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RFT 8321978 – Request for Tenders for Provision of Transport Regulation Legal Services

Tender Circular

(See Section A for Tender Queries, Section B for Amendments and Section C for Additional Information)

National Transport Authority,
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24th June 2026

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SECTION A: TENDER QUERIES

Detailed hereafter is a query that has been received with respect to the National Transport Authority (NTA) RFT 8321978 - Request for Tenders for Provision of Transport Regulation Legal Service, together with the NTA's response:

Query No. 1

We would be grateful if you would advise if an ESPD is to be completed in relation to this tender.

Response 1

Yes, ESPD is to be completed for this competition. Tenderers should review Section 4.7 of the RFT for information.

Query No. 2

The RTF document references an Appendix V which purports to shows the 2025 geographic dispersal of hearings nationwide. However this does not seem to have been included as part of the tender pack. Could you please provide?

Response 2

Please see list below of geographic dispersal of hearings nationwide for 2025.

No. of Court dates by county for 2025					
Clare	6	Limerick	8	Tipperary	10
Cork	9	Longford	4	Westmeath	6
Donegal	9	Louth	8	Wicklow	4
Dublin	19	Mayo	3		
Galway	9	Meath	4		
Kerry	13	Monaghan	4		
Kildare	3	Offaly	3		
Kilkenny	3	Roscommon	2		
Laois	3	Sligo	7		
Total					**137**

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Table: *Geographic dispersal of hearings for 2025*

2025	Venue	County		Venue	County
January			26	Tubbercurry	Sligo
10	Ennis	Clare	28	Caslerea	Roscommon
13	Dublin	Dublin	**April**		
14	Dundalk	Louth	1	Newcastlewest	Limerick
15	Tralee	Kerry	4	Athlone	Westmeath
17	Navan	Meath	7	Dublin	Dublin
	Longford	Longford	11	Dublin	Dublin
21	Killarney	Kerry	15	Kilmallock	Limerick
22	Nenagh	Tipperary		Buncrana	Donegal
24	Mullingar	Westmeath	**May**		
27	Bray	Wicklow	1	Ballinasloe	Galway
28	Midleton	Cork	2	Athlone	Westmeath
	Dublin	Dublin	6	Sligo	Sligo
	Drogheda	Louth	7	Loughrea	Galway
February			9	Ennis	Clare
4	Newcastlewest	Limerick	12	Dublin	Dublin
	Galway	Galway	16	Longford	Longford
	Letterkenny	Donegal	20	Thurles	Tipperary
7	Bandon	Cork		Kilmallock	Limerick
10	Dublin	Dublin	28	Tubbercurry	Sligo
12	Loughrea	Galway		Nenagh	Tipperary
13	Mullingar	Westmeath		Monaghan	Monaghan
14	Tullamore	Offaly	**June**		
19	Cork	Cork	3	Letterkenny	Donegal
20	Castlebar	Mayo		Galway	Galway
21	Ennis	Clare	5	Dublin	Dublin
24	Donegal	Donegal	6	Athlone	Westmeath
26	Monaghan	Monaghan	9	Dublin	Dublin
27	Ballinasloe	Galway	18	Dublin	Dublin
March			20	Portlaoise	Laois
4	Galway	Galway	24	Drogheda	Louth
10	Dublin	Dublin	27	Dingle	Kerry
11	Dundalk	Louth	**July**		
12	Tralee	Kerry	1	Newcastlewest	Limerick
14	Tullamore	Offaly		Sligo	Sligo
	Navan	Meath	7	Naas	Kildare
18	Thurles	Tipperary	8	Ennis	Clare
19	Cork	Cork	14	Dublin	Dublin
21	Castlrea	Roscommon	15	Buncrana	Donegal
24	Bray	Wicklow	17	Castlebar	Mayo
21	Tralee	Kerry	14	Tullamore	Offaly
23	Tralee	Kerry		Navan	Meath

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	Cork	Cork	24	Donegal	Donegal
29	Midleton	Cork	25	Drogheda	Louth
September				Kilkenny	Kilkenny
2	Newcastlewest	Limerick	26	Glenties	Donegal
	Sligo	Sligo		Nenagh	Tipperary
	Killarney	Kerry	**December**		
3	Tralee	Kerry	1	Naas	Kildare
5	Athlone	Westmeath	2	Midleton	Cork
8	Dublin	Dublin		Killarney	Kerry
12	Navan	Meath	3	Nenagh	Tipperary
16	Thurles	Tipperary		Buncrana	Donegal
18	Castlebar	Mayo		Tralee	Kerry
19	Longford	Longford	4	Dublin	Dublin
	Portlaoise	Laois	5	Limerick	Limerick
	Ennis	Clare	8	Dublin	Dublin
23	Drogheda	Louth	9	Dundalk	Louth
	Kilkenny	Kilkenny	11	Galway	Galway
24	Nenagh	Tipperary		Nenagh	Tipperary
	Monaghan	Monaghan	12	Ennis	Clare
	Tubbercurry	Sligo	17	Thurles	Tipperary
26	Dingle	Kerry		Cork	Cork
29	Galway	Galway	19	Longford	Longford
October					
1	Cork	Cork			
3	Limerick	Limerick			
6	Bray	Wicklow			
7	Sligo	Sligo			
10	Dublin	Dublin			
13	Dublin	Dublin			
14	Dundalk	Louth			
16	Dublin	Dublin			
17	Portlaoise	Laois			
22	Monaghan	Monaghan			
24	Dingle	Kerry			
28	Kilkenny	Kilkenny			
November					
4	Letterkenny	Donegal			
5	Tralee	Kerry			
10	Dublin	Dublin			
	Bray	Wicklow			
11	Athy	Kildare			
13	Dublin	Dublin			

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Query No. 3

We note that the contract value has not been provided. Please state the legal spend for this contract for the individual years 2021 – 2025.

Response 3

The estimated contract value is set out in the published Contract Notice. Furthermore, the estimated contract value and maximum contract value are set out on the CFT core information page on eTenders.

Query No. 4

We note that tenderers are advised that their response to this category should be no longer than two (2) A4 pages (Times New Roman font 12), and that any information beyond the specified page count will not be considered.
Could you please clarify whether the two (2) A4 page limit applies to each individual experience example (i.e., two pages per experience), or whether it applies collectively across all three experiences combined (i.e., two pages in total for all three)?

Response 4

Having reviewed the query, the Authority has decided to increase the page limit to two (2) A4 pages per example.

Please see Tender Amendment No.1 below.

Query No. 5

The Pricing Submission at Appendix I sets out four staff grades for the purposes of the price evaluation. Grade 2 (Associate Solicitor) requires 4+ years' post-qualification experience and Grade 3 (Solicitor/Junior Solicitor) requires 2+ years' post-qualification experience.

Would the Authority please clarify how a solicitor or associate with 0–2 years' post-qualification experience is to be treated for the purposes of the price evaluation under Appendix I?

Response 5

The Authority has set out in Appendix I its requirements in relation to the roles required for this procurement.

To satisfy this requirement Tenderers must propose staff who meet these requirements. In response to this query particularly, an Associate Solicitor must have 4+ years’ experience, and a Solicitor must 2 + years’ experience.

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Query No. 6

a) Can you confirm what part of the current providers business is allocated to work for NTA for services under this tender?

b) How many employees are allocated solely to NTA work for services under this tender and what is the level of their experience?

c) Can the successful tenderer use local counsel to deal with mention dates, adjournments and pleas in district courts as part of the delivery of services?

Response 6

In relation to query 6 a) and 6 b) above the Authority does not deem this question to be pertinent in assisting Tenderers prepare a response to this RFT. Furthermore, the delivery of the current contract has no bearing on how any contract awarded from this procurement will be delivered. The requirements for this procurement are clearly set out in the RFT.

In relation to 6 c) above, the roles required and the requirements in general for this procurement are set out in the RFT. The requirements/ services are to be carried out by the proposed individuals.

For the avoidance of doubt, this procurement is not subject to TUPE.

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SECTION B: TENDER AMENDMENTS

The information provided in this Section B, Tender Amendments, constitutes part of the Procurement Process Document.

Tender Amendment No.1

Section 4.6 of the RFT states:

Relevant similar experience:

- Tenderers must detail of 3 similar experiences undertaken by the Tenderer during the years 2021 to date. In each example Tenderers must, where possible, identify the client involved and provide a brief description of the services provided to the client;
- Provide the names and phone numbers of contact persons in these examples to act as potential referees. Please note that these persons may be contacted by the Authority for references.

Tenderers should note that their response to this category should be **no longer than two (2), A4 pages (Times New Roman font 12)**. Any information beyond the specified page count will not be considered

To be replaced with:

Relevant similar experience:

- Tenderers must detail of 3 similar experiences undertaken by the Tenderer during the years 2021 to date. In each example Tenderers must, where possible, identify the client involved and provide a brief description of the services provided to the client;
- Provide the names and phone numbers of contact persons in these examples to act as potential referees. Please note that these persons may be contacted by the Authority for references.

Tenderers should note that their response to this category should be **no longer than two (2), A4 pages (Times New Roman font 12) per example**. Any information beyond the specified page count will not be considered

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SECTION C: ADDITIONAL INFORMATION

The information provided in this Section C, Additional Information, constitutes part of the Procurement Process Document.

Additional information will not be included in this Tender Circular.