
Request for Information (RFI) – Design, Manufacture and Installation of Unit Load Device (ULD) Storage System at Dublin Airport



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Guidance Notes (“Guidance Notes”)

1. General Requests

- (a) Applicants are requested to complete the pro-forma RFI Questionnaire as attached as fully as possible. The RFI Questionnaire is split divided into eleven (11) specific steps:
- Part A: Details about the Applicant
 - Part B: Eligibility
 - Part C: Minimum Requirements – Financial Robustness
 - Part D: Minimum Requirements – Legal Proceedings
 - Part E: Minimum Requirements – Insurance
 - Part F: Minimum Requirements – Quality Management Systems
 - Part G: Minimum Requirements – Health and Safety Management Systems
 - Part H: Minimum Requirements – Environmental Management Systems and Sustainability
 - Part I: Minimum Requirements – Information Management and Security Management Systems
 - Part J: Minimum Requirements - Experience
 - Part K: Confirmations and Acknowledgements,
- (each a “**Part**” and together the “**Parts**”).
- (b) All Applicants will be assessed under Part A first, then under Part B, Part C, Part D, Part E, Part F, Part G, Part H, Part J and Part K. The Contracting Authority reserves the right to carry out all assessments in parallel at its convenience and Applicants should refer to Volume 1 clause 8.3.2 for further information.
- (c) Terms defined in this RFI Questionnaire shall have the same meaning as in the RFI.
- (d) Subject to any word count or page limits specified, Applicants are permitted to add additional lines to the pro-forma tables and boxes set out within the RFI Questionnaire as required but are not permitted to adjust the headings or questions as contained therein.
- (e) The information requested in the RFI Questionnaire shall be submitted in English and where copies of original documents are provided in languages other than English, a complete and accurate English translation must be provided, or the documents will not be considered during the pre-qualification process. In the event of any discrepancy or difference between various languages, the version in the English language will prevail.
- (f) All financial information shall be denominated in Euro, except where financial information is being provided in a certified or audited supporting document such as a set of financial statements, in which case it is sufficient for the information to remain in its original currency. Where financial information (such as financial statements) is provided in a foreign currency, the prevailing accounting year end inter-bank exchange rate for the relevant financial year shall be applied to convert the foreign currency values to Euro, as determined using the website www.oanda.com.
- (g) The response to this RFI Questionnaire shall be completed fully and submitted in separate Parts and each Part shall be submitted with its contents clearly marked (Part A, Part B, Part C, Part D, Part E, Part F, Part G, Part H, Part I, Part J and Part K). Each Part shall be fully paginated with an index, annotated and cross-referenced as appropriate.
- (h) If an Applicant intends to rely on information submitted in response to one question as its response (in

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whole or in part) to a response to another question, in this RFI Questionnaire, the Applicant shall direct the Contracting Authority to where such information is first set out. In such circumstances, the relevant submitted information shall be considered to have been submitted in response to the relevant question (including for example for the purposes of assessing submission word counts and page limits). It is not permissible for Applicants, where cross referring to information contained in other sections of its submission, to submit any additional information in further response to the question where to do so would exceed any applicable word counts or page limits; Please note that information submitted which exceeds relevant page limits or word counts shall be disregarded.

2. Lead Applicant

- (a) Subject to the Contracting Authority's absolute discretion, the Lead Applicant is the entity whom it is proposed will enter into the Contract with the Contracting Authority, if the Applicant is successful. The Lead Applicant will be responsible for information provided in response to the RFI Questionnaire and the Contracting Authority shall rely on its representations in this regard. The RFI Questionnaire identifies where questions must be responded to by the Lead Applicant only, and where questions must be responded to by the Lead Applicant on behalf of the whole Applicant group.¹
- (b) Where the Applicant is part of a consortium, all members of the consortium may be required to complete Part C, 1 (Financial Statement) and all members of the consortia will be evaluated and must be, in the Contracting Authority's opinion, financially robust to meet the minimum requirements in Step Two (Volume 1 Pat 8.6).

3. Miscellaneous

- (a) Each part of the RFI Questionnaire must be completed. Do not leave any section blank. If an Applicant considers a Part not relevant, it shall be clearly marked "not relevant" and include the reason why this is stated.
- (b) Applicants are required to provide all of the details that they consider necessary to provide a sufficient response to each question or item set out in the RFI Questionnaire. Applicants shall not assume that the Contracting Authority has any prior knowledge of them or of their experience or organisation. It shall be noted that the non-provision of any information requested, insufficient detail to adequately explain any part of the response to the RFI Questionnaire, or any failure to comply with the express provisions of the RFI or to supply the information sought in the RFI Questionnaire may be considered grounds for exclusion from the Competition.
- (c) Any reference in the RFI Questionnaire to experience gained within a previous number of years means experience gained in the required period of years prior to the date of issue of the OJEU notice for the Competition, unless another date is explicitly stated. In response to Part J (Experience) of the RFI Questionnaire, projects awarded under separate contracts shall not be aggregated for the purpose of determining their status in relation to the required timeframe (although separate phases of a project that are awarded under separate contracts may be considered where the phases are undertaken consecutively without a significant break in the timeframe). Similarly, in response to Part J (Experience) of the RFI Questionnaire, single projects (or related contracts where one contract has more than one site or building) cannot be split and put forward as separate examples of experience within the required timeframe.
- (d) Projects used to demonstrate experience shall be limited in each case to the maximum number specified. If more than the maximum number is provided, the Contracting Authority will evaluate the projects in the order in which they appear in the response to the RFI Questionnaire up to the maximum number permitted and the remainder will be ignored.
- (e) All Submissions shall be in A4 format (unless it is expressly stated that another format is acceptable). The response to Part J (Experience) shall be no longer than fourteen (A4) pages (with minimum size ten (10) font) as per the breakdown identified in Part J for each criterion. Applicants shall note that the page numbers exclude, Financial Statements, certificates, programmes and organisation charts. **Applicants shall also note that if they exceed the page numbers limit, only that number of pages stated above**

¹ **Note to Applicant:** where the Applicant is a single entity, with no subcontractors or other group members, the Lead Applicant and the Applicant will be the same entity. Where the Applicant is a group, the Lead Applicant is the group member who will enter into the Contract with the Contracting Authority. Note: See Part 6 of the RFI Volume 1.

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will be reviewed and any information contained in pages beyond this will not be reviewed.

Part A: Details about the Applicant

Please see the Guidance Notes for information on how to complete this Part A.

1. Applicant Details²

- (a) Please provide details of the proposed Applicant.

Legal Name:	
Current Trading Name:	
Previous Trading Name (if any):	
Address:	
Registered Office (if different):	
Date of establishment:	
VAT Number:	
Telephone:	
Email Address:	
Website Address:	

2. Applicant's Authorised Representative

- (a) Please provide details of the Applicant's Authorised Representative.

Name:	
Address:	
Telephone:	
Email Address:	

² **Note:** Part A is to be completed by the Lead Applicant on behalf of the Applicant (in cases of Consortia)

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- (b) If the Applicant is a Consortium (see Part A (3) below), each consortium member must sign this section Part A (2) confirming that the Applicant's Authorised Representative is authorised to provide the information set out in the response to this RFI Questionnaire on its behalf as set out below. Applicants may expand reply cells as necessary.

Confirmation Applicant's Authorised Representative		
I / We confirm that the Applicant's Authorised Representative named above is authorised to act on behalf of the Applicant, of which we are a consortium member, and be the principal contact for the Applicant in all dealings with the Contracting Authority.		
Consortium Member	Name and Title	Signature

3. Structure of the Applicant

- (a) Please confirm whether the Applicant is a single bidder or a Consortium.
- (b) If the Applicant is a Consortium, the Applicant's Authorised Representative shall provide details of the structure proposed by means of an **organisational chart**, clearly indicating the role of each member and confirming which member is the Lead Applicant.

Single Bidder ☐ **Consortium** ☐
(Please check "X" the box that applies)

4. Legal Form

- (a) Is the Applicant already an incorporated company or is it intended that it will (if successful) be incorporated?

Already an incorporated company ☐ **Will be incorporated** ☐
(Please check "X" the box that applies)

- (b) If the Applicant is already incorporated, please provide the following information:

Legal Name:	
Registered Number:	
Registered Address:	
Year of Incorporation:	
Issued Share Capital:	
Place of Registration:	
Memorandum of Association / Articles of Association:	

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5. Consortium Agreement

- (a) If the Applicant is a consortium, is there a legal agreement that defines the rights and liabilities of each entity within the consortium? (Please note this refers to agreements between all entities).

Yes

☐

No

☐

(Please check "X" the box that applies)

If Yes is indicated, please provide full details:

Note: Please refer to Part 6 of the RFI Volume 1 for further details on Submission by Consortia.

6. Conflicts Of Interest

- (a) Please confirm that there are no conflicts of interest or potential conflicts of interest in respect of the Applicant or any entity comprising of the Applicant. Where there is conflict of interest or potential conflict of interest provide details. Applicants are referred to Part 9 (Conflicts of Interest) of the RFI Vol 1 in this regard.
- (b) Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as the conflict or potential conflict becomes apparent. Following receipt of such information the Contracting Authority will, in its absolute discretion, decide on the appropriate course of action. If this clause is not applicable to you, please check "X" the box which states, "No conflict or potential conflict of interest". If this clause is applicable to you, please check "X" the box which states, "Conflict or potential conflict of interest", and provide further details.

No conflict or potential conflict of interest

☐

Conflict or potential conflict of interest

☐

(Please check "X" the box that applies)

If a conflict or potential conflict of interest is indicated, please provide full details:

Note: Please refer to Part 9 of the RFI Volume 1 for further details on Conflict of Interest.

7. Registrable Interest

- (a) Please confirm whether there are any registrable interests involving the Applicant or any entity comprising of the Applicant. Where there is a registrable interest provide details. Applicants should refer to clause 2.4.18 of RFI Volume 1 in this regard.
- (b) Any registrable interest must be fully disclosed in writing to the Contracting Authority as soon as it becomes apparent. Following receipt of such information the Contracting Authority will, in its absolute

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discretion, decide on the appropriate course of action. If this clause is not applicable to you, please put a check "X" in the box which states, "No Registrable Interest". If this clause is applicable to you, please tick the box which states, "Registrable Interest", and give further details as provided below.

No Registrable Interest

☐

Registrable Interest

☐

(Please check "X" the box that applies)

If a registrable interest is indicated, please provide full details:

Note: Please refer to Part 2 (Important Notice) clause 2.4.18 of RFI Volume 1 for further details on Registrable Interest.

8. Reliance On Resources

- (a) If the Applicant (or any entity comprising the Applicant) is relying on the resources of 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 financial and / or technical standing, as set out in Part 7 (Reliance on Resources) of RFI Vol 1, please confirm below. If this is not applicable to you please tick "No". If this is applicable to you please tick "Yes" and provide further details below as appropriate.

Yes

☐

No

☐

(Please check "X" the box that applies)

If Yes is indicated, the Applicant or relevant entity must:

- (I) establish to the Contracting Authority's satisfaction that it has available to it the resources / capacities of those entities or undertakings which are necessary for the performance of the Contract (for example by way of a letter from such entity to the Contracting Authority, confirming that it will make such resources / capacities available if the Applicant is successful and that it will provide contractual confirmations satisfactory to the Contracting Authority if required to do so).
- (II) where the entity in question is being relied upon with respect to criteria relating to experience, satisfy the Contracting Authority that the entity being relied upon will perform the works and / or services for which these resources / capacities are required.

Written evidence of support for financial standing is enclosed

☐

(Please check "X" the box if appropriate)

Reference to where enclosed:

Written evidence of support for technical standing is enclosed

☐

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(Please check "X" the box if appropriate)

Reference to where enclosed:

Note: Please refer to Part 7 (Reliance on Resources) of the RFI Volume 1 for further details.

- (b) The Applicant (or any of its members or related third parties on whose resources it is relying) may be required to provide a parent company guarantee in relation to the performance of its obligations under any Contract awarded pursuant to this procurement. Please confirm that, if required, the Applicant is willing to provide or procure a parent company guarantee upon terms appropriate to the Contract and in a format to be agreed with the Contracting Authority.

Yes

☐

No

☐

(Please check "X" the box that applies)

Part B: Eligibility

Part B is to be completed by all members of the Applicant individually, and any entities being relied on in accordance with Part 6 of RFI Volume 1.

- (a) The following eligibility requirements will be assessed on a pass / fail basis in respect of each Applicant. Subject always to the provisions of Regulation 89 of SI 286 of 2016 and Regulation 57 of SI 284 of 2016, the Contracting Authority will treat an Applicant as ineligible, or, at a later date during the Competition, disqualify an Applicant if any of the circumstances specified in (b) below apply; and may, at its absolute discretion, treat an Applicant as ineligible or, at a later date during the Competition, disqualify an Applicant if any of the circumstances specified in (c) below apply:
- (b) The Applicant (or any entity comprising the Applicant, or member of the administrative, management or supervisory body of the Applicant or such entity, or person who has powers of representation, decision or control thereof) has been the subject of a conviction by final judgment, of which the Contracting Authority is aware, for one or more of the reasons listed at (i) to (vi) below:
- (i) participation in a criminal organisation; or
 - (ii) corruption; or
 - (iii) fraud; or
 - (iv) terrorist offences or offences linked to terrorist activities, or inciting, aiding or abetting or attempting to commit an offence; or
 - (v) money laundering or terrorist financing; or
 - (vi) child labour and other forms of trafficking in human beings,

in each case as defined in Regulation 57 of SI 284 of 2016. Applicant requiring further details in relation to the above can contact the Contracting Authority.

- (c) The Applicant (or any entity comprising the Applicant):
- (i) has failed to comply with applicable obligations in the fields of environmental, social and labour law within the meaning of Regulation 18(4) of SI 284 of 2016; or
 - (ii) is bankrupt or is the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, it has entered into an arrangement with creditors, where the have suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; or
 - (iii) the Contracting Authority can demonstrate, by any appropriate means, has been guilty of grave professional misconduct, which renders its integrity questionable; or
 - (iv) has entered into agreements with other economic operators aimed at distorting competition, for which the Contracting Authority has sufficiently plausible indications; or
 - (v) has a conflict of interest within the meaning of Regulation 24 of SI 284 of 2016, that cannot be effectively remedied by other, less intrusive, measures; or
 - (vi) is in a situation where there is a distortion of competition from the prior involvement of the of the Applicant in the preparation of the procurement procedure, which cannot be remedied by other, less intrusive, measures; or
 - (vii) has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract which led to early termination of such contract, damages or other comparable sanction; or
 - (viii) is in breach of its obligations relating to the payment of taxes or social security contributions and the Contracting Authority is aware of this; or

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- (ix) is guilty of serious misrepresentation in supplying the information required under this clause or has withheld such information or is not able to submit the supporting documents required under Regulation 59 of SI 284 of 2016; or
- (x) has undertaken to unduly influence the decision-making process of the Contracting Authority or obtain confidential information that can confer upon it undue advantages in the procurement procedure or has negligently provided misleading information that can have a material influence on decisions concerning exclusion, selection or award; or
- (xi) in the last three (3) years, has been subject to a compliance action by the Human Rights and Equality Commission or an equivalent body on grounds of alleged unlawful discrimination, and / or any finding of unlawful discrimination has been made against the Applicant by any court or industrial or employment tribunal or equivalent body.

Each Applicant (and any entity comprising the Applicant, and any entity being relied on by the Applicant or such entity comprising the Applicant, and in each such case the reference to Applicant above shall be read as a reference to each such entity / entities being relied on) must submit a statement (on company headed paper signed and dated by an authorised officer of the company) to the Contracting Authority advising whether or not any of the circumstances listed above apply to it at the date of this RFI Submission.

If one or more of the above circumstances listed above apply to you, please put a check “X” in the box labelled “One or more of the circumstances set out above apply” and provide sufficient details below.

If none of the above apply, then please put a check “X” in the box labelled “None of the circumstances set out above apply”.

None of the circumstances set out above apply

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One or more of the circumstances set out above apply

☐

(Please check “X” the box that applies)

If any of the circumstances set out above apply, please provide details below:

Part C: Minimum Requirements - Financial Robustness

Part C is to be completed by the Lead Applicant and any entities being relied on in accordance with Part 6 of RFI Volume 1 – in the case of Consortia all members of the consortium are required to complete Part C, 1 (Financial Statements), unless otherwise indicated.

- (a) Please confirm that the financial statements (i) to (ix) below, have been provided by all members of the Applicant by putting a check "X" in the box against the items that have been provided as appropriate.
- (i) Copies of the full audited financial statements of the Applicant (all members) for the last three financial years including all of the notes to the financial statements. The latest set of such audited financial statements shall be for an accounting period ending no earlier than twelve (12) months before the date of Submission of this RFI Questionnaire with an explanation if such statements are unavailable. The audited financial statements must show a clean audit opinion i.e. no going concern qualification. Should the auditor's report contain other statements regarding their findings, including an emphasis of matter, then the Contracting Authority will consider, at its absolute discretion, if these audited accounts meet this minimum requirement. ☐
 - (ii) Balance Sheets; ☐
 - (iii) Profit & Loss; ☐
 - (iv) Cash Flow Statements; ☐
 - (v) Latest Management Accounts and cashflow forecast for the current year (since last audited accounts); ☐
 - (vi) Forecasted cashflow up until the next audited accounts are available and for one additional year; ☐
 - (vii) Details of current works and services being undertaken to include percentage complete and forecasted Completion Date; and ☐
 - (viii) Forecasted works and services schedule being undertaken for the next two years; and ☐
 - (ix) The current year budget Profit & Loss and Cash Flow Statement for the Lead Applicant (and all entities being relied on to achieve minimum turnover requirement and/or being relied on for financial robustness). ☐

An average minimum turnover of five million Euro (€5,000,000) per annum from the Lead Applicant in each of its last three (3) financial years will be required. Where the preceding year to this RFI publication, are not available, interim accounts or un-audited accounts shall be submitted. Only the Lead Applicant will need to satisfy this requirement - not other members of the Applicant.

Where the most recent audited financial statements have not been filed with the CRO (or equivalent outside Ireland) within the statutory filing period and remain unsigned by an auditor, the draft financial statements for that period must be provided with a reasonable and comprehensive explanation as to why such accounts remain unsigned. The Contracting Authority may, at its absolute discretion, elect to accept such unsigned accounts. Where the most recent annual financial statements remain unsigned, draft financial statements for the last year shall be provided in addition to the signed audited financial statements for the three previous financial years.

- (b) Provide copy of current (must be issued within the last three (3) months) Credit Rating Report for the Lead Applicant, issued by a recognised Credit Rating Agency. Reference letters from Banks or other financial institutions are not acceptable.
- (c) Provide an updated forecast Profit and Loss account and cashflow from the date of your most recent signed accounts out to twelve (12) months from the RFI submission date for the Lead Applicant (and all

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entities being relied on to achieve minimum turnover requirement and / or being relied on for financial robustness).

Note: please refer to Part 8 (Procurement Procedure) and Section 8.6 of RFI Volume 1 for further details.

Part D: Minimum Requirements – Legal Proceedings

- (a) In circumstances where there are material outstanding judgments, court orders, pending or threatened litigation, or other legal proceedings, against or affecting the Applicant or Lead Applicant, for which specific provision has not been made within the latest set of audited accounts please provide a detailed description of same below:

- (b) In circumstances where there are no such judgements, court orders, pending or threatened litigation, or other legal proceedings, against or affecting the Applicant or Lead Applicant, please confirm same by putting a check "X" in the box below:

None of the circumstances set out above apply

☐

- (c) In circumstances where there are material pending or threatened tax or other regulatory investigations into the affairs of the Applicant or Lead Applicant, please provide a detailed description of same below:

- (d) In circumstances where there are no material pending or threatened tax or other regulatory investigations into the affairs of the Applicant or Lead Applicant, please confirm same by ticking the box below:

None of the circumstances set out above apply

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Part E: Minimum Requirements – Insurance

- (a) Please indicate by selecting “Y” from the drop-down menu in the “choose an item” function for the insurance types that you confirm that you have or will have in place if you are successful in this Competition. Please provide evidence of ability to secure same:

Insurance Type	Minimum Level	Insert “Y” if applicable
Motor Liability	Unlimited cover for bodily injury and a minimum of €127,000,000 for third party property damage.	Y
Employer’s Liability	€13,000,000 for each and every claim	Y
Professional Indemnity	€2,300,000 for each and every claim (or in the annual aggregate with two reinstatements)	Y
Aviation Public / Products Liability	€127,000,000 for each and every claim to extend to at least USD \$50million AVN52 Terrorism cover	Y

Where applicable, indicate where supporting information has been provided.

Please confirm if an application for any type of insurance cover by the Applicant has ever been refused.

Application for any type of insurance has not been refused ☐

Application for any type of insurance has been refused ☐

Please check “X” the box that applies:

If any type of insurance has been refused, please provide details below.

- (b) Applicant must also provide details of any insurance claims made against the Applicant (or any entity comprising the Applicant) in connection with providing the works and / or services under evaluation (as applicable) within the past five years (or in the process of being determined in the last five years), and where the Applicant (or any entity comprising the Applicant) has been found to have caused or contributed (through act or omission) to the relevant act or acts which gave rise to the claim. Where that is the case, please provide details of the mitigating measures put in place since that incident to ensure against future events.
- (c) Responses to Part E shall be taken into account when assessing an Applicant’s experience pursuant to Part J: Experience below, under the sub-criterion which the Contracting Authority thinks is most relevant to the incident in question and regardless of whether the project to which the incident relates is one of the projects which has been identified by the Applicant in its response to Section 8.7 of RFI Volume 1.

Part F: Minimum Requirements - Quality Management Systems

- (a) Please confirm that either you hold a recognised Quality Management Systems certification in place in your organisation, e.g., ISO 9001:2015 or equivalent, relevant to the services identified in Volume 1, Part 4, or you are actively working towards the certification and will have it in place in readiness for the commencement of the Contract if successful, please confirm the same by putting a check "X" in the box below.

Required Quality Management Systems certification is in place, or we are actively working towards certification and will have it in place for the commencement of the Contract if successful. ☐

- (b) Please submit supporting certificates from an accredited body, or details of recognised certificates that you are actively working towards:

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Part G: Minimum Requirements - Health and Safety Management Systems

- (a) Please confirm that either you hold recognised Health and Safety Management Systems certification in place in your organisation, e.g., ISO 45001:2018 or equivalent, relevant to the services identified in Volume 1, Part 4, or you are actively working towards the certification and will have it in place in readiness for the commencement of the Contract if successful, please confirm the same by putting a check “X” in the box below.
- (b) A copy of your organisations signed Safety Statement (Safety Policy Statement & Full Company Safety Statement) in compliance with Section 20 of the Safety Health and Welfare at Work Act 2005, or Applicant's national equivalent is included in your submission. ☐

Required Health and Safety Management Systems certification is in place, or we are actively working towards certification and will have it in place for the commencement of the Contract if successful. ☐

- (c) Please submit supporting certificates from an accredited body, or details of recognised certificates that you are actively working towards:

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Part H.1: Minimum Requirements - Environmental Management Systems

- (a) Please confirm that either you have a documented Environmental Management Systems or an ISO 14001:2015 certificate or equivalent, relevant to the services identified in Volume 1, Part 4.
- (b) **Required Environmental Management Systems is documented, or certification is in place, or we are actively working towards certification and will have it in place for the commencement of the Contract if successful.** ☐
- (c) Please submit supporting certificates from an accredited body, or details of recognised certificates that you are actively working towards:

Part H.2: Minimum Requirements - Sustainability Management

- (a) Please confirm that you have a sustainability management programme / plan / strategy / procedure in place in your organisation and are working towards defined objectives / targets / commitments including complying with BES 6001/CARES/Equivalent. ☐
- (b) Please submit supporting evidence such as strategy document or plan, details of objectives and targets for sustainability as well as evidence of performance monitoring and progress/ improvements.

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Part I.1: Minimum Requirements - Information Management Systems (BIM)

Not applicable to this RFI

Part I.2: Minimum Requirements - Information Security Management (IT)

Not applicable to this RFI

Part J: Experience

Part J is to be completed by the Lead Applicant on behalf of the Applicant (including any entities being relied on in accordance with Part 6 of RFI Volume 1).

Applicants shall take into account among other things, the requirements of Section 3 of the Guidance Notes when providing a response to Part J.

J.1 Similar Experience (60 marks)

The Applicant shall provide details of three (3) similar projects it has undertaken as Main Contractor. All three (3) projects must have been completed in the last ten (10) years. Applicants may submit on-going projects where at least 80% of the contracted works have been completed and must clearly state that the project is still on-going. Please state the value of the contract with a brief description of the scope, and provide client and referees for each project, in support of the criteria in clause 8.7.1 of RFI Volume 1.

In presenting the case studies, the Applicant shall demonstrate its experience in undertaking similar projects. Considerations should include, but may not be limited to:

- demonstrating the necessary experience and capacity to ensure all projects are delivered in compliance with industry health, safety, quality, sustainability, and environmental best practice.
- provide details of the solutions delivered as part of the project.
- demonstrating an ability to install the equipment within a live operational environment.

The Applicant must:

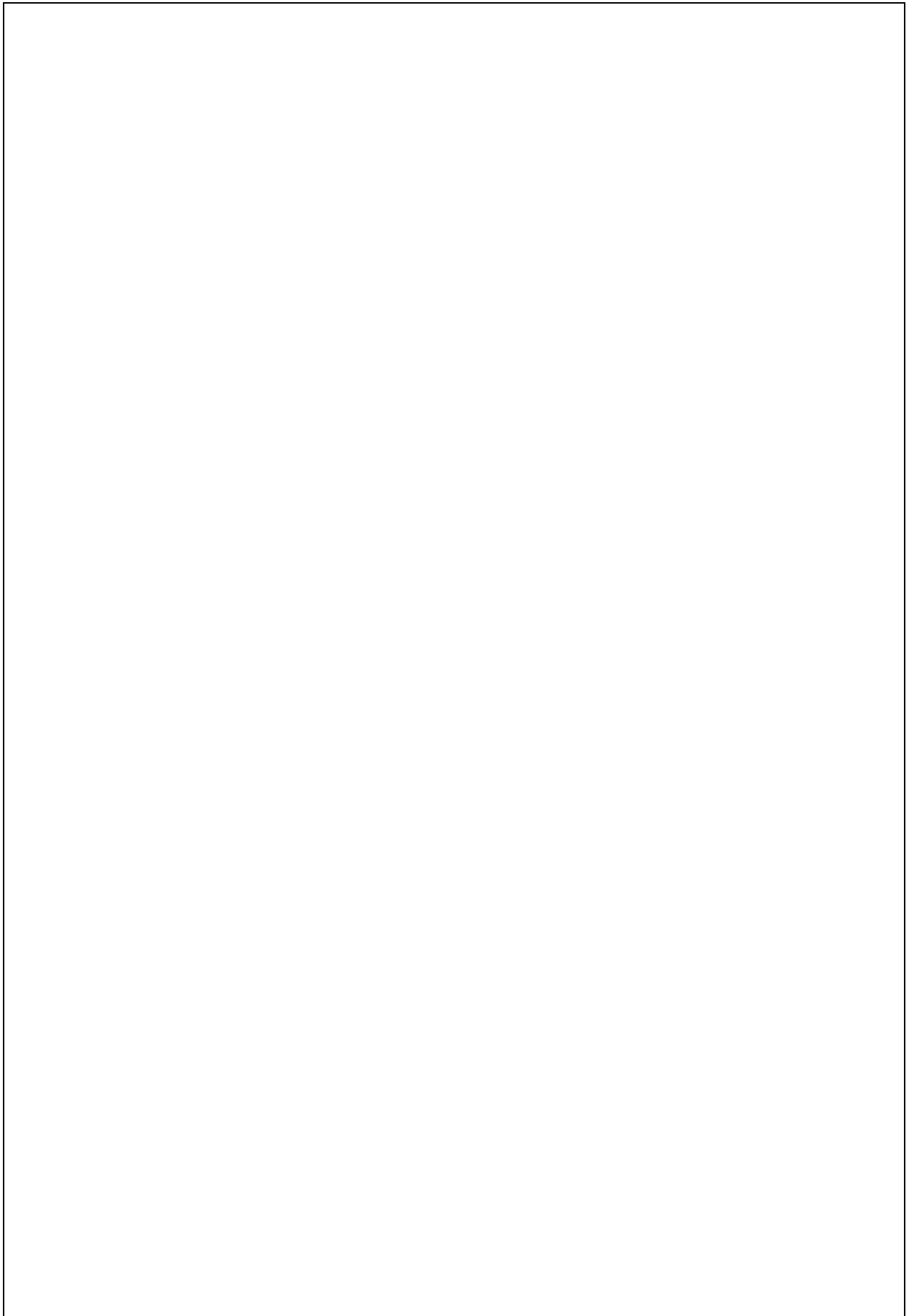
- respond in the template provided.
- not provide details of more than three (3) projects in response to this question. If they do, only the first three (3) projects in order will be reviewed and additional projects will not be considered.
- not submit more than three (3) A4 pages long per project and any additional pages will not be reviewed (single sided A4 using single spacing Arial font, 10 pt.). If additional pages are submitted, only the first three (3) pages will be reviewed and additional pages will not be considered.

Responses will be evaluated with regard to the provision of comprehensive and relevant information in relation to the scale, nature and complexity of the project and as per the Contracting Authority's requirements in RFI Volume 1, Part 4 (Scope). Furthermore, responses will be evaluated as per the Contracting Authority's selection criteria stated in RFI Volume 1, clause 8.7.1 (subject to an Applicant passing the Eligibility requirements Section 8.5 and Minimum Mandatory requirements).

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J.1 Similar Experience	
Case Study No.	
Name of Project	
Contract Value	
Starting Date and Completion Date	
Client Contact Details	
Name	
Role	
Phone No.	
Email Address	
Details of the project and description of the works / services / supplies provided	

Project: Unit Load Device (ULD) Storage at Dublin Airport
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Role in delivery of the project

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J.2 Developing the Client's Requirements (30 marks)

The Applicant shall demonstrate how it has worked with and supported a client to develop their requirements for a project from initial brief or concept design through to detailed design / proposal and installation. The Applicant shall provide one (1) case study for a project of similar scale and complexity that was undertaken in a live, operationally restrictive environment and completed in the last ten (10) years. This can be one of the projects submitted as part of your response to J.1.

In presenting the case study, the Applicant shall demonstrate how it worked with and supported the Client to implement an enhanced value proposition for the scheme. The case study should include:

- the nature of the scheme and the challenges / opportunities the Applicant sought to address – examples may include, but should not be limited to, scope or specification amendments to influence:
 - Optimum use of available area(s)
 - More efficient operation for end-users
 - Reduction in delivery lead times
- how the Applicant and their design team engaged with the Client and other stakeholders, to address the challenges / opportunities and present their rationale for change.
- the extent to which the proposals were implemented.

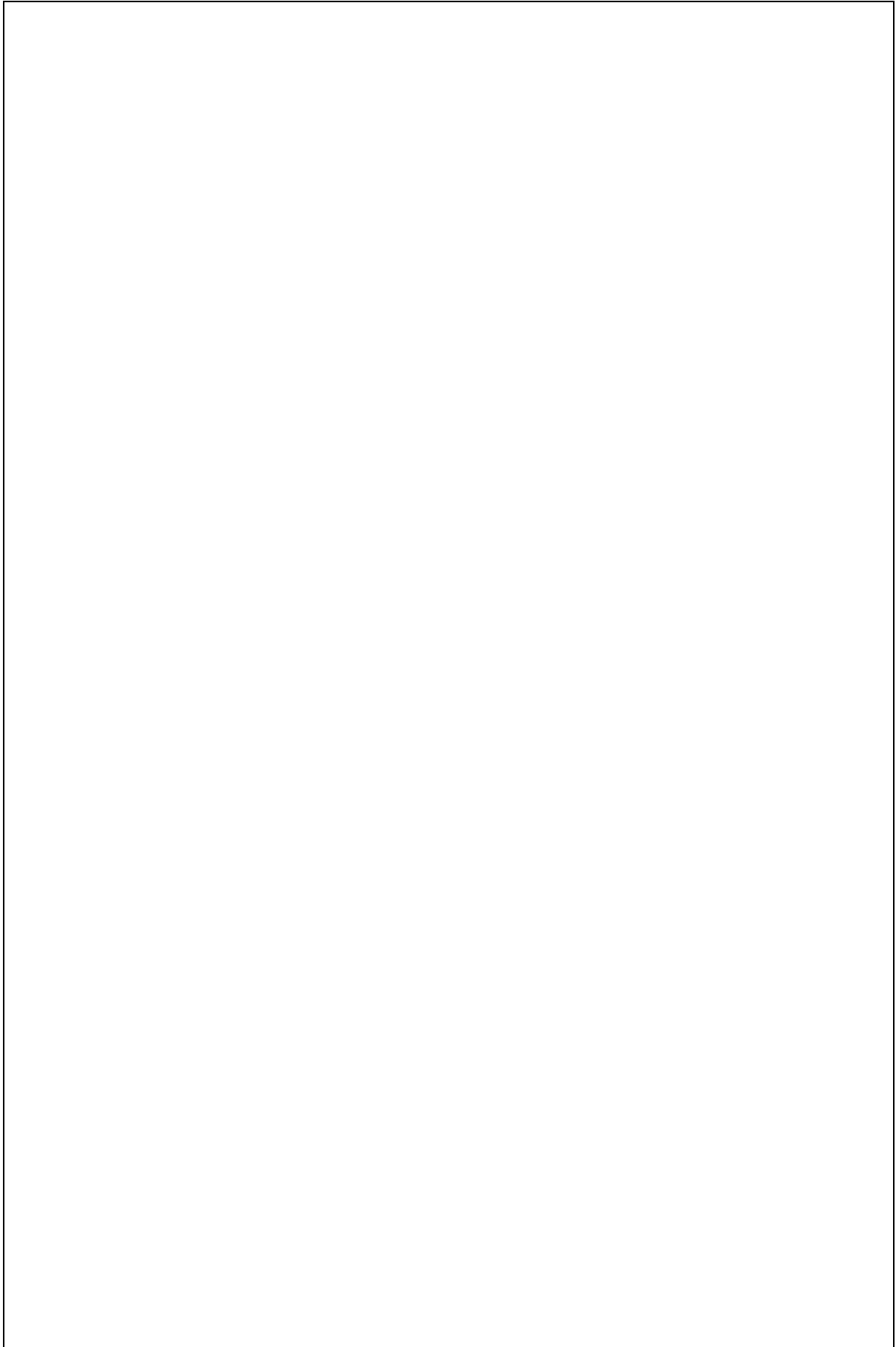
The Applicant must:

- respond in the template provided.
- not provide details of more than one (1) project in response to this question. If more than one (1) project is presented, only the first project in order will be reviewed and additional projects will not be considered.
- not submit more than three (3) A4 pages for the project (single sided A4 using single spacing Arial font, 10 pt.). If additional pages are submitted, only the first three (3) pages will be reviewed and additional pages will not be considered.

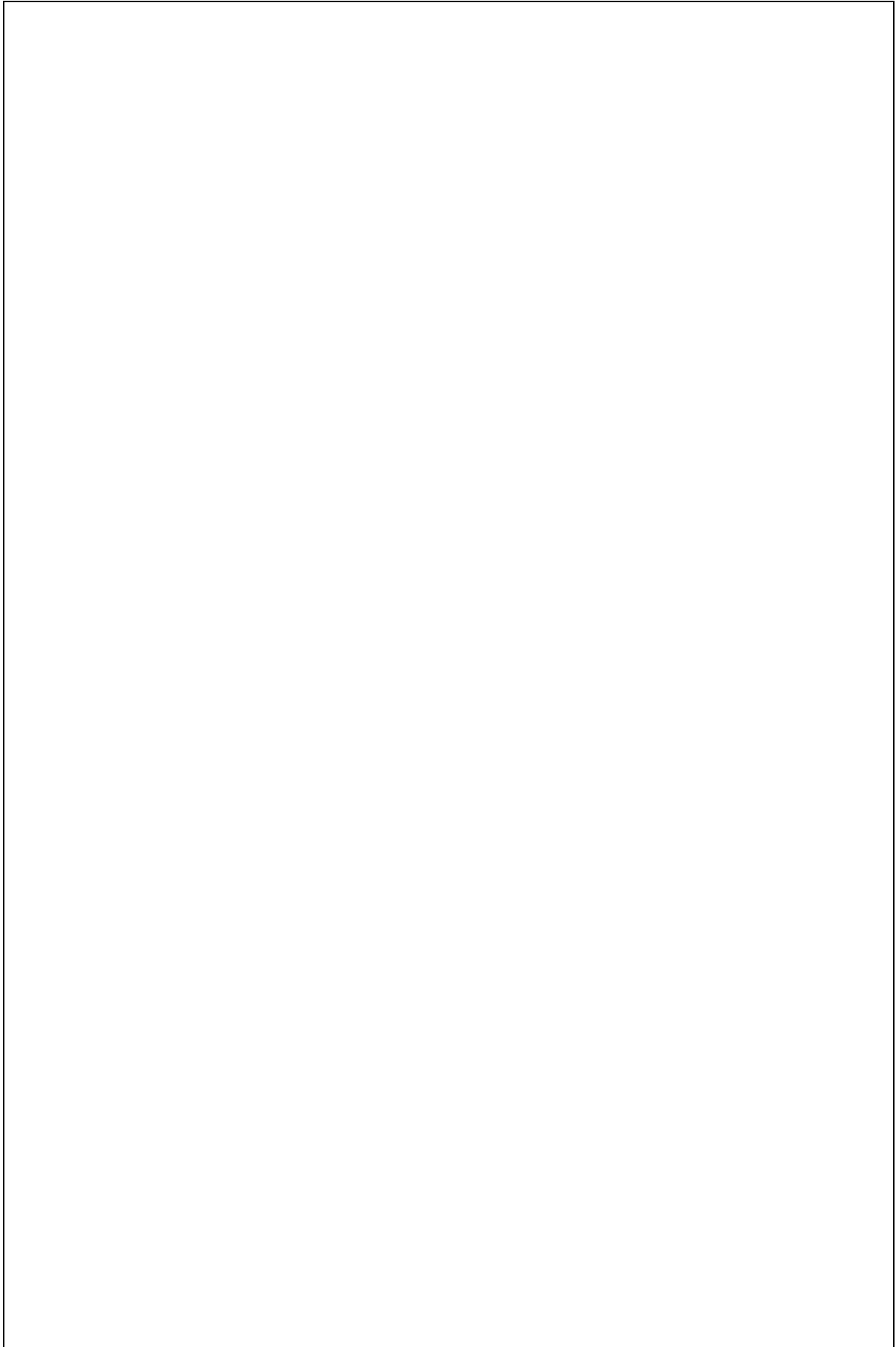
Responses will be evaluated with regard to the provision of comprehensive and relevant information in relation to the scale and complexity of the project and as per the Contracting Authority's requirements in RFI Volume 1, Part 4 (Scope). Furthermore, responses will be evaluated as per the Contracting Authority's selection criteria stated in RFI Volume 1, clause 8.7.1 (subject to an Applicant passing the Eligibility requirements Section 8.5 and Minimum Mandatory requirements).

J.2 Developing the Client's Requirements

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J.3 Whole-Life Asset Support Capability (10 marks)

The Applicant shall provide one (1) case study based on similar projects completed within the last ten (10) years that demonstrates the delivery of a solution supported by whole-life cost analysis, maintenance planning, local parts availability, and critical spares provision.

Please state the value and scope of work undertaken for any projects used in the case study.

In presenting the case study, the Applicant shall demonstrate its experience in developing and delivering maintainable solutions throughout the asset lifecycle. The case study should include:

- details of the whole-life cost assessment completed, including key assumptions and how these informed the proposed solution.
- details of the maintenance strategy developed, including inspection, servicing, and replacement activities throughout the asset life.
- confirmation of the arrangements for parts support and availability, including the use of local distributors or agents within the project delivery region.
- details of any critical spare parts supplied as part of the contract and the rationale for their selection.
- evidence of how the proposed maintenance and support strategy minimised operational disruption and provided long-term value to the Client.
- details of the asset performance achieved since installation, where available.

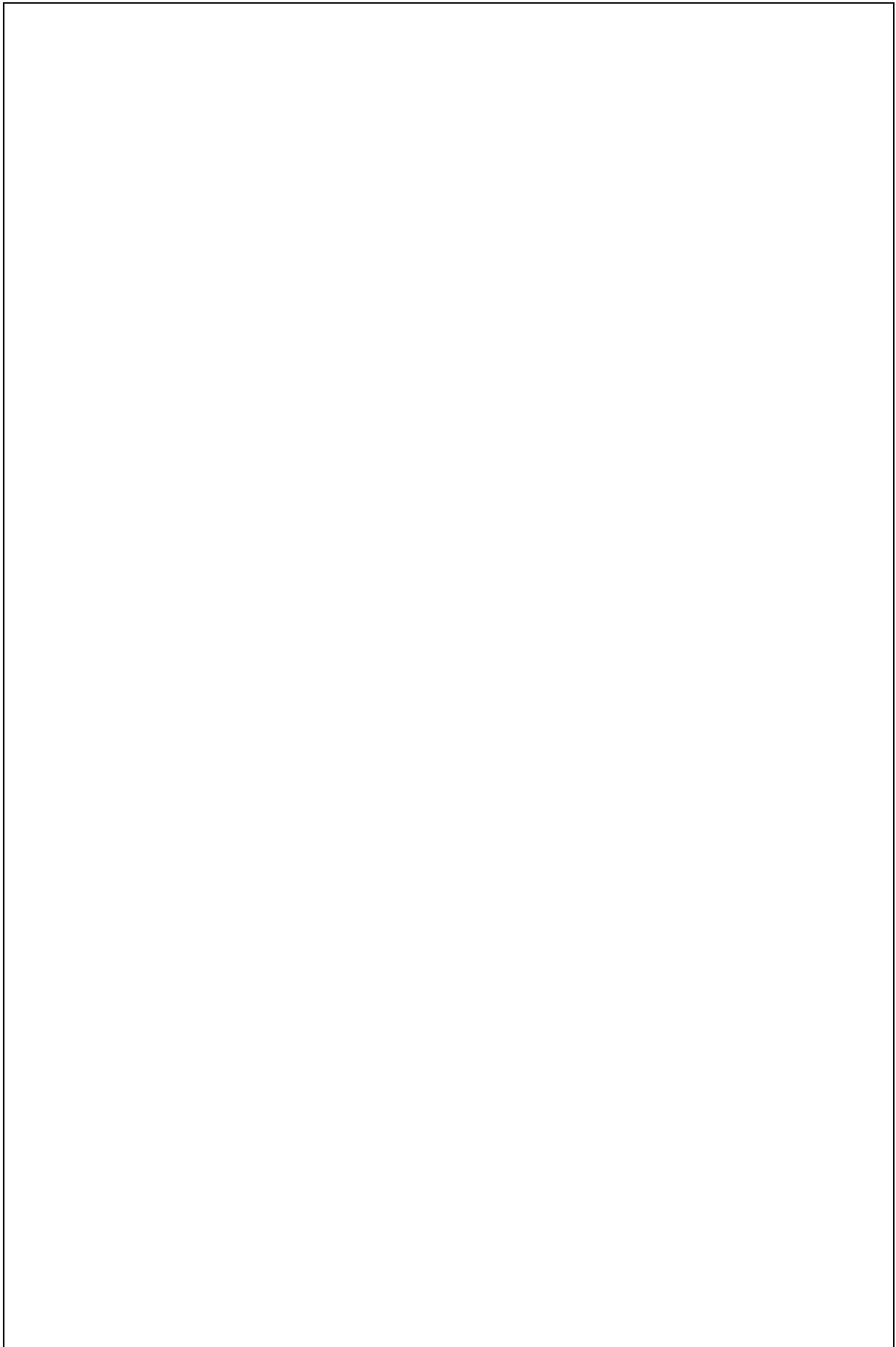
The Applicant must:

- respond in the template provided.
- not submit more than two (2) A4 pages for the case study (single-sided A4 using single spacing Arial font, 10 pt.). If additional pages are submitted, only the first two (2) pages will be reviewed and additional pages will not be considered.

Responses will be evaluated with regard to the provision of comprehensive and relevant information in relation to the scale and complexity of the project and as per the Contracting Authority's requirements in RFI Volume 1, Part 4 (Scope). Furthermore, responses will be evaluated as per the Contracting Authority's selection criteria stated in RFI Volume 1, clause 8.7.1 (subject to an Applicant passing the Eligibility requirements Section 8.5 and Minimum Mandatory requirements).

J.3 Whole-Life Asset Support Capability

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Part K: Confirmations and Acknowledgements

Part K is to be completed by the Lead Applicant on behalf of the Applicant (including any entities being relied on in accordance with Part 7 of RFI Volume 1).

- (a) We confirm that the representative named in Part A (2) (Applicant's Authorised Representative) of this RFI Questionnaire is authorised to act as agent and principal contact for the Applicant in dealings with the Contracting Authority in relation to the Project.
- (b) We confirm that the responses to the RFI Questionnaire are true, accurate and valid as to their content.
- (c) We understand and accept that the provision of false or misleading information or the omission of information could result in the exclusion of the Applicant from the bidding process or rejection of our bid.
- (d) We confirm that we agree to and accept the requirements, terms and conditions set out in the RFI and the RFI Questionnaire.
- (e) We confirm that we have the capability and capacity, i) to undertake the processes and ii) to carry out the works and/or services, included in this RFI.

Signature

Name

Title

On behalf of:

Applicant

Date
