

QUALIFICATION QUESTIONNAIRE (QQ)

Negotiated Procedure with Prior Call for Competition Master Planning Consultant – Bremore Ireland Port Project

Important Notice

1. This Qualification Questionnaire (“QQ”) has been prepared by Bremore Ireland Port Designated Activity Company (the “**Contracting Authority**”) to support the Prior Call for Competition stage of a procurement conducted under the Negotiated Procedure with Prior Call for Competition, in accordance with Regulation 46 of the European Union (Award of Contracts by Utility Undertakings) Regulations 2016.
2. No pricing or fee information is required or permitted at this stage. Responses will be used only for selection and shortlisting. The Contracting Authority intends to shortlist three (3) economic operators (“**Candidates**”) to participate in the negotiation stage.
3. Neither BIP nor any of its directors, officers, managers or employees, advisers, servants or agents warrant or represent that this document, or any other information given to candidates, is accurate or complete, and they do not accept liability for any error, misstatement, or omission (negligent or otherwise) in this document, or in any other information given to Candidates. Neither the Contracting Authority nor any of its directors, managers, officers, employees, advisers, servants or agents owes any duty of care to any recipient of this QQ either in relation to this QQ or any other information that an Applicant may receive at any time.
4. The Qualification stage of this procurement process may be cancelled at any time by notice in writing issued by the Contracting Authority to the Candidates without any liability attaching to the Contracting Authority in respect thereof and no compensation or payment of any kind shall be payable to any Candidate or any other person in the event of cancellation or termination of this procurement process. The Contracting Authority is not liable for Candidates’ costs or expenses arising in connection with this qualification stage or any other stage of this process, irrespective of the outcome of this competition, or if the competition is cancelled or postponed.

Instructions to Candidates

1. Candidates must complete all Parts of this QQ.
2. Only the information expressly requested should be provided.
3. Responses must comply with stated page limits. Excess pages may not be evaluated.
4. Responses must be submitted via eTenders only.
5. The deadline for clarification questions is 20 July 2026 at 17:00.
6. The response deadline for the completed QQ is 6 August 2026 at 17:00.

Evaluation Overview

- Sections 3 and 4 are assessed on a Pass/Fail basis.
- Sections 5 and 6 are scored qualitative sections.
- Only Candidates meeting all mandatory requirements will be scored.
- For the scored qualitative criteria, evaluators will award marks out of the maximum score available for each criterion. The aggregate of marks across all scored criteria will determine the Candidate's overall ranking. The maximum achievable score at this stage is 100 marks.

Data Protection Notice

The Contracting Authority will process personal data submitted in response to this Qualification Questionnaire in accordance with applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679 (the “**GDPR**”).

Personal data will be processed solely for the purposes of conducting this procurement process, including evaluation, shortlisting and audit, and will be retained only for so long as is necessary in accordance with statutory and regulatory obligations.

Personal data may be disclosed to advisers and other parties involved in the procurement process, subject to appropriate confidentiality and data protection safeguards.

1. Project Name & Location

- 1.1 Project Name:** Bremore Ireland Port – Masterplan
1.2 Location: Bremore, near Balbriggan, Ireland
1.3 Local Authority Area: Meath County Council, Fingal County Council, Louth County Council

2. Candidate Information

No.	Details Required	Candidate Response
2.1	Name of Candidate and if a Consortium, name of Lead Consortium Member and members of Consortium: (Legal entity; insert company registration number if applicable)	
2.2	Address: (if a company, insert registered office address)	
2.3	Name and address of parent company: (if any)	
2.4	If the Candidate is part of a joint venture arrangement, please provide details of any partnership, consortium or other type of joint venture, including information about the contractual	Where a consortium or joint venture is proposed, provide: (i) Names of all consortium members

	arrangements entered into with such entities, including a copy of the contractual arrangements. The role of each entity, including the Candidate, in the delivery of the project is to be provided.	(ii) Identification of the Lead Member (iii) Summary of roles and responsibilities of each member
2.5	If the Candidate is relying on the resources of any entity or entities with which it is directly or indirectly linked (including, for example, but not limited to, reliance on a parent company's resources) for the purposes of proving its economic and financial standing (including but not limited to in relation to turnover), please provide (i) details of the entity(ies) being relied upon; (ii) the criteria in respect of which they are being relied and (iii) evidence of the availability of such resources	(i) Details of the entities being relied upon (ii) Criteria in respect of which entities are being relied upon (iii) Evidence of the availability of the resources being relied upon
2.6	If the Candidate is relying on the resources of any entity or entities with which it is directly or indirectly linked (including, for example, but not limited to, reliance on a parent company's resources) for the purposes of proving its technical and professional ability, please provide (i) details of the entity(ies) being relied upon; (ii) the criteria in respect of which they are being relied and (iii) evidence of the availability of such resources	(i) Details of the entities being relied upon (ii) Criteria in respect of which entities are being relied upon (iii) Evidence of the availability of the resources being relied upon
2.7	Name and title of the Candidate's Authorised Representative:	
2.8	Telephone number of the Candidate's Authorised Representative:	
2.9	E-mail address of the Candidate's Authorised Representative:	
2.10	Address of the Candidate's Authorised Representative:	

Mandatory Minimum Requirements

3. Grounds for Exclusion

Mandatory and Discretionary Exclusion

Candidates must confirm compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016, as cited in Regulation 89 of the European Union (Award of

Contracts by Utility Undertakings) Regulations 2016, including both mandatory and discretionary exclusion grounds.

Candidates shall complete and sign the Declaration of Exclusion at **Appendix A** confirming either:

- No applicable grounds exist; or
- Full details of any applicable grounds and remedial measures.

4. Compliance, Economic and Financial Standing

No.	Details Required	Candidates Submission Required
4.1	Turnover The turnover of the Candidate must be equal to or exceed the required Minimum Average Turnover over the last three financial years. Minimum Average Turnover: €15,000,000 If the Candidate is a Consortium, the combined total turnover for all members of the consortium must equal or exceed the required Minimum Average Turnover over the last 3 (three) financial years. In accordance with 2.5 above, if a Candidate is relying on another entity to meet the above required minimum average turnover, please provide information for both the Candidate and the entity on whose resources they wish to rely. Please provide a reconciliation of the turnover figure as per financial statements. Where an entity has been established less than 3 financial years, it shall suffice for the required Minimum Average Turnover to be met on average over the years in which the entity has been established.	Candidates to provide copies of their audited financial statements for the last 3 (three) financial years demonstrating that the required Minimum Average Turnover is met. Where a Candidate is relying on a financial year in respect of which audited accounts are not yet available, the turnover for that financial year shall be demonstrated by alternative means e.g. a certified letter from the accountant of the entity confirming the turnover. PASS/FAIL Minimum score required: Pass
4.2	Professional Indemnity Insurance Candidates must confirm that they hold, or commit to putting in place prior to contract award, Professional Indemnity Insurance with a minimum level of indemnity of €6.5 million per claim.	Candidates must initially declare that they are in a position to take out and maintain the insurance levels specified below by submitting the Self Declaration at Appendix B. Candidates should note that while a Declaration is acceptable at this stage of the process documentary evidence will be required as condition precedent to the award of the contract. PASS/FAIL

		Minimum score required: Pass
4.3	Tax Certificate It will be a condition of Contract award that the successful Candidate shall for the term of the Contract, comply with all EU and domestic tax laws. Candidates are referred to www.revenue.ie for further information.	Prior to the award of the Contract, the successful Candidate shall be required to provide its current and valid tax clearance certificate number to facilitate the on-line verification of their tax status. In the first instance, Candidates must initially declare that they hold or have applied for a Tax Clearance Certificate by submitting the Self Declaration at Appendix C. PASS/FAIL Minimum score required: Pass
4.4	Data Protection During the tender stage, it is vital that Candidates provide concrete evidence to the Contracting Authority that their organisation is fully GDPR compliant and has appropriate controls in place to protect the Contracting Authority at all times.	Candidates must provide concrete evidence of their understanding and compliance with GDPR rules. Candidates are to complete the Data Protection Declaration at Appendix D. Minimum score required: Pass

Scored Qualitative Criteria

5. Technical & Professional Capability

To assess the Candidate's demonstrated experience delivering strategic, high-value, complex master planning services comparable to the Bremore project.

No.	Details Required	Candidates Submission Required
5.1	Relevant High-Value Project Experience Please demonstrate the Candidate's experience in delivering strategic master planning or equivalent upstream planning services on large-scale, complex infrastructure or estate development projects. Mandatory Requirements Candidates must submit a minimum of three (3) and a maximum of five (5) reference projects which: • Had a capital value of not less than €50 million • Were completed or substantially completed within the last 10–15 years • Required strategic master planning, spatial planning or equivalent high-level advisory services • Related to ports, logistics, industrial estates, energy, transport or equivalent large-scale developments Projects not meeting these minimum requirements will not be scored. Evaluators will consider, in particular: • Strategic scale and importance of the projects • Relevance to complex, multi-dimensional developments • Evidence of leadership and responsibility at master-planning level • Demonstrated outcomes informing planning or delivery decisions Projects of greater scale, complexity and strategic significance may score higher.	For each reference project, provide: • Client name and contact details • Project title and location • Capital value of the overall project • Description of the services provided • The Candidate's specific role and responsibilities • Strategic, regulatory or delivery complexities addressed • Outcomes achieved and relevance to the Bremore project Submission Limits • Maximum 2 A4 pages per project • Maximum total of 8 A4 pages across all projects Responses will be evaluated and awarded marks based on the extent to which the submitted reference projects demonstrate relevance, scale, complexity and comparability to the Bremore project. Maximum score available for this criterion: 45 marks. Minimum score required: A minimum score of 50% of the available marks for this criterion must be achieved. Failure to achieve this threshold will result in elimination from the competition.

5.2	International / Cross-Jurisdictional Experience Please demonstrate experience delivering services within international or cross-jurisdictional statutory, regulatory or governance environments. Evaluators will assess: • Depth of experience operating beyond a single domestic context • Ability to navigate differing regulatory and policy frameworks • Transferability of international experience to the Bremore project	Identify at least two (2) projects included under Question 5.1 and explain: • Jurisdictions involved • Nature of the regulatory, consenting or policy environment • How cross-jurisdictional complexity was addressed • Relevance of that experience to an Irish and EU planning context Submission Limits • Maximum 1 A4 page • Indicative word limit: 500 words Maximum score available for this criterion: 15 marks
------------	---	--

6. Resources & Key Personnel

To assess whether the Candidate has the senior leadership, depth of expertise and capacity expected of a top-tier international master planning practice.

No.	Details Required	Candidates Submission Required
6.1	Please nominate the proposed Project Director / Lead Master Planner and demonstrate their suitability to lead this commission. The nominated individual must demonstrate: • A minimum of 20 years' relevant professional experience • Leadership responsibility on: - At least two projects with a capital value exceeding €100 million, or - At least one nationally significant strategic infrastructure project Evaluators will assess: • Seniority and credibility of the proposed lead • Depth of experience on projects of scale and complexity • Evidence of thought leadership and strategic influence	Provide a concise CV summary including: Professional background and qualifications Summary of relevant project leadership experience Role on large-scale or nationally significant projects Relevance to the Bremore project Submission Limits • Maximum 2 A4 pages • Indicative word limit: 1,000 words Maximum score available for this criterion: 20 marks

	• Appropriateness of the individual to represent the project at senior stakeholder level	
6.2	Please describe the proposed core project team, demonstrating that it has the appropriate mix of disciplines and experience to deliver the required services. Evaluators will consider: • Balance and appropriateness of disciplines • Evidence of integrated working at senior level • Clarity of team structure and roles	Information to be Provided: • Team organogram • Disciplines and key expertise areas • How the team structure aligns with the anticipated scope Submission Limits • Maximum 1 A4 page • Indicative word limit: 400 words Candidates are to complete the Declaration of Availability of Key Personnel at Appendix E. Maximum score available for this criterion: 20 marks

APPENDIX A

Declaration of Non-Exclusion

(Regulation 57 – Mandatory and Discretionary Exclusion Grounds)

Declaration

I/We, the undersigned, declare that neither the economic operator named below nor any person who is a member of its administrative, management or supervisory body, or who has powers of representation, decision or control therein, is in any of the situations referred to in **Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016**, as cited in **Regulation 89 of the European Union (Award of Contracts by Utility Undertakings) Regulations 2016**.

In particular, I/We confirm that the economic operator is not subject to mandatory or discretionary exclusion grounds relating to, including but not limited to:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or financing of terrorism
- Money laundering or terrorist financing
- Child labour or trafficking in human beings
- Grave professional misconduct
- Non-payment of taxes or social security contributions

Where any relevant circumstances exist, full details of the circumstances and any remedial (“self-cleaning”) measures taken are provided.

I/We acknowledge that the provision of false or misleading information may result in exclusion from the procurement procedure.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX B

Declaration of Professional Indemnity Insurance

Declaration

I/We confirm that the economic operator named below:

- Holds, **or commits to putting in place prior to contract award**, Professional Indemnity Insurance with a minimum level of indemnity of **€6,500,000.00 per claim**; and
- Will maintain such insurance for the duration of the contract, in accordance with contractual requirements.

I/We acknowledge that, prior to contract award, **documentary evidence (e.g. a Broker's Letter or Certificate of Insurance)** will be required as a condition precedent to contract award.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX C

Declaration of Tax Compliance

Declaration

I/We declare that the economic operator named below has fulfilled all obligations relating to the payment of taxes and social security contributions in accordance with the legal provisions of the State in which it is established.

I/We further acknowledge that, prior to contract award, the successful Candidate will be required to provide a valid tax clearance certificate number to facilitate on-line verification of tax status.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX D
Data Protection Declaration

Declaration

I/We, the undersigned, confirm that the Candidate:

- Complies with the General Data Protection Regulation (EU) 2016/679 (GDPR) and applicable data protection laws
- Has appropriate technical and organisational measures in place to protect personal data
- Has procedures in place for data breach detection and notification
- Ensures that any third parties engaged are subject to appropriate data protection obligations

Please provide a brief description of your organisation's data protection policies and measures:

I/We confirm that the above information is accurate and complete.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX E

Declaration of Availability of Key Personnel

Declaration

I/We confirm that the key personnel identified in the Qualification Questionnaire, including the proposed Project Director / Lead Master Planner and core project team, are available and can be committed to the performance of the services for the anticipated duration of the contract, subject to contract award.

I/We acknowledge that any proposed changes to key personnel may require the prior approval of the Contracting Authority and may be treated as a material change.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX F

Declaration of Accuracy and Completeness

Declaration

I/We confirm that all information provided in the Qualification Questionnaire and its appendices is **accurate, complete and not misleading**.

I/We acknowledge that the provision of false, misleading or incomplete information may result in exclusion from the procurement procedure or other remedial action.

Economic Operator Name:

Authorised Signatory Name:

Title:

Signature:

Date:

APPENDIX G

Qualification Questionnaire – Submission Checklist

Candidates are advised to ensure that their submission includes all of the items listed below.

This checklist is provided for the Candidate's convenience only and does not form part of the evaluation.

Requirement	
Completed Qualification Questionnaire	☐
Appendix A – Declaration of Non-Exclusion (Regulation 57)	☐
Appendix B – Declaration of Professional Indemnity Insurance	☐
Appendix C – Tax Compliance Declaration	☐
Appendix D – Data Protection Declaration	☐
Appendix E – Declaration of Availability of Key Personnel	☐
Appendix F – Declaration of Accuracy and Completeness	☐
Section 5 Reference Projects	☐
Section 6 Key Personnel CVs	☐
All page limits complied with	☐