

# An Garda Síochána

Oifig Saorála Fáisnéise,  
An Garda Síochána, Teach áth Luimnigh,  
Lárionad Gnó Udáras Forbartha Tionscail,  
Baile Sheáin, An Uaimh,  
Contae na Mí.  
C15 DR90



Freedom of Information Office,  
An Garda Síochána, Athlumney House,  
IDA Business Park,  
Johnstown, Navan,  
Co Meath.  
C15 DR90

Teileafón/Tel: (046) 9036350

Láithreán Gréasain/Website:

[www.garda.ie](http://www.garda.ie)

Bí linn/Join us



Ríomh-phoist:/Email: [foi@garda.ie](mailto:foi@garda.ie)

## Re: Freedom of Information Request FOI-000370-2020 Request Part-Grant

*Dear*

I refer to your request, dated and received on 13<sup>th</sup> October, 2020 which you have made under the Freedom of Information Act 2014 (FOI Act) for records held by An Garda Síochána.

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency "*insofar as it relates to administrative records relating to human resources, or finance or procurement matters*". Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

Your original request sought:

*All tender documents submitted by 'k and K Distributors' in their successful tender application for the "Provision of Professional Actors to engage in role play for purposes of assessment of Investigative and Specialist Training in An Garda Síochána" (RFT Reference T.054.2019).*

I wish to inform you that I have decided to part-grant your request on the 10<sup>th</sup> October, 2020.

The purpose of this letter is to explain that decision.

### 1. Findings, particulars and reasons for decision

Upon receipt, your request was forwarded to Procurement Section of An Garda Síochána where searches were conducted in respect of same and records were located. These records are now

herewith attached. A number of the records have been redacted in accordance with the FOI Act and these redactions are outlined in the Schedules of Records provided.

Under the FOI Act, records are released without any restriction as to how they may be used and thus, release under the FOI Act, is in effect, and regarded as being released to the world at large. As a result, I am conscious of my obligations to retain personal information in a confidential and secure manner and prevent personal information from being released in to the public domain unnecessarily. Section 2 of the FOI Act defines personal information as follows:

2.(1) *In this Act—*

*"personal information" means information about an identifiable individual that, either—*

*(a) would, in the ordinary course of events, be known only to the individual or members of the family, or friends, of the individual, or*

*(b) is held by an FOI body on the understanding that it would be treated by that body as confidential,*

*and, without prejudice to the generality of the foregoing, includes—*

*(iii) Information relating to the employment or employment history of the individual,*

*(xiii) information relating to property of the individual (including the nature of the individual's title to any property)*

### **Section 37 – Personal Information**

Section 37(1) provides that a public body shall refuse to grant a request if access to the record concerned would involve the disclosure of personal information. Furthermore, Section 37(7) provides that a public body shall refuse to grant a request if access to the record concerned would, in addition to involving the disclosure of personal information relating to the requester, also involve the disclosure of personal information relating to an individual or individuals other than the requester, commonly referred to as joint personal information.

I am satisfied that certain parts of the records relate to a third party, as well as information relating to other individuals who are named in the records. As such, I am satisfied that the records consist of the personal information of these third parties. Accordingly, I find that Section 37(1) and (7) of the Act applies to the records at issue.

Section 37(1) and (7) of the FOI Act are as follows:

*37(1) Subject to this section, a head shall refuse to grant an FOI request if, in the opinion of the head, access to the record concerned would involve the disclosure of personal information (including personal information relating to a deceased individual)*

*(7) Notwithstanding paragraph (a) of subsection (2), a head shall, subject to paragraphs (b) to (e) of that subsection and subsections (5) and (8), refuse to grant an FOI request if, in the opinion of the head, access to the record concerned would, in addition to involving the disclosure of personal information relating to the requester, also involve the disclosure of personal information relating to an individual or individuals other than the requester.*



As per section 37 of the FOI Act, I have considered the public interest issues which arise in this case and have taken account of the following factors in favour of release:

- Ensuring openness and transparency of organisational functions to the greatest possible extent,
- The public interest in members of the public exercising their rights under the FOI Act,
- That there is more than just a transitory interest by the public in this information,
- The right to privacy is outweighed by the needs of the public.

In considering the public interest factors which favour withholding the records, I have taken account of the following:

- Allowing a public body to hold personal information without undue access by members of the public,
- The public interest is not best served by releasing these records,
- That the Organisation can conduct its business in a confidential manner,
- That there is a reasonable and implied expectation that sensitive personal information will remain confidential,
- That there is no overriding public interest that outweighs the individual's right to privacy.

A public interest test was carried out when considering the release of the personal information but having balanced the factors both for and against the release, I decided that the public interest in preserving the personal information and the reasonable expectation that information be maintained in a confidential manner by An Garda Síochána outweighs the public interest which would be served were the records released to you.

In addition, I have applied the provisions of Section 36 of the Act to certain parts of the records.

#### **Section 36 – Commercial Sensitive Information**

*(1) Subject to subsection (2) a head shall refuse to grant an FOI request if the record concerned contains –*

- (b) financial, commercial, scientific or technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates, or could prejudice the competitive position of that person in the conduct of his or her profession or business or otherwise in his or her occupation'*

This exemption is being used to protect commercially sensitive information which is held in the enclosed records. I am satisfied that the release of the prices quoted by the successful tenderer, could prejudice the competitive position of the successful tenderer by making their pricing structure publically known. This information therefore is commercially sensitive in accordance with the provisions of section 36 of the FOI Act.

I am cognisant of the fact that the release of information under the Act is, in essence, a release to the public at large. The pricing structure of suppliers with regard to the services provided to An Garda Síochána is not known to competitors or the public in general. If the records were made available to you, it is reasonable to expect that it would prejudice the ability of the successful tenderer to compete in other contracts or negotiations in the future.

I am of the view that the release of the pricing structure could reasonably be expected to result in a material financial loss by the successful tenderer as it could prejudice their competitive position in the conduct of their business. The placing of these pricing structures into the public domain could also reasonably be expected to give a competitive advantage to other companies seeking similar contracts with public bodies.

I am satisfied that the release of the details involved could prejudice the competitive position of the successful tenderer and is commercially sensitive due to the fact that it exposes the fee structure of these companies.

As per section 36 of the FOI Act, I have considered the public interest issues which arise in this case and have taken account of the following factors in favour of release

- Ensuring openness and transparency of organisational functions to the greatest possible extent,
- The public interest in members of the public exercising their rights under the FOI Act,
- That there is more than just a transitory interest by the public in this information,
- Ensuring openness and transparency in the expenditure of public funds.

In considering the public interest factors which favour withholding the records, I have taken account of the following:

- The public interest is not best served by releasing these records,
- That the Organisation can conduct its business in a confidential manner,
- Protecting the vital interests of the business community,
- In not preventing or impeding a company from the effective pursuit of their legitimate business.

Having balanced the public interest factors both for and against the release, I decided that the public interest in preserving the information and the reasonable expectation that information can be maintained by An Garda Síochána without prejudicing future financial endeavors by external service providers outweighs the public interest which would be served were the records released to you.

I also have considered the provisions of section 36(2) and decided that they do not have any bearing on the decision as the overriding interest is to protect the sensitive commercial and financial information in this case.

## **2. Right of Appeal**

In the event that you are not happy with this decision you may seek an Internal Review of the matter by writing to the address below and quoting reference number **FOI-000370-2020**.

***Freedom of Information Office, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co. Meath C15 DR90***

Please note that a fee applies. This fee has been set at €30 (€10 for a Medical Card holder). Payment should be made by way of bank draft, money order, postal order or personal cheque, and made payable to Accountant, Garda Finance Directorate, Garda Headquarters, Phoenix Park, Dublin 8.



Payment can be made by electronic means, using the following details:

**Account Name:** An Garda Síochána Imprest Account

**Account Number:** 30000302

**Sort Code:** 951599

**IBAN:** IE28DABA95159930000302

**BIC:** DABAIE2D

**You must ensure that your FOI reference number (FOI-000370-2020) is included in the payment details.**

You should submit your request for an Internal Review within 4 weeks from the date of this notification. The review will involve a complete reconsideration of the matter by a more senior member of An Garda Síochána and the decision will be communicated to you within 3 weeks. The making of a late appeal may be permitted in appropriate circumstances.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at [www.garda.ie](http://www.garda.ie).

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact the FOI Office by telephone at (046) 9036350.

Yours sincerely,



ASSISTANT PRINCIPAL

PAUL BASSETT

FREEDOM OF INFORMATION OFFICER



NOVEMBER 2020.

**Requester Name: Mr. Ivan McKenna      File FOI-000370-2020**

<b>Page No</b>	<b>Date</b>	<b>Description of Document</b>	<b>Deletions</b>	<b>Relevant Section of FOI Acts</b>	<b>Reason for Redaction</b>	<b>Decision Maker's Decision</b>
1-2		Response to RFT	2	Section 37	Personal Information	Part-Grant
3-4		Tender Response Cover pages	0			Grant
5-9		Standard Tenderer Information	6	Section 37	Personal Information	Part-Grant
10-11		Appendix 4	6	Section 37	Personal Information	Part-Grant
12		Undertaking from other Reliant Entities				Grant
13		Economic & Financial Standing	1	Section 36	Commercially Sensitive Information	Part-Grant
14-16		Technical & Professional Ability	6	Section 37/Section 36	Personal Information/Commercially Sensitive Information	Part-Grant
17-37		Award Criteria	20	Section 37	Personal Information	Part-Grant
38-39		Quality Assurance	2	Section 37	Personal Information	Part-Grant
40		Pricing Schedule	4	Section 37/Section 36	Personal Information/Commercially Sensitive Information	Part-Grant

**Response for RFT 171406**

**Response submitted by:**

**Kand k Distributors**

**Organisation No.**

**Business Reg No 124624**

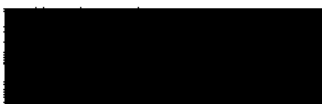
**Rathduff , Golden**

**E25H778**

**Cashel Co Tipperary**

**Ireland**

**Contact details:**



**RFT Title:**

**Request for Tender for the Provision of Professional Actors to engage in role play for the purposes of assessment of investigative and Specialist Training in An Garda Síochána**

**Workspace**

**GARDA COLLEGE**

**Response deadline (Irish time):**

**23-07-2020 15:00**

**Hash key: B126F3B8B467F7EC075591413D89CDA0AB39594E**

**Proposal submitted at: (Irish time)**

**21-07-2020 23:03**

**Summary**

**Please find herewith our response for RFT 171406 Request for Tender for the Provision of Professional Actors to engage in role play for the purposes of assessment of Investigative and Specialist Training in An Garda Síochána**

**Get rank and score**

**Compliant response (EUR): Alternative quotation (EUR): -**

**Lot 1 - Request for Tender for the Provision of Professional Actors to engage in role play for the purposes of assessment of Investigative and Specialist Training in An Garda Síochána 49.40 -**





## **Tender Response Document**

**for the Provision of**

**Professional Actors to engage in role play for purposes of  
assessment of Investigative and Specialist Training in  
An Garda Síochána**

**T.054.2019**

**Please insert Tenderer Name below**

**Name: K and K Distributors**

**TENDERERS ARE REMINDED THAT THEY MUST READ THE RFT BEFORE COMPLETING THIS TENDER RESPONSE DOCUMENT.**

## **TENDER RESPONSE DOCUMENT**

**In response to this Tender Competition, Tenderers must complete this Tender Response Document (TRD) only, using the response boxes provided. Any information not set out in the TRD in the relevant response section under each award criterion, where relevant, will not be evaluated. All pages must be numbered.**

**The purpose of the TRD is to simplify and streamline the tender response process for all Tenderers and to simplify and streamline the evaluation process for the Contracting Authority. The information provided by Tenderers in this TRD will be used in the assessment and evaluation of Tenders.**

**NOTE:**

Attachments such as the Company Quality Manual Procedures and Standard Operating procedures will not be awarded any marks. Sample pages can be provided to support your response.

**ANY ATTACHMENTS MUST BE CLEARLY REFERENCED, NUMBERED AND ATTACHED AS APPENDICES TO THIS DOCUMENT**

**A1. STANDARD TENDERER INFORMATION**

If this tender submission **does not concern** a Consortium or Sub Contractors, Tenderers must complete this section in full, providing all the required information. Where Tenderers regard information as not applicable to them, they must enter N/A in the relevant response area.

If the Tender submission concerns a Consortium or Sub Contractors, please do not complete this section but continue to A2.

<b>Full Legal Name of Tenderer (Company)</b>	K and K Distributors
<b>Registered Company Address</b>	Rathduff ,Golden
	Cashel
	Co Tipperary
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>VAT Number</b>	N/A
<b>Withholding Tax Number</b>	
<b>Company Registration Number</b>	124624
<b>Date of Registration</b>	07 /01/1993
<b>Country of Registration</b>	Ireland
<b>Legal Status (if any)</b> (e.g. Limited Company, Partnership, Sole Trader etc.)	Sole Trader

**TENDER CONTACT POINT**

<b>Contact Name for this Tender</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	



## A2. CONSORTIA & PRIME/SUB CONTRACTORS INFORMATION



If this tender submission **concerns** a Consortium or Sub Contractors, Tenderers must complete this section in full, providing all the required information. Where Tenderers regard information as not applicable to them, they must enter N/A in the relevant response area.

If the Tender submission does not concern Consortia or Sub Contractors, please do not complete this section but continue to A3.

<b>Full Legal Name of Prime Contractor</b>	N/A
<b>Registered Business Address or Registered Prime Contractors Address</b>	N/A
	N/A
	N/A
<b>Telephone Number</b>	N/A
<b>Email Address</b>	N/A
<b>VAT Number</b>	N/A
<b>Withholding Tax Number</b>	N/A
<b>Company Registration Number</b>	N/A
<b>Date of Registration</b>	N/A
<b>Country of Registration</b>	N/A
<b>Legal Status</b> (e.g. Limited Company, Partnership, Sole Trader etc.)	N/A

<b>Name of Sub Contractors or Consortium Member</b>	<b>Description of the role to be fulfilled by each Sub-Contractor and/or Consortium Member (maximum 100 words)</b>
Click here and insert details	N/A
Click here and insert details	N/A
Click here and insert details	N A
Click here and insert details	N/A
Click here and insert details	N/A

### A3 – FINANCIAL & ECONOMIC STANDING



#### Minimum Rule Applying

The declaration must be completed and signed by a duly authorised officer of the Tenderers organisation.

Once completed, please go to A4.

I [REDACTED] having been duly authorised by the Tenderer confirm the following;

- That we hold a current and valid Tax Clearance Certificate(s) from the Irish Revenue Commissioners (see Clause 2.17 in RFT Document)
- That if awarded a contract pursuant to this Agreement, we will, from the Effective Date of the Services Contract (as defined in the Services Contract), obtain and hold the types and levels of insurance set out below; (see Clause 2.20.1 in RFT document)
  - Employers Liability: €500,000
  - Public Liability: €500,000
  - Professional Indemnity €500,000

<b>Signed: (Declarant)</b>	<span style="background-color: black; color: black;">[REDACTED]</span>
<b>Block Capitals:</b>	<span style="background-color: black; color: black;">[REDACTED]</span>
<b>Position:</b>	Owner
<b>Company:</b>	K and K Distributors
<b>Registered Office:</b>	Rathduff ,Golden Co Tipperary
<b>Date:</b>	15/07/2020



#### A4. TENDERERS STATEMENT (Appendix 3 to RFT)

##### Minimum Rule Applying



Tenderers shall complete and sign the form of Tenderers' Statement on the following page. The statement must be completed and signed by a duly authorised officer of the tenderers' organisation.

Non-compliance under any heading in the Tenderer's Statement will result in the automatic disqualification of the Tenderer in question.

Once completed, please go to A5.

## APPENDIX 3: TENDERERS STATEMENT

{Tenderers shall complete and return the following form of Tenderer's Statement printed on the Tenderer's headed note paper and signed by the Tenderer}

TO: The Commissioner of An Garda Síochána

RE: Request for Tender for the provision of Professional Actors to engage in role play for purposes of assessment of Investigative and Specialist Training in An Garda Síochána

Having examined your Request for Tender (RFT) including the Instructions to Tenderers, Qualification and Award Criteria, Requirements and Specifications, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in the requirements and specifications at Appendix 1 to the RFT.
2. We accept all of the terms and conditions of the RFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract, to execute the Services Contract at Appendix 5 to the RFT and the Confidentiality Agreement at Appendix 6 of the RFT.
3. We accept all the Award Criteria as set out in Part 3 to the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the Request for Tender in our Tender.
5. We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6. We confirm that we have complied with all requirements as set out at Part 2 of the RFT.
7. We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.10.3 of the RFT.
8. We shall, if awarded any Services Contract under the RFT, have in place on the effective Date of the Services Contract all insurances (if any) as required by paragraph 2.20.1 of the RFT.
9. We confirm that all Data Subjects whose Personal Data is provided in our 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 purpose 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 upon request.

<b>Signed: (Authorised Signatory)</b>	[REDACTED]
<b>Block Capitals:</b>	[REDACTED]
<b>Position:</b>	COMPANY OWNER
<b>Company:</b>	K and K Distributors
<b>Registered Office:</b>	Rathduff, Golden Cashel , Co. Tipperary
<b>Date:</b>	20/07/2020

#### A5. DECLARATION AS TO PERSONAL CIRCUMSTANCES OF TENDERER (Appendix 4 to RFT)

##### Minimum Rule Applying

Tenderers shall complete and sign the form of Tenderers' Statement on the following page. Non-compliance under any heading in the Tenderer's Statement will result in the automatic disqualification of the Tenderer in question.



The Declaration of Personal Circumstances form must be completed and signed by a duly authorised officer of the Tenderers organisation and by a practising Solicitor/Commissioner for Oaths.

Once completed, please go to A6.

## APPENDIX 4: DECLARATION AS TO PERSONAL CIRCUMSTANCES TO TENDER

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**Re: Request for Tender for the provision of Professional Actors to engage in role play for purposes of assessment of Investigative and Specialist Training in An Garda Síochána**

**NAME:** [REDACTED]

**ADDRESS:** [REDACTED]

I, having been duly authorised by K and K Distributors, sincerely declare that K and K Distributors itself or any person who has / is a member of the administrative, management or supervisory body of K and K Distributors or has powers of representation, decision or control in K and K Distributors

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or K and K Distributors
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
- (f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (g) Is not in breach of its obligations relating to the payment of taxes or social security contributions.
- (h) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).

- (i) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (j) Is not guilty of grave professional misconduct.
- (k) Has not entered into agreements with other economic operators aimed at distorting competition.
- (l) Is not aware of any conflict of interest due to its participation in the Competition.
- (m) Has not had any prior involvement in the preparation of the Competition.
- (n) Has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
- (o) Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
- (p) Has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

[Redacted]

[Redacted]

Declared before me by [Redacted] who is personally known to me (~~for who is identified to me~~

~~by~~ ..... who is personally known to me)

at Sligo this 14<sup>th</sup> day of July 2020

[Redacted Signature]

(signed)  
Practising Solicitor/Commissioner for Oaths

**John FitzGerald**  
**Commissioner for Oaths**  
**086 2375473**



## A6. UNDERTAKING FROM OTHER RELIANT ENTITIES

### Minimum Rule Applying

Tenderers relying on the capacity of other entities to provide any of the Services as set out in the RFT must submit an undertaking, duly evidenced, from those entities that they will place the necessary resources at the disposal of the Tenderer.



Where the Tenderers response **is reliant on the capacity of other entities** to provide any of the Services as set out in the RFT, Tenderers **must complete this section** in full, providing all required information. Additional lines may be included where necessary.

Where the Tenderers response **is not reliant** on the capacity of other entities to provide any of the Services as set out in the RFT please **do not complete** this section and continue to Section A7.

Tenderers, reliant on the capacity of other entities to provide any of the Services as set out in the RFT must

- (i) Provide details of the Services for which they are reliant on other entities

<b>Detailed description of the Services</b>	N/A
	N/A

**AND**

- (ii) Submit, a duly evidenced undertaking from those entities, agreeing to place the necessary resources at the disposal of the Tenderer. Tenderers are required to specify in the box provided below the appendix or page number where the undertaking(s) is contained:

<b>Appendix No. / Page</b>	N/A
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**Tenderers must complete (i) and (ii) above where applicable. Failure to do so may result in the automatic disqualification of the Tenderer in question.**

## A7. Economic and Financial Standing

### Minimum Rule Applying

#### SECTION 3.2.A (i) Annual Turnover Requirement

Tenderers are required to demonstrate that they have minimum annual turnover of €40,000 (excl. VAT) in each of the last three financial years.

Or alternatively, if the date of establishment was more recent, Tenderer's must confirm their average annual turnover (excl. VAT) for the year(s) the Tenderer has been established. Tenderers must complete this section in full. Where Tenderers regard information as not being applicable to them, Tenderers must enter N/A in the relevant response area.

(i) Please enter your turnover figures for the applicable financial years as outlined above:

	Year-1	Year-2	Year-3
Year	2018	2017	2016

(ii) The Contracting Authority will seek documentary evidence by way of a signed Accountants Statement or equivalent confirming that the turnover for each year exceeds €40,000, prior to the signing of any Contract with the successful Tenderer.

Once completed, please go to A8.

## A8. TECHNICAL & PROFESSIONAL ABILITY

### Minimum Rule Applying

#### SECTION 3.2.B (i) (a) & (b) Client References / Examples of Similar Contracts

Tenderers must demonstrate that they have successfully delivered services of a comparable scale and complexity relevant to the services being tendered for.

Evidence must be provided of the successful delivery of two (2) such contracts, within the previous five (5) years.



Tenderers are required to submit contact details of two (2) clients that may be contacted on a confidential basis. Details are required in order for the Contracting Authority to verify the information provided.

The Contracting Authority reserves the right to contact the referees without prior notice to Tenderers in order to check references.

Tenderers must ensure they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the Services sought within Appendix 1 of this RFT

Tenderers must complete this section in full.

Templates are provided below for two (2) previous contracts i.e. Contract 1 and Contract 2.

### PREVIOUS CONTRACT/REFERENCES #1

<b>Client/Contracting Authority</b>	An Garda Siochana
<b>Name of Client</b>	[REDACTED]
<b>Address of Client</b>	Garda Training College, Templemore, Co. Tipperary
<b>Telephone of Client</b>	0504 35573
<b>Email Address of Client</b>	[REDACTED]
<b>Public or Private Sector?</b>	Public
<b>Description of Contract Delivered</b>	Specialised Child Role Play Training Interviews
<b>Contract Duration (Start/Finish)</b>	01/02//2019 to 28/02/2020
<b>How was this contract won Tendered or Non Tender</b>	Tender
<b>Contract Value excluding Vat</b>	[REDACTED]



PREVIOUS CONTRACT/REFERENCES #2	
<b>Client/Contracting Authority</b>	An Garda Siochana
<b>Name of Client</b>	[REDACTED]
<b>Address of Client</b>	Garda Training College, Templemore, Co. Tipperary
<b>Telephone of Client</b>	0504 35400
<b>Email Address of Client</b>	[REDACTED]
<b>Public or Private Sector?</b>	Public
<b>Description of Contract Delivered</b>	Level 3 role play Interview Training for The Detective Unit
<b>Contract Duration (Start/Finish)</b>	08/03/2019 to 28/02/2020
<b>How was this contract won Tendered or Non Tender</b>	Tender
<b>Contract Value excluding Vat</b>	[REDACTED]

## A9. TECHNICAL & PROFESSIONAL ABILITY

### SECTION 3.2 B (ii) Health and Safety

Tenderers must demonstrate that there is a procedure within the Company to ensure all staff have completed Health and Safety training and have access to on-going Health and Safety training.

We at K& K commit ourselves to working together to maintain a workplace environment that encourages and supports the right to safety and dignity in the workplace.

We have a Health and Safety policy in place that was drawn up with the support of Safe Place Systems, Professional Health & Safety Risk Management Consultancy Services 45 High St. Cork.

- All Actors working for K & K are made aware of the safety requirements for each task undertaken.
- All Actors are made aware of any health and safety risks that might be present in each and every location in which we work.
- All Actors are fully briefed in advance any Role Play
- All Actors are required to notify K & K of any reason why taking part in a given Role might affect themselves or the effective delivery of that given Role.
- A Supervisor from K & K is always present on site during the Role Plays and a de briefing session is held at the end of each event.
- Supervision is available to each Actor if something in a Role Play evokes feelings of unease or disturbance. Counselling will be provided where necessary.
- The Supervisor in charge from K&K will work with the Client /Organisation to ensure that all Health and Safety regulations are strictly adhered to so that the all personnel involved in the Role play are safe and well.
- At the conclusion of each event K& K Distributors will always check with the Client to ensure that they are satisfied with our work.

## SECTION 3.3 – AWARD CRITERIA

### Question 2. Experience of personnel who will deliver the advertised services

Tenderers are required to provide comprehensive detail demonstrating that their organisation has, at its disposal, the personnel necessary for the delivery of the advertised services.

Using the templates provided below, Tenderers must supply a C.V. for each person intended to work on this contract, including details of relevant qualifications, experience, as well as details of the outcomes achieved and appropriate references.



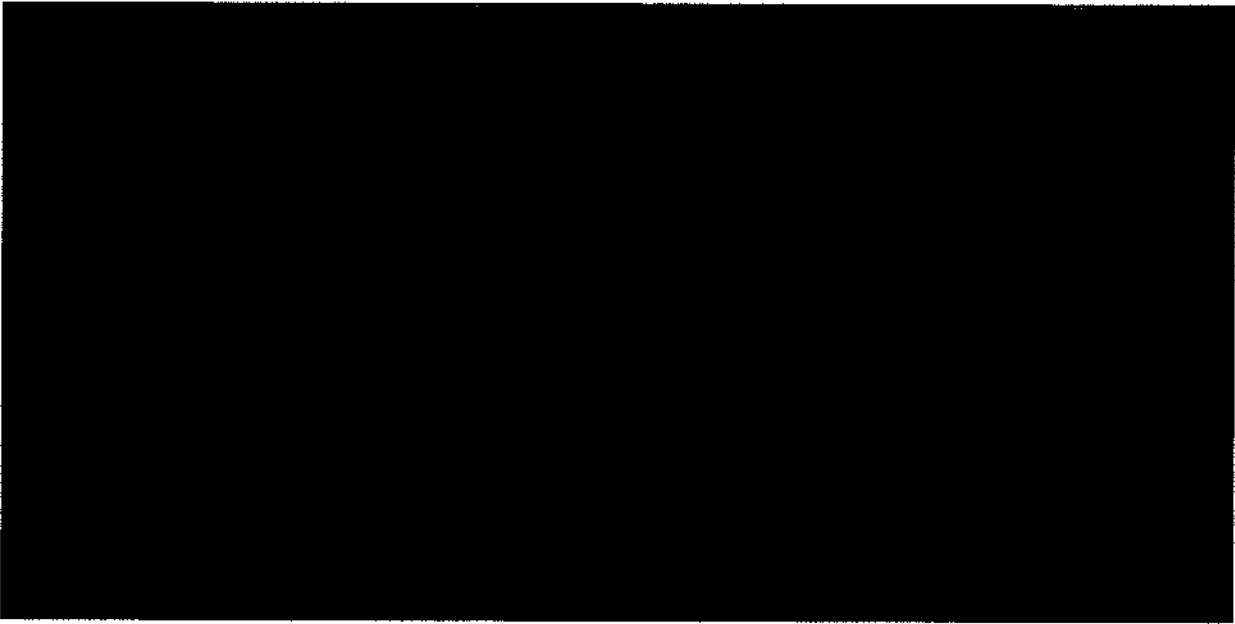
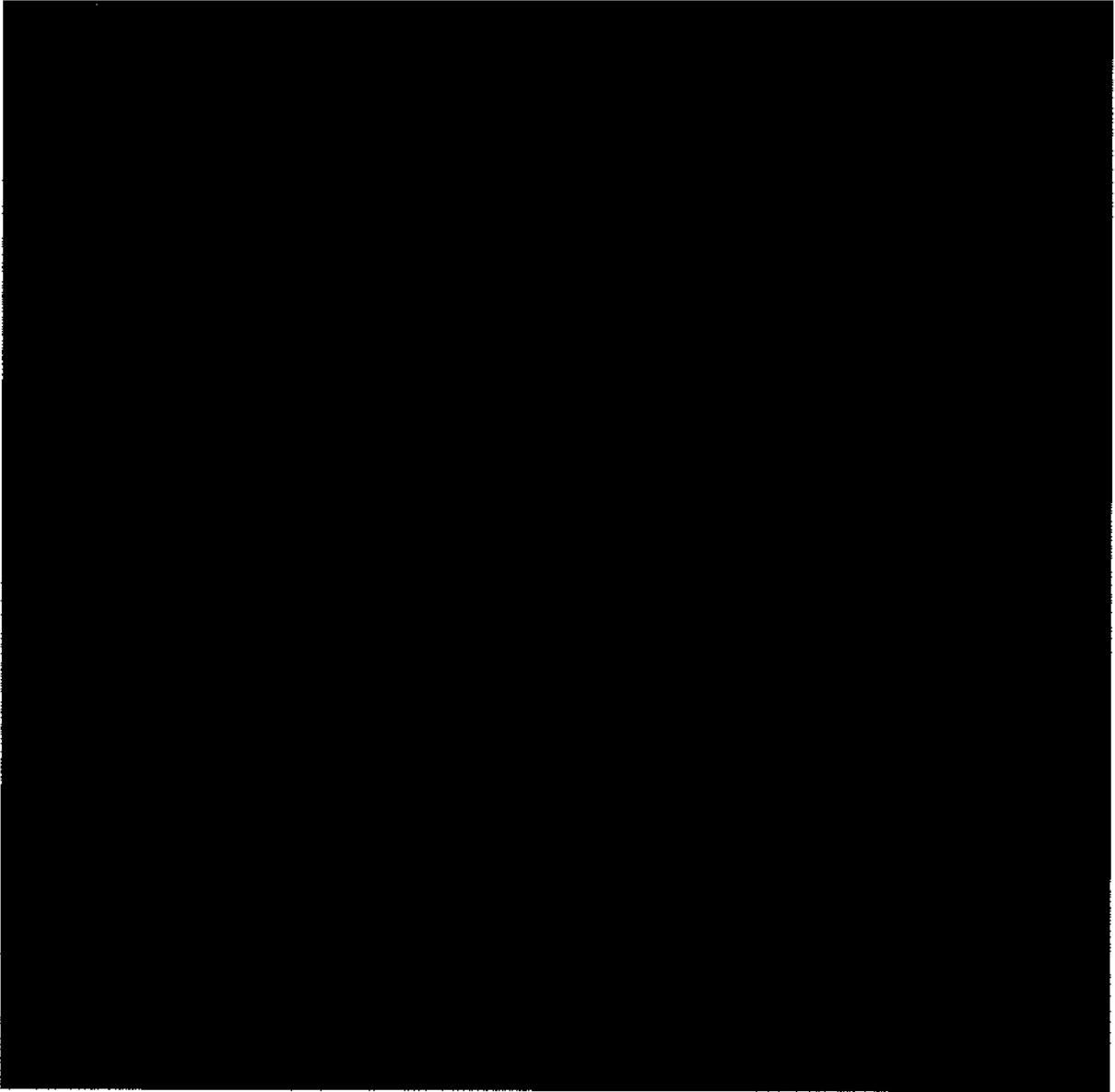
Reference sites at which previous services (outlined in the CV) has been undertaken should be included.

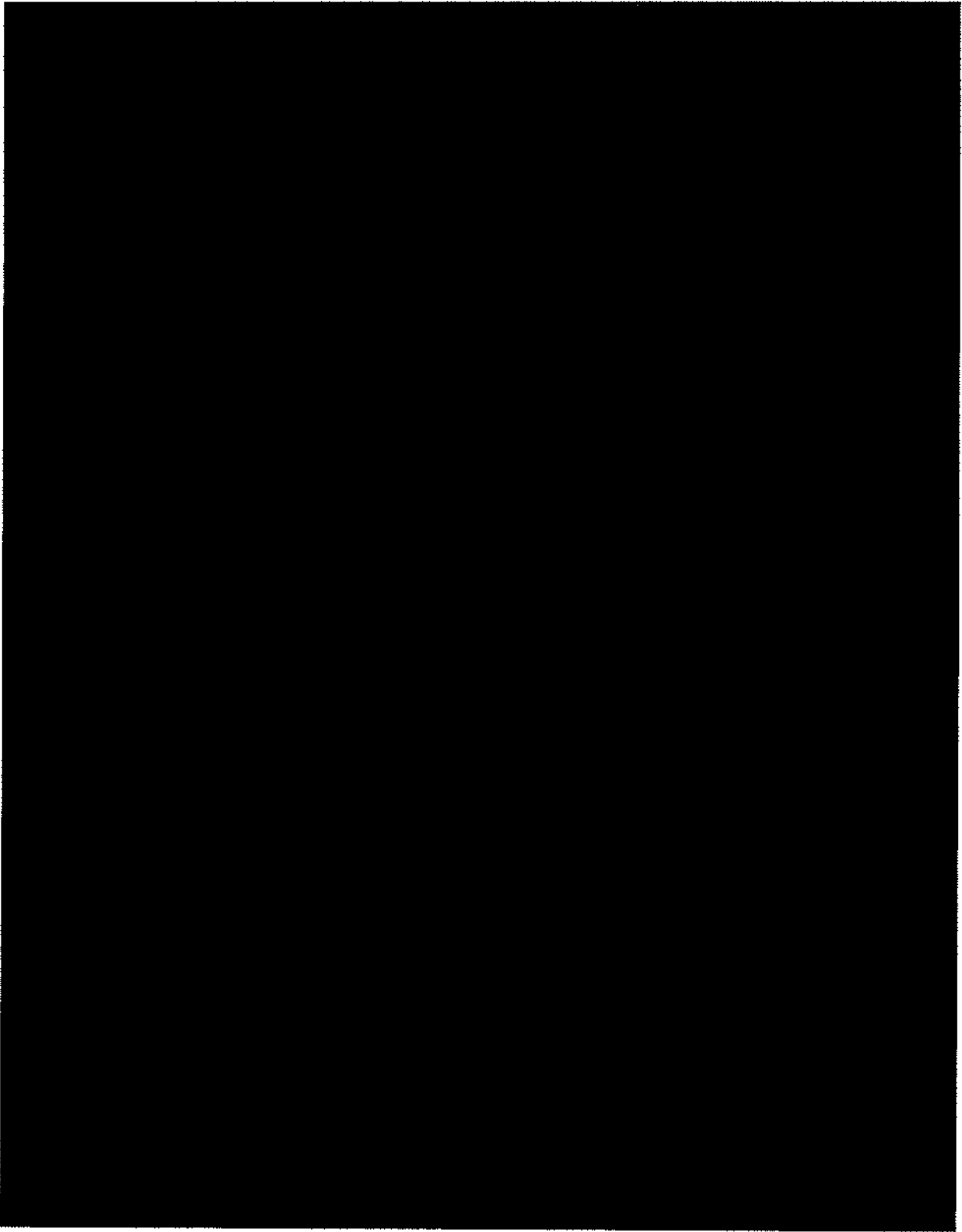
Templates are provided for:

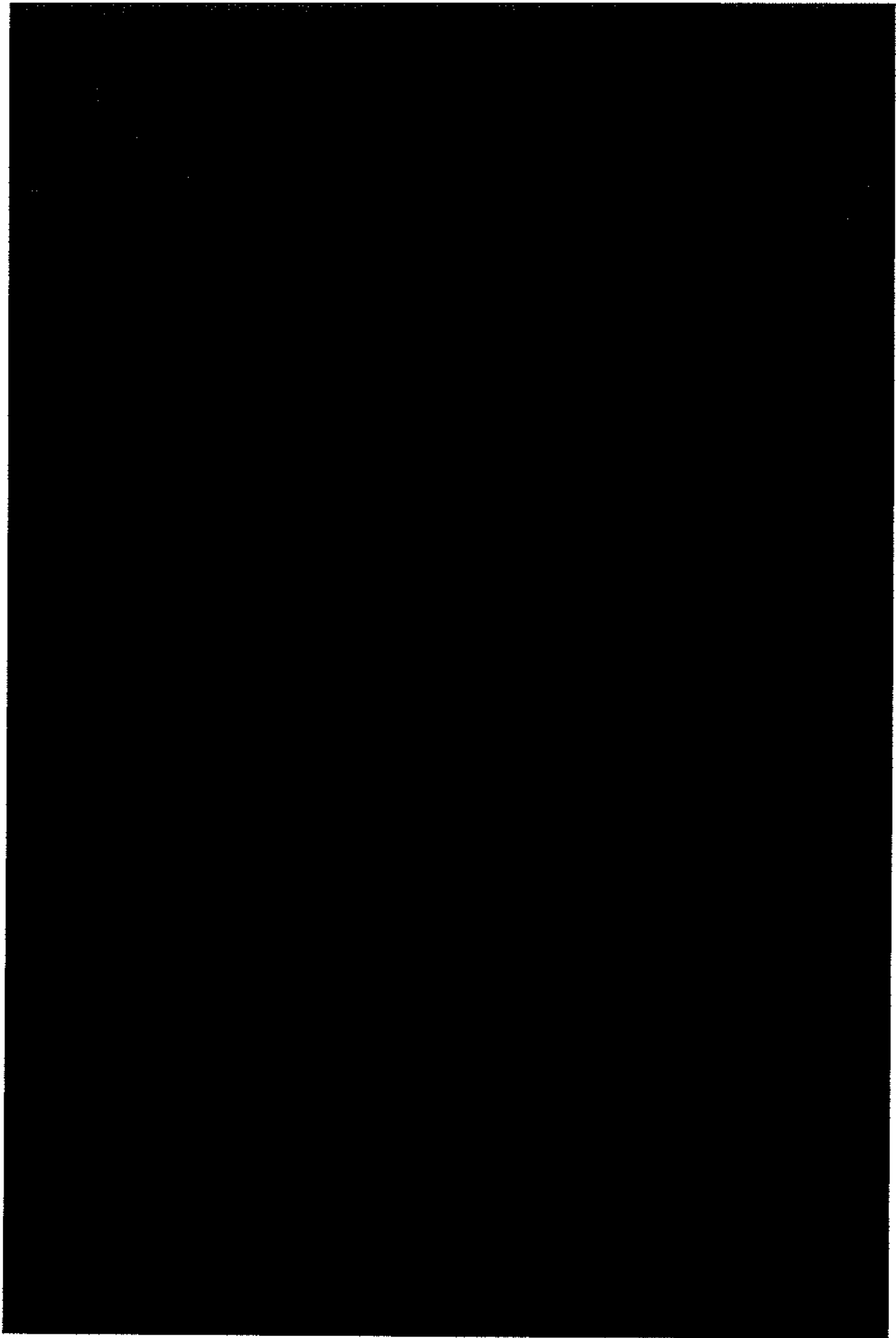
- CV's
- Two (2) previous projects per employee i.e. Evidence of Relevant Project #1 and #2. These templates must be completed for EACH employee.

Tenderers must ensure they provide sufficient information which demonstrates to the Contracting Authority's satisfaction the possession of a sufficient level of relevant experience to deliver the Services sought within Appendix 1 of this RFT.

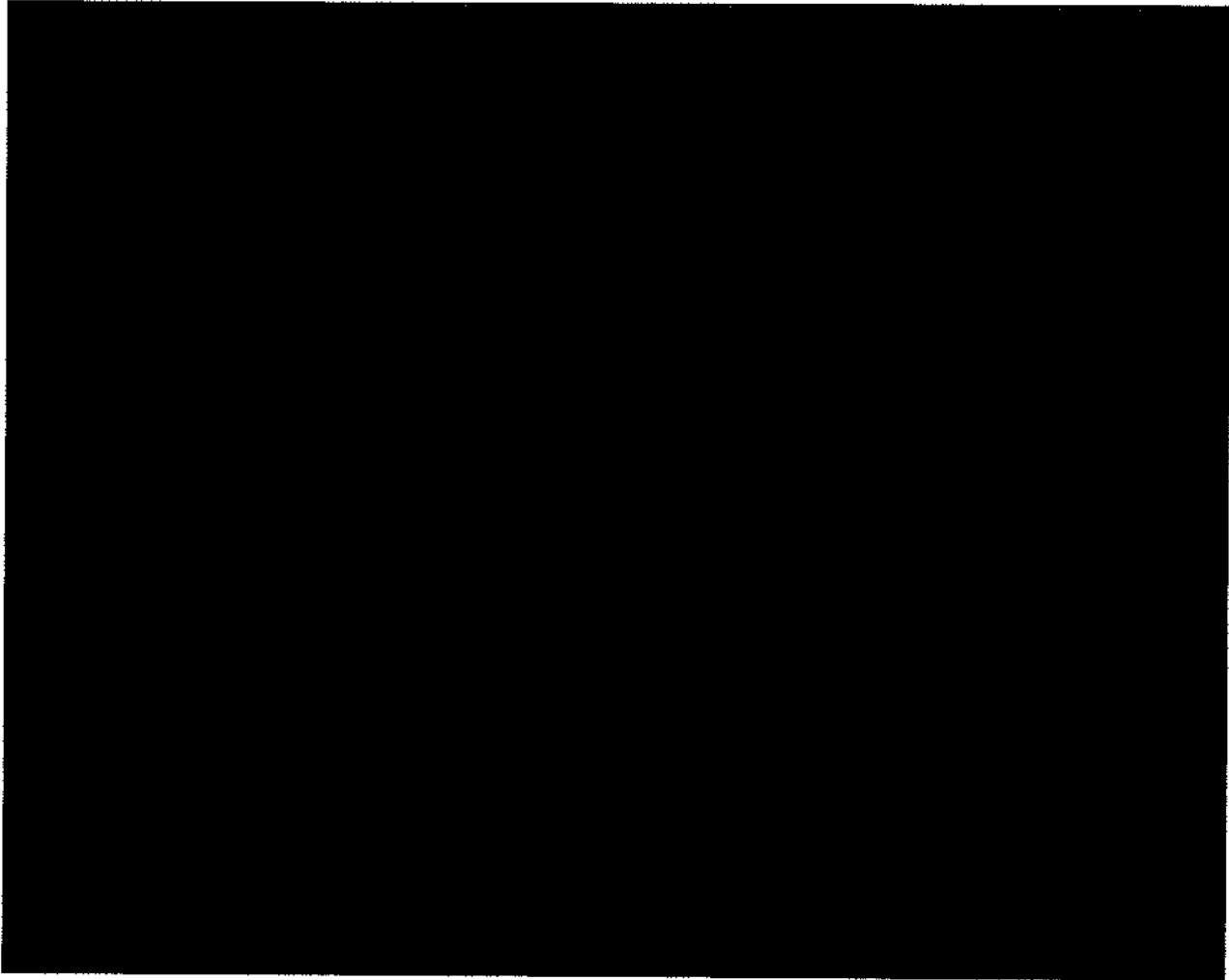
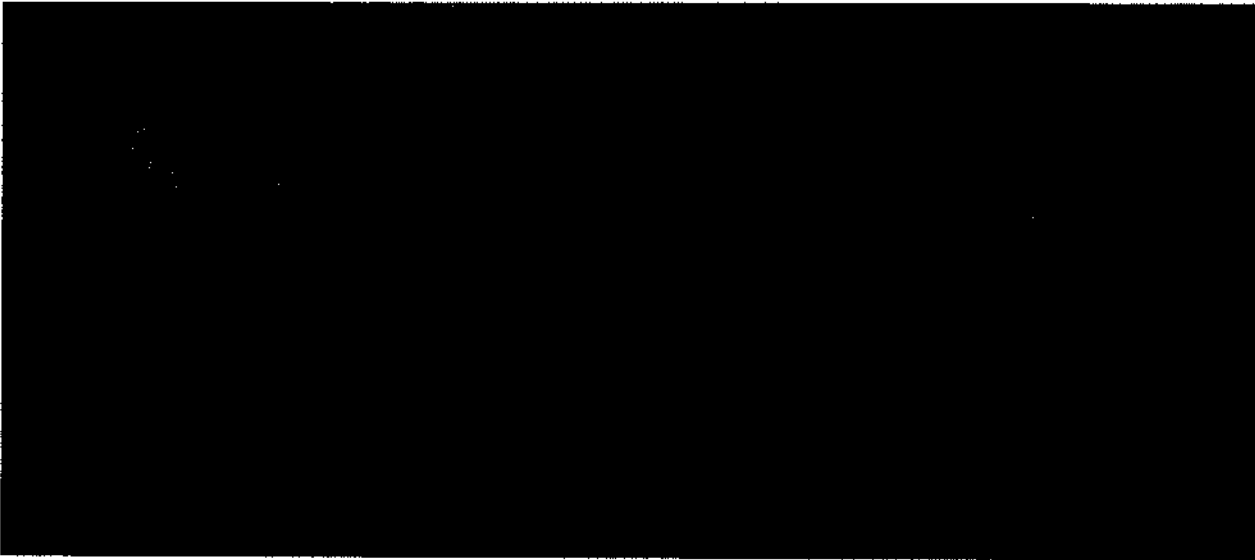


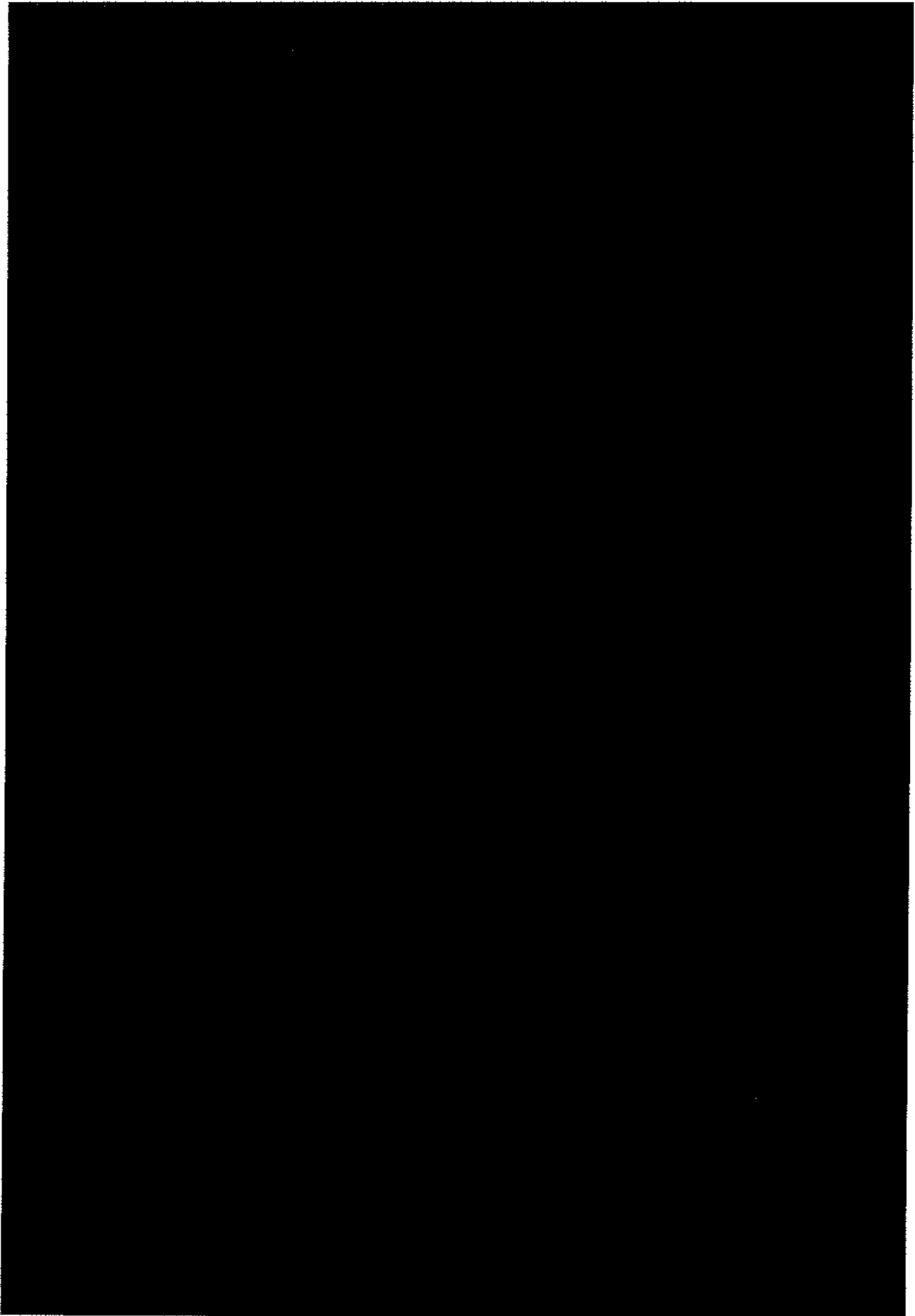


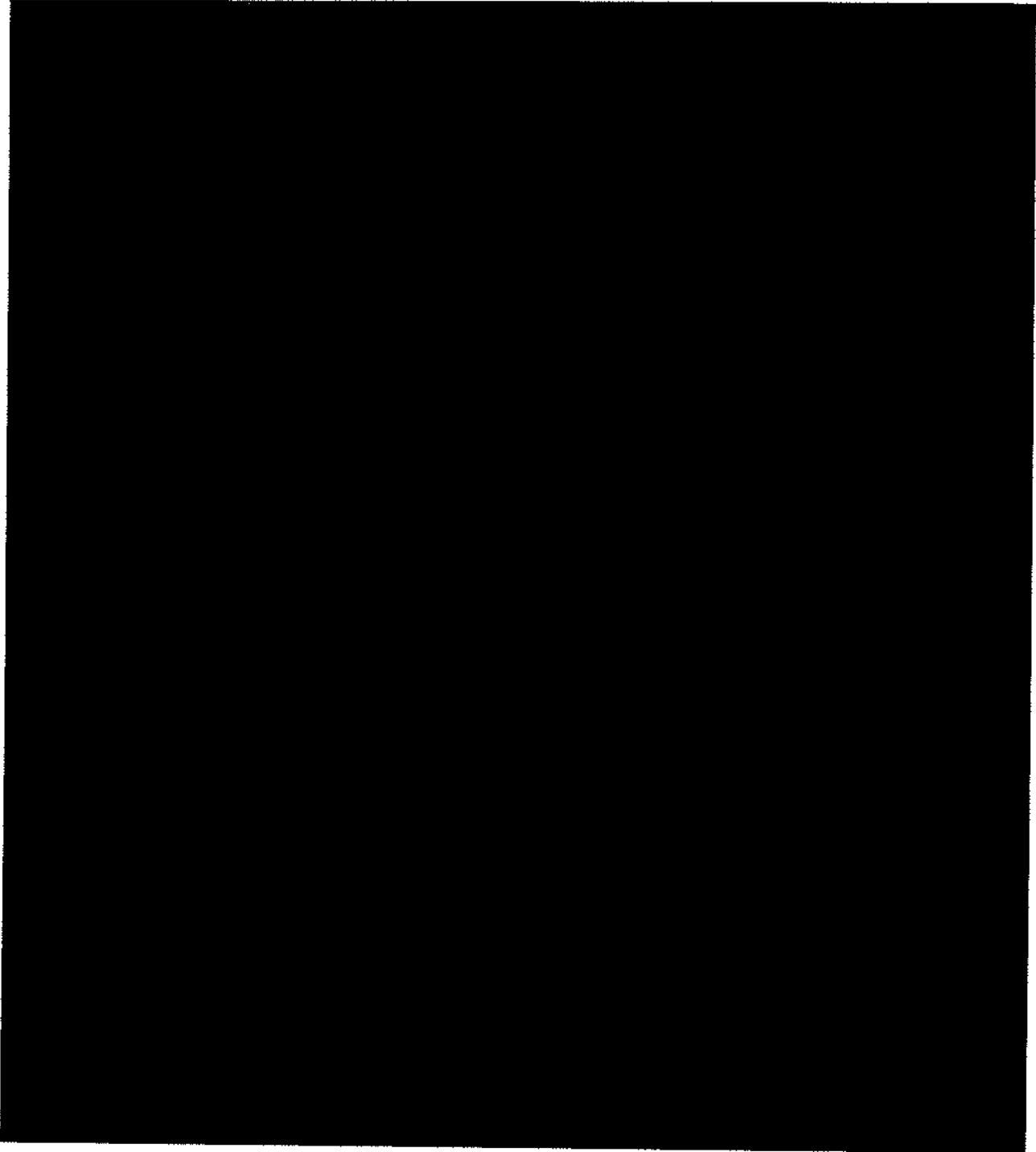




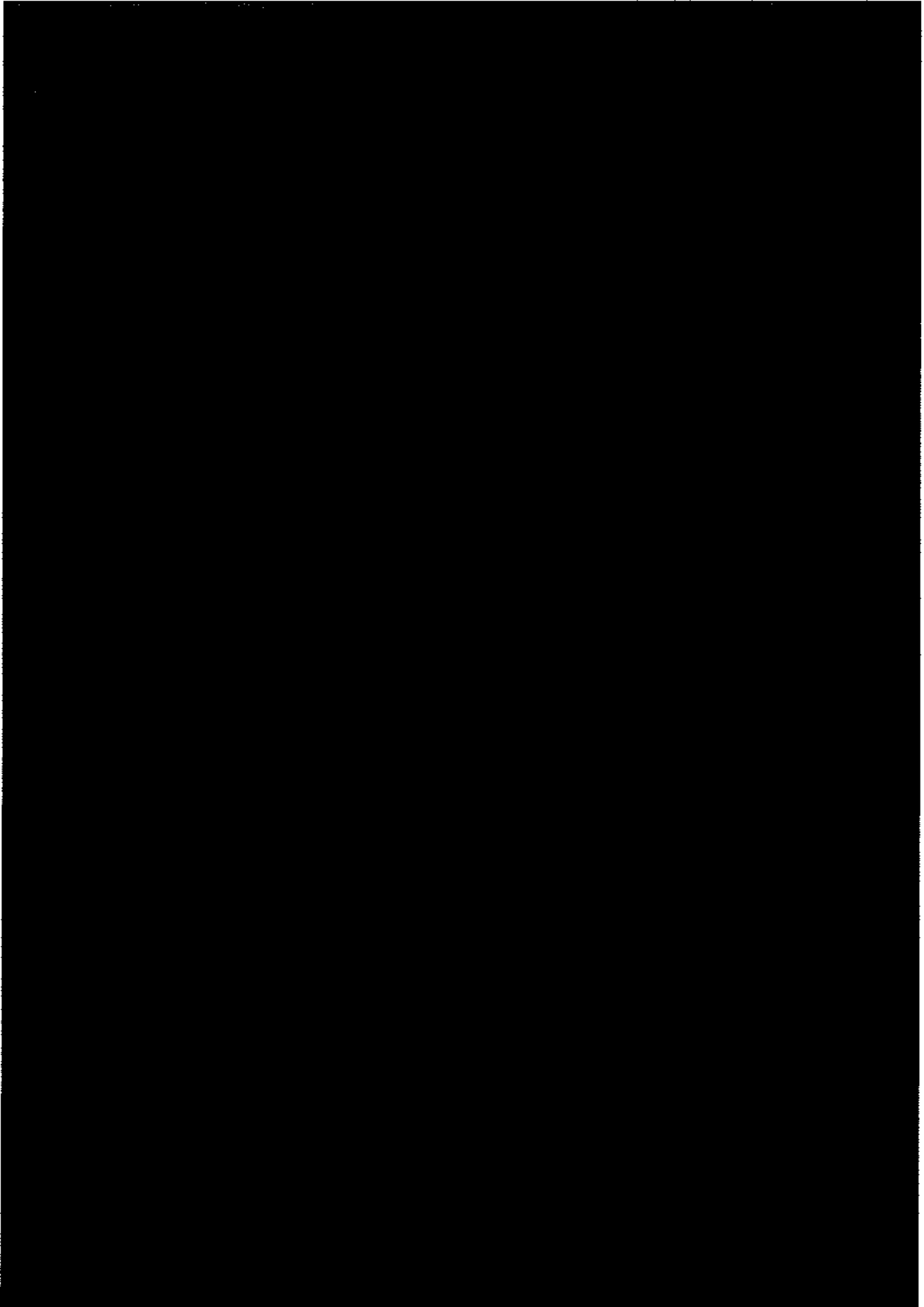


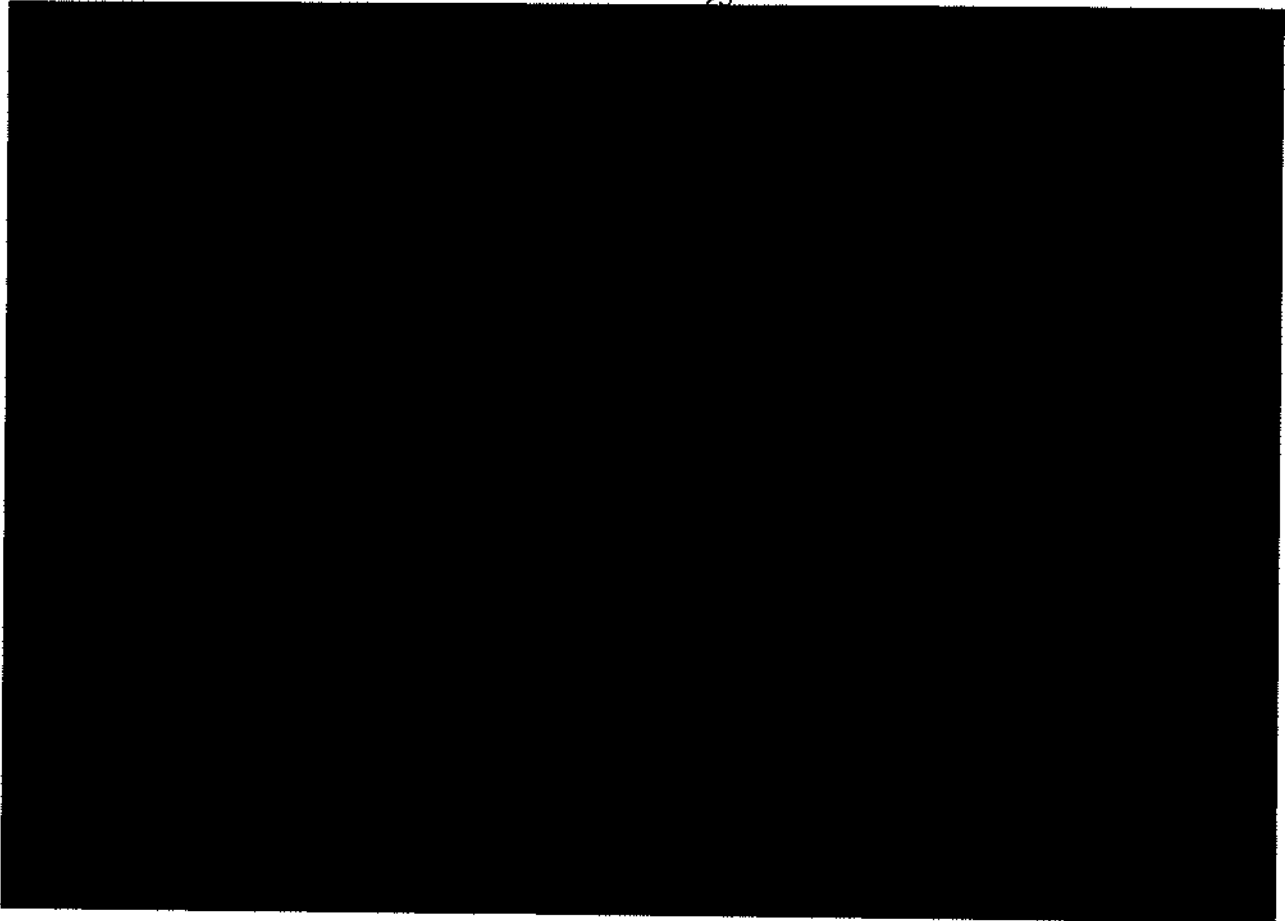


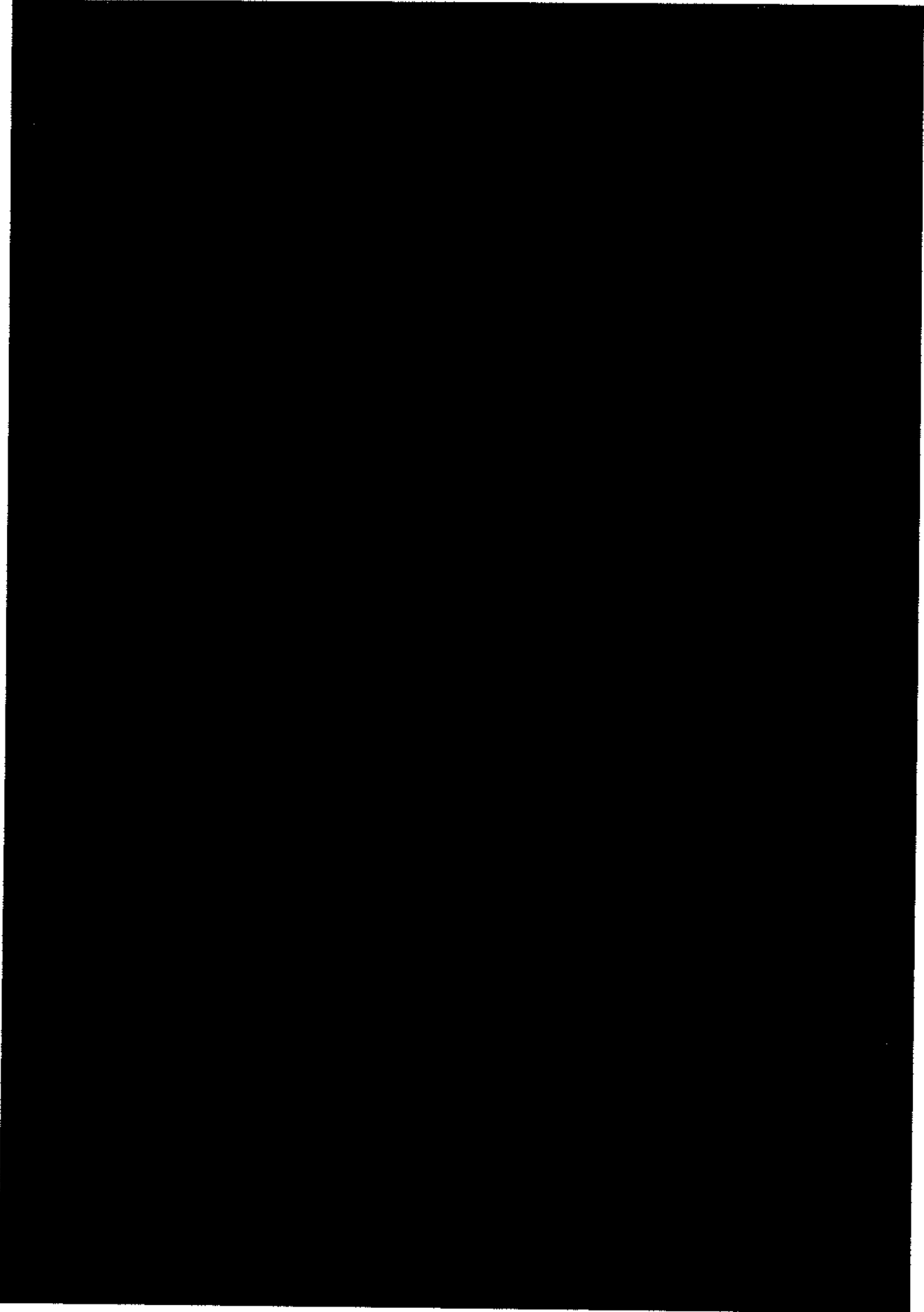


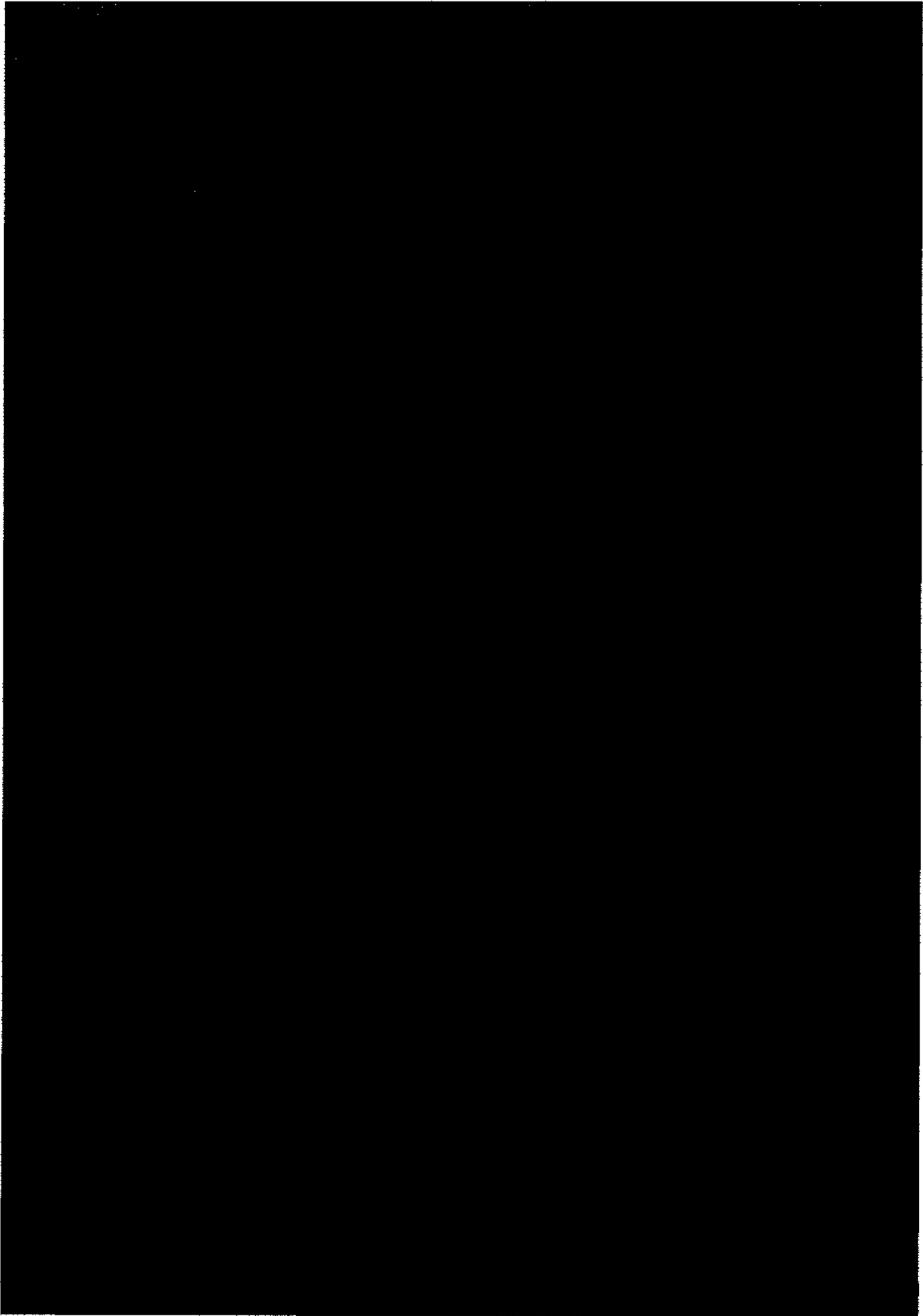




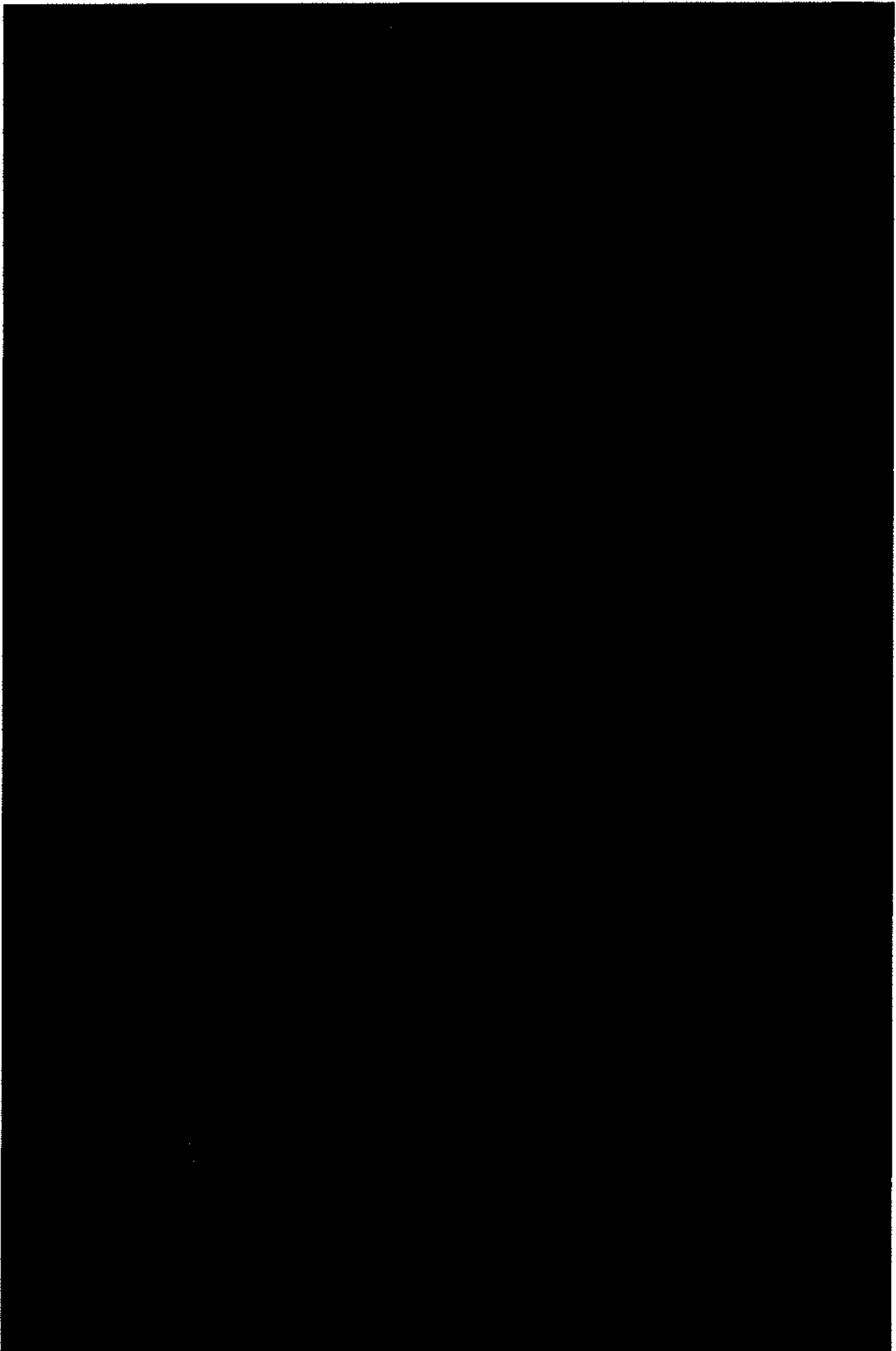


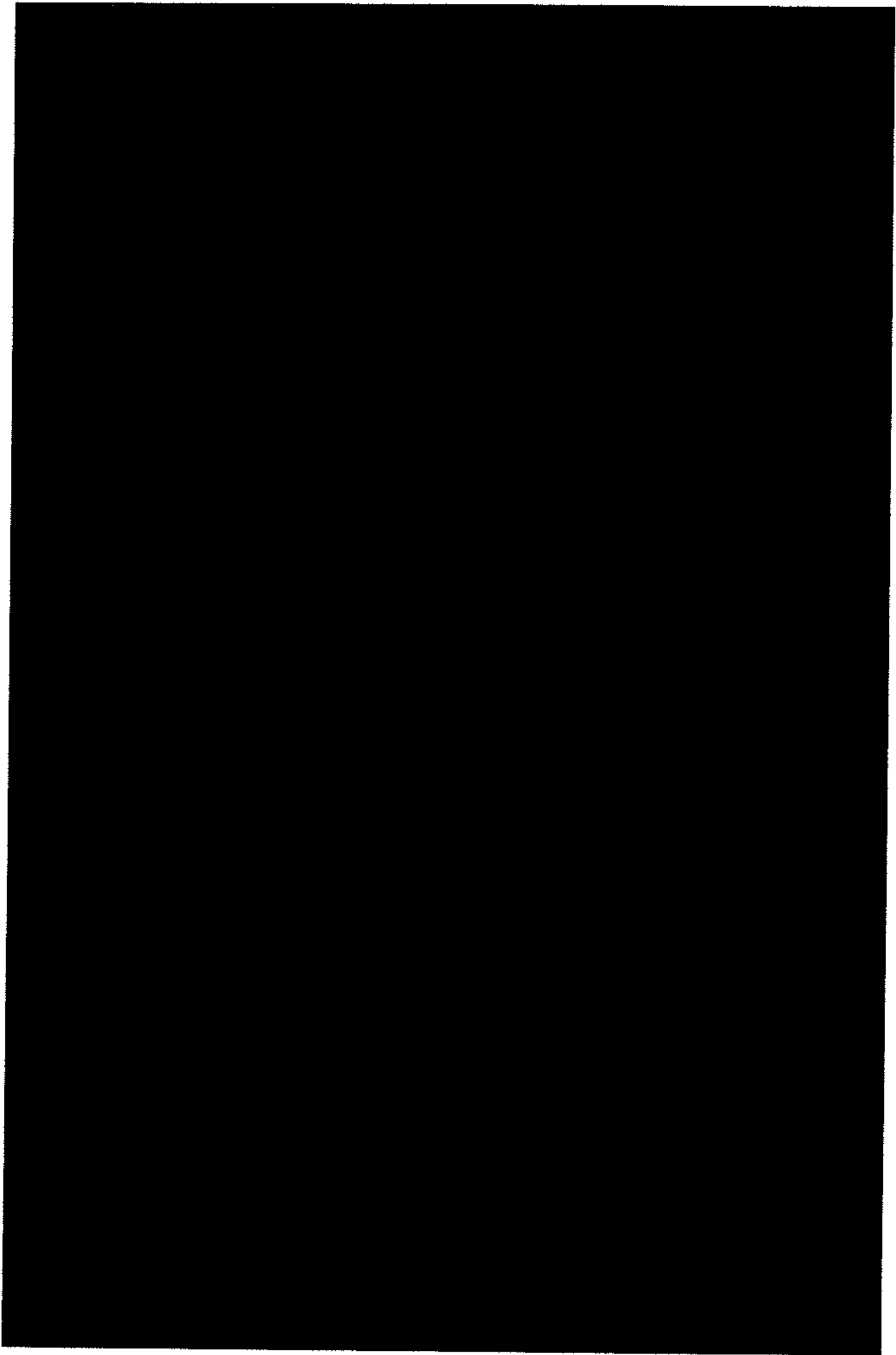


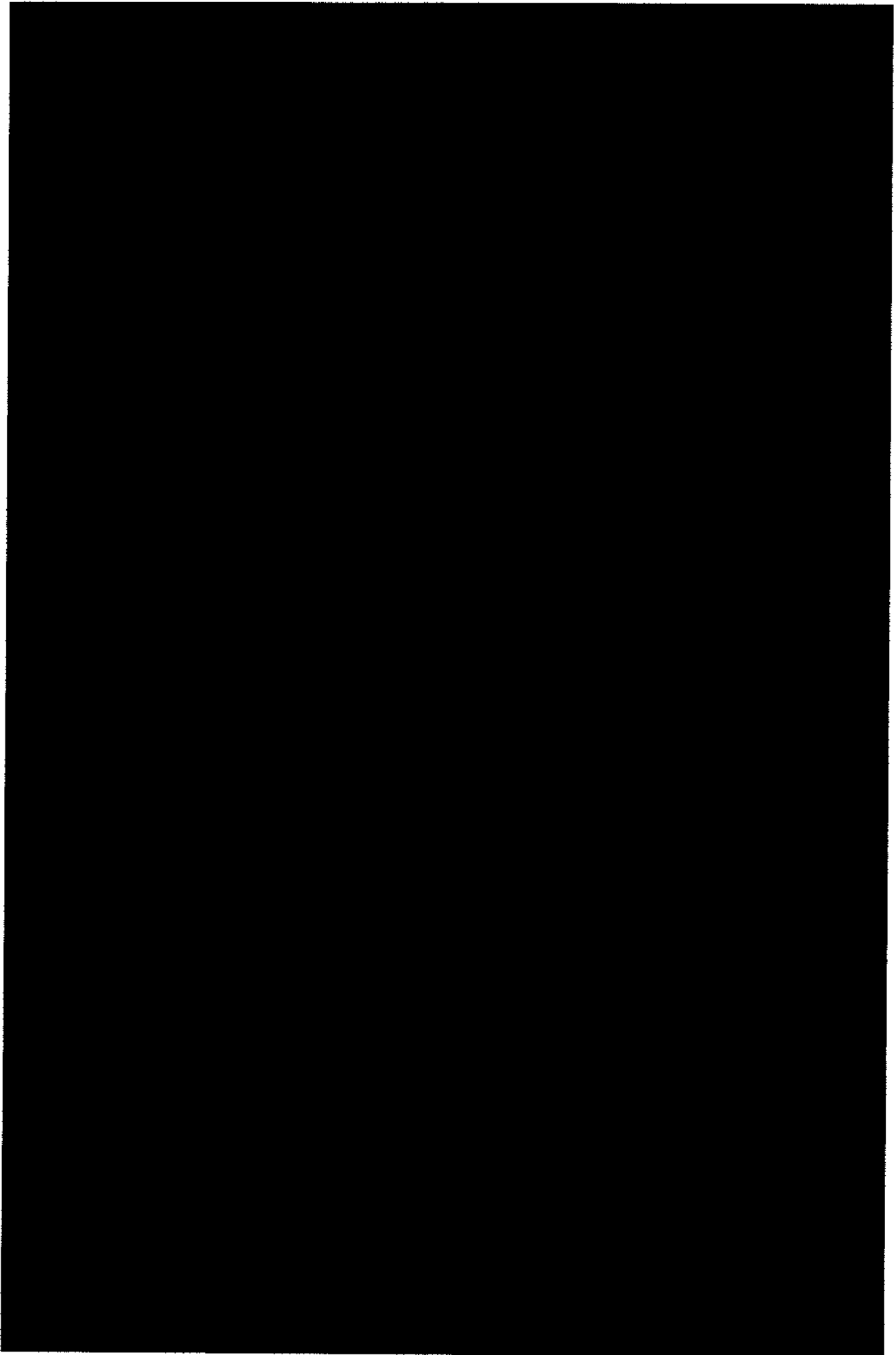


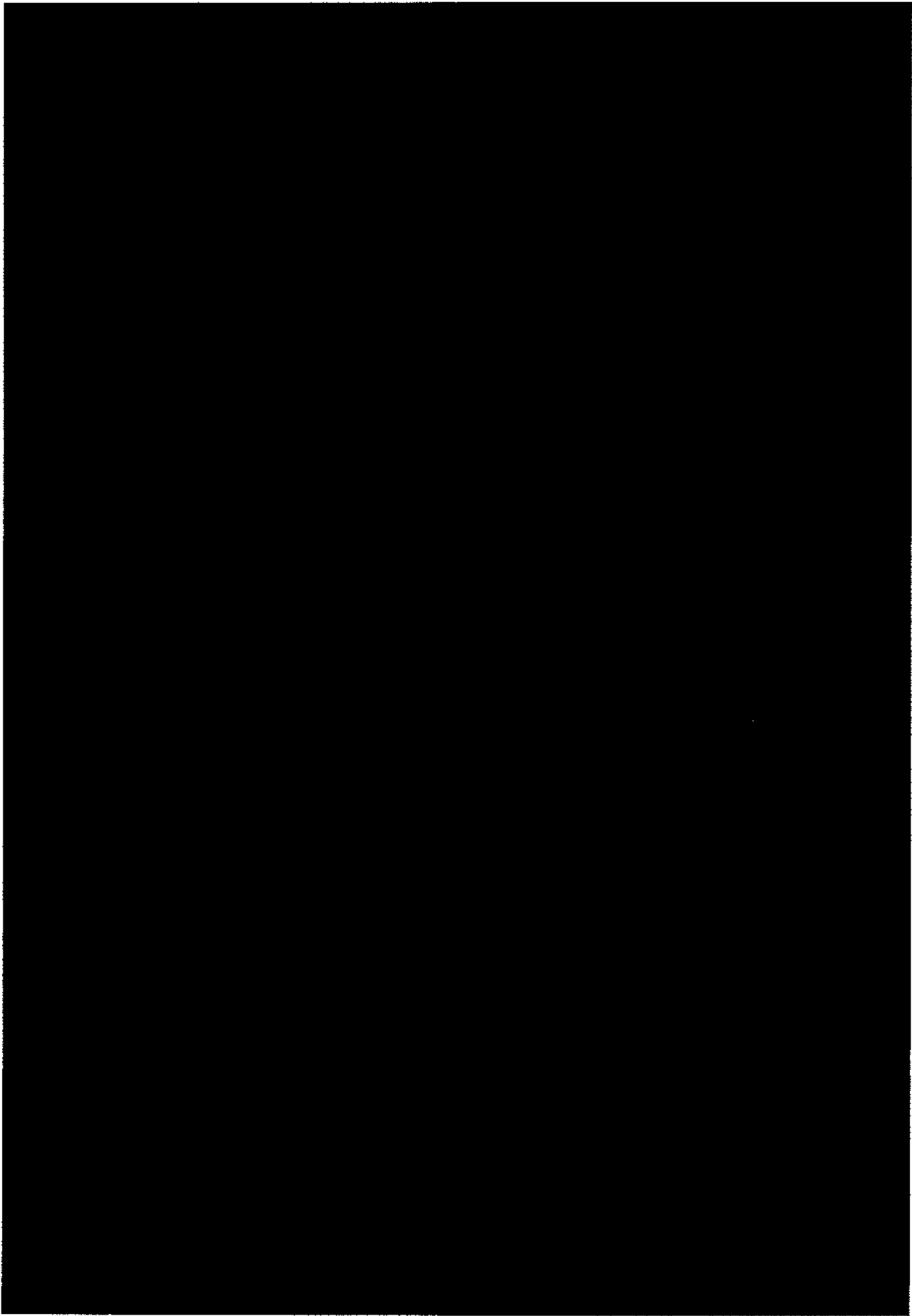




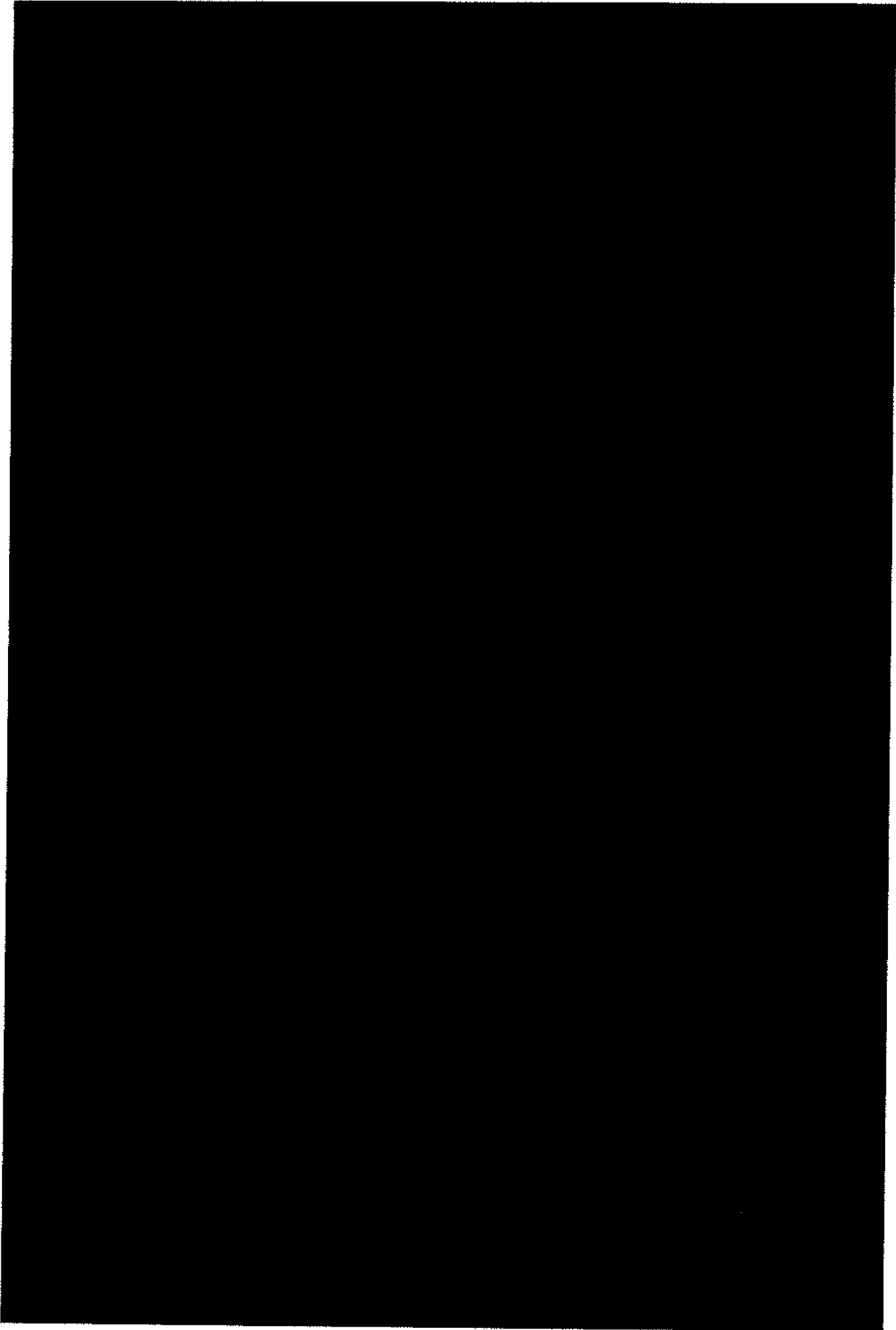


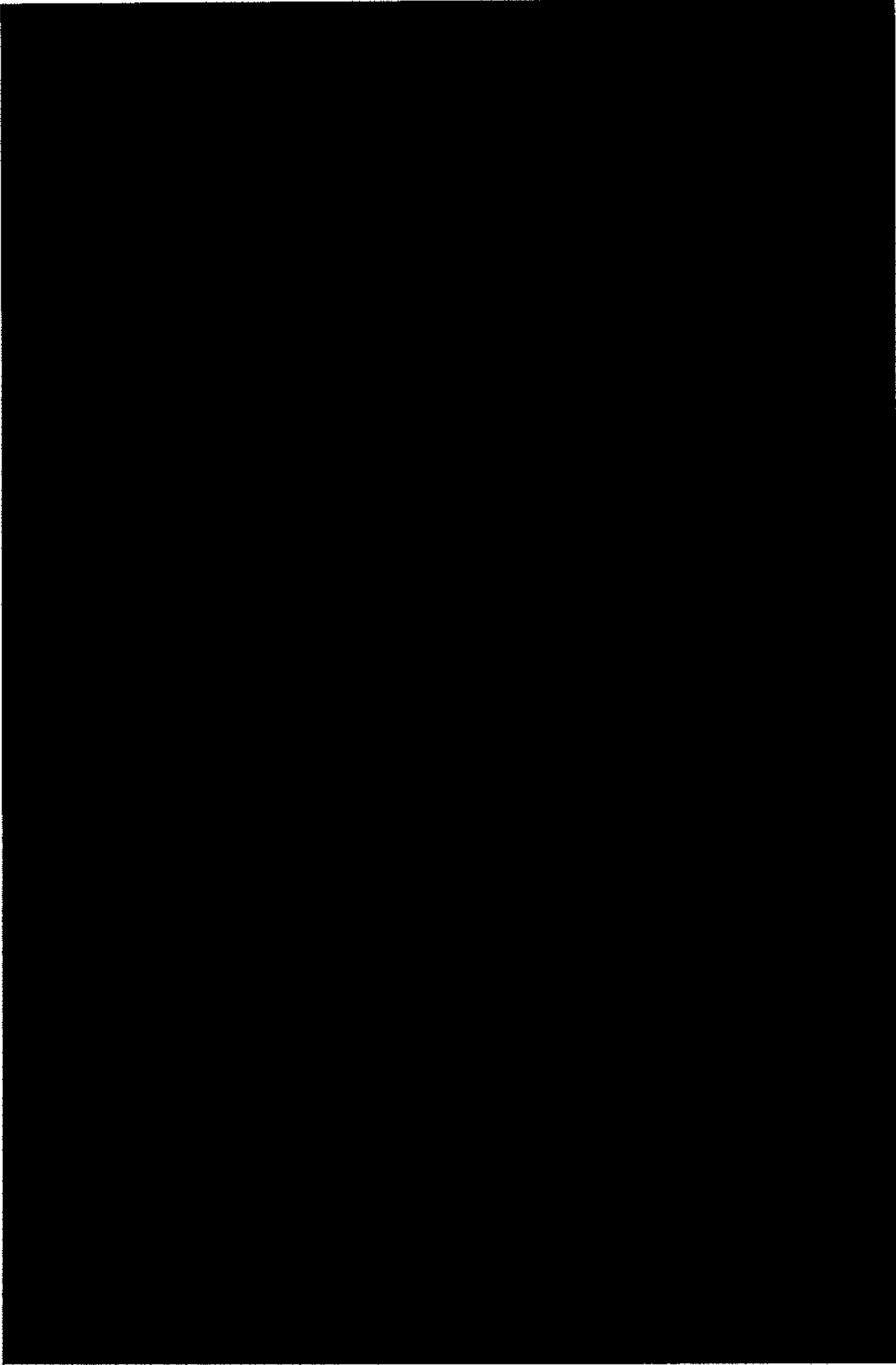


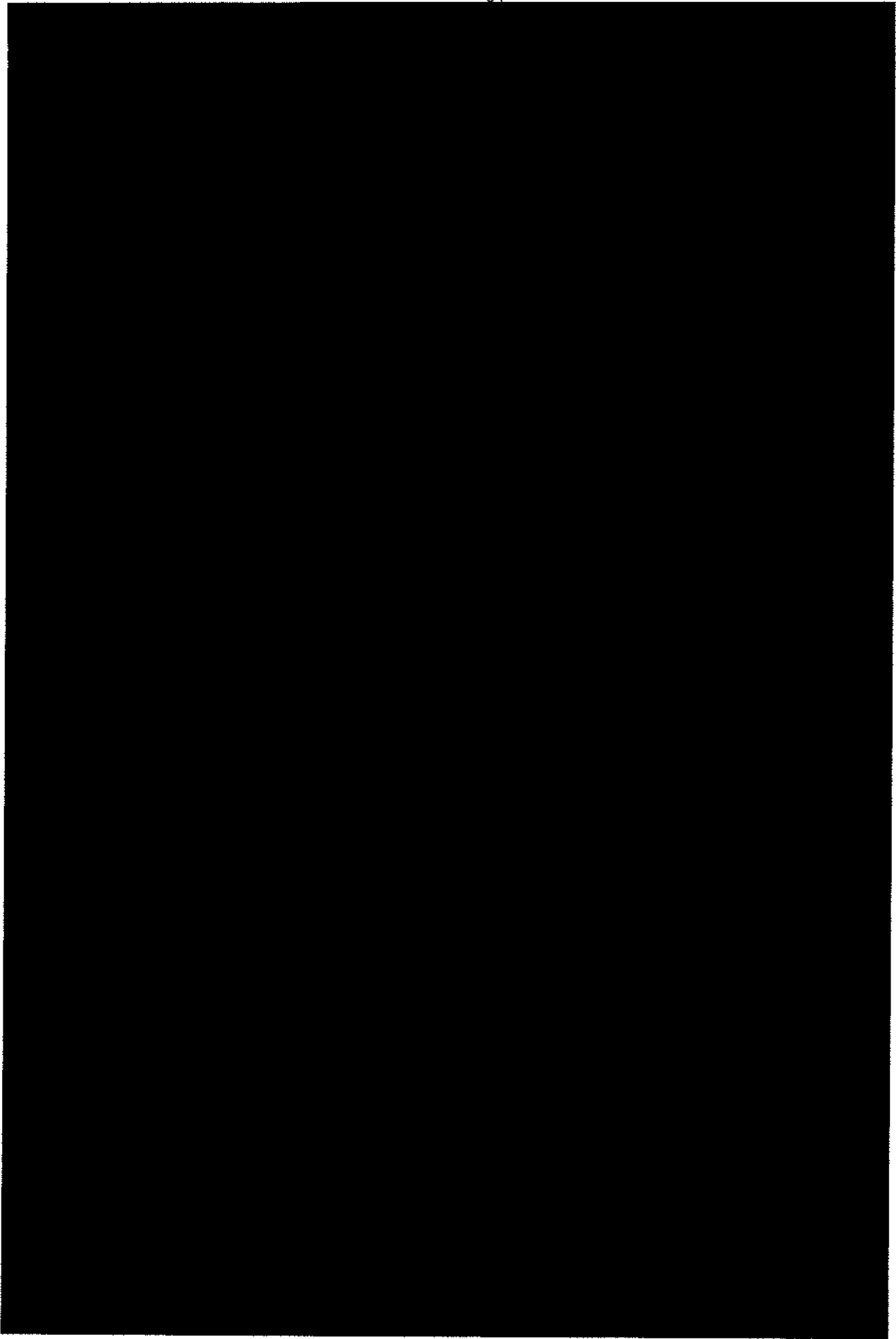


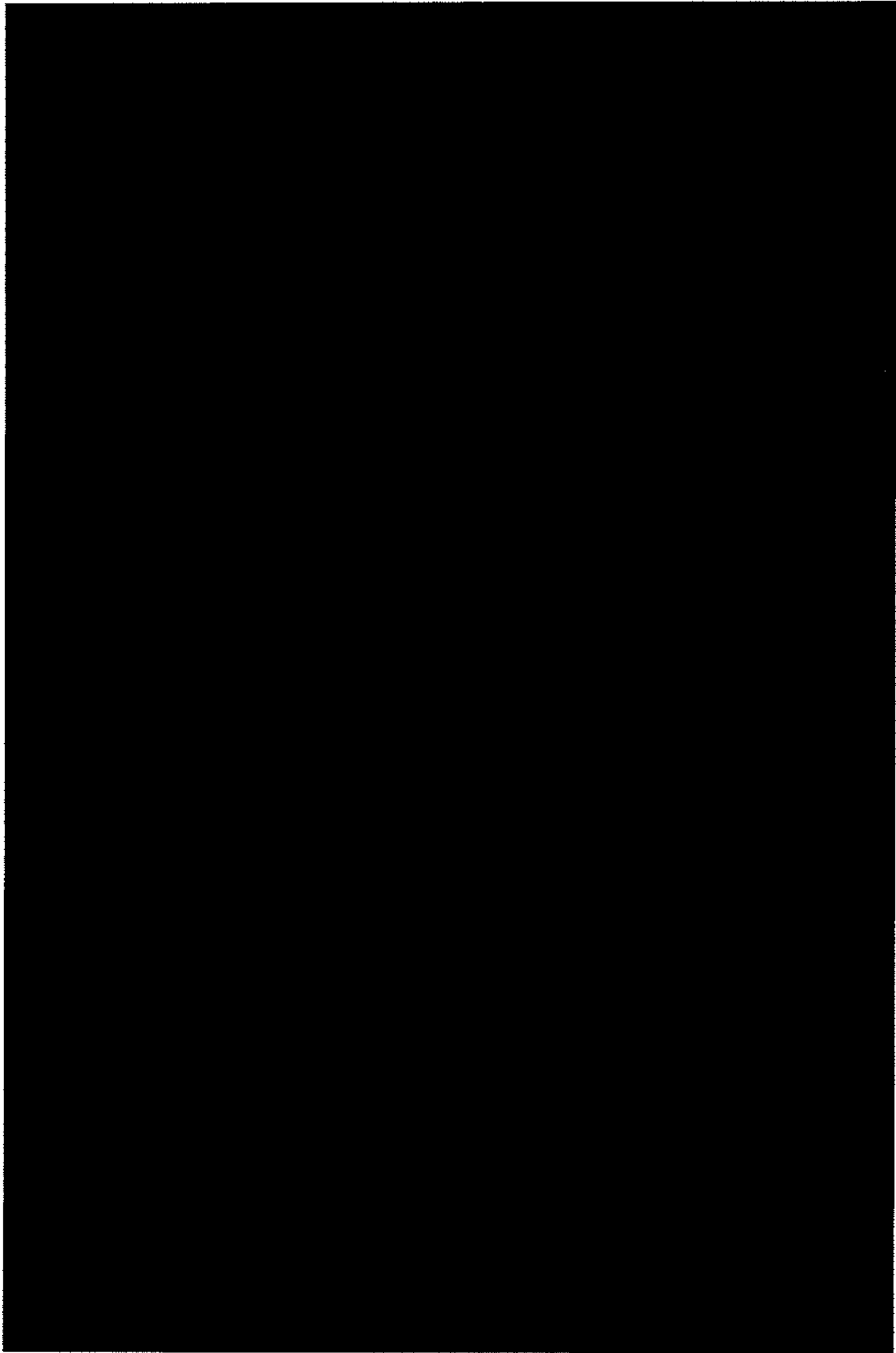


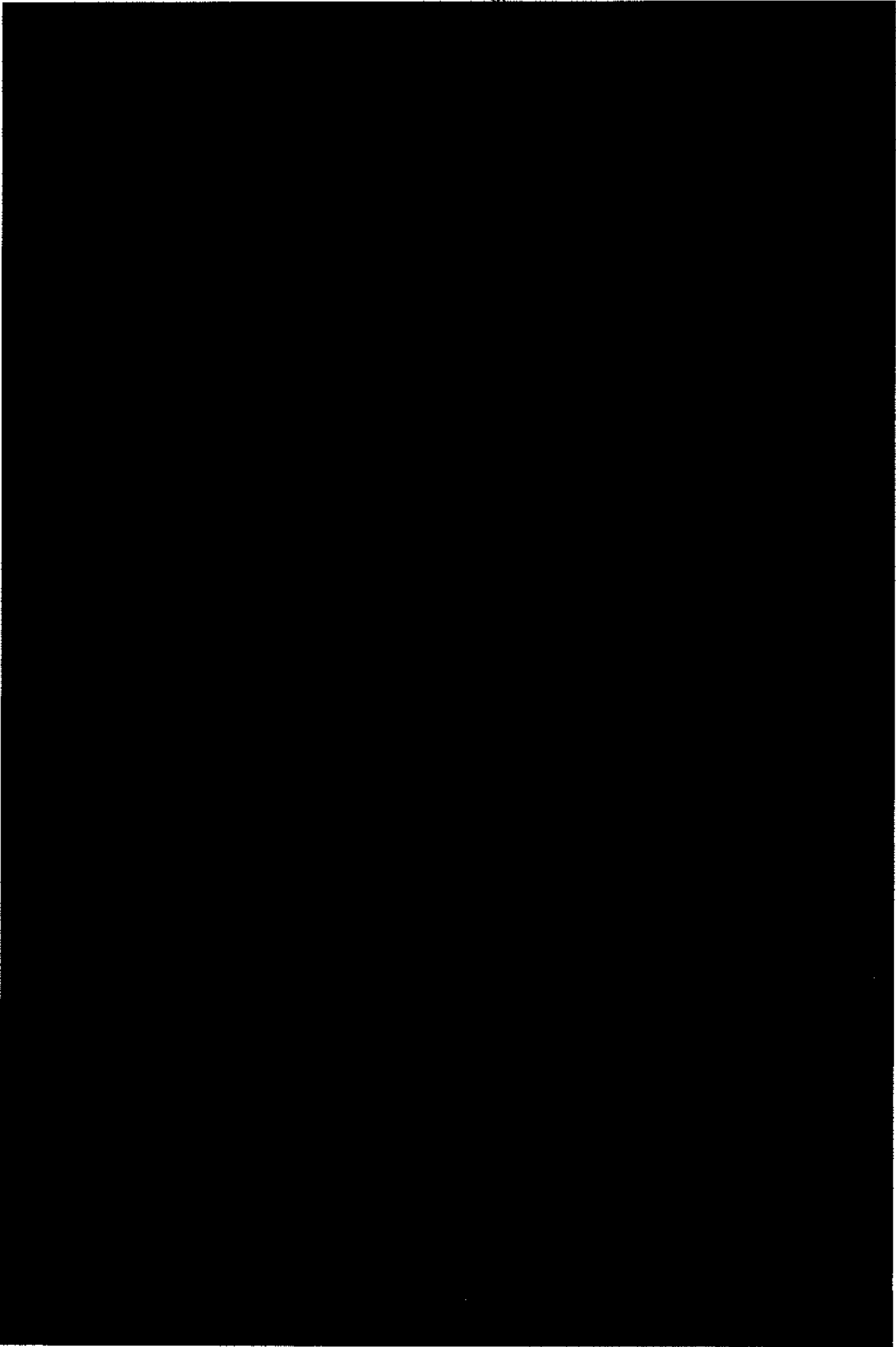




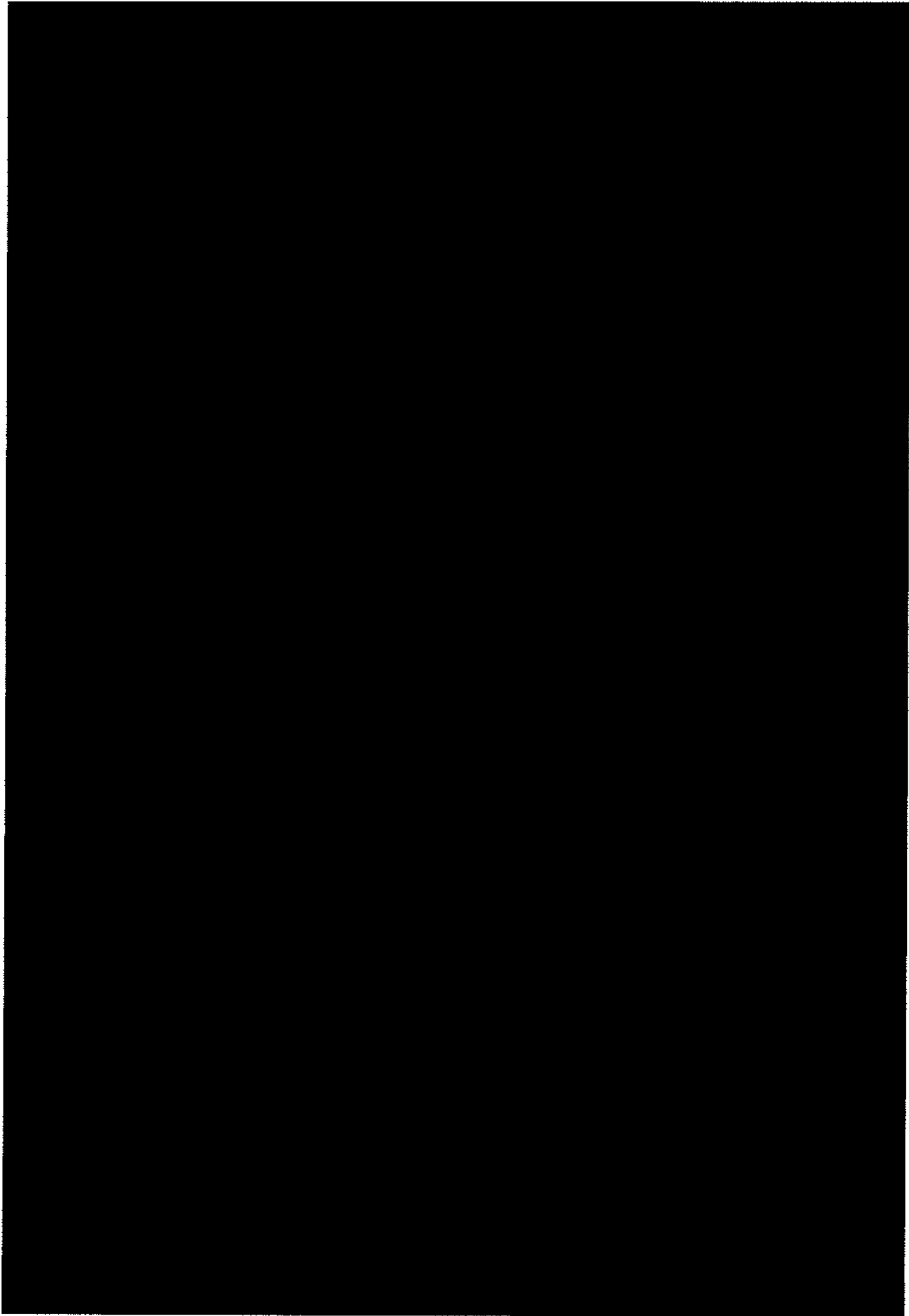












### Question 3: Quality Assurance

*Please see Appendix 1 –Requirements and Specification Section for the requirements under this criterion*

Tenderers are requested to provide a description of the Tenderers measures for ensuring a quality service, which would be relevant to the proposed contract.

K&K have successfully delivered training courses over the last six years. See examples of relevant courses below.

#### **An Garda Siochana Specialised Child Interview Training**

- Since 2014 we have supplied Actors for Role Play to An Garda Siochana Specialised Child Interview Training Division both in the Garda College Templemore and in the Abbey Court Hotel in Nenagh
- The last of these roles that we undertook took place on 30/01/2020 in the Abbey Court Hotel in Nenagh and a selection day role play in the Garda College Templemore on 31/02/2020.
- These roles involved Actors to perform as child witnesses being interviewed by members of An Garda Siochana and Social Workers .The scripts provided sometimes contained details of a physical or sexual content or sometimes both.
- K& K always made sure that any Actor taking on such a role is trained to do so and that nothing from their past experiences would prevent them from delivering a professional acting performance.
- The scripts provided by An Garda Siochana are made available to each Actor well in advance of each event
- A supervisor will have gone over the script with the Actors to ensure that they fully understand the role and that nothing in the script is a concern to them.
- A supervisor is always present at each event, to ensure that all Actors are present, on time and fully briefed.
- A de briefing session takes place with all Actors at the end of each Role Play, this is to make sure that they are not adversely affected by the role.
- Professional Counselling is available if such is needed.
- K& K have delivered an average of four such courses each year over the six years.
- These courses were provided to An Garda Siochana ,Specialised Child Interview Training under the direction of [REDACTED]

#### **Level 3 Training**

- K&K have delivered role play Actors for Level 3 training interviews in the Garda Training College Templemore and at the Westmanstown Sports and Leisure Complex Dublin.
- In 2019 we delivered six such courses to An Garda Siochana for Level 3 Garda Advanced Investigative Interviewing courses, the last of which was on 25/10/2019

- These courses were under the direction of [REDACTED]
- The purpose of these role plays are to provide Detectives who have reached level 2 to demonstrate that their interviewing skills are advanced enough to move up to level 3.
- Actors are required to act as suspects in a criminal investigation, their role is to take on the character of the suspect under the direction of the member in charge from the Detective in charge on the day.
- Scripts for these roles are provided by An Garda Siochana to K&K and then made available to each Actor well in advance of each event.
- A supervisor will have gone over the script with each Actor to ensure that they fully understand the role.
- On the day Actors are required to be on site one hour before any briefing by the client, this is to ensure that all Actors are in place in plenty of time and to allow time for a group discussion led by a supervisor from K&K so as to make sure that all have the same understanding of the role.
- A review and debriefing session will always be held at the end of each days training event.



E mail [REDACTED]  
 Tel.062 72319 or Mobile  
 [REDACTED]



Kand K Distributors  
 Rathduff, Golden  
 Cashel Co Tipperary  
 E25H778

## APPENDIX 2: PRICING SCHEDULE

DESCRIPTION	NO OF COURSES (ESTIMATE)	COST PER COURSE	TOTAL COST PER YEAR
[REDACTED]			

The above prices are all- inclusive. V.A. T is not applicable.

The prices quoted in this Tender will remain valid for 180 Days commencing from the Tender Deadline 23/07/2020

Signature: [REDACTED]

Tenderer: K and K Distributors Rathduff, Golden, Co. Tipperary

Date: 20/07/2020

K and K Distributors  
 Rathduff, Golden, Cashel  
 Co. Tipperary  
 Tel 086 810 7316

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