



QUALIFICATION QUESTIONNAIRE

For the establishment of panels of fishing vessels for full charter fishing gear trials

Start date: June 2017

www.bim.ie


BIM Ireland's
Seafood
Development
Agency

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1. BACKGROUND

BIM, established under the Sea Fisheries Act 1952, is the Irish State agency responsible for developing the Irish seafood industry. Our mission is to develop the Irish seafood sector by adding value, driving growth, increasing competitiveness and creating jobs. A key element of the newly reformed Common Fisheries Policy is the progressive elimination of discards in all EU fisheries through the introduction of a landings obligation.

The Fisheries Conservation team provides a range of services to fishermen to assist the wild fisheries sector fish more effectively, profitably and responsibly. We work directly with the sector to develop gear modifications and other technical conservation measures that minimise unwanted catches of juvenile or over quota fish, and address landing obligation requirements. Our planned work for 2017 includes (but is not limited to):

- Improved selectivity in the Nephrops fishery
- Improved selectivity in mixed demersal trawl fisheries targeting fish species
- Fish survivability studies
- Other studies which address landing obligation requirements

BIM now wishes to appoint a panel(s) of suitably qualified vessels to assist in this work on full charter basis. Candidates will be required to provide information on their vessels and meet minimum criteria in relation to their suitability to participate in BIM gear trials. As specific gear trials arise, a mini competition primarily based on price, will be run between successful candidates. Commencing in June 2017, the duration of the panel(s) will be a maximum of three years and applications to participate in these studies can be submitted at any time during this period.

2. HOW THE PANEL WILL WORK

- Candidates that meet the minimum criteria as set out in this Pre-Qualification Questionnaire (PQQ) will be placed on a panel of vessels suitable to participate in BIM.
- There will be 4 panels in total (one for each of the services).
- This PQQ will be marked on a pass fail basis.
- The panel will remain open at all times and new entrants will be permitted at any stage (subject to meeting the mandatory minimum requirements) to join the panel.
- The panels for each of the service requirements will continue until the cumulative value of each of the panels contracts awarded pursuant to this tender process reaches the EU tender threshold limit. Otherwise the service requirements will last for a maximum of up to three (3) years.
- As specific gear trials arise, a mini competition will be run between candidates that have been admitted to the relevant panel.
- Candidates on the panel will be required to submit a cost per days fishing in relation to the specific Landing Obligation study.
- The mini competition will be based on price only and the contract will be awarded to the lowest price tenderer.

3. INSTRUCTIONS TO CANDIDATES

- Please note that acceptance to this panel is not a guarantee of future work.
- BIM reserves the right to go the market to seek further quotes should the quotes received by BIM for any work under the panel be deemed exorbitant.
- Candidates will be required to be in full compliance with all tax and regulatory requirements and in possession of a current Tax Clearance Certificate.
- BIM reserves the right to cancel the panel(s) at any time throughout the lifetime of the service requirements.
- In order to assist the contracting authority in evaluating the extent to which a Candidate meets the qualification criteria, candidates are required to provide all of the information requested in the relevant Qualification Questionnaire at Appendix A of this Document.
- It is emphasised that the information requested in the Questionnaire is aimed solely at determining the degree to which Candidates meet the technical competency requirements to be deemed competent to carry out the services listed.
- The information requested in the Qualification Questionnaire should be submitted in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided or the documents will not be considered during the evaluation process.
- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account in the assessment process.
- Candidates are expressly and strictly prohibited from discussing any aspect of their response to the Qualification Questionnaire with other candidates or otherwise exchanging information or colluding in respect of the project. Any candidate who fails to comply with this requirement may be disqualified.
- The contracting authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in a response to the Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires/expressions of interest has passed.
- The Contracting Authority does not warrant or represent that this document, or any other information given to candidates, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this document, or in any other information given to candidates.
- This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Candidate or tenderer.
- No liability will be accepted for Candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

4. QUERIES

This is an open procedure. Every effort has been made to ensure that this documentation contains all the necessary information for completion of tenders. Requests for additional information and clarification of any matter may be made by email to geartrials@bim.ie or the Q&A section of the notice on the etenders website. Any additional information will be made available to all potential tenderers by email and/or on the e-tenders website: www.etenders.gov.ie

5. SUBMISSION OF QUESTIONNAIRES

Tenderers must submit completed questionnaires by post or email to:

Gear Trials

BIM
New Dock Road
Galway

geartrials@bim.ie

Please note:

- Tenderers must clearly mark on the envelope/package: Tender Documentation Enclosed.
- The above postal address will be the address for all completed questionnaires for the duration of the panel.

6. PASS/FAIL MANDATORY CRITERIA

Tender responses must address and fulfil all the requirements in this section and applicable information must be completed in the appropriate appendices. All proposals will be marked on a pass/fail basis. Tender responses which do not provide all information required and meet the minimum qualification standards will be automatically disqualified.

- a) Name, address, telephone numbers (mobile and landline) e-mail address and fax number of tenderer.
(Please detail at Appendix A)
- b) Confirmation of acceptance by the Candidate of the conditions described in Section 2 and Section 3 of this PQQ.
(Please sign Appendix A)
- c) Confirmation that a valid Tax Clearance Certificate will be provided by the tenderer prior to admittance to any panel.
(Please sign Appendix A)
- d) Confirmation that all information provided in Appendices A to G is correct at the time of writing.
(Please sign Appendix A)
- e) Tenders must have read each point and sign off to confirm that none of the circumstances in Regulation 53 of S.I. 329 of 2006 apply to the tenderer.
(Please complete Appendix B)
- f) Tenderers must sign declaration of interest.
(Please complete Appendix C)
- g) Tenderers must complete Appendices A to G in full. Appendices E-F are for information purposes only but must be completed in full.

7. DATA PROTECTION NOTICE

Any personal data you provide to Bord Iascaigh Mhara (“BIM”) will be retained and processed by us solely for the purpose described in this form and as described in further detail in the BIM Data Protection Policy. Our Policy describes in detail how BIM, as a State Agency, is required to collect, process and transfer personal data for the purposes set out in various Irish and EU fisheries and marine legislation. These purposes include the administration of grants, conducting surveys and performing services for those working in the marine sector, for example, training, education and ice services. Your personal data may be disclosed to third parties where it is necessary and relevant to those purposes, for example, national or EU agencies with responsibility for the marine, grant administration or training awards or accreditation. While BIM does not engage in unsolicited direct marketing, BIM or its agents may contact you in relation to relevant events or initiatives and you can unsubscribe from such communications at any time. You have a right to access and rectify your personal data which can be exercised by writing to the Data Protection Officer, BIM, Crofton Road, Dun Laoghaire, Co. Dublin. The BIM Data Protection Policy is available on the BIM.ie website www.bim.ie.

8. FREEDOM OF INFORMATION

Tenderers are advised that BIM is subject to the Freedom of Information (FOI) Act, 2014. If a Tenderer considers that any of the information supplied in their Tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.

APPENDIX A: CONFIRMATION OF ACCEPTANCE OF TENDER CONDITIONS

Tenderer Details	
Name	
Address	
Position	
Telephone (Landline)	
Telephone (Mobile)	
Email	
The Tenderer Confirms: I. Acceptance of the terms and conditions of the tender outlined in Sections 2 & 3 II. That a valid Tax Clearance Certificate will be made available on request III. That all information provided in Appendices A to G is correct at the time of writing	
Signed	
Date	

APPENDIX B: DECLARATION OF BONA FIDES

Candidates must complete, sign and date this Declaration. Non-compliant Candidates under any of the headings will be automatically disqualified. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

No.	QUESTION	YES	NO
		Please ✓	
1.	The Candidate is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Candidate 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 and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Candidate, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Candidate has not fulfilled its obligations relating to the payment of taxes and/or social security contributions in Ireland or any other State in which the tenderer is located.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Candidate, a Director or Partner has been found guilty of fraud.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Candidate, a Director or Partner has been found guilty of money laundering.	<input type="checkbox"/>	<input type="checkbox"/>
7.	The Candidate, a Director or Partner has been found guilty of corruption.	<input type="checkbox"/>	<input type="checkbox"/>
8.	The Candidate, a Director or Partner has been convicted of being a member of a criminal organisation.	<input type="checkbox"/>	<input type="checkbox"/>
9.	The Candidate has been guilty of serious misrepresentation in providing information to a public buying agency.	<input type="checkbox"/>	<input type="checkbox"/>

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CANDIDATE'S ORGANISATION. I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

Signature		Date	
Name		Position	
Telephone		Email	

APPENDIX C: DECLARATION ON CONFLICT OF INTEREST

Candidates must sign and date this declaration as a condition of progress to the panel. Any declared conflicts of interest will be considered on a case-by-case basis to determine whether any adverse inferences or consequences will occur to the detriment of BIM.

Candidates must disclose in its response any potential conflicts of interest or potential perceived conflicts of interest which they might have with.

Yes No

If yes, please describe:

Signature		Date	
Name		Position	
Telephone		Email	

APPENDIX D: QUALIFICATION QUESTIONNAIRE

For the avoidance of doubt, it is emphasised that the information requested in this questionnaire is aimed solely at determining the suitability and choice of Candidates for entry to the panel. Only at that subsequent mini competition stage will the selected Candidates to the panel be invited to submit a price for the specific service requirements.

Please indicate which panel(s) this questionnaire is being submitted for:

- Improved selectivity in the Nephrops fishery
- Improved selectivity in mixed demersal trawl fisheries targeting fish species
- Survivability studies
- Other studies which address landing obligation requirements

Candidates may tick as many boxes as they deem themselves competent for. NB. Without prejudice to the principle of equal treatment, the contracting authority is not obliged to engage in a clarification process in respect of questionnaires with missing or incomplete information. Therefore, Candidates are advised to ensure that they return FULLY COMPLETED questionnaires in order to avoid the risk of elimination from the competition

APPENDIX E: VESSEL DETAILS

Vessel name	
Registration Number	
Registered Length (m)	
Hull Material	
Engine Size (Kw)	
Number of crew	
Number of bunks for observers	
Typical Trip length (days)	
Vessel contact number(s)	
Internet onboard	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scanmar or similar	<input type="checkbox"/> Yes <input type="checkbox"/> No
240v power supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fleet segment: <i>(Tick relevant segments)</i>	<input type="checkbox"/> Polyvalent <input type="checkbox"/> Potting <input type="checkbox"/> RSW Pelagic <input type="checkbox"/> Beam Trawl <input type="checkbox"/> Specific

APPENDIX F: FISHING EXPERIENCE

Top fishing operations in the last 3 years			
No.	Fishing method/gear (include whether single, twin or quad-rig)	Target species	Total number of trips in last 3 years
1			
2			
3			
4			
5			

Details of fishing operations (Please provide further details for each fishing operation indicated by number above)			
No.	Area(s) of Operation	Time(s) of Year	Selectivity measures employed
1			
2			
3			
4			
5			

APPENDIX G: MINIMUM VESSEL REQUIREMENTS PASS/FAIL

The vessel must be sound, sea-worthy and must otherwise comply with statutory lifesaving, firefighting, radio, and collision regulations. In addition confirmation of the following is required (please tick the boxes). Vessels w:

	Minimum requirements	Yes
1	Vessel should be at least 20m length overall. Vessels under 20m may be considered if they are technically appropriate.	<input type="checkbox"/>
2	Certificate of compliance with the MSO Code of Practice	<input type="checkbox"/>
3	Confirmation of public liability insurance	<input type="checkbox"/>
4	Valid safety certificate for vessel	<input type="checkbox"/>
5	Confirmation that the required safety equipment is on board, serviced and functioning properly - a statement from the vessel owner is required	<input type="checkbox"/>
6	Vessel must be capable of separating fish from two or more nets with adequate deck space for sampling	<input type="checkbox"/>
7	Vessel must be willing to use their own gear with spare net(s) available	<input type="checkbox"/>
8	Accommodation for a minimum of 2 scientific personnel. Vessels under 20m with accommodation for 1 scientific person may considered if they are technically appropriate.	<input type="checkbox"/>
9	Fitted with a cleaned 220-240V 50Hz power supply	<input type="checkbox"/>
10	Accommodation to a good standard (operational shower and toilet required)	<input type="checkbox"/>

Documentary evidence supporting the confirmation of the above points 1-10 may be requested by BIM prior to admittance to the panel.