



TENDERER'S RESPONSE DOCUMENT (TRD)

TENDER FOR THE INSTALLATION & SUPPORT OF AIR TRAFFIC CONTROL SIMULATION EQUIPMENT AT CASEMENT AERODROME, CO.DUBLIN

Please read the instructions carefully.

Tenderers should use this TRD and once completed and signed submit it to the Defence Forces via www.eTenders.ie by 12:00hrs on 14 September 2026.

Failure to complete or respond in an adequate manner to the information requested shall render the tender submission non-compliant.

Annex 1 to Appendix 1 – Requirements and Specification

Instructions for Completion of the TRD

Tenderers should read the Request for Tender (RFT) before they attempt to complete this Tender Response Document (TRD).

If you consider that the TRD is missing any sections which would prevent you from preparing a comprehensive response, please contact the Defence Forces as soon as possible via the messaging function on eTenders and prior to the closing date for queries.

Where there is a discrepancy between the contents and/or instructions in this TRD and the RFT, the RFT will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

STEP 1

COMPLETE THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The ESPD, in effect a prequalification questionnaire, can be accessed on eTenders in the notice that advertised this tender opportunity. Once logged in, open the document on eTenders. You will be prompted to respond to several questions dealing with exclusion and selection criteria. Once reviewed and completed, press the 'Submission' button. This will automatically upload the ESPD as part of your tender response. If sub-contractors are used, they too must also complete the ESPD.

STEP 2

COMPLETE COMPANY DETAILS AS SET OUT IN TABLE HEREUNDER

Company Name	
Company Legal Form	
Registered Address	
Business Address (if different)	
Company Registration Number	
VAT Registration Number	
Tax Clearance Certificate Access Number	
Contact Person	
Authorised Representative (if different)	
Date business commenced trading	
Email	
Phone/Mobile	

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URL	
If sub-contractors are being used, provide a brief explanation about their involvement in contact delivery	

If sub-contractors are used, their details should be provided using the table hereunder. Use multiple times as appropriate.

Name of company (contractor)	
Address for correspondence	
Company registration address (if different)	
Company Registration Number	
VAT Registration Number	
Tax Clearance Certificate Access Number	
Contact Person	
Legal status	
URL	
Email	
Phone/Mobile	

STEP 3

VERIFY THAT YOU SATISFY THE SELECTION CRITERIA AND WILL SUPPLY SUPPORTING EVIDENCE WITHIN SEVEN WORKING DAYS IF SO REQUESTED (tick box as appropriate)

RULE: This is a **Pass/Fail** requirement: if the tenderer does not self-declare it meets **all** the selection criteria listed hereunder, the tender submission shall be considered as non-compliant and excluded from the competition. Evidence supporting these declarations will be sought from the preferred tenderer only.

Selection Criteria	Yes	No
Comply in full with the economic and financial selection criteria set out in section 3.2A of the RFT and have a minimum turnover of €500,000 in any one of the last three years.		
Have insurances listed in section 2.21.1 of the RFT or can provide prior to the award of contract.		
Comply in full with the technical specifications and functional requirements set out in the RFT (Appendix 1) and provide a Certificate of Conformity.		

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Provide as per section 3.2.B of RFT, two comparable and relevant reference sites: see hereunder.		
Have as per 3.2.F completed this Tender Response Document (TRD)		

STEP 4

PROVIDE CV DETAILS OF KEY PERSONNEL

The CV of the proposed Project Manager - who should have at least ten years' experience and relevant skills set and experience to deliver the brief (Appendix 1) - should be inserted into the table below.

Name	
Position in the tenderer's company	
Highest professional qualification	
Number of years' experience as a Project Manager	
Details of comparable assignments managed during career	
Summary of key skills and expertise	
Summary of key experiences	
Confirm availability for duration of the contract term	
Justification for the appointment	

Tenderers should also submit the CVs of the proposed technical support team, including a site supervisor and the lead technical support resource. The table hereunder should be used multiple times.

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Name	
Position in the tenderer's company	
Highest professional qualification	
Technical support role	
Details of comparable assignments managed during career	
Summary of key skills and expertise	
Summary of key experiences	
Confirm availability for duration of the contract term	
Justification for the appointment	

PROVIDE TWO REFERENCES IN RELATION TO PROJECTS OF A SIMILAR NATURE USING THE TEMPLATE HEREUNDER

RULE: Tenderers must demonstrate track record in the supply of mobile contingency air traffic control tower by way of two verifiable reference contracts in progress or completed in the past five years. This is a **Pass/Fail** requirement: if the references are not adequate then the tender submission shall be considered as non-compliant and excluded from the competition.

REFERENCE 1

Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of goods provided to the Client/Contracting Authority

Annex 1 to Appendix 1 – Requirements and Specification

Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance	Provide evidence of meeting contract performance management requirements
Name of Client Referee	Click here and insert name
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number
Email Address of Client Referee	Click here and insert email address

REFERENCE 2

Name of Project/Contract	Click here and insert the name of project or matter on which you delivered service
Client/Contracting Authority	Click here and insert the name of the client or contracting authority
Public or Private Sector?	Click here and insert either Public or Private
Contract Description	Click here and insert a full description of goods provided to the Client/Contracting Authority
Contract Management	Click here and insert details of the management systems/approach employed during the course of the contract
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value
Contract Value excluding Vat	€Click here and insert the total value charged

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Contract (Start/Finish)	Duration	Click here and insert the start date and finish date of the project/contract
Comparability Narrative		Click here and insert a short narrative that outlines the extent to which you feel the services are comparable to the Contracting Authority's current requirements
Contract Performance		Provide evidence of meeting contract performance management requirements
Name of Client Referee		Click here and insert name
Address of Client Referee		Click here and insert address
Telephone of Client Referee		Click here and insert telephone number
Email Address of Client Referee		Click here and insert email address

STEP 5

RESPOND TO THE AWARD CRITERIA (refer to section 3.3 of the RFT)

Only tenders that meet all the selection criteria will be evaluated.

Tenderers should review carefully the requirements and all relevant technical specifications (Appendix 1 of the RFT) before responding to the award criteria hereunder.

Graphics, diagrams and visual material may be used.

The minimum quality mark required is 30% in relation to certain sub-criterion as per award criteria. If a tenderer fails to achieve this minimum mark the tender submission shall be deemed non-compliant.

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ULTIMATE COST – 10%

This criterion evaluates the total cost of service delivery over the contract term, including all labour, equipment, consumables, and operational costs.

Insert Response Here

COMPLIANCE, SAFETY & OPERATIONAL READINESS – 30%

Assesses the bidder's ability to operate safely and compliantly within the scope of works requested throughout this tender.

Insert Response Here

RESOURCES & EQUIPMENT – 30%

This criterion is evaluation of resources and equipment outlined in the tender.

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Insert Response Here

TECHNICAL APPROACH & METHODOLOGY– 30%

This criterion evaluates the bidder's systems and interoperability.

Insert Response Here

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Insert Response Here

Add/scan supporting evidence here (or add as an Appendix)

STEP 7

COMPLETE AND SIGN THE 'CANDIDATE'S STATEMENT' HEREUNDER

TO: The Defence Forces

RE: RFT for the Installation & Support of Air Traffic Control Simulaton Equipment at Casement Aerodrome

Having examined this RFT, the selection criteria, and the requirements and specifications (Appendix 1), we hereby agree and declare the following:

1. We understand the nature and extent of the goods required to be delivered as described in the requirements and specifications at Appendix 1 to the RFT.
2. We accept all of the Terms and Conditions of the RFT and the Confidentiality Agreement at Appendix 6 of the RFT.
3. We confirm that we have complied with all requirements as set out at Part 2 of this RFT.
4. We accept all the selection criteria as set out in Part 3 of the RFT.
5. We agree to provide the goods in accordance with the RFT and our tender submission.

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6. We agree that, if awarded any contract we shall comply with the terms and conditions of the Goods Contract at Appendix 5.
7. We shall if awarded any Contract have in place on the effective date of the Contract all insurances as required by paragraph 2.21.1 of the RFT.
8. We agree that if awarded any Contract we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
9. We confirm that all Data Subjects whose Personal Data is provided in our application have consented to the processing of such Personal Data by us, the Contracting Authority, the evaluation team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	Click here and insert name
Position:	Click here and insert details
Company:	Click here and insert details
Registered Office Address:	Click here and insert address
	Click here and insert address
Date:	Click here and insert date

STEP 8

SAVE AND SUBMIT THIS TRD (and enclosures, including the ESPD) VIA ETENDERS