

Embassy of Ireland - Hanoi
Tender Procedure for the Procurement of the Following Services:
Air purifiers and replacement filters

Terms of Reference

The Irish Embassy intends to engage a company to provide air purifier units and filters at the Chancery of the Embassy of Ireland and the residences of diplomatic staff, in accordance with terms and conditions to be specified by contract.

In addition to providing air filtration, the service provider should also be capable of: (1) providing a warranty for the air purifiers for the duration of the contract; (2) air quality inspection before and after installation and on a three-monthly basis thereafter; (3) filter inspection and providing replacement filters for the machines and (4) providing any other relevant services. Delivery costs of machines and filters should be included.

Value of the contract:

The estimated value of the contract is in the range of **EURO 40,000 to EURO 60,000 for three years**, exclusive of VAT.

Service Specification: Services as described below

The properties where the company will provide air purification services are the following:

Chancery of the Embassy of Ireland: 2nd Floor, Sentinel Place Building, 41A Lý Thái Tổ, Hoàn Kiếm, Hà Nội Việt Nam

The following services will be required at the Chancery: Assessing the space and recommending appropriate air purification solutions, delivery and placement of air purifiers, air quality inspection before and after installation and on a three-monthly basis thereafter, filter inspection and providing and delivering replacement filters for the machines and demonstrating to staff how to maintain the air purifier and how to replace the filters.

2. Residences of the diplomatic staff of the Embassy of Ireland, including the official residence of the Ambassador: Hanoi

The following services will be required at the residences of diplomatic staff: Assessing the space and recommending appropriate air purification solutions, delivery and placement of air purifiers, air quality inspection before and after installation and on a three-monthly basis thereafter, filter inspection and providing and delivering replacement filters for the machines and demonstrating to staff how to maintain the air purifier and how to replace the filters.

The number and location of residential properties and the type of service required may vary during the course of the contract. Companies should therefore provide a detailed cost schedule for assessing a new residential property for air purifiers.

The relevant properties may be viewed before submission of the tender application upon appointment with the Embassy of Ireland by contacting IrishEmbassyHanoi@dfanet.ie.

Company Profile

The Embassy of Ireland is seeking a company with at least 2 years of experience in the Vietnamese market. Proposals should include evidence of the company's experience. It is not necessary to include CVs but proposals should include references from existing clients.

Duration of Contract

It is proposed that the contract on offer will run for a period of 36 months, subject to a satisfactory review of performance at each contract year-end. After the initial provision of machines, it is intended that the contract will be limited to occasional new machines and replacement filters. It will commence in July 2017.

Selection Criteria

Tenderers must demonstrate that they have sufficient economic, financial, technical and professional capacity to perform the tasks described in the Service Specification in these Terms of Reference. In particular, they must show that the machines provided are of an international standard, have passed EU or US safety standards and provide evidence of the machines' capacity to purify the air. At a minimum, the air purifiers must remove PM2.5 particles from the air.

The machines should be serviceable in the local market with replacement parts available and expected to be available for the life cycle of the machine.

If the tender is submitted by a consortium or group of service providers, economic and financial capacity must be verified for the consortium or group as a whole. Technical and professional capacity may be verified either for the consortium or group as a whole or individually for each economic operator which is a member of the consortium.

Award Criteria

Proposals can be presented in Vietnamese or English. Proposals should state the total cost in Vietnam dong exclusive of VAT and listing the applicable rate of VAT. Any delivery charges should be outlined.

Once the tenderers have proven their eligibility to tender on the grounds of the exclusion criteria and in compliance with the Selection Criteria, tenders will be assessed on the basis of the award criteria which serve to identify the most economically advantageous tender.

A contract will be awarded to the firm whose proposal is evaluated to best meet the overall project specifications as detailed in the Terms of Reference.

1. Quality of the air purifiers proposed – evidence that the machines meet international quality standards, evidence of low running costs (energy efficiency, cost of replacement filters) (30%)
2. Experience – evidence of the contractor's ability to provide required service in an effective and timely manner. The Contractor must have a minimum of two years of experience. A minimum of three (3) examples of similar work must be submitted with the submission. (10%)

3. References – a minimum of three references must be submitted with the submission (10 %)
4. Overall Cost – total cost for the service (50 %)

Submission of Tenders

The deadline for submission of tenders is 16:30 on 16 June, 2017. Proposals must be submitted electronically to: IrishEmbassyHanoi@dfanet.ie.

The relevant properties may be viewed before submission of the tender application upon appointment with the Embassy of Ireland by contacting IrishEmbassyHanoi@dfanet.ie.

All requests for clarifications may be submitted until 16:30 on 14 June, 2017 to: IrishEmbassyHanoi@dfanet.ie.