



Request for Tender

For the supply, delivery and maintenance

of

Digital Recording Systems

to

An Garda Síochána

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1. INTRODUCTION

- 1.1** An Garda Síochána invites tenders for the supply delivery and installation of a Digital Recording System to the stated specification, at locations – as specified in Appendix A.
- 1.2** There is an initial requirement to purchase quantities, as listed in Appendix A and without prejudice or commitment to purchase a further quantity of no more than quantity may also be required over the duration of the contract.
- 1.3** Orders may be placed in varying numbers following the initial requirement, but typically quantities as specified in Appendix A may be purchased at a time. While an on-going call-off contract will be put in place arising out of this RFT, it should be borne in mind that there is no contractual commitment on An Garda Síochána to purchase any units beyond the minimum requirements.
- 1.4** Tenderers should bear in mind the terms and conditions of the tender, in particular paragraph 1.8 below.
- 1.5 **Term of Contract****
The contract will initially be awarded for a three-year period. An Garda Síochána reserve the right, solely at their own discretion, to extend the contract **on a yearly basis** for a maximum of two further years.
- 1.6 **Nature of the Contract****
The contract will be for:
- (1) The supply / delivery / installation / maintenance of a Digital Recording System as specified in Appendix A.
- 1.7 **Formal Review****
A formal review of the contract will take place on a quarterly basis for the duration of the contract.
- 1.8 **Pricing****
Prices and rates quoted should be expressed in Euro and exclusive of VAT and should remain valid for 120 days from receipt of tender. The VAT rate(s) applicable should be indicated separately. Prices quoted in the tender cannot be subject to increase during the currency of the contract. However, should the underlying terms of trade alter fundamentally during the currency of the contract, but after the initial purchase, it is envisaged that both parties would jointly review the above terms.

1.9 Awarding Authority

The awarding authority is:

The Commissioner
An Garda Síochána
Garda Headquarters
Phoenix Park
Dublin 8
Ireland

1.10 Query Handling

Queries relating to this document and any of the requirements stated herein should be directed **IN WRITING or FAX** to:

Sgt. Stephen Power
Telecommunications Section,
Garda Headquarters
Phoenix Park,
Dublin 8.

FAX. +353 1 6662248

EMAIL:- Stephen.Power@garda.ie Thomas.A.ODea@garda.ie

Queries will not be accepted any later than 3pm, local time, on **23th November 2007**.

N.B. In order to avoid confusion between queries and responses to tender competitions, queries sent by post **must not** include the tender reference number on the outside of the envelope.

1.11 Format of Tenders

Tenders **must** strictly adhere to the format and requirements stipulated in this document and must be completed in the English or Irish language. Two hard copies of the tender proposal must be submitted.

1.12 Financial Arrangements

Payment for the supply, delivery, installation and maintenance of a Digital Recording System, covered by this invitation to tender will be in accordance with the Prompt Payment of Accounts Act, 1997. All invoices must be submitted in Euro (€) and accompanied by a signed and stamped verification docket. Invoicing arrangements will be agreed with the successful supplier following the award of contract. The successful tenderer will be obliged to pay sub-contractors in accordance with the Prompt Payment of Accounts Act, 1997.

2. NOTICE TO COMPANIES TENDERING:

2.1 Responses to tender

Responses to tender must be complete and must conform to all conditions raised within this invitation to tender. Failure to comply will render the tender proposal invalid.

2.2 Proposals

Proposals (2 hard copies) must be delivered in an envelope addressed as follows:

T.140/2007 (11/12/2007)
Tender Reception Office
Finance and Procurement Section
Garda Headquarters
Phoenix Park
Dublin 8

to arrive no later than **3.00pm, local time, on the 11th December 2007.**

2.3 Hand Deliveries

Tender proposals that are hand delivered must be handed to a member of staff at the Telecommunications Administration Office, at the address shown above, during office hours of 9am - 12.30pm & 2pm - 5pm, Monday - Friday, and no later than 3pm, local time, on **11th December 2007.**

2.4 Return Address

Suppliers **must** provide a return address on the outside of the envelope.

2.5 Late Proposals

Proposals that are received late **will not** be considered and will be returned unopened.

2.6 Opening of Tenders

Tenders will be opened in the presence of at least three people. Only personnel of An Garda Síochána are authorised to be present at the opening of tenders.

2.7 Schedules

The forms, cost schedule and checklist schedule supplied in Appendices, C, D and E **must** be completed in full.

2.8 Preparation of Tenders

An Garda Síochána will not be liable for any costs incurred by suppliers in the preparation of tenders or any associated work effort.

2.9 Non Disclosure

An Garda Síochána requires that all information provided pursuant to this invitation to tender will be treated in strict confidence by suppliers. All information supplied by tenderers will be treated in confidence by An Garda Síochána, except for disclosures that may be required under prevailing EU and Public Procurement regulations or policies.

2.10 Ownership

This RFT is the property of An Garda Síochána and shall not be reproduced without the express permission of the Commissioner of An Garda Síochána.

2.11 Currency

Any currency variations occurring over the period of the contract are to be borne by the tenderer.

2.12 Award of contract

An Garda Síochána does not bind itself to accept the lowest or any tender.

2.13 Termination of Contract

An Garda Síochána reserves the right to terminate the contract at any time following one months notice to do so. However, any breaches of contract may result in immediate termination. The successful tenderer may cancel the contract provided three months notice in writing has been given.

2.14 EU Council Directive

A statement from the tenderer and any third parties must be provided relevant to the excluding circumstances listed in Article 45 of EU Council Directive 2004/18/EC of 31 March 2004. (Personal situation of the candidate or tenderer) as specified in Appendix B.

2.15 Contractually binding information

All information supplied by tenderers will be treated as contractually binding. However, An Garda Síochána reserves the right to seek clarification or verification of any such information.

2.16 Conflicts of Interest

Any conflicts of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to An Garda Síochána, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

2.17 Registerable interest

Any registerable interest involving the tenderer and the Minister for Justice, Equality and Law Reform, members of the Government, members of the Oireachtas, or employees of the Department of Justice, Equality and Law Reform or the Commissioner of An Garda Síochána and their relatives must be fully disclosed in the response to this RFT or, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract, it should be communicated to An Garda Síochána and the Department of Justice, Equality and Law Reform immediately upon such information becoming known to the contractor. The terms 'registerable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995.

2.18 Freedom of Information, etc

The awarding Authority undertakes to hold confidential any information provided by respondents in their response documents, subject to its obligations under law. Tenderers should note that information may be provided, by the awarding Authority, to the Department of Justice, Equality and Law Reform or other State Bodies. Accordingly, tenderers should be aware that under the Freedom of Information Acts 1997 and 2003, information provided by them may be liable to be disclosed where the public interest value of releasing such information is deemed to outweigh the right to confidentiality. The relevant authority will consult with the party supplying the confidential information in response to a request under the Acts.

You are asked to consider if any of the information supplied by you in your response document should not be disclosed because of its sensitivity. If it is a requirement that certain information is not to be disclosed because of its sensitivity, you should, when providing such information, identify same and specify the reasons for its sensitivity. If you do not identify it as sensitive, it is liable to be released in response to a Freedom of Information request without further consultation with you. The relevant authority will consult with you about sensitive information you have identified before making a decision on a request received under the Freedom of Information Acts. If you consider that none of the information provided is sensitive please make a statement to that effect.

2.19 Tax Clearance

Before a contract is awarded the successful contractor (and agent where appropriate) will be required to promptly produce a valid Current Tax Clearance Certificate or letter from the Revenue Commissioners confirming suitability on tax grounds to be awarded the contract. In addition, contractors must retain records of tax reference numbers for any sub-contractors where payment exceeds €650 (including VAT). Where payment exceeds €2,600 in any 12 month period the sub-contractor will be required to produce either a current tax clearance certificate or a current C2 certificate. A successful non-resident contractor or sub-contractor will be required by the contracting authority to produce a statement (in lieu of a tax clearance certificate) from the Revenue Commissioners confirming suitability on tax grounds to be awarded the contract.

Application may be made in a standard form which will be supplied to the successful tenderer in due course. Where a Tax Clearance Certificate expires within the course of the contract, An Garda Síochána reserves the right to seek a renewed certificate. All payment under the contract will be conditional on the contractors being in possession of a valid certificate at all times.

2.20 Irish Law

Any contract or agreement arising from this competition will be governed by and construed in accordance with the laws and courts of Ireland.

2.21 Safety Statement

It will be a requirement of this contract that the successful tenderer will provide a Safety Statement specifying the risks associated with the performance of this contract, similarly An Garda Síochána's Safety Statement will be supplied to the successful tenderer.

2.22 Health & Safety

It shall be a condition of this contract that the successful tenderer will comply with all relevant Health and Safety and Employment Protection Legislation.

2.23 Waste Management

It shall be a condition of this contract that the successful tenderer will comply with the Waste Management Act 1996 and prevailing EU Regulations.

Regulations amending the Waste Management Acts (S.I. 290 of 2005) amend the Waste Management Act 1996 for the purpose of giving legislative effect in Ireland to two EU Directives:

- EU Directive 2002/95/EC on the Restriction of Hazardous Substances in Electrical and Electronic Equipment (RoHS), and
- EU Directive 2002/95/EC 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE)

The Regulations facilitate the imposition of obligations on persons who supply electrical and electronic equipment to the Irish market, whether as retailers, importers or manufacturers. An exemption from these obligations will be available to persons who participate in a scheme for the collection, treatment, recovery and disposal of waste electrical and electronic equipment in an environmentally sound manner operated by an approved body.

2.24 Litter Pollution

It shall be a condition of this tender that the tenderer will ensure that the service provided will comply with the Litter Pollution Act, 1997 as it pertains to the duty.

2.25 Employer and Public Liability Insurance

Tenderers **must** produce a current certificate of insurance in accordance with the Employers and Public Liability Acts with their proposal. The successful tenderer will be required to produce valid certificates for the duration of the contract.

2.26 Financial Viability

An appropriate financial profile for the last three years **must** be provided with your proposal, ideally certified by an accountant or equivalent. Where a tenderer is trading for less than three years accounts for each year of trading must be provided.

2.27 Security Clearance

As a prerequisite for admission to An Garda Síochána sites, advance identification of service personnel will be required together with personal details. In this context, tenderers must confirm that if they are successful, the following information will be furnished to An Garda Síochána prior to the award of the contract:

- **Full first names and surnames.**
- **Present address.**
- **Previous address(s).** (If the above address has not been the permanent residence for the past 5 consecutive years).
- **Date of Birth.**
- **Signed consent form from individual(s) concerned.**

This requirement will apply on an on-going basis to reflect changes in personnel status performing duties under this contract.

2.28 I.D. Cards

All personnel calling to An Garda Síochána sites will be required to carry company identification cards containing a photograph.

2.29 Commencement of Contract

The successful tenderer will be required to certify that they are in a position to commence the contract within four (4) weeks from date of award.

2.30 Insurance

Tenderers must be prepared to fully insure the goods against loss or damage until delivery at locations specified in Appendix A and properly receipted. Free on board destination terms apply.

2.31 EC (ELECTROMAGNETIC COMPATIBILITY) REGULATIONS, 1998

All equipment supplied and installed under this contract must meet the requirements as set out under these regulations, display the CE mark and include an instruction manual.

2.32 EC (LOW VOLTAGE ELECTRICAL EQUIPMENT) REGULATIONS, 1992 AND 1994

All equipment supplied and installed must meet the requirements set out under these regulations on the CE conformity marking and assessment procedures for the technical harmonisation of the laws of Member States.

2.33 WEEE REGULATIONS (S.I. 340 OF 2005)

These Regulations are designed to promote the recovery of waste electrical and electronic equipment. They will facilitate in particular the achievement of the targets for the collection, treatment, recovery and disposal of waste electrical and electronic equipment in an environmentally sound manner established by Directive 2002/96/EC on waste electrical and electronic equipment.

The Regulations impose obligations on persons who supply electrical and electronic equipment to the Irish market, whether as retailers, importers or manufacturers. An exemption from these obligations is available to persons who participate in a scheme for the collection, treatment, recovery and disposal of waste electrical and electronic equipment in an environmentally sound manner operated by an approved body.

2.34 ROHS REGULATIONS (S.I. 341 OF 2005)

These Regulations are designed to minimise waste arising of certain hazardous substances by prohibiting the use of certain heavy metals in electrical and electronic equipment as required by Directive 2002/95/EC on the restriction of the use of certain hazardous substances in electrical and electronic equipment.

The Regulations impose obligations on persons who supply electrical and electronic equipment to the Irish market, whether as retailers, importers or manufacturers.

2.35 Delivery

It will be a condition of this contract that all products will be delivered to An Garda Síochána sites as specified in Appendix A within 4 weeks of order being placed. Prior to delivery the tenderer will contact the end user and agree a date and time for delivery and installation.

2.36 Wages & Labour

The contractor shall pay rates of wages and observe hours of labour not less favourable than those commonly recognised by employers and trade union societies (or, in the absence of such recognised wages and hours, those which in practice prevail among good employers) in the trade at the location where the work is carried out. Where there are no such wages and hours recognised or prevailing in the location, those recognised or prevailing in the nearest location in which the general industrial circumstances are similar shall be adopted. Further, the conditions of employment generally accepted in the location in the trade concerned shall be taken into account in considering how far the terms of the clause are being observed, and for this purpose regard shall also be had to the conditions of employment generally in the contracting firm.

2.37 Gifts to Persons employed by An Garda Síochána

The contractor shall not offer, give, or agree to give to any person holding an office in An Garda Síochána any gift or consideration of any kind as an inducement or reward in relation to the obtaining or execution of any contract for An Garda Síochána. Any breach of this clause will entitle An Garda Síochána to cancel any existing contracts that the contractor may have with An Garda Síochána. An Garda Síochána may recover from the contractor any loss resulting from any such termination.

2.38 Note regarding reference to makes etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, and type of patent that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference is question is accompanied by the words “or equivalent”.

2.39 Notice to Suppliers

Please note that all information relating to this tender, including tender documentation, clarifications and changes, will be published on the tenders website (www.etenders.gov.ie) only. Registration is free of charge and there is no charge for documents. An Garda Síochána will not accept responsibility for information relayed (or not relayed) via third parties.

If the RFT is in any way altered or edited, the subsequent tender may be deemed inadmissible.

3 EVALUATION OF TENDERS AND AWARD CRITERIA

3.1 Tenders will be initially evaluated by reference to the following qualification criteria:

- (A) Completeness of proposals and tender documentation as specified in Appendices C, D and E of this document.
- (B) Stated ability of the tenderer to meet the mandatory minimum requirements of this RFT, as specified in Appendix A of this document.
- (C) Statement that none of the excluding circumstances listed in Article 45 of EU Council Directive 2004/18/EC of 31 March 2004 (Personal situation of the candidate or tenderer) apply, as specified in Appendix B.

Note: It is intended that only those tenders who meet each of the above qualifying criteria will be eligible for inclusion in the award process.

3.2 The contract will be awarded on the basis of the most economically advantageous tender applying the following criteria, listed in order of priority:

- Compliance to technical specification – Max 40 marks
- Cost including delivery and installation – Max 30 marks
- SLA including Warranty – Max 25 marks
- Training– Max 5 marks

Note: Cost will be evaluated on the basis of the minimum volume as specified in item 1.2 of this document.

APPENDIX A

SPECIFICATION

RESPONSE FORMAT REQUIREMENT

Response to this tender must be complete and respond to all questions raised in each section of this invitation to tender, on a point for point basis and in the order in which they appear in this document, specifically those requirements enumerated in Appendix A. Tenderers shall respond to each line item by inserting the words ***Compliant*** or ***Non-compliant*** in bold italics directly below each line item within this document. The phrases "compliant", "partially compliant" and "non-compliant" alone are insufficient and if used without a supporting statement the response will be deemed to be non-compliant. Tenderers must state how they are compliant or if they are not compliant, they must state how they currently fail to comply. Any failure to comment will be construed as a failure to comply and scored accordingly. Where further information is required at each line item, this information shall be included at each line item or on separate sheet clearly highlighting to which line item it refers. The words "must" and "shall" are both used to indicate mandatory requirements. The word "should" is used to indicate a desirable feature or characteristic.

Site Information and Solution Requirements

1.0 Application

- 1.1. This specification is for a Digital Logging Recorder System which interfaces to An Garda Siochana's present analog and digital communications systems. The proposed solution shall automatically record and instantly playback telephone calls and radio traffic from An Garda Siochana's communications systems at the sites outlined in the following table. The proposed system shall be designed for fault tolerant and high availability environment (24 x 7, continuous duty operation).
- 1.2. Recording requirements are outlined in the following paragraphs and table. Instant playback shall be provided at all management/playback workstations. The tenderer will provide one management/playback workstation per site (including archive sites) as per specification.

Garda Headquarters, Phoenix Park, Dublin 8

There will be a requirement to record from the Siemens Hi-Path 4000 PABX. This should be achieved using 4 Primary rate cards. In addition it should be possible to record 8 analog channels.

DMR Headquarters, Harcourt Square, Dublin 2.

There is a Sungard/Vivista Information Systems DS 2000 Integrated Communications Control System (ICCS) installed in Harcourt Square. There are 26 ICCS terminals being recorded at present, this is achieved using two wire audio. To cater for further expansion a further eight channels should be added, making a total of 34 ICCS terminals to be recorded.

There will be a requirement for Digital extensions from the Siemens Hi-Path 4000 PABX to be recorded which should be achieved using 4 Primary rate cards.

Anglesea St., Cork

There is a Motorola Analog Trunked Radio Network in operation in the Cork City Division. There are 12 trunked radio channels being recorded at present on analog channels, in addition there are 7 digital and 6 analog trunk lines (999) being recorded at present.

To cater for further expansion it is proposed to install a recorder at Anglesea St. with 2 Primary rate cards and the option to record up to 24 analog channels.

Drogheda

There is a DX 3000 communications controller installed here. All telephones and radios that are to be recorded can be recorded using two-wire audio. There will be a requirement to record 24 analog channels.

Bandon, Castlebar, Ennis, Fermoy, Henry St.(Limerick), Letterkenny, Mill St. (Galway), Monaghan, Mullingar, Naas, Portlaoise, Roscommon, Sligo, Thurles, Tralee, Waterford, Wexford.

These seventeen (17) sites all have similar recording requirements and will require recorder that has one Primary Rate interface and the option to install up to 12 Analogue ports.

Since configurations are not standard for all recorders, tenderers must provide detailed costs for each recorder individually in attached Cost Schedule.

Summary of Site Requirements

Site	Analog Channels	Digital Channels	PABX Type and Other Requirements
1. Garda Headquarters Phoenix Pk	0	4 PRI's	Siemens Hi-Path 4000
2. DMR Headquarters, Harcourt Sq., Dublin 2	34	4 PRI's	Siemens Hi-Path 4000 and Tetra
3. Anglesea Street, Cork	24	2 PRI's	Alcatel 4400, Motorola Trunk Radio
4. Drogheda	24	0	Siemens Hi-Path 4000, DX 3000
5. Castlebar	12	1 PRI	Meridian Option 11
6. Bandon	12	1 PRI	Siemens Hi-Path 4000
7. Ennis	12	1 PRI	Meridian Option 11
8. Fermoy	12	1 PRI	Meridian Option 11
9. Henry St., Limerick	12	1 PRI	Alcatel 4400
10. Letterkenny	12	1 PRI	Meridian Option 11
11. Mill St., Galway	12	1 PRI	Meridian Option 11
12. Monaghan	12	1 PRI	Alcatel 4400
13. Mullingar	12	1 PRI	Meridian Option 11
14. Naas	12	1 PRI	Siemens Hi-Path 4000
15. Portlaoise	12	1 PRI	Meridian Option 11
16. Roscommon	12	1 PRI	Siemens Hi-Path 4000
17. Sligo	12	1 PRI	Meridian Option 11
18. Thurles	12	1 PRI	Siemens Hi-Path 4000
19. Tralee	12	1 PRI	Meridian Option 11
20. Waterford	12	1 PRI	Meridian Option 11
21. Wexford	12	1 PRI	Meridian Option 11

1.3 The systems offered must be a full **“Turnkey Solution”** encompassing all necessary hardware and software including archiving and integration with all PABXs, analog radios, trunked radio networks, DX 3000 (Drogheda) and the DS 2000 Integrated Communications Control System (ICCS) at Harcourt Square. Tenderers will be required to liaise directly with all manufacturers to obtain the necessary technical information regarding interfaces/protocols to ensure full integration with all the above systems. The tenderer will supply the following:

- Recorder and all necessary hardware and software accessories required at each site.
- System Management and configuration database workstation at Garda Headquarters.
- RAID5 Archive at Garda Headquarters (2 Terabyte) and all necessary hardware/software to manage and operate archiving.
- RAID5 Archive at the 6 nominated Regional Centres (2 Terabyte) and all necessary hardware/software to manage and operate archiving. It is anticipated that these Regional Centres shall be Harcourt Square, Mill Street (Galway), Anglesea Street (Cork), Mullingar, Waterford and Sligo.
- Software to enable backup of archives.
- Multi-media PC and all necessary accessories for playback/copy at each site including archival sites.
- Full installation of system.
- System configuration and commissioning.
- Training
 - Technical
 - Operator
- Warranty
- Maintenance and Service Level Agreement

1.4 There are at present Twenty Dictaphone Guardian recording systems installed at sites detailed in the summary table below. Tenderers may indicate in the Cost Schedule any buy back discount available for this equipment. Due to the fact that currently archived calls may be required at a future date, tenderers shall also include a proposal for the playback of archived Guardian recordings. Any cost involved in playback or transfer of old archived Guardian recordings should be highlighted in Cost Schedule.

Site	Model	Number of Channels
Harcourt Sq.	Dictaphone 9902-4-2/032 Prolog Dual Drive	64
Anglesea St.	Dictaphone 9902-4-1/024 Prolog Dual drive	24
Drogheda	Dictaphone Guardian	8
Castlebar	Dictaphone Guardian	8
Bandon	Dictaphone Guardian	8
Ennis	Dictaphone Guardian	8
Fermoy	Dictaphone Guardian	8
Henry St. Limerick	Dictaphone Guardian	8
Letterkenny	Dictaphone Guardian	8

Mill Street, Galway	Dictaphone Guardian	8
Monaghan	Dictaphone Guardian	8
Mullingar	Dictaphone Guardian	8
Naas	Dictaphone Guardian	8
Portlaoise	Dictaphone Guardian	8
Roscommon	Dictaphone Guardian	8
Sligo	Dictaphone Guardian	8
Thurles	Dictaphone Guardian	8
Tralee	Dictaphone Guardian	8
Waterford	Dictaphone Guardian	8
Wexford	Dictaphone Guardian	8

2 Tenderer, Installation, Site Tests and User Acceptance

2.1. The Tenderer shall be an ISO 9001 certified manufacturer of recording equipment with a minimum of 5 years experience serving the digital voice logging market in a Police environment. The Tenderer must provide details of a minimum of 3 Public Safety reference sites located in Europe, preferably Police Services. These should be sites that are using systems similar to that on offer to An Garda Síochána. The system should have been in operation for at least 6 months.

2.2. Installation

2.2.1. The tenderer must provide a copy of its Health & Safety Statement. Installation of the system will take full regard of the working conditions at each Garda station and of Health & Safety Regulations.

2.2.2. On award of contract, the successful tenderer must submit a project plan showing individual activities, their relationships to each other, start dates and completion dates for each task on the critical path. The plan must include all the relevant activities post award of contract for example:

- 2.2.2.1. Equipment available from manufacturer
- 2.2.2.2. System build
- 2.2.2.3. Installation / Commissioning in each site
- 2.2.2.4. Full System Acceptance Testing
- 2.2.2.5. Provision of training

2.2.3. All equipment shall be unpacked and positioned as required by An Garda Síochána by the Tenderer's personnel. A thorough check of all unpacked equipment shall be conducted by the Tenderer.

2.2.4. The Tenderer shall provide all necessary tools, equipment, parts and accessories required to install the proposed recorder system at the proposed locations.

2.2.5. The Tenderer will make the connection to the equipment to be recorded on terminal blocks furnished by An Garda Síochána Telecommunications staff,

these terminal blocks will be positioned within 2 metres of the recorders telecom interface unit(s).

- 2.2.6. The Tenderer shall indicate electrical requirements prior to installation e.g. fused spur outlets and state the relevant current rating.
- 2.2.7. All data requirements and cabling necessary prior to installation at each site shall be indicated by tenderer this shall include Cat 6 cabling necessary for archival, playback or recording.
- 2.2.8. This work will be performed during normal working hours weekdays between the hours of 8:30 AM and 4:30 PM.
- 2.2.9. The Tenderer shall remove all packaging from each site after installation and dispose of in a proper manner.

2.3. **Site Test and User Acceptance.**

- 2.3.1. The chosen system shall be subject to rigorous user acceptance testing over a one week period per site.
- 2.3.2. The successful Tenderer shall commit the necessary technical personnel and equipment for this one-week period, in order to rectify any problems that arise during testing.
- 2.3.3. The system will not be signed off until this testing is completed to the satisfaction of An Garda Síochána.
- 2.3.4. Tenderer shall include a schedule of tests in their proposal, to be carried out to satisfy the above requirement.
- 2.3.5. An Garda Síochána reserves the right to specify any further tests that it considers necessary.
- 2.3.6. The final acceptance plan will be agreed between the successful Tenderer and An Garda Síochána before testing can commence.

3 **System Architecture**

- 3.1.1. In the event of the system archive devices being off-line, it shall be possible to record uninterrupted for up to 500 channel hours.
- 3.1.2. The system architecture shall facilitate modular expansion and upgrade at all levels such as Recorder interfaces, archival device and playback stations.
 - 3.1.2.1. Recording capacity of the system must be expandable in cost effective increments of digital or analog interfaces. Expansion options and maximum capacity of proposed recorders shall be indicated by tenderer.

- 3.1.2.2. Tenderer shall state what other components can be expanded and upgraded (e.g. processors, memory and storage capacities). Expansion options and maximum capacity of proposed recorders shall be indicated by tenderer.
- 3.1.3. The system should be able to add Archive capacity without taking recorders off-line and interrupting recordings.
- 3.1.4. Any single points of failure shall be highlighted e.g. CPU, Hard Drive, Disk Controller, Power Supply of Archive Device.
- 3.2. All one off and recurring licensing costs shall be highlighted clearly on a per annum basis.
- 3.3. The system shall be accessible via TCP/IP.
- 3.4. Expected uptime of system should be stated in percentage terms.
- 3.5. The recorders shall operate as a network device, able to record unattended. The user interface shall be exclusively via modern application GUI such as provided under the Microsoft Windows environment.
- 3.6. If a recorder is not currently activated or is unavailable it shall be possible to search for and replay archived calls.
- 3.7. In the case of Garda Headquarters Phoenix Park, Harcourt Square and Anglesea Street, extended Fault Tolerance and Redundancy shall be included. The following requirements for fault tolerance are necessary at these locations:-
 - 3.7.1. A malfunction of any of the main components such as the telecommunications interface, the recorder, the power supplies, and the archive devices must not impact the rest of the system.
 - 3.7.2. The recorder/interfaces shall be hot-swappable and of modular open access platform design i.e. if a digital or analog interface fails it shall have minimum impact on recording of other channels. It shall be possible to replace recorder/interfaces with spare recorder/interfaces without powering down system.
 - 3.7.3. At central archiving locations i.e. Garda Headquarters and six regional sites, there shall be RAID-5 fault tolerant Network Accessible Storage of call archives.
- 3.8. Any workstation shall be able to instantly playback directly off the recorder's hard drive dependant on administrative permissions.
- 3.9. A Web Browser Interface to facilitate the searching, retrieval and playback of archived calls must be available without the need for system manager software.

4 Recorder

- 4.1. Tenderer shall highlight all aspects of proposed recorders hardware which are fully redundant or which incorporate load sharing functionality i.e. power supply, hard drive disk controller, processor etc
- 4.2. Where multiple recorders are used to provide a solution, tenderer shall highlight which components are shared amongst recorders.
- 4.3. The recorder must be rack mountable (see section 8.5).
- 4.4. The recorder must be able to archive to any NAS or other network attached storage device.
- 4.5. The recorder must have non-volatile buffer on-board such as hard disk. These non-volatile buffers should be capable of storing not less than 500 channel hours of both compressed voice calls and call data.
- 4.6. It must be possible for multiple users to access calls simultaneously from a single recorder or a single archive storage device.
- 4.7. Each site shall be capable of being managed from central location to include playback, searching and archival.
- 4.8. Record Triggers
 - 4.8.1. Record triggers shall be configurable on a per channel basis.
 - 4.8.2. Record triggers shall include Threshold level, Start Persist time, and End Persist time.
 - 4.8.3. Events shall be buffered for capture (start record) up to 100 ms before event detect.
 - 4.8.4. Tenderer shall indicate all available record triggers on the Analog telecom interface.
 - 4.8.5. Tenderer shall indicate all available record triggers on the Digital telecom interface.

- 4.8.6. AGC shall be configurable on a per channel basis and tenderer shall indicate available AGC features.
- 4.8.7. AGC shall function during record, and shall ensure that all details of events are captured.
- 4.9. Real-time playback to include playback of silent periods must be a feature of the recorder. These silent periods shall not be stored on recorder memory or archival memory.
- 4.10. Both sides of communications must be recorded, and input to the recorder shall mirror actual audio levels generated and received at operator's position.
- 4.11. It must be possible for any TCP/IP client with proper security privileges on the Garda Network to playback calls or configure the recorder.
- 4.12. Recorder channel inactivity shall be detectable and configurable on a per channel basis.
- 4.13. All calls must be recorded on the recorders hard drive and archived subject to, system administrator's discretion, onto multiple archive media over Garda Network.
- 4.14. The recorder must be able to store the following call data configurable on a per channel basis:-
 - 4.14.1. Uncompressed call data at 64kbps
 - 4.14.2. Compressed call data
 - 4.14.2.1. All available levels of compression should be stated.
- 4.15. A file naming convention for recordings that incorporates the following into the file name must be available:-
 - 4.15.1. Date
 - 4.15.2. Time
 - 4.15.3. Channel number
 - 4.15.4. A user definable file name prefix shall be configurable on a per channel basis.
 - 4.15.5. Additional naming convention options should be stated
- 4.16. Mean time between failure (MTBF) shall be stated for each proposed recorder.
- 4.17. Administrative user accounts on the recorder must allow different levels of access to recorder functions and files.
- 4.18. Channel-specific security privileges must be available to system administrators.
- 4.19. In the event of a temporary failure the recorder must reboot into normal operation, and retain the same configuration as before the interruption occurred, without user intervention.

5 Telephony/Radio Interface

- 5.1. The system must be capable of interfacing to list of equipment as detailed in Appendix (A) Section 1.0.
- 5.2. Connectivity to telephone systems listed Appendix (A) Section 1.0 shall be achieved without the use of external couplers/converters.
- 5.3. Digital interface cards must be software configurable so that a change of digital PABX does not necessitate a change of card.
- 5.4. The telephony interface device must digitise input at 64kbps and offer system options to compress recordings.
- 5.5. Tenderers shall state the number of channels that can be connected to each telephony/radio interface coupler board.
- 5.6. The following telephony interfaces shall be accommodated:- trunk-side interface capabilities for bridging or terminating E1, ISDN PRI and PCM30/32 as well as four-wire digital business phone sets including many ISDN BRI with either 1 or 2 sets per BRI line.
- 5.7. NTP is provided across the Garda data network and shall be utilised for synchronisation.

6 Management/Playback Workstation

- 6.1. Playback, retrieval and archival operations in addition to system management shall be accomplished via TCP/IP connected workstation, using GUI software implemented on Windows XP Professional or Microsoft Vista
- 6.2. Tenderer should state what upgrades will be available to Management/Playback workstation and what/if any cost may be involved.
- 6.3. Playback software shall include a call player with the following standard audio controls:-
 - 6.3.1. Start
 - 6.3.2. Stop
 - 6.3.3. Pause
 - 6.3.4. Rewind
 - 6.3.5. Fast forward
 - 6.3.6. Variable speed playback
 - 6.3.7. Additional features should be stated
- 6.4. The Playback workstation must provide an Ethernet interface using TCP/IP related protocol for communication over the network.
- 6.5. Minimum hardware and software requirements and all licence issue fees must be declared.

- 6.6. The workstation must be capable of audio streaming for playback at appropriate compression level. Whereby audio begins playing before entire file is downloaded.
- 6.7. The workstation must allow users to copy calls onto CD/DVD with appropriate encryption so that they may only be played back by authorised users.
- 6.8. Search facilities for playback of selected recordings must include the following system supplied or customer supplied call data:
 - 6.8.1. Date
 - 6.8.2. Start time
 - 6.8.3. Channel number
 - 6.8.4. Channel name
 - 6.8.5. CLI
 - 6.8.6. Call type
 - 6.8.7. Call duration
 - 6.8.8. Call notations
 - 6.8.9. DTMF Codes
- 6.9. There should be a facility to log all search enquiries
- 6.10. Active channels and inactive channels shall be highlighted differently during playback.
- 6.11. The workstation must allow the user to search for calls across any recorders on-line or any on-line archive devices on the network.
- 6.12. During playback, running elapsed time and recorded time indicators shall be indicated on workstation in addition to all call reference information. This shall include playback of silent periods.
- 6.13. The tenderer should indicate if workstation provides the ability to mix and sequence a playlist of calls from a number of channels.
- 6.14. The system must provide a line level output on the workstation to facilitate re-record operations. Re-record operations shall be separate from recorder platform.
- 6.15. A facility to save recorded calls in a variety of formats (such as .WAV format) playable with standard Windows Media Players shall be provided by proposed system.
- 6.16. Voice files must be capable of being encrypted so that they can be securely transported over an open network, and only played back by authorised users.
- 6.17. Authentication software must be supplied at each playback location in order to protect the chain of custody of recorded voice communications, e.g. a digital fingerprint embedded in the voice files to ensure that encrypted voice recordings have not been altered. The software must be capable of generating a printed certificate that will provide verification that the voice file has not been altered in any way.

- 6.18. The workstation must provide the capacity for a user to associate notes or comments (alpha and/or numeric) with a call record. And then to use these notes as a search criteria.
- 6.19. The tenderer must quote for the supply of one multi-media Desktop Computer at each site location including Archival Site Locations (21 in total). These Desktops must have all necessary software and hardware installed to enable recordings to be replayed and copied onto CD and DVD. This shall include a 3 year warranty registered to An Garda Síochána. Any one-off or recurring licensing costs shall be highlighted. The minimum hardware specification is as follows:
- CPU minimum 2.8Ghz
 - Memory 2.0 GB RAM
 - Hard Drive min 200GB
 - DVD-ROM DCD/R DVD/RW drive
 - 17" LCD Screen
 - Windows XP Professional/Vista

7 Archival System

Archival system shall incorporate RAID 5 Archive at Garda Headquarters and six regional sites, all necessary software to manage and operate archiving, including storage space as per specification in paragraph 7.13 below. The following system features must be available on Archival System.

- 7.1. The proposed system must be able to archive voice and associated call data to any storage device on the Garda network accessible via standard drive mounting/mapping technology such as NFS.
- 7.2. No archiving shall take place at the recorder. All calls must be buffered (500 hours) at the recorder and then sent to the central archive as dictated by system administrator.
- 7.3. The system administrator shall be able to configure archives in Hierarchical Storage Methodology with templates provided for ease of configuration.
- 7.4. The following initiation of archival must be provided by the system:-
- 7.4.1. Manual Initiation.
 - 7.4.2. Programmatically via schedule
- 7.5. The system must provide the ability to archive calls concerning a specific incident together with all of the call data attached.
- 7.6. The system shall allow system administrator to direct archive sessions to target Network Accessible Storage (NAS) devices or any storage device available on the Garda Network.
- 7.7. The workstation must allow the user to archive data into an existing archive

- 7.8. The workstation must allow the user to create a separate archive on the same media.
- 7.9. File management software, such as Windows Explorer, shall be available on workstation for storing archive files to include security constraints.
- 7.10. Back up of audio and database file archives on the archive system shall be provided through the use of general purpose storage management software provided by tenderer.
- 7.11. The archive system shall provide a text file suitable for printing a label detailing the contents of an archive device or other media device.
- 7.12. Tenderers must indicate how they propose to overcome obsolescence, i.e. how will they replay calls that may be archived for up to ten years. Archiving media must be future proof and calls must be capable of being played back for at least ten years after being archived.
- 7.13 The minimum specification for the archival system is as follows:
- CPU minimum 2.8Ghz
 - Memory 2Gbits RAM
 - Hard Drive option 2 Terabyte (RAID 5)
 - Rack mountable (rack mount kit to be provided)
 - 3 year warranty registered to Garda Síochána
 - All software necessary to manage archive

8 Supplemental Information

- 8.1. The supplier must state the power supply requirements of the proposed recording systems.
- 8.2. The tenderer shall state all data cabling requirements prior to installation.
- 8.3. The tenderer must state any limits on the distance between the solution proposed and the systems to be recorded.
- 8.4. For each site location, the supplier must state the weight of the fully equipped rack/recorders.
- 8.5. For each site location, the supplier should state the size of each sub-system and the size of the proposed rack where necessary.
- 8.6. The recording system must bear a CE mark and a declaration of certifications.

9 Diagnostics and Servicing.

- 9.1. The status of the equipment and recorder system shall be monitored automatically via built-in diagnostic software.

- 9.2. Audible and visual alarms shall notify system administrator in the event of any failure or disruption of the mission/recording processes.
- 9.3. In the event of failure, the system shall send an e-mail notifying system manager of failure. The system administrator shall be able to configure any Event System event as requiring email notification. An alert event shall be generated if an email process fails.
- 9.4. Remote servicing of the recorder and remote field diagnostics via Garda data network must be provided.
- 9.5. Remote servicing of Telecom/Radio Interface shall be facilitated by the provision of a diagnostic signal to a remote diagnostic centre.
- 9.6. System status shall be communicated to an event management system via built-in diagnostic software. Any system status event data shall be logged and the event system shall be able to initiate routine status or SOS alerts.
- 9.7. The successful tenderer shall ensure that copies of all software and all documentation concerning hardware, connectivity and system configuration are left at each recorder location.

10 Warranty

- 10.1. The tenderer must state the terms and conditions of warranty provided on each part of the system and the expected lifetime of each part of the system.
- 10.2. A minimum requirement of 1 year must be provided, any extension to the 1 year warranty period will be favourably considered.
- 10.3. The date for commencement of the warranty will be at completion of all site installations and acceptance tests.
- 10.4. All hardware provided by the tenderer as part of the proposed system shall be covered by an initial one-year warranty on parts and labour.
- 10.5. All software provided shall include an initial 1 year warranty.

11 System Configuration and Commissioning

- 11.1. The system will be configured and commissioned to the requirements agreed by Superintendent, Telecommunications. To provide for the satisfactory operation of the systems and the commencement date for bringing the system into service.

12 Training

- 12.1. Tenderers shall provide proposal for appropriate training, which will provide competency in the operation and knowledge of the system in terms of both operational and technical staff. The following points shall be addressed.

- 12.2. The tenderer must provide a technical training course for thirty (30) technicians, designed to provide an overall system knowledge, operational use and configuration. Details regarding duration and course content should be included in tender response.
- 12.3. The tenderer must provide an operational training course for thirty (30) designed to provide an operator with a working knowledge of the system and the production of copy recordings. Details regarding duration and course content should be included in tender response.
- 12.4. This training is to be performed by the tenderer's directly employed trainers.
- 12.5. Technical manuals, operating manuals and system plans for each site are to be provided by the supplier.

13 Scheduled Maintenance and Service Level Agreement Provision

- 13.1. The tender must include the proposal for a maintenance schedule based on a 3-year contract with the option to extend for a further 2 years. The schedule will provide for two system checks per site per year, details of proposed system checks should be included in tender response. The tenderer should include a separate cost sheet for the maintenance schedule, highlighting year 1, 2, 3 costs and option for further 2 year extension. The contract must take account of all proposed warranty conditions.
- 13.2. The tenderer shall quote for the following service options in cost schedule to cover all hardware and software problems at all sites listed in Section 1.0 Appendix A. Additionally a twenty four (24) hours a day, seven (7) days a week local telephone number for fault reporting and service requests shall be provided under applicable service option.
 - 13.2.1. **Option 1**--This coverage shall include On-Site Service as required between the hours of 09:00 and 17:00, Monday through Friday for all necessary replacement of parts, repairs, adjustments and software fixes to the equipment.
 - 13.2.2. **Option 2**--This coverage shall include On-Site Service as required between the hours of 08:00 and 24:00, Monday through Friday for all necessary replacement of parts, repairs, adjustments and software fixes to the equipment.
 - 13.2.3. **Option 3**--This coverage shall include On-Site Service 24 hours a day, 7 days a week 365 days a year for all necessary replacement of parts, repairs, adjustments and software fixes to the equipment.
- 13.3. In the event that emergency on site service is required under applicable coverage. Tenderer will provide confirmation of dispatch within 1 hour of having established the need.

- 13.4. It should be stated by the tenderer, if service is provided through its own service organisations service technicians, who are directly employed and trained, or by a 3rd Party.
- 13.5. All reasonable requests for maintenance must result in fault clearance by the following time schedules, dependant on which service level option (Section 13.2), is selected by An Garda Siochana.
 - 13.5.1. **Option 1** End of next Business day.
 - 13.5.2. **Option 2** End of Business Day (2400 hrs) if fault reported before 1600hrs.
 - 13.5.3. **Option 2** By 1600 hrs Next Business day if fault reported after 1600hrs.
 - 13.5.4. **Option 3** Within Eight (8) hours of fault initially being logged.
- 13.6. Tenderer shall offer proposal to compensate An Garda Siochana for failure to meet the above fault clearance schedule (section 13.5) under relevant service cover.
- 13.7. Hardware & software updates including software patches that become available to the contractor during the warranty period are to be provided and installed free of charge.
- 13.8. The successful contractor must submit a report on completion of each scheduled maintenance period and include details of the maintenance carried out, spares parts used, condition of parts removed and if necessary, bring to notice any matter requiring attention or consideration.

14 Spare Parts required for System Maintenance

- 14.1. Tenderer shall guarantee spare parts availability for all equipment offered within tender return for a period of not less than 5 years after the equipment has ceased to be manufactured
- 14.2. All spare parts shall be the property of the tenderer, and will be covered under S.L.A.
- 14.3. Equipment, which is deemed faulty or failing to meet operational requirements, shall be repaired up to the 'end of life' term as per manufacturer's recommendations.

15 Regulatory Approvals

The system shall have the following International approvals:

- 15.1. Europe/EFA/Nordic: CE Mark Approvals, R&TTE Directive Conformance.
- 15.2. Telecom Licences: CTR 21 (TBR 21)
- 15.3. EMC Compliance: En55022 Class A Emissions, EN55024 & EN50082/immunity.
- 15.4. The system shall have a Declaration of Conformity (DOC) documented.

APPENDIX B

Article 45 of EU Council Directive 2004/18/EC Sections 2 and 3.

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

Member States shall specify, in accordance with their national law and having regard for Community law, the implementing conditions of this paragraph.

3. Contracting authorities shall accept the following as sufficient evidence that none of the cases specified in paragraphs 1 or 2 (a), (b), (c), (e) or (f) applies to the economic operator:
 - (a) as regards paragraphs 1 and 2 (a), (b) and (c), the production of an extract from the “judicial record” or, failing that, of an equivalent document issued by a competent judicial or administrative authority in the country of origin or the country whence that person comes showing that these requirements have been met;
 - (b) as regards paragraph 2 (e) and (f), a certificate issued by the competent authority in the Member State concerned.

Where the country in question does not issue such documents or certificates, or where these do not cover all the cases specified in paragraphs 1 and 2 (a), (b) and (c), they may be replaced by a declaration on oath or, in Member States where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country whence that person comes.

APPENDIX C

FORM TO BE COMPLETED BY TENDERER

Part 1 - GENERAL INFORMATION:

1. Name & address:

PHONE: _____ FAX: _____

E-MAIL: _____

CONTACT PERSON: _____

Name & address of third parties to the contract:

PHONE: _____ FAX: _____

E-MAIL: _____

Description of third parties role or function in providing the contract:

Name of person who will have overall responsibility for the performance of the contract and his/her position in the company:

2. Confirm acceptance by the tenderer and any third parties of all the terms and conditions to this tender.

_____ Signed

3. Confirmation of understanding of the extent of the service required as described in this document. You may need to seek further clarification from the contact person at 1.10.

_____ Signed

4. Confirm full completeness of proposals and tender documentation.

_____ Signed

5. Confirm ability to meet the essential minimum requirements of this RFT.

_____ Signed

6. Confirm acceptance of the terms of the Prompt Payment of Accounts Act, 1997 and the contents of Section 1.12 of this document, regarding invoicing arrangements.

_____ Signed

7. Confirm acceptance by the tenderer and any third parties regarding preparation of tenders and supply of samples, ref. 2.8.

_____ Signed

8. Confirm that all information provided pursuant to this invitation to tender will be treated in strict confidence, ref. 2.9.

_____ Signed

9. Confirm that any currency variations occurring over the period of the contract will be borne by the tenderer, ref. 2.11.

_____ Signed

10. Confirm the acceptance of the terms of section 2.13 of this document regarding termination of contract.

_____ Signed

11. Confirm that none of the excluding circumstances listed in Article 45 of EU Council Directive 2004/18/EC of 31 March 2004 apply, as specified in Appendix B.

_____ Signed

12. Confirm that any contract or agreement arising from this competition will be governed by and construed in accordance with the laws and courts of Ireland, ref. 2.20.

_____ Signed

13. Confirm that any contract or agreement arising from this competition will comply with all relevant Health and Safety and Employment Protection legislation, ref. 2.22.

_____ Signed

14. I/We undertake to provide the contract in compliance with EU Directives on Waste Management Disposal Regulations, ref. 2.23.

_____ Signed

15. I/We undertake to provide the contract in compliance with the Litter Pollution Act, 1997, ref. 2.24.

_____ Signed

16. Confirm sound financial standing as evidenced by the financial details requested in item 2.26.

_____ Signed

17. Confirm that all personnel calling to An Garda Síochána sites will carry company identification cards containing a photograph, ref. 2.28.

_____ Signed

18. Confirm that goods will be insured against loss or damage, until delivery to locations specified and delivery will be made within 4 weeks of the order being placed, ref. 2.31.

_____ Signed

19. Confirm acceptance of the conditions as set out in paragraph 2.32 regarding Wages and Labour.

_____ Signed

20. Confirm acceptance of the conditions as set out in item 2.33 regarding gifts to persons in An Garda Síochána.

_____ Signed

Part 2 - RELEVANT EXPERIENCE AND REFERENCE SITES.

21. Please enclose comprehensive details of relevant experience of similar contracts, e.g. length of contract, size of contract, number of contracts etc.

[illegible]

22. Names, addresses and telephone numbers of at least three existing customers who may be contacted for references in connection with the proposed contract. The use of reference names with An Garda Síochána or The Department of Justice, Equality and Law Reform will not be accepted.

[illegible]

23. Where a service is carried out by a third party in performance of the terms of this contract you are required to provide comprehensive details of the relevant qualifications and experience of that third party, together with appropriate documentation.

[illegible]

APPENDIX D

COST SCHEDULE

- ❑ The attached cost schedule **must** be completed.
- ❑ All quotations **must** be presented in Euro (€).
- ❑ Detailed descriptions of products proposed **must** be attached to Cost Schedule.
- ❑ **PRICES QUOTED MUST INCLUDE COST OF DELIVERY, INSTALLATION AND MAINTENANCE.**
- ❑ Cost based on minimum quantity of **each item** required in RFT, the draw down nature of the tender, and the terms and conditions of this RFT.

DESCRIPTION	Cost (Ex Vat) Including Delivery	Vat rate	Cost (incl vat)
<u>Harcourt Square</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €
<u>Garda Headquarters</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €
<u>Anglesea Street</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €
<u>Garda Headquarters & 5 Regional Archive Site (6 in total)</u> Archival Server RAID 5 2.0 Terabyte Cost(per unit)	€	%	€
<u>Drogheda</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €
<u>Bandon</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €
<u>Castlebar</u> Recorder Cost Playback Machine Cost	€ €	% %	€ €

<u>Ennis</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Fermoy</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Henry Street (Limerick)</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Letterkenny</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Mill Street (Galway)</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Monaghan</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Mullingar</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Naas</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Portlaoise</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Roscommon</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Sligo</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Thurles</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Tralee</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Waterford</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€
<u>Wexford</u>			
Recorder Cost	€	%	€
Playback Machine Cost	€	%	€

20 x Guardian systems. Buy Back Proposal. (May include on separate cost sheet)	€	%	€
Service Level Agreement (May include on separate sheet)			
Service Option 1 0900-1700 Monday to Friday	€	%	€
Service Option 2 0800-2400 Monday to Friday	€	%	€
Service Option 3 24 x 7 x 365 days a year	€	%	€
Cost of Training			

- **Details of any other costs, charges, etc should be attached to your proposal.**
- **Details of additional parts to include digital, analog interfaces (including capacity) for solutions proposed may be attached to your proposal.**
- **Attached check list for tenderers must be completed and relevant documentation attached.**

Having examined the specification I/We confirm that the offer holds for 90 days after the closing date for receipt of tenders.

Having examined the specification I/We confirm that we can fully comply with all the requirements as set out in the Request for Tender.

Signature: _____

Signature: _____

Dated: _____



APPENDIX E

CHECK LIST FOR TENDERERS

(Please tick appropriate box)

YES NO

Have you attached the following documentation?

- | | | |
|--|--------------------------|--------------------------|
| ➤ Completed Appendices C, D and E in full. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Documentation to support and illustrate your company's financial and economic standing for the last three years.
<i>(Where a tenderer is trading for less than three years, accounts for each year of trading must be provided)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of Employer & Public Liability Insurance. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Detailed description of products proposed. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Relevant documentation from third party / sub-contractor (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |

Proposals received, which **do not** contain the above information will not be considered for evaluation.

If successful are you in a position to provide the following documentation?

(Please tick appropriate box)

YES NO

- | | | |
|---|--------------------------|--------------------------|
| ➤ Safety Statement specifying the risks associated with the performance of this contract. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of Tax Clearance Certificate / C2 or equivalent. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Information in respect of service personnel. | <input type="checkbox"/> | <input type="checkbox"/> |

Tenderers who are not in a position to provide the above information will not be considered for evaluation.

Contracts will only be awarded subject to the successful tenderer providing all the above documentation.

Company Name _____ Signed _____