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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,**
**Haymarket House,**
**Smithfield,**
**Dublin 7**
**D07 CF98**

**29th 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.

**Query No. 7**

The RFT sets out at page 18 that – "Tenderers must detail its proposed approach to the performance of the services listed in Section 3…" {emphasis added}

We note that section 3 comprises pages 9 to 15 inclusive.

The RFT however stipulates that the response "should be no longer that two (2), A4 pages (Times New Roman font 12)."

You might please kindly clarify if two pages is sufficient to meet the response

**Response 7**

The Authority is satisfied with the page limit as set out in the RFT.

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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.

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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.