

## **Additional Information – Dublin City Council**

1. Dublin City Council is subject to the provisions of the Freedom of Information Act (FOI) 2014. If you consider that any of the information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for the sensitivity specified. In such cases, the relevant material, will in response to the FOI request; be examined in the light of the exemptions provided for in the Act.
2. It will be a condition for the award of any contract by Dublin City Council that the successful Tenderer and all sub-contractors (if applicable) produce a valid Tax Clearance Certificate from the Revenue Commissioners in compliance with Circular (43) 2006 (or as amended) and that the certificate will be maintained for the duration of the contract and will be on a 12 month basis. In the case of a non-resident Tenderer, a statement of suitability from the Revenue Commissioners will be required.
3. Suppliers must register their interest on the eTenders web site ([www.etenders.gov.ie](http://www.etenders.gov.ie)) in order to be included on the mailing list for clarifications.
4. Please note in relation to all documents, that where reference is made to a particular standard, make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that such indications are to be treated strictly and solely for reference purposes only, to which the words "or equivalent" will always be appended.
5. Please note also that all information relating to attachments, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal ([www.etenders.gov.ie](http://www.etenders.gov.ie)) only. Registration is free of charge. Dublin City Council will not accept responsibility for information relayed (or not relayed) via third parties.
6. Emailed/faxed/late tenders will not be accepted. Tenderers are asked to include a return address on the packaging.
7. Suppliers should note the following when making their submission:
  - To enable submission of multiple documents concurrently, download and install the 'Upload Manager ActiveX' facility to your eTenders user profile.
  - When using the 'Upload Manager' facility do not use the 'Schedule' option.
  - Instead, use only the 'Upload' option, which will enable monitoring of the upload.
  - Suppliers who do not use the Upload Manager can upload individual files, however please ensure to allow sufficient time for upload.

- There is a maximum upload limit of 2GB per file. Documents larger than this should be divided into smaller files prior to upload.
  - In order to submit a document to the electronic postbox, please note that you must click “Submit Response”. After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the RFT deadline has expired. Suppliers should be aware that the “Submit Response” button will be disabled automatically upon the expiration of the response deadline.
  - Suppliers must ensure that they give themselves sufficient time to upload and submit all required documentation before the submission deadline. Suppliers should take into account the fact that upload speeds vary.
  - Should you experience difficulty when uploading documents please contact the eTenders Support Desk for technical assistance. Email [etenders@eu-supply.com](mailto:etenders@eu-supply.com) or Telephone: 353 (0) 21 243 92 77 (09:00am – 17:30pm GMT)
8. Tenders may be submitted in English or in the Irish language.
  9. Please note that OJEU contracts are covered by the Government Procurement Agreement (GPA).
  10. Appeals procedure: The body to whom appeals should be addressed is – High Court Central Office, The High Court, Four Courts, Inns Quay, Dublin 7.
  11. All queries regarding this tender must be submitted through the eTenders website [www.etenders.gov.ie](http://www.etenders.gov.ie) RFT ID 122448 for the attention of Hugh McKenna. Queries must be in question format. Responses will be circulated to those candidates/tenderers that have registered an interest in this notice on the Irish Government procurement opportunities portal [www.etenders.gov.ie](http://www.etenders.gov.ie). The details of the party making the query will not be disclosed when circulating the response. All queries must be submitted by 5 pm (Irish time) on 15<sup>th</sup> September 2017 to enable issue of responses to all interested parties.
  12. Please note that where documents are made available in both PDF and Word format, in the event that there is any discrepancy between the documents, the PDF version will take precedence.
  13. Applicants may satisfy the qualification requirements outlined in Appendix 1, ‘Pre-Qualification Questionnaire’ of the Project Information Memorandum available on [www.etenders.gov.ie](http://www.etenders.gov.ie) RFT ID 122448 by submitting an **ESPD** completed in accordance with EU Regulation 2016/7. Supporting documentation should be provided promptly upon request from the Contracting Authority.