of meetings reducing the need to travel. |
| Service Providers’ Response |

Please use this free text page(s) (i.e. don’t type in the box) for your response.