



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency

An Gníomhaireacht Stáit um Éilimh
State Claims Agency

REQUEST FOR TENDERS

**for the provision of Actuarial and Associated Services to
the National Treasury Management Agency
(acting in its capacity as the State Claims Agency)**

(Ref. 2026PR025)

<u>KEY DATES</u>	
Publication Date:	16 June 2026
Query Deadline:	30 June 2026 at 14:00 hours Dublin time
Response Deadline:	20 July 2026 at 14:00 hours Dublin time

Table of Contents

1. INTRODUCTION	1
2. STRUCTURE OF THIS COMPETITION	1
3. SCOPE OF SERVICES	2
4. GENERAL INFORMATION	2
5. COMPLETION OF TENDER.....	8
6. SUBMISSION OF TENDERS.....	11
7. AWARD OF THE CONTRACT	11
SCHEDULE 1	13
MINIMUM REQUIREMENTS	13
SCHEDULE 2	17
AWARD CRITERIA	17
SCHEDULE 3	21
FORM OF TENDER	21
SCHEDULE 4	24
THE SERVICES	24
SCHEDULE 5	27
STANDARD CV FORMAT	27
SCHEDULE 6	28
THE CONTRACT	28
APPENDIX 1	
TENDER RESPONSE DOCUMENT (TRD)	

1. INTRODUCTION

The National Treasury Management Agency (“**NTMA**”) is seeking tenders for the provision of actuarial and associated services to it in its capacity as the State Claims Agency (“**SCA**”).

The NTMA provides asset and liability management services to Ireland’s Government. It manages Ireland’s National Debt and also controls and manages the Ireland Strategic Investment Fund (“**ISIF**”), the Future Ireland Fund (“**FIF**”), and the Infrastructure, Climate and Nature Fund (“**ICNF**”). The NTMA performs certain statutory functions as the National Development Finance Agency (“**NDFA**”), the State Claims Agency (“**SCA**”) and the New Economy and Recovery Authority (“**NewERA**”).

The NTMA also assigns staff to the National Asset Management Agency (“**NAMA**”), the Strategic Banking Corporation of Ireland (“**SBCI**”) and Home Building Finance Ireland (“**HBFI**”) and provides each of these bodies with business and support services and systems.

Further information on the NTMA can be found on www.ntma.ie.

The NTMA is designated as the State Claims Agency (SCA) when performing the statutory functions delegated to it under the National Treasury Management Agency (Amendment) Act 2000.

Further information on the SCA can be found on www.stateclaims.ie.

The NTMA reserves the right to update or alter any information contained in this request for tenders (“**RFT**”) at any time.

2. STRUCTURE OF THIS COMPETITION

- 2.1 This RFT includes the attached schedules and all supporting and supplemental information.
- 2.2 This competition is being run under the open procedure in accordance with Directive 2014/24/EU as implemented in Ireland by the European Union (Award of Public Authority Contracts) Regulations 2016.
- 2.3 This call for competition to tenderers (each a “**Tenderer**”) involves the appointment of an economic operator (the “**Service Provider**”) to provide actuarial and associated services to the NTMA in its capacity as the SCA (referred to herein as the “**Services**”), and more particularly described in Schedule 4 (The Services).
- 2.4 Tenderers should submit their responses to this RFT in full compliance with Schedule 3 (Form of Tender). Tenderers may only submit one tender. If a Tenderer participates in a consortium, it may be a member of one consortium only.
- 2.5 Subject to section 5.4 (Compliance), only those Tenderers who satisfy the minimum requirements as set out in Schedule 1 (Minimum Requirements) may be permitted to proceed further in this competition. Any tender that fails to meet a minimum requirement will be eliminated.
- 2.6 The contract, if awarded, shall be awarded to the Tenderer identified as having submitted the most economically advantageous tender, determined using the award criteria specified in

Schedule 2 (Award Criteria). The successful Tenderers shall be appointed subject to the pre-conditions detailed in section 7.3 (Preconditions to Award of Contract).

- 2.7 Any Services instructed by the NTMA under the contract, awarded to the successful Tenderer shall be governed by the terms set out in a contract substantially in the form provided in Schedule 6 (the “**Contract**”) to be entered into between the NTMA and the Service Provider.
- 2.8 The Contract, if awarded, shall be for a term of six (6) years.
- 2.9 Award of the Contract does not constitute a commitment or guarantee by the NTMA to procure services from the Service Provider.
- 2.10 The NTMA reserves the right to award the Contract in whole, in part or not at all at its absolute and sole discretion. The NTMA reserves the right to increase or reduce the scope of services and the anticipated duration of the services at its sole discretion.

3. SCOPE OF SERVICES

3.1. The Services

The NTMA requires the provision of actuarial and associated services. The Services to be provided under the Contract are more particularly described in Schedule 4 (The Services).

3.2. Additional Services

The NTMA may from time to time require the successful Tenderers to undertake additional services (“**Additional Services**”). The NTMA reserves the right to request a fixed fee for any Additional Services should it deem it expedient to do so in its absolute discretion.

4. GENERAL INFORMATION

4.1. Consortia

- a. If a Tenderer is forming a consortium for the purposes of submitting a tender, they must identify the consortium members and confirm that all members will be jointly and severally liable for the provision of the Services.
- b. If forming a consortium, a lead member must be identified in the tender who will be responsible for all communications and co-ordination of the Services.
- c. Tenderers must clearly identify in their tender which consortium member is performing which element of the Services and explain the consortium member’s capability and experience as the context of the specific criterion requires.
- d. A consortium will not be required to convert into a specific legal form in order to submit a tender. The NTMA reserves the right, amongst other solutions, to require that the Contract be entered into with each member of the consortium on the basis of joint and several liability or to contract with one member of the consortium as prime contractor to whom the other members will be sub-contractors.

4.2. Subcontracting

- a. Where a Tenderer comprises a lead contractor (who will execute the Contract) and a number of sub-contractors, such sub-contractor(s) may be required to enter into a collateral agreement with the NTMA (in a form approved by the NTMA) and contract award may be conditional upon the provision of such collateral agreements. The NTMA reserves the right to approve the sub-contract(s) and will expect that the relevant terms of the Contract between the NTMA and the lead contractor will be reflected in such sub-contract(s) insofar as they apply to the relevant sub-contractor.
- b. Irrespective of any sub-contracting arrangements, the lead contractor shall be the contracting party under the Contract and is liable for the delivery of all Services awarded pursuant to the Contract.

4.3. Reliance on Resources

If a Tenderer is relying on the resources of a parent or other entity in order to meet the minimum requirements detailed in Schedule 1 (Minimum Requirements), the Tenderer must demonstrate the commitment of such other entity to provide the necessary capacities, for example by providing a letter from such entity confirming that it will provide the capacities or resources being relied upon and will execute a contractual commitment to that effect if required by the NTMA to do so.

A guarantee or other commitment from such entity may be required as a condition of contract award.

Where an entity is being relied upon in order to meet the minimum selection criterion 2.3 (Minimum Experience), the Tenderer must confirm that the entity being relied upon will itself perform the services for which those capacities are required. If this is not established to the satisfaction of the NTMA, the NTMA will assess the suitability of the Tenderer without taking into account the capacities of such entity.

4.4. Conflicts of Interest

- a. Any actual or potential conflict of interest, whether professional or commercial, must be fully disclosed in writing to the NTMA and on an on-going basis throughout this competition and the term of the Contract as soon as any actual or potential conflict becomes apparent.
- b. In the event of an actual or potential conflict of interest, the NTMA will, in its absolute discretion, decide on the appropriate course of action, which may involve the exclusion of the relevant Tenderer from the process. If the NTMA determines that no such conflict of interest arises or that the conflict of interest is immaterial or that the Tenderer has demonstrated to the reasonable satisfaction of the NTMA that appropriate safeguards and measures to manage the conflict have been put in place, then the NTMA may decide to take no action.
- c. During the term of the Contract, the NTMA may, in its absolute discretion, decide to terminate the Contract because of an actual or potential conflict of interest or due to any actual or potential conflict that was not disclosed by the Tenderer to the NTMA either before the Contract was awarded or where an actual or potential conflict arose during the Contract and was not brought to the attention of the NTMA.

4.5. Tendering Costs

Tenderers shall bear all costs associated with participating in the competition, including but not limited to the preparation, submission and clarification of their tenders. The NTMA will not be responsible and/or liable for any costs, expenses, or losses which may be incurred by the Tenderer in connection with its participation in the competition, regardless of the conduct or outcome of the tender process.

4.6. No Liability

Tenderers may not rely on any information or statements contained in this RFT and the NTMA makes no representation or warranty, express or implied, in relation to such information. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFT will be construed as legal, financial or technical advice. The NTMA shall have no liability or responsibility in relation to the accuracy, adequacy or completeness of any information or statements or for the reasonableness of any assumption made in this RFT. The NTMA will incur no liability or responsibility arising out of, or in respect of, this RFT.

4.7. No Legal Obligation

Tenderers may not rely on anything contained in this RFT as a representation of fact or promise regarding the future, nor as constituting the basis of a contract that may be concluded in relation to the Services. No contractual relationship, implied or otherwise, or any other legal obligation (including with regard to this competition) will arise between a Tenderer and the NTMA until the Contract has been executed by the NTMA and the successful Tenderer and any conditions precedent to its effectiveness have been fulfilled.

4.8. Governing Law and Jurisdiction

This RFT and the Contract shall be governed by and construed in accordance with Irish law and will be subject to the exclusive jurisdiction of the courts of Ireland. Should there be any conflict between the terms of this RFT and any applicable laws and regulations, the latter will prevail.

4.9. Confidential Information

Subject to section 5.13 (Freedom of Information and Data Protection), if a Tenderer considers that any of the information supplied in its tender should not be disclosed because it is confidential, the Tenderer should, when providing the information, identify that information as “confidential” and specify reasons for its confidentiality. The NTMA will determine, in its absolute discretion acting reasonably, whether such information should be treated as confidential.

4.10. Right to Amend or Terminate the Tender Process

The NTMA may, in its absolute discretion:

- a. change the basis of, or the procedures (including the timetable) relating to the tender process;
- b. reject any or all of the tenders;
- c. invite Tenderers to proceed further at any stage of the tender process;

- d. do such things or engage in such actions as it deems necessary to ensure that the Services and provision thereof yield value for money, which may include requiring a re-submission of any element of tenders;
- e. furnish Tenderers with additional information in respect of any aspect of the Services; or
- f. abandon the tender process.

4.11. Addendum to RFT Documents

The NTMA will notify Tenderers of its intention to amend the RFT or to clarify any aspect of the RFT by issuing a notice on: www.etenders.gov.ie Such notice shall provide details of the amendments or clarifications and may require the Tenderer to contact the NTMA for further information. The NTMA shall issue a written notice on www.etenders.gov.ie giving full details of such amendments or clarifications. Such notices shall form part of the RFT and may subsequently be incorporated into and form a part of the Contract. Each Tenderer is responsible for reviewing www.etenders.gov.ie for updates and notices in connection with the RFT.

4.12. Requests for Clarification and Enquiries, Ambiguity, Discrepancy, Error or Omission

- a. Any queries, perceived ambiguity, discrepancy, error or omission Tenderers may have in relation to this RFT must be directed to the messaging facility on www.etenders.gov.ie.

The Query Deadline for receipt of queries is as defined in the Key Dates table on the front page of the RFT.

The NTMA shall, as soon as reasonably practicable, following receipt of such notification, notify all Tenderers, by issuing a notice on www.etenders.gov.ie of its decision in respect of such perceived ambiguity, discrepancy, error, omission or query. No other communication by the NTMA shall be considered valid. Tenderers shall make all requests for clarification or enquiries relating to the RFT in writing as soon as possible, but in any case, not later than the Query Deadline.

The NTMA reserves the right to, but is not obliged to, respond to queries received after that deadline. The NTMA does not undertake to respond to all queries received.

- b. If a Tenderer believes that a query and/or its response relates to a confidential or commercially sensitive aspect of its tender it must mark the query as “confidential” or “commercially sensitive”. If the NTMA, at its discretion, is satisfied that the query and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response shall be kept confidential (subject to any applicable legal requirements). If the NTMA is of the opinion that it would be inappropriate to answer the query on a confidential basis, it will notify the Tenderer and require the Tenderer to either withdraw the query or raise any objection within 24 hours and state the grounds for objection. If the query is not withdrawn or no objection is raised or the NTMA is of the opinion that notwithstanding the objection, the query is not confidential or commercially sensitive, the NTMA may issue the query and its response to all of the Tenderers.

- c. All responses to requests by Tenderers, contained in addenda issued by the NTMA, will contain the terms of the request (or a summary of it) but shall make no reference to the identity of the Tenderer.
- d. Once Tenderers have submitted their tenders, they will be deemed to have fully read and understood the tender documents (including the Contract) and to have raised any relevant queries and received all necessary clarifications prior to submitting their tenders.

4.13. Confidentiality and Media Communication

Tenderers must treat all communications with the NTMA as confidential. No comments should be made to the media or any third party without the prior express approval of the NTMA relating to:

- a. this RFT or the procedure of awarding the Contract;
- b. any Services awarded to the Contract; and
- c. the provision of the Services.

4.14. Release of Information

The NTMA may, notwithstanding any provision to the contrary in this RFT, publicise or otherwise disclose, to any third party, information regarding the Contract, the identity of Tenderers (including details of their respective members), the tender process, the award of the Contract or any Services awarded pursuant to the Contract (including, without limitation and details of fees) at any time.

4.15. Interference, Collusion or Canvassing

- a. Tenderers who endeavour to influence, collude, induce or interfere in any way with the evaluation process or any award decision will have their tender rejected.
- b. If any Tenderer is found to have, at any time, offered to give, or, to have agreed to offer, or, given to any person, any bribe, gift, gratuity, commission or consideration of any kind or an inducement or award for the taking of or forbearing to take any action in relation to the obtaining of its tender, or showing or forbearing to show any favour or disfavour to any person in relation to its tender, the tender submitted by such Tenderer may be disqualified and the circumstances surrounding such action may be referred to the appropriate authority. Any attempt by a Tenderer to influence the process of the tender evaluation or the award of the Contract through canvassing, or, other means, shall result in that tender being rejected.

4.16. Environmental, Social and Labour Law

- a. In the performance of any contract awarded, the Service Provider and their sub-contractors (if any), shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the Services are provided, that have been established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X of Directive 2014/24/EU. The successful Tenderers shall be responsible for compliance with all of the statutory requirements of an employer and, without prejudice to the generality of the foregoing, shall remain solely responsible in law for the employment,

remuneration, taxes, immigration and work permits of all personnel retained by it for the purposes of providing the Services.

- b. Tenderers shall be required to undertake to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument S.I. No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the NTMA for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.
- c. The Protection of Employees (Temporary Agency Work) Act 2012 (the "2012 Act") provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the NTMA of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The NTMA shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.

4.17. Registrable Interest

Any Registrable Interest involving any Tenderer or sub-contractor and the NTMA, members of the Government, members of the Oireachtas, or employees and officers of the NTMA and their respective Relatives must be fully disclosed in the tender, or in the event of this information only coming to the notice of the Tenderer or subcontractor after the submission of a Tender, must be communicated to the NTMA immediately upon such information becoming known to the Tenderer or sub-contractor.

The terms "Registrable Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.gov.ie . The NTMA will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this competition or terminating any contract entered into with a Service Provider.

4.18. PAYE Compliance

The successful Tenderer shall comply with all employee payroll tax obligations in Ireland, including pay as you earn ("PAYE"). Tenderers proposing non-Irish employments exercised in Ireland to provide the Services should ensure they consider their employee payroll tax deduction obligations as specified by the Revenue Commissioners of Ireland prior to the submission of their tender.

4.19. Further Information

Except in so far as may be directed in writing by the NTMA, no agent or person employed by the NTMA has any authority to make any representation or give any explanation to Tenderers as to the meaning of this RFT or to any other matter so as to bind or restrict the discretion of the NTMA. Tenderers shall not communicate with any employee or agent of the NTMA in connection with this competition except to the extent and in the manner provided in this RFT.

4.20. Individual Meetings

The NTMA and its representatives shall not meet individual Tenderers in relation to this RFT prior to the submission of tenders.

4.21 Standstill Period

No Contract will be executed or take effect until at least fourteen (14) calendar days after the day on which the Tenderers have been sent by electronic means a notice informing them of the results of this competition (the “**Standstill Period**”).

5. COMPLETION OF TENDER

5.1. Form of Tender Requirements

Tenderers must submit:

- a. a duly completed tender and such additional supporting information as may be required as set out in Schedule 3 (Form of Tender) (to include completion of the European Single Procurement Document as set out in Schedule 1 (Minimum Requirements); and
- b. such other information as the NTMA may request prior to the Response Deadline (as defined in section 6.1).

5.2. Minimum Requirements

Subject to section 5.4 (Compliance), only those Tenderers who satisfy the minimum requirements as detailed in Schedule 1 (Minimum Requirements) may be permitted to proceed further in this competition. Tenders which fail to meet a minimum requirement will be eliminated.

5.3. Award Criteria and Evaluation

Tenders will be evaluated based on the award criteria set out in Schedule 2 (Award Criteria).

5.4. Compliance

- a. Tenders may not be qualified, expressed to be subject to assumptions or caveats or accompanied by any statement which could be construed as placing the tender on a different footing to other tenders and must be submitted in compliance with this RFT. Tenderers are not permitted to insert items in their tender in addition to those items specifically requested pursuant to this RFT, save where expressly permitted in this RFT.
- b. If a tender fails to comply in any respect with the requirements of this RFT, or is ambiguous, the NTMA shall be entitled (but shall not be obliged) to take such action as it considers appropriate at its absolute discretion, including but not limited to:
 - i) rejecting the relevant tender as non-compliant;
 - ii) without prejudice to the NTMA’s right to reject the tender:
 - meeting with, raising issues and/or seeking clarification from the Tenderer in respect of the relevant tender;
 - requesting the Tenderer to provide the information or items which

has/have not been provided or has/have been provided in an incorrect form;

- waiving a requirement which, in the NTMA's opinion is minor or procedural; and/or
- amending the relevant requirements of this RFT and inviting Tenderers to adjust their tenders on the basis of the revised requirement.

5.5. Complete Information

- a. Tenders should be complete and all details requested should be submitted. Incomplete tenders may be rejected.
- b. Each Tenderer shall be deemed to have satisfied itself, before submitting its tender, as to the completeness and sufficiency of its tender in compliance with the requirements of this RFT.

5.6. English Language

The tenders and all related correspondence must be in the English language.

5.7. Word Count/Page Number Limit

Tenderers should indicate the word count/page number in such parts of their tender where word count/page number limits have been indicated. Where a word count/page number limit has been exceeded the NTMA may elect, at its sole discretion, not to give any consideration to: (a) that full element of the tender where the word count/page number limit has been exceeded; or (b) that element of the tender which exceeds the specified word count/page number limit.

5.8. Clarification of Tenders

To assist in the examination and comparison of tenders, the NTMA may ask Tenderers to clarify their tenders in writing.

5.9. Abnormally Low or High Fees

The NTMA may reject a tender containing Fees (as defined in section 5.11(a)) that it considers to be abnormally low or abnormally high, and such tender will not form part of the evaluation process.

5.10. Interviews

Following receipt of tenders, the NTMA may arrange interviews with one or more Tenderers at a location in Dublin to be advised by the NTMA or by video conference, to clarify or demonstrate the credibility of its tender. Tenderers should draw no conclusion from the interview of some Tenderers and not others, as some tenders may require clarification and others may not.

5.11. Fees

- a. Fixed fees and hourly rates tendered in accordance with section 4.3 of Schedule 3 (the "Fees") should be denominated in **euro (€)** exclusive of VAT. All Fees should be completed

to two decimal places. The VAT rate(s) applicable should be indicated separately.

- b. The Fees shall include expenses such as materials, travel, accommodation, administration costs, all organisation overheads and costs of photocopying, printing, postage, telephone/data costs, and courier fees etc. (but exclude VAT).
- c. Fees shall be fixed and free from fluctuations in exchange rates and other costs and no price variation shall be allowed for any rise or fall in the cost of labour, materials etc. for the duration of the Contract.
- d. Without prejudice to the generality of section 5.4, Fees shall be free of any caveats or conditions.
- e. Tenderers should note that the NTMA may publish the fees payable or paid under the Contract.

5.12. Tender Validity Period

Tenders shall remain valid for six calendar months from the Response Deadline (as defined in section 6.1 of this RFT) for receipt of tenders (the “**Tender Validity Period**”). The NTMA may, at its sole discretion, extend the Tender Validity Period for an additional period of up to six months from the day the Tender Validity Period would have expired had it not been extended.

5.13. Freedom of Information and Data Protection

- a. The NTMA is subject to the provisions of the Freedom of Information Act 2014 as well as other legislation governing access to information. Therefore, where Tenderers consider any information they provide in the course of this competition to be commercially sensitive or confidential in nature, they should identify that information as “commercially sensitive” or “confidential” and specify the applicable reasons. The nature of the documentation may then be taken into account by the NTMA in considering requests (if any) for access to such information under the Freedom of Information Act 2014 or other applicable law. Where required by law, the NTMA will consult with Tenderers before making a decision on a request received. The statutory requirements of the Freedom of Information Act 2014 or other applicable law will, in all circumstances, take precedence over any designation of information advised by Tenderers. Tenderers should note that on conclusion of the Contract for the services that are the subject-matter of this competition, a right of access to the Contract and associated documents will be available to the extent required by the Freedom of Information Act 2014 or other applicable law.
- b. The submission of any personal data (including any personal data contained in any curriculum vitae) (“**Personal Data**”) with a tender shall be deemed to constitute confirmation from the Tenderer that any such disclosures of Personal Data to the NTMA are lawful such that the NTMA is able to evaluate the tenders. Once it obtains any Personal Data, the NTMA will act as data controller of such data and will retain it for (a) in respect of an unsuccessful tender, up to one year following completion of the appointment of the successful Tenderer and (b) in respect of a successful tender up to seven years following completion of the Services. For further information in relation to how the NTMA processes personal data, including a person’s various rights under data protection law and details of how to contact the NTMA, please refer to the NTMA Data Protection Statement which is available at: <http://www.ntma.ie/information-pages/data-protection-statement/>.

6. SUBMISSION OF TENDERS

6.1. Response Deadline

The **Response Deadline** for receipt of tenders is as defined in the Key Dates table on the front page of this RFT.

The NTMA may, at its absolute discretion, extend the Response Deadline. Each Tenderer is fully responsible for the safe and timely delivery of its tender.

6.2. Submission

Tenderers should submit their tender via the electronic post box available on www.etenders.gov.ie. Only tenders submitted to the electronic post box will be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Response Deadline.

In order to submit a document to the electronic post box, Tenderers should note that they must click the 'Submit' icon.

6.3. Tenderers To Retain Own Copy

Tenderers should ensure they retain a full copy of their tender.

7. AWARD OF THE CONTRACT

7.1. Tender Evaluation

The evaluation methodology and award criteria are set out in Schedule 2 (Award Criteria). It is anticipated that the Tenderer that submits the most economically advantageous tender will be awarded the Contract.

7.2. Notification

The NTMA shall notify all Tenderers of the outcome of the competition.

7.3. Preconditions to Award of Contract

As a pre-condition to executing the Contract, the NTMA anticipates that it will require the highest ranked Tenderer to:

- a. Provide evidence of tax clearance from the Revenue Commissioners of Ireland, including (where applicable) tax reference number and Tax Clearance Access Number to facilitate electronic verification of tax clearance status (it should be noted in this regard that by providing information for electronic verification, the Tenderer grants permission to the NTMA to use such information in order to verify the Tenderer's tax clearance status);
- b. Produce a statement that no potential or actual conflicts of interest exist save as disclosed in accordance with section 4.4;
- c. Produce evidence of insurance as described in section 2.1 of Schedule 1 (Minimum

- Requirements);
- d. Produce evidence of turnover as described in section 2.2 of Schedule 1 (Minimum Requirements);
 - e. Confirm that the Declarations in the ESPD provided in accordance with section 1 of Schedule 1 (Minimum Requirements) continue to apply;
 - f. Demonstrate compliance with any other applicable legal requirement specified by the NTMA as being a precondition to executing the Contract; and
 - g. Provide any other information requested by the NTMA.

If the successful Tenderer fails to provide the evidence which is considered by the NTMA as sufficient, it may be excluded from the competition and the NTMA reserves the right not to proceed to award the next highest ranked Tenderer.

The NTMA reserves the right to require the successful Tenderer to complete a checklist to demonstrate how such Tenderer shall comply with Data Protection Legislation.

7.4. Submissions on terms of Contract

Tenderers are advised to review the Contract in Schedule 6 and to submit (via the query procedure set out in section 4.12) any material comments or queries they have on the provisions of the Contract.

The NTMA may seek to clarify any comments received with any Tenderer.

The NTMA reserves the right, at its sole discretion, to notify Tenderers of amendments to the Contract or to re-issue the Contract prior to tenderer submission, following its review and assessment of any proposals or issues raised in respect of the Contract.

Tenderers must submit their tenders on the basis of the terms and conditions set out in the latest version of the Contract circulated by the NTMA in advance of the Response Deadline.

Such Contract shall not be subject to further material comments or negotiations between the NTMA and Tenderers, including the successful Tenderer. Any Tenderer who seeks material changes to the terms and conditions in its tender may be treated as having submitted a qualified tender and may have their tender rejected. Similarly, the NTMA may reject the tender of any Tenderer who seeks to introduce changes to the terms of the Contract following submission of tenders.

7.5. Signing of the Contract

Subject to compliance with all applicable pre-conditions, the NTMA shall execute a Contract with the successful Tenderer.

Where the signed Contract is not returned by the successful Tenderer within the period specified by the NTMA (if any) then the NTMA reserves the right not to proceed to award the Contract to the next highest ranked Tenderer.

SCHEDULE 1

MINIMUM REQUIREMENTS

Tenderers are required to complete the European Single Procurement Document (ESPD) Request provided as part of the suite of tender documentation issued www.etenders.gov.ie. The ESPD must be completed and submitted as part of the tender response.

The NTMA reserves the right to seek, at any time, evidence substantiating the matters set out in the ESPD for the purposes of verification of the status of the Tenderer. Failure to provide appropriate evidence within the required timeframe specified will result in the Tenderer being eliminated from the competition.

ESPD Part III: Exclusion grounds

1. ESPD Part III: Exclusion grounds

Tenderers should note that where a Tenderer is a consortium (as referred to in section 4.1 of the RFT), each consortium member must complete Part III of the ESPD separately.

1.1 Sections 3.B.1 and 3.B.2 of Part III of the ESPD contain grounds for exclusion of a Tenderer from participation in the procurement procedure for non-payment of taxes or social security contributions respectively. Without prejudice to such grounds for exclusion, the NTMA may also exclude a Tenderer from participation in the procurement procedure where the NTMA can demonstrate by any appropriate means that the Tenderer is in breach of its obligations relating to the payment of taxes or social security contributions PROVIDED THAT such rights of exclusion shall not apply when the Tenderer has fulfilled its obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any interest accrued or fines.

1.2 Regarding the exclusion grounds referenced in Section 3.A (Grounds relating to criminal convictions) and Section 3.B (Grounds relating to the payment of taxes or social security contributions) of Part III of the ESPD, the NTMA shall not be obliged to exclude a Tenderer where:

(a) on an exceptional basis, there are overriding reasons relating to the public interest such as public health or protection of the environment; or

(b) in the case of Section 3.B (Grounds relating to the payment of taxes or social security contributions) of Part III of the ESPD only, such an exclusion would be disproportionate, including where:

i. only minor amounts of taxes or social security contributions referred to in Sections 3.B.1 and/or 3.B.2 are unpaid, or

ii. the Tenderer was informed of the exact amount due following its breach of its obligations relating to the payment of taxes or social security contributions referred to in Sections 3.B.1 and/or 3.B.2 at such time that it did not have the possibility of taking measures as provided for in paragraph 1.1 above before the expiration of the deadline for submitting its tender; or

(c) a period of 5 years has elapsed from:

- i. the date of conviction of the Tenderer for an offence referred to in Section 3.A (Grounds relating to criminal convictions) of Part III of the ESPD; or
 - ii. the date the relevant breach is established by the judicial or administrative decision in relation to the breaches referred to in Section 3.B (Grounds relating to the payment of taxes or social security contributions) of Part III of the ESPD.
- 1.3** The power to exclude a Tenderer in one or more of the situations referred to in Section 3.C of Part III of the ESPD, in the manner there mentioned, shall not be exercisable where the NTMA establishes that 3 or more years have elapsed since the date that the Tenderer concerned was in the relevant situation referred to in that section.
- 1.4** A Tenderer that is in one of the situations referred to in Part III of the ESPD may provide evidence to the effect that measures taken by the Tenderer concerned are sufficient to demonstrate its reliability despite the existence of a relevant ground for exclusion. In considering such evidence, factors that will be relevant to the NTMA's considerations will include whether the Tenderer can show that it has:
 - (a) paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct concerned;
 - (b) clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities, and
 - (c) taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The NTMA shall, when evaluating the measures shown to be taken by the Tenderer above, take into account the gravity and particular circumstances of the criminal offence or misconduct concerned. If such evidence is considered as sufficient, the Tenderer concerned shall not be excluded from the procurement procedure. Where the NTMA considers that the measures shown to be taken by the Tenderer are insufficient, the NTMA shall give the Tenderer a statement of the reasons for that decision.

2. ESPD Part IV: Selection criteria

Tenderers should note that where a Tenderer is relying on the capacity of other entities for the purposes of fulfilling any of the Selection Criteria below the Tenderer must ensure that each such entity:

- i. completes and submits a separate ESPD in respect of each such entity, and
- ii. when requested by the NTMA, submit proof, to the satisfaction of the NTMA, that each such entity will place the necessary resources at the disposal of the Tenderer.

The Selection Criteria below will be assessed on a pass/fail basis in respect of each Tenderer. Tenderers are entitled to rely on the capacity of other entities to meet these requirements (subject to the above and section 4.3 (Reliance on Resources)), in which case any references in paragraphs 2.1 – 2.2 below to “Tenderer” shall be interpreted as including such entities. Failure to meet any of these Selection Criteria will lead to elimination of the tender.

Tenderers must declare by way of ESPD that they satisfy the Selection Criteria set out below in paragraphs 2.1 - 2.2 and that they are able, upon request and without delay, to provide the supporting documentation specified below to the NTMA in each case.

2.1 Minimum Insurance

The successful Tenderer will be required to have in place for the duration of the contract awarded (and for six years thereafter in the case of Professional Indemnity insurance) the following insurances:

Employer's Liability	€ 13 million euro (or £10 million GBP Sterling) for any one claim or series of claims arising out of a single occurrence
Public Liability	€ 6.5 million euro (or £5 million GBP Sterling) for any one claim or series of claims arising out of a single occurrence
Professional Indemnity	€ 6.5 million euro (or £5 million GBP Sterling) in the aggregate per insurance year

Tenderers must confirm that the Territorial and Jurisdiction limits of all insurances requested apply to the Republic of Ireland and will continue to do so for the duration of the Services and beyond in relation to Professional Indemnity insurance as outlined above.

The successful Tenderer must be able to obtain the above levels of insurance should it be awarded the Contract.

For the purposes of responding to this RFT, it shall suffice to tick section α of Part IV of the ESPD for the purposes of declaring that this requirement is met.

2.2 Minimum Turnover

Tenderers must have achieved a **minimum annual turnover level of €1 million euro** averaged over the course of the previous 3 financial years, or, where the date of establishment of the Tenderer is more recent, a **minimum annual turnover level of €1 million euro** averaged for each financial year the entity has been established.

When requested, Tenderers must provide evidence of their turnover levels by way of confirmation from the auditor(s) of their financial accounts or by such other means that proves the turnover (e.g. bank manager's confirmation).

Tenderers are also referred to section 4.1 (Consortia), 4.2 (Subcontracting) and 4.3 (Reliance on Resources) of the RFT where relevant.

For the purposes of responding to this RFT, it shall suffice to tick section α of Part IV of the ESPD for the purposes of declaring that this requirement is met.

2.3 Minimum Experience

Tenderers must have provided actuarial advisory services of a similar nature, in terms of range and complexity, as the Services set out in Schedule 4 (The Services), demonstrating a sufficient level of experience to perform such Services to three (3) clients within the 36 months prior to the Response Deadline.

In order to demonstrate the minimum experience referenced above and to ensure the proper

conduct of the competition, Tenderers should provide the details, by completing the table provided in **Appendix 1 Tender Response Document** by reference to three clients, as part of their tender submission.

In the event that the evidence cannot be produced, or if the NTMA is not satisfied that the minimum requirement is met, the tender will be eliminated subject to section 5.4 (Compliance) of the RFT.

In cases where the Tenderer:

- is a consortium (as referred to in section 4.1 of the RFT); or
- is a lead contractor proposing to use sub-contractor(s) (as referred to in section 4.2 of the RFT); or
- is relying on the resources of a parent or another entity (as referred to in section 4.3 of the RFT),

the Tenderer shall specify the relevant experience by reference to the entity that has the relevant experience. Tenderers are reminded of the provisions of section 4.2 and 4.3 in this regard.

The NTMA may contact or visit any or all referees for verification / clarification of the reference without prior notice being given to the Tenderer.

SCHEDULE 2

AWARD CRITERIA

Award Criteria	Maximum Marks Available
1. Approach and Methodology as described in section 4.1 of Schedule 3 (Form of Tender)	35
2. Proposed Team as described in section 4.2 of Schedule 3 (Form of Tender)	40
3. Fees as described in section 4.3 of Schedule 3 (Form of Tender) comprising: Fixed Fee as per section 4.3.1 – 20 marks Daily Rates as per section 4.3.2 – 5 marks	25
TOTAL AVAILABLE MARKS	100

Table 1

1. Tender Evaluation Methodology:

The steps set out in this section 1 may be conducted in parallel or in a different order, at the NTMA's discretion.

- a. **Schedule 1 (Minimum Requirements)** - Tenders will be assessed for compliance with the minimum requirements contained in Schedule 1 (Minimum Requirements). Such assessment will be conducted on a pass/fail basis. Failure to meet the Minimum Requirements will lead to elimination.
- b. **Award Criteria 1 and 2** – Marks will be allocated to the responses contained in tenders against the award criteria and weightings specified in Table1 above and by reference to the bands set out in Table 2 below (provided they have not been eliminated as non-compliant or for failure to meet a minimum requirement) and on a relative basis by reference to the responses to such criteria contained in other tenders received (provided they have not been eliminated as non-compliant or for failure to meet a minimum requirement).

Tenders must score at least 50% of the allocated marks in respect of each award criterion (other than Fees). Any tender that fails to achieve 50% of the marks in any award criterion (other than Fees) will be eliminated and will not be considered further in the competition.

Weighting	Meaning
90% - 100%	Excellent. A Tender with very few or no weaknesses that fully meets or exceeds requirements, and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver to an excellent standard.
70% - 89%	Very good. A Tender that demonstrates a real understanding of the requirements and assurance that the Tenderer will deliver to a very good or high standard.
50% - 69%	Good. A Tender that demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
20% - 49%	Unsatisfactory. A Tender where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.
1% - 19%	Poor. A Tender where serious reservations exist. This may be because, for example, insufficient detail is provided, the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.

Table 2

c. **Award Criterion 3 (Fees):**

Fixed Fee:

The Fixed Fee referred to in section 4.3.1 of Schedule 3 (Form of Tender), will be evaluated and marked using the following formula:

$$\left[1 - \left(\frac{\textit{Tender Fee} - \textit{Lowest Tender Fee}}{\textit{Highest Tender Fee}} \right) \right] \times \textit{Weighting}$$

Where:

‘Tender Fee’ is the quoted fixed fee in the tender being evaluated.

'Lowest Tender Fee' is the lowest quoted fixed fee evaluated.
'Highest Tender Fee' is the highest quoted fixed fee evaluated.
'Weighting' is **20**.

Daily Rates:

The Total Weighted Figure (for evaluation purposes) calculated by reference to the Daily Rates, referred to in section 4.3.2 of Schedule 3 (Form of Tender), will be evaluated and marked using the following formula:

$$\left[1 - \left(\frac{\text{Tender Rate} - \text{Lowest Tender Rate}}{\text{Highest Tender Rate}} \right) \right] \times \text{Weighting}$$

Where:

'Tender Rate' is the Total Weighted Figure (for evaluation purposes) of the tender being evaluated.

'Lowest Tender Rate' is the lowest Total Weighted Figure (for evaluation purposes) evaluated.

'Highest Tender Rate' is the highest Total Weighted Figure (for evaluation purposes) evaluated.

'Weighting' is **5**.

- d. **Determination of most economically advantageous tenders** - The marks allocated to each tender under each award criterion will be added together and the tenders with the highest total score will be the most economically advantageous tenders. The Contract, if awarded, will be awarded to the Tenderer that submits the most economically advantageous tender.

2. Tie-Break Criteria

The following provisions will apply to any tie-break occurring in the evaluation process:

- a) If the evaluation results in a tie between two or more tenders, then the tender with the highest overall score for the criterion 'Proposed Team' shall be deemed the more economically advantageous tender.
- b) In the event of a tie and there being no difference in the scores for the criterion 'Proposed Team', then the tender with the highest score for the criterion 'Fees' shall be deemed the more economically advantageous tender.

3. Proposed Team

Subject to clause 3 (Key Personnel) of the Contract, the Services must be performed by those individuals (or individuals of equivalent standing, subject to approval) that have been identified in the tender.

4. Confidentiality of Evaluation

Information deemed to be confidential by the NTMA will not be disclosed at any time, save as required by law.

SCHEDULE 3

FORM OF TENDER

TENDERERS MUST FOLLOW THE FORMAT OF TENDER AS SET OUT BELOW. TENDERERS WHO DO NOT FOLLOW THIS FORMAT MAY HAVE THEIR TENDER REJECTED.

Tenderers are referred to **Appendix 1 (Tender Response Document) (the “TRD”)** which is provided in the suite of tender documents uploaded to www.eTenders.gov.ie. Tenderers must address all elements of Appendix 1 as listed below:

Responses to each quality criterion (Parts 2 - 3 of Appendix 1) will be assessed on an overall basis for each criterion.

Tenderers are advised that any additional information not requested by the NTMA included as generic appendices, such as brochures are NOT permitted in response to the award criteria. Any such information submitted will NOT be considered. The NTMA has indicated in Appendix 1 where appendices may be submitted.

Tenderers must not submit URL’s for consideration as part of their Tender.

Tenderers are to complete and submit each section set out below with their tender response:

1. General Information of the Tenderer

Tenderers must complete **Part B: Tenderer Information of Appendix 1 (Tender Response Document)**.

2. Conflicts of Interest

Tenderers must disclose any actual or potential conflicts of interest pursuant to section 4.4 (Conflicts of Interest) of this RFT.

Tenderers must complete **Part B: Tenderer Information of Appendix 1 (Tender Response Document)**.

3. Minimum Requirements

Tenderers must address in their tender all of the requirements set out in Schedule 1 (Minimum Requirements). Tenderers are referred to section 5.2 (Minimum Requirements) of the RFT.

Tenderers must complete **Part 1: Minimum Requirements of Appendix 1 (Tender Response Document)**.

4. Award Criteria

In completing their tender, Tenderers should not make assumptions that the NTMA has prior

knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their tender. **Tenderers are reminded that, where they are currently providing or have previously provided similar services to the NTMA, and consider certain elements of the requirements, selection, and award criteria may not be applicable to them or their service proposal, they are nonetheless required to submit a full and comprehensive response to all criteria set out in this RFT.**

Tenderers must complete the applicable sections of **Appendix 1 (Tender Response Document)** as set out below:

4.1. Approach and Methodology

Tenderers must complete **Part 2: Approach and Methodology of Appendix 1 (Tender Response Document)**:

In responding to this criterion Tenderers should **(in no more than 10 A4 pages excluding tables and diagrams)** provide the following details in order to demonstrate their ability to provide the Services as described in Schedule 4 (The Services):

- demonstrate an understanding of the required Services, as outlined in **Schedule 4** (The Services), detailing the key issues/specific challenges and risks that may arise in the provision of the Services, including how these would be addressed and managed.
- provide specific details of their approach and methodology for performing and delivering each element of the Services as outlined in **Schedule 4** (The Services), including the provision of an actuarial help desk;
- provide details of response times and key deliverables;
- provide details of any dependencies required from the NTMA (as SCA) to assist in the performance of the Services, to include the initial engagement period;
- provide details of proposed communication arrangements for interaction with the NTMA (as SCA);
- provide details of the quality control systems and security processes in place to ensure the quality of the Services and confidentiality of data is maintained at all times; and
- provide details of how the Tenderer proposes to manage the environmental impact of the Services.

In the case of a consortium, the Tenderer should provide details of how it intends to assign responsibilities between the parties in the consortium.

In the case of sub-contracting, the Tenderer should provide details of the elements of the Services being provided by the sub-contractors and by the Tenderer directly.

Responses to this criterion will be assessed on an overall basis.

4.2. Proposed Team

Tenderers must complete **Part 3: Proposed Team of Appendix 1 (Tender Response Document)**:

In responding to this criterion Tenderers should **(in no more than 5 A4 pages, excluding team structure chart and detailed CVs which should be appended)** provide the following details in

order to demonstrate the suitability of its proposed team to provide the Services as described in Schedule 4 (The Services):

- the structure of the proposed team (which may be described in the form of a chart) showing the proposed role and reporting arrangements for each team member;
- the roles and responsibilities for each team member, detailing their individual role in respect of the Services required by the NTMA (as SCA);
- the identity of the key point of contact with the NTMA (as SCA); and
- a Curriculum Vitae for each member of the proposed team, substantially in the format set out in Schedule 5 (Standard CV Format), demonstrating the suitability of the proposed team members to perform their assigned tasks, including past experience on similar assignments.

In the case of a consortium, the Tenderer should provide details of how it intends to assign responsibilities between the parties in the consortium.

In the case of sub-contracting, the Tenderer should provide details of the elements of the Services being provided by the sub-contractors and by the Tenderer directly.

Responses to this criterion will be assessed on an overall basis.

4.3. Fees

Tenderers must complete **Part 4: Fees of Appendix 1 (Tender Response Document)**:

Tenderers must provide fees (the “Fees”) in euro (€) exclusive of VAT, and inclusive of all expenses for the provision of the Services as described in Schedule 4 (The Services). Fees tendered must include all administration fees and all costs/expenses. Tenderers are reminded of the conditions detailed in section 5.11 (Fees) of the RFT.

Tenderers must not adjust the format of the Fee Tables.

5. Declaration by Tenderer:

Tenderers must complete **Part 5: Declaration by Tenderer of Appendix 1 (Tender Response Document)**.

SCHEDULE 4

THE SERVICES

Note: the successful Tenderer appointed to provide the Services is the “**Service Provider**”.

1. Background

The National Treasury Management Agency (“**NTMA**”) is designated as the State Claims Agency (“**SCA**”) when performing the statutory functions delegated to it under the National Treasury Management Agency (Amendment) Act 2000.

The SCA provides claims and risk management services through two State indemnity schemes:

- Under the **Clinical Indemnity Scheme (“CIS”)**, the SCA manages clinical claims taken against State authorities, whose claims are delegated to the SCA for management.
- Under the **General Indemnity Scheme (“GIS”)**, the SCA manages personal injury and third-party property damage claims taken against State authorities whose claims are delegated to the SCA for management.

The SCA also manages the following specific schemes:

- (a) A scheme known as the Special Obstetric Investment Scheme (SOIS) which was established to indemnify obstetricians, former members of the Medical Protection Society (MPS), in respect of clinical incidents occurring on or after 28 February 2001. The Fund, underpinning these special indemnity arrangements, has long been exhausted and its costs are paid by the Clinical Indemnity Scheme: and
- (b) A scheme known as the Caps Scheme on behalf of off-site private practice and whole time private practice consultants where the limit of indemnity – known as the Caps limit - that such consultants are obliged to purchase from medical defence organisations/insurers has been exhausted. The Clinical Indemnity Scheme indemnifies claims exceeding the Caps limit, a limit inclusive of legal and other costs.
- (c) A scheme known as the Special Obstetric Scheme (SOS) on behalf of two former obstetric units, the Bon Secours hospital, Cork and Mount Carmel hospital, Dublin, concerning historic liabilities. This scheme had its own funds, managed on behalf of the Minister for Health by the NTMA of which only one remains with the costs of the other being paid by the Clinical Indemnity Scheme.

The General and Clinical Indemnity Schemes are funded on a "pay as you go" basis from the Exchequer. Claims against State authorities covered by the schemes are managed on their behalf by the SCA. The projected cost of settling claims is included each year in the Voted Expenditure estimates for the relevant Government Departments and agencies. The funds required to settle claims are drawn down from the Post Office Savings Bank Fund (the “**POSBF**”) by the SCA as required. The SCA then seeks reimbursements from the relevant State authorities on a monthly basis and repays the POSBF.

Further information on the SCA can be found on www.stateclaims.ie

2. The Services

The SCA requires the provision of actuarial and associated services in connection with the operation and funding of the functions of the SCA.

The Services to be provided shall include but may not be limited to the following and shall include all other services that are reasonably ancillary and incidental thereto (the “**Services**”).

2.1 Actuarial Model, Analysis and Reporting

- (i) Consult with the NTMA (as SCA) to develop a model which projects the incidence, reporting and payment of claims. Conduct an analysis of projected two-year cash flow requirements for claims handled by the NTMA (as SCA), on an agreed sectoral breakdown, and produce a report, to be updated quarterly, of the results for use by the NTMA (as SCA) and State authorities, as determined by the NTMA (as SCA), to assist with budgeting calculations.
- (ii) Conduct an analysis of the value of the incurred but not reported liabilities (IBNR, including IBNER) of the General and Clinical Indemnity Schemes and the other SCA Schemes, and produce a report, on an annual basis, of the results for use by the NTMA (as SCA) and State authorities, as determined by the NTMA (as SCA) to assist in the understanding of the IBNR liabilities.
- (iii) Conduct an analysis of historical claims being managed by the NTMA (as SCA) on behalf of State authorities where the level of conventional insurance indemnity available to the enterprise has been breached or has been eroded to the extent that a significant proportion of the projected cost of disposing of the claim will fall to be met by the enterprise concerned. Produce a report, on an annual basis, of the results for use by the NTMA (as SCA) and State authorities, as determined by the NTMA (as SCA), to assist with budgeting calculations.
- (iv) Conduct, as required, an analysis of claims experience by specialty or sector as required so as to provide State authorities covered by the General and Clinical Indemnity schemes and other SCA schemes with information on claims frequencies and claim distributions to assist in the development of risk avoidance and risk reduction strategies. Produce a report of the results for use by the NTMA (as SCA).
- (v) Present results of any reports completed or on matters of specific actuarial interest to the SCA Advisory Committee¹ at least twice annually.
- (vi) Prepare actuarial reports on special matters for use by the NTMA (as SCA) and State authorities, as determined by the NTMA (as SCA), when requested to do so.

¹ The SCA Advisory Committee is a subcommittee of the NTMA Board.

2.2 Provision of Actuarial Help Desk

Upon request, the Service Provider will be required to provide the following actuarial help desk services to nominated NTMA staff members:

The NTMA (as SCA) may make miscellaneous discrete enquiries to the Service Provider in respect of actuarial matters, which may arise, at a rate of 2-3 per month. This actuarial help desk service should be available between 9:00 hours and 17.00 hours each working day.

The Service Provider will be required to maintain a log of all calls received and response times. A copy of which will be required to be forwarded to the Deputy Director, Operations, Corporate Affairs & Legal Costs, SCA on a quarterly basis.

The NTMA (as SCA) will require the advice received to be confirmed in writing.

2.3 Response Times

Response times in respect of the services in section 2.2 outlined above, based on advices sought, on relevant matters should be appropriate for the matter at hand.

2.3 Primary and secondary point of contact

The NTMA (as SCA) requires a dedicated primary point of contact through whom all requests will be managed, and a named secondary point of contact in the event that the primary point of contact is absent or unavailable.

The primary (or secondary) contact will participate in quarterly contract management and engagement meetings with the Deputy Director, Operations, Corporate Affairs & Legal Costs.

3. Environmental Considerations

The NTMA aims to be net zero in its operations by 2030, and to support the Government's aim of climate neutrality by 2050 through its mandates and ways of working. However, the NTMA's operational emissions are only a small part of its overall carbon footprint. Therefore, the organisation is also measuring a range of scope 3 categories, which includes purchased goods and services. Consequently, the NTMA seeks to procure products and services with reduced environmental impacts. Such impacts may include reduced energy, use of recycled or refurbished material or any other impact that is directly relevant to the delivery of the Services.

The Service Provider will be expected to actively manage the environmental impact of the provision of the Services and the NTMA reserves the right to require the Service Provider to provide details how this will be monitored and reported against.

SCHEDULE 5

STANDARD CV FORMAT

No more than three A4 pages in length

Proposed role and level of responsibility for delivery of the Services:

Name:

Academic and professional qualification/Certifications:

Date (from – to)	Qualification/Certification

Membership of professional bodies: Other

skills:

Position in firm:

Years with firm:

Key qualifications:

(Précis of key experience and areas of expertise)

Specific relevant expertise (in chronological order with start and end dates specified):

Date (from-to)	Client	Description of exact role

SCHEDULE 6

THE CONTRACT

Note to Tenderers: Schedule 6 'The Contract' is provided in the suite of procurement documents uploaded to www.eTenders.gov.ie