



INSTITUTE OF COMMUNITY
HEALTH NURSING

ICHN

Expression of Interest - Response Document

ICHN Project Number
9763



1) STANDARD CANDIDATE INFORMATION

1.1 Indicated Lots

Candidates are requested to indicate which lot or lots they are expressing an interest in by completing the table below. Please refer to Appendix A of the EOI document for further details relating to these lots. (This will need to be put in where there is a need and/or EOI for lots)

<u>Lot No</u>	<u>Lot Name</u>	<u>Yes/No</u>
Lot 1		
Lot 2		
Lot 3		
Lot 4		
Lot 5		
Lot 6		
Lot 7		
Lot 8		
Lot 9		



1.2 Candidate Details

Company Details				
Name		Address		Website Address
How long has the Candidate traded under this name?				
Submission Contact				
Name		Telephone		Email
VAT Number				
Withholding Tax Number				
Company Registration No.		Date of Registration		Country of Registration
Parent Company				
Other Subsidiary Companies				
Company Status				
Sole Trader	Partnership	Consortium	If other, specify:	
Private Company	Public Company	Other		
Auditor Name & Address				
Banking Institution & Address				
Tax Clearance Certificate Number				
Tax Clearance Expiry Date				



1.3 Consortium

If the Submission is from a consortium, the Submission should clearly state which entities are proposed to be members of the consortium, which are to be sub-contractors and how each firm would be jointly and severally liable to ICHN for the fulfilment of the terms of the contract.

Entity Name	Description of Roles of each member	Liability

Note: It is essential that where the capacity of an entity is relied upon to support the Submission, evidence of that support is provided in each relevant section of this Expression of Interest Response Document.

1.4 Conflicts of Interest

Candidates must declare any current or previous work undertaken, or any relationship that may be reasonably perceived to potentially conflict with the scope of the Contract and proposals for dealing with same:

Candidates may expand reply cells as necessary.

Note: The above statement will not automatically preclude a Candidate from signing the Candidate Declaration set out in this Expression of Interest Response Document. A Submission will not be excluded unless the above statement is deemed by HSE is to be material to the Contract.

1.5 Additional Information

Please provide details of significant current or pending developments affecting the Candidate, for example and without limitation, legal issues or challenges, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures or other relevant financial/economic information which are currently in the public domain.



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2) SELECTION CRITERIA

2.1 Service Standards

The Organisation shall comply with all relevant and applicable legislation governing the Services provided under this agreement, including:

- The European Working Time Directive,
- The Organisation of Working Time Act 1997,
- The Health, Safety & Welfare at Work Act 2005,
- The Freedom of Information Acts 1997 & 2003,

and shall ensure full compliance with all other relevant legislation pertaining to the statutory obligations of these complex care services.

Please detail how your organisation complies with, and will comply with, this mandatory requirement.

2.2 Economic and Financial Standing

Candidates must provide the details specified in this section 2.2. However where a Candidate is unable, for a valid reason, to provide the specified details, the Candidate must inform the HSE of that valid reason and provide such other alternative documentation to prove, to the satisfaction of HSE, their economic and financial capacity.

2.2.1 Professional Statement

The Candidate should provide relevant and satisfactory independent professional opinion (i.e. Bank, Auditor or Accountant) assuring financial capacity to undertake the Contract. (Please note that the HSE reserves the right to seek additional verification of the information provided, for example, but without limitation, request the most recent audited statements.)



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2.2.2 Insurance

Please provide details of your current insurance cover. The ICHN standard insurance requirements are set out below. The ICHN may alter its standard insurance requirements where appropriate to the relevant Tender requirements or Contract. The obligation to provide the insurances set out in this clause and in subsequent tender documents is subject to such insurance being generally available in the European insurance market. Where applicable, details will be set out in the Tender Documents.

Insurance Type	HSE Standard Requirement	Levels held by Candidate
Professional Liability	€ 6.5m	€
Medical Malpractice / Treatment Risk	€6.5m	€
Public Liability	€ 6.5m	€
Employers Liability	€ 12.7m	€
Name of Insurer		
Please state your willingness to increase insurance levels to the HSE requirements if successful – Yes/No.		

Please submit Candidate’s Current Insurance Certificate as an Addendum.

2.3 Company Experience and demonstrated track record

Interested parties must demonstrate a track record of delivering research projects in the past three years.

Please provide details of at least three services delivered similar to this requirement in the health sector in the past three years.

Included in your response should be the location of the services, the nature of the research projects/works delivered, a description of the complexity of the research work delivery, and how long the research project work is/ are in place.



2.3.1 Capacity

Candidates are required to state the total number of people directly employed over the past 3 years.

Details	Yr	Yr-1	Yr-2
Please Specify Year			
Permanent			
Temporary			
Total			
Working in areas similar to the Contract requirements			
Available to work on the Contract			

Candidates are required to provide the current number of employees by category.

Overall Company	Numbers	Permanent	Temporary
Directors			
Administrative staff			
ICT staff			
Other (please specify)			

2.4 Quality Assurance Standards

2.4.1 Internal Quality Assurance Procedures

Candidates are required to provide details of their internal quality assurance policies and procedures.



2.4.2 External Quality Assurance and Accreditation

Candidates are required to provide details of external quality assurance (e.g. audits, evaluations etc), accreditation body and validity period.

2.4.3 Staff Training & Vetting Procedures

Candidates are required to provide details of policies, procedures and practices in relation to training of staff.

Candidates are required to provide details of their vetting procedures used when recruiting and employing staff.

2.4.4 Data Protection

Details are required regarding the Candidate's policies and procedures in relation to maintaining data protection and security of information held by the Candidate or within the Candidate's company including but not limited to password protection, firewalls, encryption etc.

Candidates are required to confirm if they are registered with the Data Protection Commissioner?

Yes []

No []

If yes, please submit proof of registration as an addendum to this Expression of Interest Response Document.



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Schedule 1 - Acknowledgement and Authorisation Form

The undersigned hereby acknowledges that he/she, as an officer of the Candidate, has read and understands the specifications, requirements, protocols and conditions of contract as set out in all documents regarding this competition. The undersigned further acknowledges that the tender fully meets or exceeds the requirements as specified in the competition document. Additionally, the Candidate agrees that all the information in the proposal will, at the option of the ICHN, become a legally binding and essential portion of the final contract between the Candidate, if successful, and the ICHN.

Certificate of Bona Fide Tender

The essence of tendering is that the ICHN shall receive bona fide competitive tenders from all Candidates. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable time for this letter any of the following acts: -

- (a) Communicating to a person other than the person calling for this competition the amount or approximate amount of the proposed tender.
- (b) Entering into any arrangement or agreement with any other person that they shall refrain from proposing or as to the amount of any tender to be submitted.
- (c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word "person" includes any person(s) and anybody or association, corporate or unincorporated; and "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not, and the plural includes the singular.

Signed: (Authorised Officer)	
Block Capitals:	
Position:	
Supplier:	
Registered Office:	
Date:	



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Schedule 2 - Statutory Declaration for Candidates

This declaration, duly completed, must be submitted by all Candidates and returned with the Tender Submission.

Any Candidate may be excluded from participation in a contract where that Candidate:

Is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

Yes [] No []

Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

Yes [] No []

(c) Has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

Yes [] No []

(d) Has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

Yes [] No []

Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

Yes [] No []

Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

Yes [] No []

(g) Is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

Yes [] No []



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Please tick Yes or No as appropriate to the statements above relating to the current status of your organisation.



Additionally Candidates are required to confirm whether:

- (1) The Candidate has been guilty of serious misrepresentation in providing information to a public buying agency.

Candidates Response: _____

- (2) The Candidate has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Candidates Response: _____



Schedule 3 - Confidentiality

The ICHN undertakes to hold confidential any information provided by applicants in response to this notice subject to their obligation under Law. The ICHN, however, may share information received with relevant Government Departments, who are subject to Freedom of Information Act, which came into force on 21st April 1998.

Applicants should state if any of the information supplied by them in response to this notice, is confidential or commercially sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applications should state why they consider the information to be confidential or commercially sensitive.

If applicants consider that none of the information supplied by them is confidential or commercially sensitive, they should make a statement to that effect.

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Signed:	
For and on behalf of (Company):	
Position¹ :	
Dated:	

¹ This section must be signed by an Authorised Officer



Schedule 4 - Acknowledgement and Confirmation of Communication Protocol

Tender Reference: Project No
Tender Title Tender for the provision

Confirmation and Acknowledgement

We wish to acknowledge receipt of Tender documents and acceptance of the ICHN Standard Conditions of Contract and any additional terms detailed in the Competition Rules Document and /or the Tender documents and pertinent to this procurement.

We also wish to confirm acceptance of the Communication Protocol as outlined.

Signed: (Authorised Officer) _____

Block Capitals: _____

Position: _____

Company: _____

Registered Office: _____

Date: _____