



Commission for
Communications Regulation

Invitation to Tender

ComReg Interactive Tariff Guide

Document No:	ITT04/02
Date:	25 November 2004

All tenders should be clearly marked:-
'ITT – ComReg Interactive Tariff Guide ITT 04/02'

Tenders should be submitted by registered post or by hand.

The tenderer(s) must submit four copies, in the format described in section 4, to:-

Andrew Corcoran
Commission for Communications Regulation
Abbey Court
Irish Life Centre
Lower Abbey Street
Dublin 1
Ireland

Applications must be received on or before 5pm (Irish Time) on 23rd December 2004. Tenders which are delivered late will not be considered. No tender may be withdrawn after its acceptance

An Coimisiún um Rialáil Cumarsáide

Commission for Communications Regulation

Abbey Court Irish Life Centre Lower Abbey Street Dublin 1 Ireland

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1 Invitation to Tender

1.1 Requirement

As part of its ongoing commitment to raise tariff transparency for consumers, the Commission for Communications Regulation (ComReg), is seeking tenders for the development and implementation of a comparison tool that allows residential/non-business consumers of telecommunications services to compare tariffs online and find a product/service based on their usage needs and value for money. This Interactive Tariff Guide (ITG) will handle fixed, mobile and internet services offered by those authorised operators providing service to residential and non-business consumers.

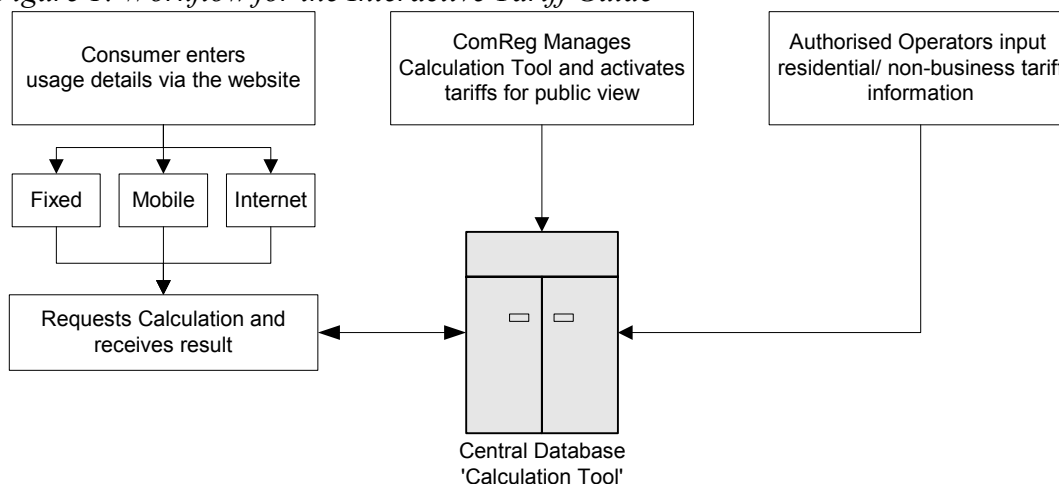
Key features of the ITG will ensure:

- Provision of accurate and reliable outputs to consumers;
- Reliability of the software tool;
- User friendly and accessible web interface for consumers, operators and ComReg including interactive on-line help features;
- Secure storage of operator tariff information;
- Authorised access and update of Operator Tariff Information.

In order to facilitate this service to consumers, the following workflow (illustrated in Figure 1) must be supported by the ITG:

1. Entry of usage details by the consumer and presentation of relevant tariff comparison, tariff/package & operator details.
2. Setup of residential/ non-business tariff information by authorised operators and comparison against other tariffs.
3. Management of content of the web interface by ComReg staff, configuration of parameters, and system settings together with verification of tariffs entered previously by the operator and activation of such tariffs on the consumer interface.

Figure 1: Workflow for the Interactive Tariff Guide



Tenderer(s) will be required to develop a calculation methodology and tool that provides consumers with a reliable indication of the cost of each tariff option based on their usage.

1.1.1 Access to the ITG

The following access requirements for the ITG are now outlined.

(a) **Public Access**

A consumer site/URL will allow consumers to find out which tariffs suit their usage needs. Consumers will input details on their current usage on chosen service(s) (e.g. based on number of calls per day, number of minutes used per day or lifestyle questions) via a public web interface. The comparison tool will display results showing operator packages and charges ranked in order of cost (per month and other periods). The display will also show other relevant product details which may include, for example, billing and contract periods, customer care details etc.

(b) **Secure Operator Access**

Operators will require a secure web-based interface for input of tariff information. Each operator will be allocated a username/password which allows private and secure access. In addition to tariff input, the operator will also be able, using their unique log-in details, to test planned tariff proposals/packages to ascertain how they would compare against other tariffs/packages that are activated on the public site.

(c) **Secure ComReg Access**

The ComReg web-based interface is the method by which ComReg will manage the content on the public site, verify operator tariff details and activate them for use on the consumer site. At a minimum, the ComReg interface will be used to:

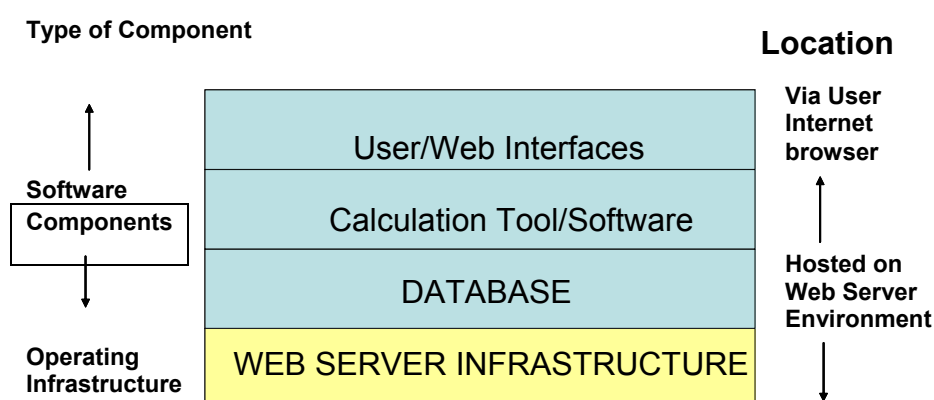
- review operators' submissions before activating them and making them publicly accessible on the consumer site;

- edit the content of the consumer site e.g. wording on text pages and addition and update of ‘what’s new’ topics; and
- make changes to the comparison tool including the value of system parameters and settings.

1.1.2 Architecture of the ITG

The components of the Interactive Tariff Guide are represented in Figure 2 below. While the minimum requirement of the successful tenderer is to provide the software components, it is also necessary that they either outline the requirement for the infrastructure necessary for the ITG to operate or that they include in their proposal, as an option, the supply, configuration and operation of the required infrastructure.

Figure 2: Architecture of the Interactive Tariff Guide



The User/Web Interface will need to be designed in keeping with standard ComReg website styles/logos which can be made available at time of development. ComReg has implemented a content management system for their www.comreg.ie and www.askcomreg.ie sites; the tenderer may want to consider options to use this system for content management of the ITG.

ComReg’s existing web infrastructure is provided by a third party managed hosting service and is configured to meet ComReg’s current needs in terms of security and availability.

1.2 Awarding Authority

The Commission for Communications Regulation
 Abbey Court
 Irish Life Centre
 Lower Abbey Street
 Dublin 1
 Ireland

1.3 Overview of the Requirement

The successful tenderer(s) will be required, subject to contract, to develop and implement a proposed solution for an online Interactive Tariff Guide (ITG).

The objective of the ITG will be to provide residential/non-business consumers with easily accessible, reliable and up-to-date comparisons of operator tariffs based on usage details inputted by the consumer.

The proposed solution shall allow consumers to compare tariffs on offer from authorised operators of fixed, mobile and internet products and services.

Comparisons will be based on the individual consumer's usage. In order to ensure consumer friendly use the solution may provide an initial comparison to the consumer based on a 'typical consumer' usage profile. The consumer should be able to manipulate the 'typical consumer' profile(s) to better reflect his/her individual usage pattern.

The successful tenderer(s) will have an in-depth knowledge of tariff structures of Irish telecommunications services and shall be capable of developing a calculation tool which can appropriately model relevant tariff features necessary for a cost comparison.

Tenderers must clearly demonstrate their ability to design, implement and support the proposed solution by documenting the following:

- Understanding of the contract requirement;
- Understanding of Irish tariffs, their structures and the implications for the development of a comparative pricing tool having regard to the need to balance complexity, usability, maintainability and accessibility considerations including:
 - details of and the rationale for any assumptions to be made for the purposes of developing and supporting the modelling of tariffs and tariff structures within the price comparison tool;
 - details of any data that may be required to build such assumptions and how this can be efficiently gathered and maintained.
- A detailed description of the proposed solution including:
 - technical specification, features and functionality of the database/calculation engine;
 - a description and proposed screens and workflow for the web interfaces for consumers, operators and ComReg;
 - proposals on features which will facilitate the ongoing maintenance of the site by ComReg staff.

- the proposed solution for security in terms of access and authentication.
- the proposed content management solution which ComReg staff will use to manage and update the consumer site.
- A detailed project plan
- Proposed project personnel and areas of expertise
- Scalability and levels of support that will be required
- Samples of similar work completed to date

Tenderers should provide detailed costs including

- Design, development and implementation of solution and any ongoing maintenance costs
- Annual support costs
- Additional costs that ComReg will need to consider including software, hardware, licences, maintenance, hosting, administrative and marketing costs
- Travel, accommodation and other expenses.

1.4 Scope of Tender

The successful tenderer(s) will design, develop, test, implement (including the provision of training) and support the interactive comparative pricing tool. While ComReg will be responsible for the data collection process, liaison with industry and consumer groups, the chosen vendor may be required to attend meetings with such parties to explain the solution.

Ongoing support may also be required for future development of the model in light of the emergence of new technologies and tariffs/tariff structures in the Irish telecommunications market.

1.5 Provision of Information

ComReg may release the following information relating to this tender if so requested:-

- The name and address of the successful tenderer(s); and
- Overall contract value for each of the successful tender(s)

Note that under the Freedom of Information Act 1997 (as amended), information provided in this tender may be liable to be disclosed where the public interest value of releasing such information is deemed to outweigh the right to confidentiality. ComReg will consult with the tenderer supplying confidential information before

making any decision on releasing such information in response to a request under the Freedom of Information Act 1997.

ComReg undertakes to hold confidential any confidential information provided by tenderer(s) subject to:-

- Disclosure of the information specified above as being information that will be released on request; and
- ComReg's obligations under law, including the Freedom of Information Act, 1997 (as amended).

1.6 Tender and Contractual Arrangements

Tenders must adhere to the format set out in Section 4 and must be completed in the English language.

The solution offered may involve the provision of services from either a single party or a group/consortium of bidders. Where a bid is based on a group/consortium of business interests, the tender response document must identify the following:

- The prime partner in the group/consortium;
- The number of parties involved and names of each party; and
- The proposed arrangements for its operation e.g. the area of participation of each party in the context of the contract in question.

Where a bid from a group or consortium of bidders is successful, ComReg will conclude a contract with a prime contractor within that group or consortium, who will then take responsibility for matters arising under the contract.

ComReg reserves the right to select individual components from tenders and upon agreement with the tenderer(s) to comprise a total solution as relevant.

The response document must contain the tenderer's best and final offer for the award of contract. The tender price should quote the cost in Euro excluding VAT.

2 Requirements of Contract

2.1 General Requirements

This specification contains details of the minimum requirements.

Tenders must clearly demonstrate that these requirements can be met. Tenderer(s) may propose additional services which should be clearly identified and costed separately.

Service providers must have a proven track record and capability for providing a professional, high quality, accurate and compliant service similar to the services required in this Invitation to Tender.

Award of the contract will be dependent upon compliance by the successful tenderer with the tax clearance requirement of Irish public sector contracts procedures (which are subject to Council Directive 92/50/EEC of 18 June 1992 relating to co-ordination procedures for the award of public service contracts) and relevant statutory taxation requirements in relation to taxation of professional services provided to the public sector.

Tenderers to whom any of the circumstances listed in paragraph 1 of Article 29 of EU Council Directive 92/50/EEC (co-ordination procedures for the award of public service contracts) apply will be excluded from this competition. These circumstances are outlined in Appendix 1

It should be noted that ComReg reserves the right, at its sole discretion, to cancel the competition should it see fit to do so.

2.1.1 Intellectual Property Rights

If the proposed solution is developed specifically for ComReg, then ComReg will require ownership of the Intellectual Property and Software rights for the solution.

If the solution being proposed is being developed based on an already implemented solution then ComReg may be prepared to forfeit the IP rights in lieu of the cost advantage that would accrue by not developing the solution from scratch.

2.2 Specific Requirements

The minimum requirement will be to develop a calculation tool and the required system architecture to facilitate online comparisons of residential non-business tariffs.

2.2.1 Telecommunications Products and Services that will be included in the calculation model

The proposed model should facilitate interactive usage based tariff comparisons for the following services:

- Fixed Telephony : Line rental, local/ national/ fixed to mobile calls and calls to a selection of international destinations.
- Mobile Telephony: Access and national calls, SMS, MMS and GPRS.
- Internet: Pay as you go, subscription, flat rate and broadband.

2.2.2 *The Database/Comparison Tool*

The database will be integrated with the consumer, operator and ComReg web interfaces and will contain

- details of all tariffs/packages as submitted by operators;
- the calculation tool necessary to generate comparisons of such tariffs/packages based on the ‘typical’ consumer profile and specifically inputted usage profiles;
- other data necessary to support the consumer, operator and ComReg sites.

2.2.3 *The Consumer Site*

This will be a publicly available site. On accessing the site the consumer will be asked to enter details of their telephony usage, for example, how many minutes of local, national, fixed to mobile and national calls per day. The level of detail to be inputted should balance needs such as ease of consumer use and understanding, along with the degree to which the information requested can provide a comparison result that presents a reliable representation of each operator’s tariff.

After inputting the initial set of information the consumer has the option to either (i) go straight to a comparison of tariff offerings or (ii) enter a greater level of detail regarding their usage pattern prior to requesting a comparison.

Under the first scenario the consumer is presented with a comparison based on a ‘typical consumer’ usage profile. This usage profile would have to be developed and rated against the differing tariff options/packages available.

Under the second scenario, the consumer is, prior to receiving the tariff comparison, capable of individualising the ‘typical consumer’ profile to better reflect their individual telephony usage. This may involve (but is not limited to) altering their distribution of called minutes across different call types and times of day etc.

Details of the operator packages and their corresponding costs would be presented to the consumer. It may also be appropriate to include important terms and conditions of use about tariffs and when comparing different operators non-tariff considerations such as hours of customer service and billing options may also be highlighted.

2.2.4 *The Operator Site*

Each authorised operator will enter their tariff information to the database via their own private secure extranet. The operator uses this site to submit tariff information to ComReg who then review and activate the information for use on the public site.

The operator should be able to use their interface as a ‘test-bed’ to compare tariff options under development, against tariff options that are live on the public site in advance of submission to ComReg.

The operator’s unique password ensures all information remains private to that operator until submitted to ComReg for publication. In addition, only the operator can enter or manipulate tariff information. This ensures data control and integrity.

Tenderer(s) need to be mindful of operator site security requirements as outlined in section 2.2.7

2.2.5 *The ComReg site*

The ComReg site is also a private site where ComReg manages all tariff information submitted by operators for publication, along with content management of the consumer site. On receipt of a notification that an operator submission is awaiting publication, ComReg will review the submission, check it and upload the information onto the public site. In certain cases, ComReg may have to return the submission to the operator for amendment/ clarification and an appropriate facility for doing so should be integrated into the solution.

ComReg should also be able to interrogate the database and query both live tariffs and historical tariff information.

Tenderer(s) need to be mindful of ComReg site security requirements as outlined in section 2.2.7

2.2.6 *Consideration of Tariff Features*

The proposed solution should address the broad range of tariff features currently available including, but not limited to:

- Tariff options with inclusive minutes or call credit that may or may not be carried forward to the next billing period if unused;
- Options with inclusive minutes and additional services included, for example, a tariff option with access, calls, a bundle of text messages and free voicemail;
- Tariff options that bundle different products and services such as a tariff option that offers reduced internet rates when you use the same operator for your home phone service;
- Minimum call charges where the customer must pass a threshold before they are availing of the quoted rate i.e. local calls 1c per minute subject to a five minute minimum call charge;

- Call set up charges where a fixed charge is applied to each call the customer makes;
- Variable peak, off-peak and weekend times;
- Variable billing increments i.e. per second and per minute;
- Usage discounts where one off or tiered discounts are applied to the customers tariff as their usage increases;
- Loyalty discounts where the customer receives discounts when they stay with a service provider for a particular period of time;
- Discounts for particular bill payment methods, i.e. direct debit;
- Preferred numbers where the customer can avail of discounted or free calls to numbers that they dial most frequently;
- Differentiated tariffs depending upon whether the calls are made on network or to numbers off network.

In designing the solution to cater for the range of tariffs in the market, the tenderer will need to balance complexity and usability considerations, in particular, to ensure that consumers and operators can understand and easily use the site (via the various interfaces) and that any assumptions necessary to support the calculation tool can be developed without creating an undue burden in terms of data collection.

In striking this balance between usability and complexity the tenderer should ensure that the solution proposed:

- provides a reliable ranking of operator tariffs
- maintains sufficient comparability between tariff options
- cannot be unfairly manipulated to ensure best positioning

Tenderers should detail how they propose to integrate (or omit) current tariff features/structures into the calculation tool/database, in particular:

- a description of the tariff feature and its relevance and impact on the calculation tool, consumer site, operator site, and development of the 'typical profile' or other areas of the overall solution proposed.
- how any assumptions necessary for integration of the tariff feature into the comparison tool can be modelled and how any burden in terms of data gathering to support any such assumptions can be minimised.

2.2.7 Security

The consumer site will be public and will not require any access or authentication restrictions. However, both the operator site and the ComReg site which are used to access tariff and system data need to have security implemented as outlined below.

- Database security on the Web Server needs to ensure that any data which is held on the Web server will be inaccessible by anyone except through authorised use of the application.
- Application Security: The following measures or similar measures should be provided to ensure that the application is secure:-
 - 128bit Strong Encryption ensuring that all information exchanged between the Web Server and the Operator and ComReg is encrypted with a unique key which is generated per session. This ensures that the information supplied cannot be seen or tampered with in transit.
 - Username/account and password will be required for access to the ComReg and Operators sites. This component is key to ensuring that each operator can access their own data only. Usernames and passwords should be generated by the system and should be encrypted to 128bit. Strict processes will be used for recovery of username and password.
 - A Server parameter, which is a global unique identified (GUID) determined by whom you log in as, in conjunction with the IP address could control which data you can access. The GUID is generated each time you login and, it cannot be accessed or modified, so simply guessing a URL or composing a query string will not work.
 - A session timeout parameter should be implemented meaning that if a user does not work with the system while logged in for 30 minutes the session will automatically end.
 - Audit trail allowing for interrogation of users who update Operator Tariffs or system parameters and settings

2.3 Location and Confidentiality

The successful tenderer will be required to work alongside ComReg staff and advisers from time to time. Where face to face meetings are required these will be held at the ComReg's premises in Dublin. The confidentiality of the work will be protected at all times.

2.4 Duration of the Assignment

The following timescale indicates key deadlines in the project:

- Results of Tendering Process to be communicated to all parties by January 2005 or as soon as possible thereafter

- Target date for full implementation of assignment: is Quarter 2 2005

2.5 Other important information

The successful tenderer:

- Will be required to comply with the requirements for the awards of Irish public sector contracts;
- Must agree to a confidentiality agreement covering the organisation and the individuals assigned to the project;
- Must enter into a formal and binding contract for the work specifications required.

3 Conditions of Tendering

Detailed contractual arrangements are not within the scope of this document. However, the following conditions of tendering apply and should be noted in tenderers' responses:

3.1 Conflict of Interest

This tender is not open to telecommunications operators providing any of the services listed in Section 2.2.1

Any conflicts of interest involving a contractor (or contractors in the event of a group or consortium bid) must be fully disclosed. Any registerable interest involving the contractor and ComReg or their relatives must be fully disclosed in the response to this Invitation to Tender, or should be communicated to the persons specified at Section 5 immediately upon such information becoming known to the tenderer in the event of this information only coming to their notice after the submission of the tender and prior to the award of the contract. The terms "registerable interest" and "relative" shall be interpreted as per section 2 of the Ethics in Public Office Act 1995.

3.2 Duration of Contract

It is intended that this Invitation to Tender will give rise to a contract for the provision of the services in question, to ComReg, for a period of 6 months from the date of commencement of the contract.

At the end of the initial contract period, ComReg will review the service being provided, and reserves sole discretion as to whether or not the contract will be renewed thereafter.

3.3 Information supplied by tenderer(s) to be contractually binding

Information supplied by tenderer(s) will be treated as contractually binding. However, ComReg reserves the right to seek clarification or verification of any such information.

3.4 Costs incurred in preparing Tenders

ComReg will not be liable in respect of any costs incurred or loss suffered by a tenderer in the preparation or submission of tenders or any associated work effort.

3.5 Time available for ComReg to accept Tenders

All tenders must be kept open for acceptance from the date specified in section 3.7 for at least 4 calendar months (unless previously withdrawn).

3.6 Submission of Tenders

Tenders must be completed in accordance with the format specified in Section 4 of this document. Tenders which are incomplete may be rejected.

Tenders should be submitted by registered post or by hand. The tenderer(s) must submit four copies, in the format described in section 4, to:-

Andrew Corcoran
Commission for Communications Regulation
Abbey Court
Irish Life Centre
Lower Abbey Street
Dublin 1
Ireland

3.7 Deadline for Receipt of Tenders

Applications must be received on or before 5pm (Irish Time) on 23rd December 2004. Tenders which are delivered late will not be considered. No tender may be withdrawn after its acceptance.

3.8 Acceptance of Tenders

ComReg reserves the right at its sole discretion, to accept or reject any tender (in whole or in part) and to waive any informality or irregularity. ComReg is not bound to accept the lowest or any tender.

The contract if awarded shall be awarded to the tenderer that has submitted:-

- A tender in compliance with this Invitation to Tender and the conditions of tendering herein; and
- The tender adjudged to be the most economically advantageous having regard to the award criteria set out in section 6 herein.

If a tender is accepted, written notification of acceptance of a tender will be given to the successful tenderer and no tender shall be deemed to be accepted until such notification has been given.

ComReg may make acceptance of any tender conditional upon the tenderer providing (at the tenderer's expense) such security for the due performance of the contract as ComReg may require.

4 Format of Tender

All costings for the project must be quoted in euro and must be inclusive of all charges (excluding VAT). Any exchange rate risk will be borne by tenderers.

Tenderers should outline the payment terms which they consider to be appropriate to the proposed assignment.

Separate prices must be provided for the minimum requirements specified together with the additional costs, if any, for supplying additional information specified as desirable.

Prices should distinguish between labour costs and associated overheads; travel and accommodation expenses etc.

All information arising from the tender process will be and shall remain the property of ComReg. Your agreement to this should be included in your detailed tender.

The successful tenderer will be required to sign a confidentiality agreement.

Tenders must take the following format:

4.1 General Information

- 1 Name, address, telephone and fax number of tenderer. Name and e-mail address of person within the tendering business dealing with the matter.
- 2 Name, address, telephone and fax number of any third-parties involved in the tender. Name of person within third-party business dealing with the matter.
- 3 Where applicable, a description of role or element of contract to be fulfilled by any sub-contractors or third-parties together with their names and addresses.
- 4 Where applicable, identification of party who will carry overall responsibility for the contract and his/her position within the contracting company/business.
- 5 Please state if your organisation is accredited with ISO or other recognised quality standard equivalent.
- 6 Confirmation of acceptance by the tenderer and any third parties of the conditions of tender described in Section 3 of this document.

4.2 Details of the Tendering Firm

During the evaluation, the suitability of tenderers will be checked by reference to their financial and economic standing and technical capability.

4.2.1 *Economic and Financial Standing*

Tenderers must provide evidence that they have a sufficiently sound economic and financial standing to undertake the project. The following information should be provided in response to this paragraph:

- (a) An appropriate statement from banks evidencing the tenderer's financial standing or evidence of relevant professional risk indemnity insurance;
- (b) Presentation of the tenderer's balance sheets or extracts therefrom, where publication of the balance sheets is required under company law in the country in which the service provider is established;
- (c) A statement of the undertaking's overall turnover and its turnover in respect of the services to which this contract relates for the three previous financial years;
- (d) A statement from the tenderer that none of the excluding circumstances listed in Article 29 of Council Directive 92/50/EEC (co-ordinating procedures for the award of public service contracts) applies to him/her. These circumstances are outlined in Appendix 1.

4.2.2 *Technical Capability*

Evidence of the technical capability of the tenderer will be assessed by reference to the following information, which should be provided in response to this paragraph:

- (a) The relevant professional qualifications of the personnel, including managerial personnel, who would be responsible for providing the services under the contract.
- (b) An indication of the technical staff who would be involved in the contract, whether or not belonging directly to the tenderer, especially those responsible for quality control.
- (c) A statement of the tenderer's average annual manpower, and the number of its managerial staff over the last three years.
- (d) A description of the tenderer's measures for ensuring quality, which are relevant to this contract.

4.3 Resource Allocation

Tenderers are required to describe the measures in place, including management and the nature and level of supervision which will be provided, for ensuring that a high quality service will be delivered.

4.4 Detailed Proposal

The proposal must include the following:

- 1 A detailed statement of the tenderer's understanding of the assignment and the work to be performed.

- 2 A detailed description of the qualifications of the individuals proposed for the assignment, in particular, their position within the firm, number of years with the firm, proposed role/responsibility in the assignment, description of previous relevant projects and experience.
- 3 A statement on conflict of interest: The proposal must contain a clear statement that there is no existing or potential conflict of interest in relation to the proposed assignment.
- 4 A statement regarding the property of information arising from the assignment contract: The tenderer must clearly state in the proposal document that he/she agrees that all information arising from any contract that might be awarded will be and shall remain the property of ComReg. In particular, tenderers should include a statement to the effect that copies of all working papers and supporting material arising from the project will be made available to ComReg on request.

The work will be conducted in English and deliverables will be submitted in English.

4.5 Relevant Experience and References

Comprehensive details of experience of providing the required services are required.

Tenderers must provide a list of names, addresses and telephone numbers of at least three existing customers who may be contacted for references in connection with the proposed services.

5 Points of clarification regarding the Tender Process

Companies interested in tendering must signal their interest in writing, on or before 5pm on 3rd December 2004, giving details of the company's contact person and their contact details by post to:-

Andrew Corcoran
Commission for Communications Regulation
Abbey Court
Irish Life Centre
Lower Abbey Street
Dublin 1
Ireland

Or email to:-

andrew.corcoran@comreg.ie

A tender acknowledgement form is available in Appendix 2.

There will be a period during which prospective tenderers may request clarification on related issues. In particular, tenderers shall immediately notify ComReg should they become aware of any ambiguity, discrepancy, error or omission in this Invitation to Tender.

This period is from 6th – 9th December during which time questions/clarifications may be sought via e-mail which should be sent to the following address:

andrew.corcoran@comreg.ie

After this period all questions and answers will be circulated to companies who have signalled interest in tendering, as above.

6 Evaluation of Tenders and Award Criteria

Tenders will be evaluated on the basis of the most economically advantageous tender, applying the following award criteria:-

- Demonstrated understanding of the requirement and of tariff structures in the Irish telecommunications market;
- Range and depth of expertise in this area;
- Quality of the solutions proposed in light of the requirement in the tender;
- Cost and value for money;
- Implementation Timeframe.

It should be noted that the tenders shall be opened at the same time, and not before the closing time for receipt of tenders has elapsed. The evaluation criteria will not be changed without prior notification to all applicants.

The Tenderer(s) should note also that a further selection stage involving presentations and interviews may be necessary at short notice in order to select the successful candidate.

NB:- ComReg reserves the right not to select the lowest or any tender.

Appendix 1 – Circumstances which may exclude participation

CIRCUMSTANCES WHICH MAY EXCLUDE A SERVICE PROVIDER FROM PARTICIPATION IN THE CONTRACT (ARTICLE 29, PARAGRAPH 1 OF EU COUNCIL DIRECTIVE 92/50/EEC OF 18 JUNE, 1992 CO-ORDINATING PROCEDURES FOR THE AWARD OF PUBLIC SERVICE CONTRACTS

“Any service provider may be excluded from participation in a contract who:

- (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- (c) has been convicted of an offence concerning his professional conduct by a judgment which has the force of res judicata;
- (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (e) has not fulfilled obligations relating to the payment of social security contribution in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provision of the country of the contracting authority;
- (g) is guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this Chapter.”



Appendix 2 - Tender Acknowledgement Form

TO: Andrew Corcoran
Commission For Communications Regulation
Abbey Court
Irish Life Centre
Lower Abbey Street
Dublin 1
Ireland

Or email to: andrew.corcoran@comreg.ie

FROM: _____

I acknowledge receipt of your Invitation to Tender relating to the above Tender.

Please indicate if you intend to tender Yes [] No []

Signed: _____ Date: _____

Position in Organisation: _____

Organisation Details

Name of Organisation: _____ (Block Capitals)

Address _____

Phone No: _____ Fax No: _____

Contact Name: _____

Email: _____