



National Transport Authority
Request for Tenders
Provision of Bus Stop Information Printed Material
– Supply and Replacement

National Transport Authority
Haymarket House
Haymarket,
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26th August 2026

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1. INTRODUCTION

1.1 Important Notice

These Instructions to Tenderers (“Instructions”) have been prepared for the purpose of providing certain information to entities invited to submit Tenders in this competition for the services described therein to be provided to the National Transport Authority (the “Authority”). In no circumstances shall the Authority, its servants and/or agents incur any liability or responsibility arising out of or in respect of the issue of these Instructions. Any costs associated with the submission of a Tender are the sole responsibility of the Tenderer and will not be reimbursed.

These Instructions are being made available by the Authority to Tenderers on the terms set out in these Instructions. These Instructions are not being distributed to the public nor have they been filed, registered or approved in any jurisdiction. Their possession or use in any manner contrary to any applicable law is expressly prohibited. Tenderers shall inform themselves concerning, and shall observe any applicable legal requirements. The Authority is not making any representations, and is giving no warranties or indemnities of any nature, as to the applicability or otherwise of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003. No reliance shall be placed on any information or statements contained herein, and no representation or warranty, express or implied, is or will be made in relation to such information. Without prejudice to the foregoing, neither the Authority nor its advisers, consultants, contractors, servants and/or agents shall have any liability or responsibility in relation to the accuracy, adequacy or completeness of such information or any statements made. For the avoidance of doubt, Tenderers should not assume that such information or statements will remain unchanged.

The information does not purport to be comprehensive or to have been independently verified.

The Authority reserves the right to amend these Instructions, their requirements and any information contained herein at any time by notice, in writing, to the Tenderers.

Nothing in these Instructions is, nor shall be relied upon as, a promise or representation as to the ultimate decision of the Authority in relation to the award of the contract for the Services (the “Contract”). The Authority reserves the right to take such steps in respect of the competition as are considered appropriate, including (but not limited to):

- Changing the basis of, or the procedures (including the timetable) relating to, the tender process;
- Rejecting any, or all, of the Tenders;
- Not inviting a Tenderer to proceed further;
- Not furnishing a Tenderer with additional information; or
- Abandoning the competition.

Nothing contained in these Instructions is, or shall be relied upon as, a representation of fact or promise as to the future. Any summaries or descriptions of documents or contractual arrangements contained in any part of these Instructions cannot be and are not intended to be comprehensive, nor any substitute for the underlying documentation (whether existing or to be concluded in the future), and are in all respects qualified in their entirety by reference to them.

Neither the Authority nor its respective advisers, servants and/or agents accept any responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to the Services. No legal relationship or other obligation shall arise between the Tenderers and the Authority unless and until the Contract has been formally executed in writing by the Authority and the successful Tenderer or a letter of acceptance has been issued to the successful Tenderer and any conditions precedent to the effectiveness of such documents have been fulfilled. The Authority shall not be obliged to appoint any of the Tenderers to undertake the Services and the Authority reserves the right not to proceed with the award process and to withdraw from the process at any time. No contract to be entered into with the successful Tenderer will contain any representation or warranty in respect of these Instructions.

These Instructions are confidential and personal to each Candidate. For further information please refer to Section 6.6 below.

In this Important Notice, references to these Instructions include all information contained in it, its accompanying documentation, and opinions made available during the tender period by or on behalf of the Authority, its advisers, contractors, servants and/or agents in connection with these Instructions or the Services including, without limitation, the information made available in response to any queries.

Irish law is applicable to these Instructions. The Irish courts shall have exclusive jurisdiction in relation to any disputes arising from these Instructions.

Each Tenderer's acceptance of delivery of these Instructions constitutes its agreement to, and acceptance of, the terms set forth in this Important Notice.

2. BACKGROUND

2.1 National Transport Authority

The National Transport Authority is a statutory non-commercial body, which operates under the aegis of the Department of Transport. It was established on foot of the Dublin Transport Authority Act 2008.

While it was originally conceived as a transport authority for the Greater Dublin Area under the 2008 Act, it was renamed the National Transport Authority in the Public Transport Regulation Act 2009 (“2009 Act”). The 2009 Act, the Taxi Regulation Acts 2013 and 2016, the Vehicle Clamping Act 2015 and various Statutory Instruments have greatly extended the Authority’s functions and geographic remit. There remain some specific additional functions in respect of infrastructure and the integration of transport and land use planning in the Greater Dublin Area, reflecting the particular public transport and traffic management needs of the Eastern region of the country comprising approximately 40% of the State’s population and economic activity.

During 2013 the Authority’s taxi regulation functions continued to be governed by the Taxi Regulation Act 2003 pending the making of a Ministerial Order under the Taxi Regulation Act 2013 providing for the repeal of the 2003 Act and the commencement of the provisions of the 2013 Act.

In broad terms, the Authority’s statutory functions can be summarised as follows:

National (including the Greater Dublin Area)

- Procure public transport services by means of public transport services contracts;
- Provide integrated ticketing, fares and public transport information;
- Develop an integrated, accessible public transport network;
- License public bus passenger services that are not subject to a public transport services contract;
- Manage the Rural Transport Programme and the successor structure of Transport Co-ordination Units;
- Provide bus infrastructure and fleet and cycling facilities and schemes;
- Develop and implement a single public transport brand;
- Develop and maintain a regulatory framework for the control and operation of small public service vehicles (taxis, hackneys and limousines) and their drivers;
- Prepare statutory submissions on Regional Planning Guidelines;
- Collect statistical data and information on transport;
- Enforce EU passenger rights in rail, maritime and bus and coach transport;
- Validate EU authorisations and journey forms in relation to bus and coach travel in accordance with EU Regulation No. 1073/2009; and
- Operate as the national conciliation body for electronic toll service providers.

Greater Dublin Area alone

- Undertake strategic planning of transport;
- Invest in all public transport infrastructure; and
- Develop the effective management of traffic and transport demand.

In addition to its statutory functions the Authority also undertakes a number of functions on behalf of the Department of Transport on a non-statutory basis. The non-statutory functions include:

- Planning and funding of sustainable transport projects in the regional cities of Cork, Galway, Limerick and Waterford;
- Administration of the Smarter Travel Workplaces programme;
- Management of the Green Schools Travel programme; and
- Provision of accessibility funding to transport operators and other relevant bodies.

The Authority is governed by a Board of up to twelve members appointed by the Minister for Transport. Three positions on the Board are *ex officio* positions reserved for the Chief Executive, another senior manager of the Authority, and the Dublin City Manager.

Board members may be appointed for a period of up to five years and may be re-appointed. However, Board members may serve a maximum of ten years. This restriction does not apply to the *ex officio* members who stand appointed for as long as they occupy the relevant position.

The role of the Advisory Committee on Small Public Service Vehicles is to provide advice to the Authority or the Minister for Transport, as appropriate, in relation to issues relevant to small public service vehicles and their drivers.

Members of the Advisory Committee are appointed by the Minister for Transport.

2.2 Defined Terms

In these Instructions:

Contract	Means the contract to be entered into between the successful Tenderer and the Authority;
Draft Contract	Means the form of the Contract included in Appendix IV which is subject to completion with details of relevant parties and Tender information;
Pricing Submission	Means the submission being made by the Tenderer in respect of its costs to provide the Services (comprising the Tenderer's response in relation to Appendix I of these Instructions);
Quality Submission	Means the non-price submission being made by the Tenderer in respect of its proposals to provide the Services;
Services	Means the Services to be performed under the Contract;
Tender	Means the tender submitted by the Tenderer in response to these Instructions comprising the completed Tender Submission and the Pricing Submission;
Tender Fee	Means the tendered costs set out in Appendix I: Pricing Submission.
Tenderer	Means any person who has submitted a Tender in response to these Instructions;
Working Day	Means any day (other than a Saturday or a Sunday) that banks are generally open for business in Dublin.

3. SPECIFICATIONS OF SERVICE REQUIREMENTS

3.1 Overview

The Authority will continue to enhance the availability of public transport information at bus stops nationwide through the installation of new bus stop poles and shelters, and the upgrading of existing infrastructure. All bus stop poles will be equipped with flags and Information Display Units, and all shelters will include head plates and Information Display Panels.

This Section details the requirements for the print, supply, and delivery of prints for bus stop infrastructure nationally, including poles and shelters.

It also outlines, where requested by the Authority, the requirements of the successful Tenderer for the replacement of all prints on Bus Stop Pole flags and Bus Stop Shelter Head Plates, and within bus stop pole Information Display Units and bus stop shelter Information Display Panels.

3.2 Definitions

Bus Stop Pole – means a 60.3mm outside diameter stainless steel Circular Hollow Section (CHS) with a removable stainless steel flag.

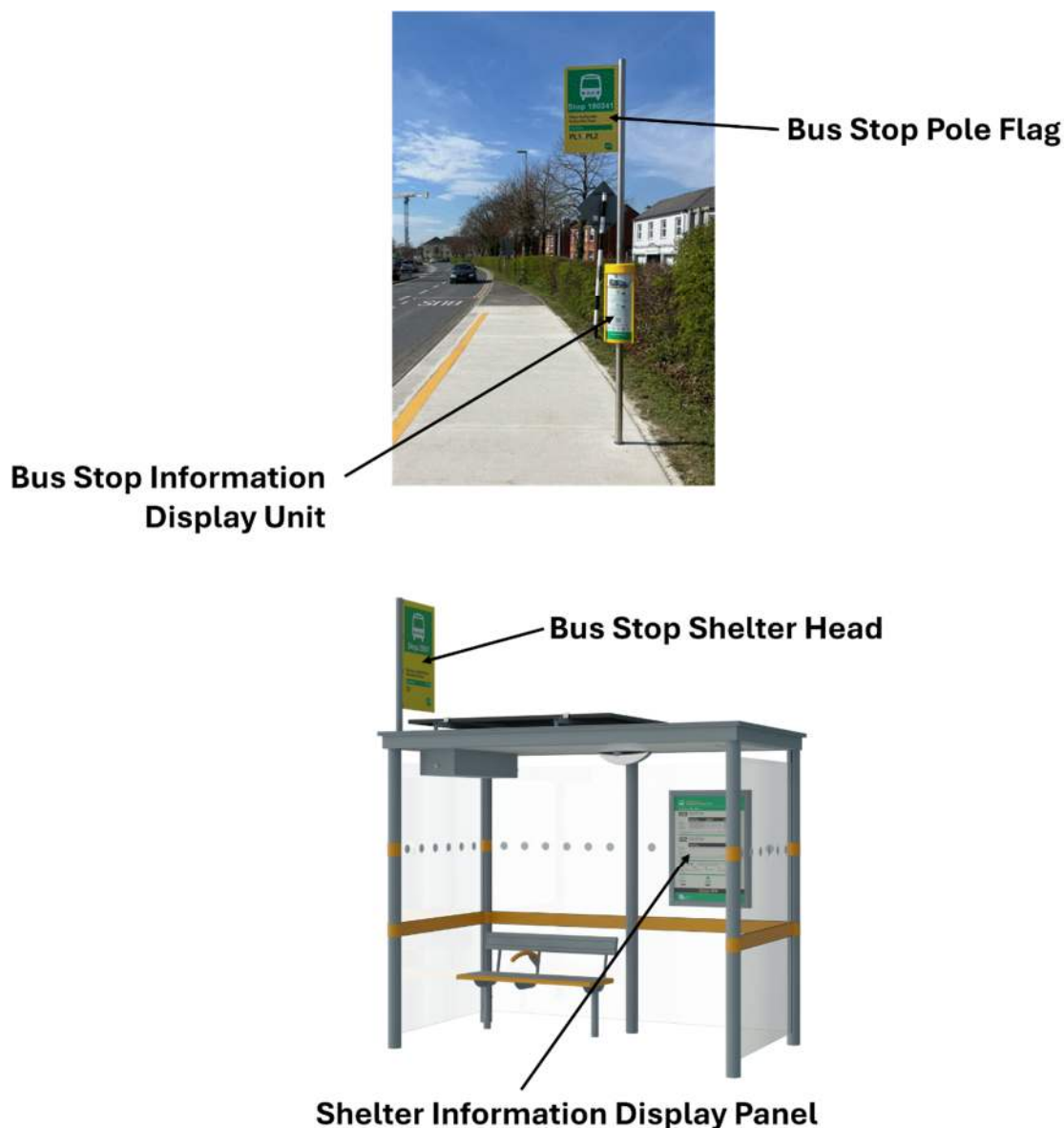
Bus Stop Pole Flag – means a flag (rectangular) which is attached to a Bus Stop Pole to identify the stop, and will be stainless steel.

Bus Stop Shelter Head Plate – means a flag (circular or rectangular) which is attached to a bus stop shelter to identify the stop, can be mild steel painted, cast iron or stainless steel.

Information Display Units – means an Information Display Unit which is attached to the Bus Stop Pole, can rotate 360 degrees on the pole, has two display faces, used to provide information on the bus route to the general public.

Shelter Information Display Panel - means an information panel which is attached to a bus stop shelter to display bus route information for the general public.

Figure 1 illustrates how the above definitions apply to typical examples of bus stop infrastructure managed by the Authority.

Figure 1

3.3 Scope

The Authority is seeking a supplier to provide printing services for bus stop information printed material, required for attachment to Bus Stop Pole Flags, Bus Stop Shelter Head Plates, Bus Stop Pole Information Display Units and Bus Stop Shelter Information Display Panels, as required.

In addition, the successful Tenderer shall, at the Authority's request, undertake the replacement of all prints on Bus Stop Pole Flags and Bus Stop Shelter Head Plates, and within Bus Stop Pole Information Display Units and Bus Stop Shelter Information Display Panels. Such works may be carried out on site, at the successful Tenderer's premises, or at the Authority's contractor's premises, as required.

The Contract will have an initial term of two (2) years, with the option to extend the Contract for up to two (2) additional one-year periods (i.e. a maximum Contract term of four (4) years).

The successful Tenderer will be an experienced contractor, and shall be responsible for the printing, supply, delivery and installation of:

- vinyl prints for stainless steel Bus Stop Pole Flags (two faces) and Bus Stop Shelter Head Plates (two faces); and

- PVC plastic prints for bus stop travel information for Bus Stop Pole Information Display Units (two faces) and Bus Stop Shelter Information Display Panels (one face),

as required.

The scope includes the delivery of the printed material as required in accordance with Section 3.9 and training of the Authority’s contractors on how to apply, maintain and remove the printed material to achieve the highest performance and design life of the product.

Where the replacement of prints on bus stop infrastructure is required by the Authority, these activities are outlined in Section 3.6.2.

3.4 Product Requirements

The successful Tenderer shall provide all prints in accordance with the Service Specification requirements. The printed products shall be produced and supplied in conformity with the dimensions and specification as defined within this Request for Tenders document.

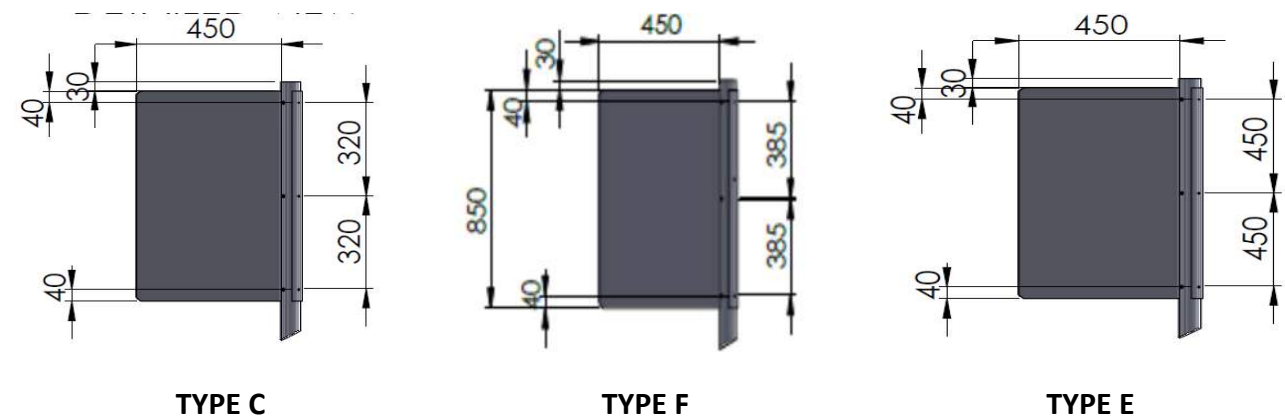
All materials shall achieve a minimum design life and a performance level meeting or exceeding the requirements of this section. The successful Tenderer shall determine the amount of bleed required for the prints based on meeting the specified requirements. No bleed, borders or lines shall be seen on the final prints.

3.4.1 Bus Stop Pole Flag dimensions/Print Area

There are three (3) sizes of Bus Stop Pole Flags, refer to Figure 2 for details. The successful Tenderer shall provide two (2) adhesive vinyl prints for each Bus Pole flag. The visible print area dimensions for the various types of flags are as follows:

- TYPE C - 450mm wide by 720mm long with external corners rounded to 40mm radius;
- TYPE F - 450mm wide by 850mm long with external corners rounded to 40mm radius; and
- TYPE E - 450mm wide by 980mm long with external corners rounded to 40mm radius.

Figure 2



3.4.2 Bus Stop Pole Information Display Unit dimensions

There are two (2) sizes required for the Bus Stop Pole Information Display Units. The display units are double faced. The successful Tenderer shall provide two (2) PVC Plastic prints per Information Display Unit.

- Size 1 - Sheet size 240mm width x 892mm; and
- Size 2 - Sheet size 240mm width x 594mm.

The Bus Stop Pole Information Display Unit prints shall not be adhesive, but shall be capable of being inserted into the display panels, without the requirement for fixings of any type to prevent crumbling or movement.

3.4.3 Bus Stop Shelter Head Plate dimensions

There are two (2) Bus Stop Shelter Head Plate print sizes as follows:

- Size 1 – 380mm diameter; and
- Size 2 – 450mm wide by 850mm long with external corners rounded to 40mm radius (corresponding to TYPE F for the Bus Stop Pole Flag).

On an exceptional basis, the Authority reserves the right to order bespoke print sizes where required. These dimensions may differ from those specified above, and the applicable pricing shall be agreed with the successful Tenderer at the time of order on a case-by-case basis. Such orders are expected to be infrequent and low-volume in nature, with print dimensions typically ranging from approximately 400mm wide to 980mm long.

The successful Tenderer shall provide two (2) adhesive vinyl prints for each Shelter Head Plate.

The Bus Stop Number on the Bus Stop Shelter Head Plate may vary between one (1) and six (6) numbers.

3.4.4 Bus Stop Shelter Information Display Panel dimensions

One (1) PVC plastic print is required for each Bus Stop Shelter information panel. The size of the sheet is as follows:

- Shelter information panel – Size 1: 655mm (w) x 1020mm (h);
- Shelter information panel – Size 2: 594mm (w) x 841mm (h) (i.e. A1);
- Shelter information panel – Size 3: 841mm (w) x 1189mm (h) (i.e. A0);
- Shelter information panel – Size 4: 900mm (w) x 1230mm (h);
- Shelter information panel – Size 5: 890mm (w) x 1225mm (h); and
- Shelter information panel – Size 6: 1100mm (w) x 900mm (h).

The Bus Stop Shelter Information Display Panel prints shall not be adhesive but shall be capable of being inserted into the panels, without the requirement for fixings of any type to prevent crumbling or movement.

3.4.5 Material Specification

All materials shall achieve a minimum design life of 8 years and a performance level meeting or exceeding the requirements of this section. All inks shall be UV protected and suitable for application to printed material specified. Variations in colour on the variable batches of print orders are not permitted.

Vinyl Material

The vinyl material to be used for the flag and head plates shall be cast vinyl 3M IJ180Cv3 ControItac, protected with 3M 8580M (Matte) overlamine, or equivalent approved products.

Where equivalent products are proposed, the successful Tenderer shall provide evidence demonstrating that such products meet or exceed the performance requirements of the specified materials. Acceptance of any proposed equivalent shall be subject to the Authority's approval.

The vinyl prints shall have adhesive backing suitable for mounting on the Bus Stop Pole Flags and Bus Stop Shelter Head Plates.

The product shall comply with the following:

- Be high performance, i.e. meeting or exceeding the material specifications and requirements;
- Suitable for outdoor exposed areas;
- Be Ultraviolet (UV) resistant;
- Ensure bubble free installation;
- Be fade resistant up to 8 years;
- Thickness (film) 50 µm (0.05 mm);
- Adhesive type shall be solvent acrylic, pressure-sensitive, repositionable;
- Adhesion approx. 18 N/25 mm;
- Applied shrinkage < 0.1 mm; and
- Application temperature +4°C for flat surfaces minimum (air and substrate).
- Can be easily installed and/or replaced by the successful Tenderer and/or the Authority's contractors in line with requirements in section 3.6.2.

The item shall be covered by a manufacturer's warranty of not less than eight (8) years, equivalent to that offered for the specified 3M products. Where an equivalent product is proposed, the successful Tenderer shall demonstrate that an equivalent warranty is available.

PVC Plastic Material

The material to be used for the Bus Stop Pole Information Display Units and Bus Stop Shelter Information Display Panels shall be 510gsm Reinforced Scrim PVC Plastic.

The product shall comply with the following:

- Be high performance, i.e. meeting or exceeding the material specifications and requirements;
- Suitable for outdoor exposed areas;
- Be Ultraviolet (UV) resistant; and
- Be fade resistant up to 8 years.

3.5 Design Information

Each print for a Bus Stop Pole Flag, Bus Stop Shelter Head Plate, and Information Display Unit/Panel is unique with variable data pertaining to stop and service information. Artwork for printing will be supplied in Adobe PDF format files for each individual bus stop.

The successful Tenderer shall take receipt of the PDF print designs and printing notes, if any, from the Authority via a SharePoint or similar system, as determined and set up by the Authority for the project.

The successful Tenderer shall set up a system in which the prints for each bus stop, per order, are easily identifiable in sequential Bus Stop Number order for delivery to the nominated delivery point.

The successful Tenderer shall allow for all liaisons with the Authority as required to ensure all information is available prior to printing.

The colours used in the artwork PDF files shall be CMYK codes. The printing process shall retain the Kerning and Tracking values, as set in the PDF file.

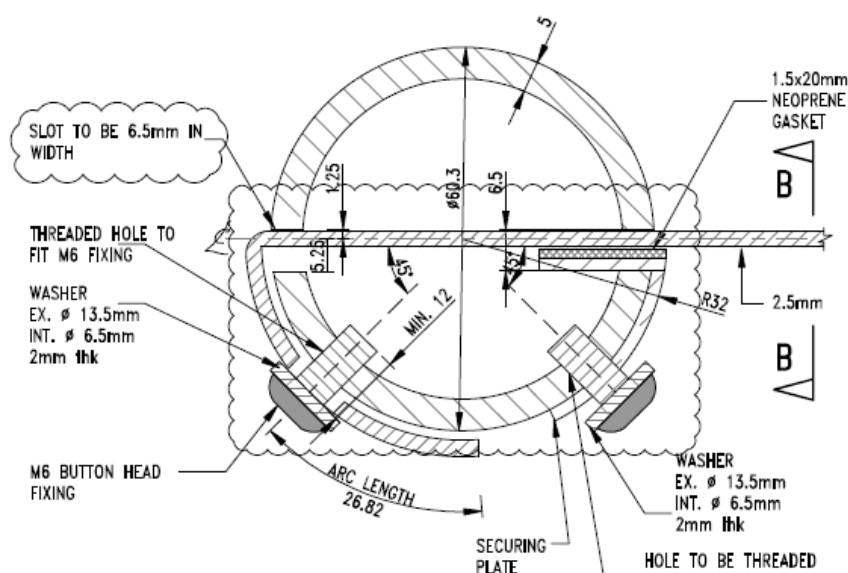
3.6 Print Replacement Requirements

3.6.1 General Requirements

The successful Tenderer shall be required to ensure that adhesive backing on the prints to be applied to the Bus Stop Pole Flags and Bus Stop Shelter Head Plates is suitable for application to stainless steel, mild steel painted or cast-iron products.

Tenderers should demonstrate any methods that, in their experience, would protect the adhesive vinyls during assembly with the pole. The assembly detail of the pole and flag are illustrated below in **Figure 3**.

Figure 3



3.6.2 Replacement Activities

The Authority may request the successful Tenderer to carry out the replacement of prints on site, at the successful Tenderer's premises, or at the Authority's contractor's premises within any of the five (5) regions identified in Section 3.9. Where instructed, the successful Tenderer shall undertake the replacement of prints on Bus Stop Pole Flags and Bus Stop Shelter Head Plates, and within Bus Stop Pole Information Display Units and Bus Stop Shelter Information Display Panels, as required. The successful Tenderer shall agree a detailed programme of work with the Authority, including the proposed methodology and timelines. All work details, including methods and completion timelines, must be submitted to and approved by the Authority in advance of the commencement of any replacement activities.

The successful Tenderer shall ensure that a bus stopping location remains operational at all times throughout the duration of the works. Any temporary removal of a bus stop shall be limited strictly to the period required to complete the replacement activities. At all other times, a suitable alternative stopping arrangement shall be provided in close proximity, ensuring continuity of service for bus operations and safe access for passengers. The stopping area shall

not be obstructed at any stage, and adequate provision shall be made to maintain clear and safe pedestrian movements to and from the bus stop location.

Where temporary bus stop infrastructure is required, the form and arrangement of such infrastructure shall be proposed by the successful Tenderer, subject to approval by the Authority. The temporary provision shall ensure that bus stop locations are clearly identifiable and that signage is visible and legible to both drivers and passengers. All temporary arrangements shall meet applicable accessibility and safety criteria, ensuring that the function and visibility of the bus stop are maintained to a level equivalent to the permanent installation.

Prior to print replacement activities being undertaken, the successful Tenderer shall verify all materials and inspect the relevant infrastructure. For vinyl prints, where required, the existing prints shall be removed and all surfaces shall be thoroughly cleaned and prepared to ensure proper adhesion. All vinyl prints shall be applied in accordance with manufacturer specifications and as per the requirements outlined in this Section 3.6.2. The successful Tenderer shall ensure correct alignment, positioning, and finish, with no visible defects, including air bubbles, creases, lifting edges, or distortion. All installed information shall be fully legible.

The successful Tenderer shall take all necessary precautions to prevent damage to bus stop infrastructure and to adjoining public and private property (where applicable) and shall be responsible for any damage arising from the print replacement works. Any defects in the print replacement works shall be remedied by the successful Tenderer at no additional cost to the Authority and within a timeframe agreed with the Authority. If the successful Tenderer fails to complete the defect correction works to the satisfaction of the Authority, or within the timeframe specified by the Authority, the Authority reserves the right to engage a third party to carry out the required works. All costs so incurred shall be recoverable from the successful Tenderer.

The successful Tenderer shall prepare and maintain appropriate Risk Assessments and Method Statements (RAMS) for application/installation activities and shall ensure that all activities are carried out safely and in accordance with such documentation. RAMS shall be reviewed and updated by the successful Tenderer as necessary to reflect site conditions.

The replacement of prints shall be carried out in compliance with all applicable health and safety legislation, including the Safety, Health and Welfare at Work Act 2005, and any relevant regulations governing works in the receiving environment. The successful Tenderer shall implement appropriate traffic and pedestrian management measures where required and shall ensure that public access is maintained safely at all times.

Where permits may be required from third parties in relation to the print replacement works, the successful Tenderer shall be responsible for obtaining all such approvals in advance of commencing the works. Any associated charges, if applicable, will be paid by the Authority on a pass-through basis, with no uplift or profit attributable to the successful Tenderer in this regard.

The successful Tenderer shall hold and maintain appropriate insurance cover for the duration of the Contract, including Public and Product Liability and Employer's Liability insurances at the levels specified in the Contract. Such insurance shall cover all print replacement activities, including activities carried out on public roads, at bus stop infrastructure, and at third-party premises. Evidence of insurance shall be provided to the Authority upon request. The successful Tenderer shall notify the Authority of any material changes to, or lapses in, such cover.

Upon completion of the replacement of prints, the successful Tenderer shall remove all waste materials and leave the site in a clean and safe condition. The successful Tenderer shall maintain records of the activities completed, including Bus Stop Number (i.e. platecode), coordinates (latitude, longitude), asset type (Bus Stop Pole or Bus Stop Shelter), date of

installation, and photograph of installation, and shall provide such records to the Authority in a format to be agreed with the Authority.

Note that in instances where there is a significant launch of new or enhanced services (such as a BusConnects network redesign), the Authority may support the successful Tenderer, in coordination with the relevant service operator(s), by facilitating the availability of an initial stock of Bus Stop Pole Flags and Bus Shelter Head Plates to commence replacement activities. The Authority shall also specify, in advance, the required method(s) of working and associated timescales for the completion of such activities, and the successful Tenderer shall comply with these requirements.

For the avoidance of doubt, replacement activities should include, as required; transport; removal of existing vinyl or prints; cleaning and preparation of the applicable surface or units/panels; application of the new vinyl or insertion and securing of the new print; reinstallation of the Bus Stop Pole/Bus Stop Pole Flag/Shelter Head Plate on site (where applicable); safe disposal of removed materials; and the provision of a record of the completed activity to the Authority.

3.7 Samples

For printed materials, Tenderers must provide a sample of their product(s) as proposed in their tender submission. The samples are required to be a sample based on the PDF designs attached to this tender document.

Samples must be clearly labelled with the company name, product name and reference.

Tenderers must, when submitting the sample(s), provide documentation and manuals relating to (but not being limited to) the:

- a) Installation;
- b) Quality;
- c) Durability; and
- d) Maintenance

of the product.

Samples must be delivered to the Authority's offices at the below address prior to the tender deadline, in accordance with Section 4.3. Tenderers shall be responsible for the insurance and transportation of samples used in presentations, demonstrations or field trials. The Authority shall not be liable for any costs associated with the supply of samples provided as part of the tender process.

Tenderers are required to submit one (1) printed sample of each of the following;

- Bus Stop Pole Flag vinyl print – Flag Type C – 720mm, one face only;
- Bus Stop Shelter Head Plate vinyl flag print – 380mm diameter, one face only
- Bus Stop Pole Information Display Unit Print – Size 2, one face only;
- Bus Stop Shelter Information Display Panel Print – Size 3: 841mm (w) x 1189mm (h).

clearly labelled on the outside “Bus Stop Information Printed Material – Supply and Replacement ” to:

Neasa Hill,
National Transport Authority
Haymarket House
Haymarket,
Dublin 7,
DO7 CF98

Where a Tenderer requires the return of their samples in case of an unsuccessful tender, they must clearly indicate this in their tender response. Once the tender assessment process has been completed, the Tenderer will arrange for the collection of their samples.

3.8 Quality Management

The successful Tenderer shall operate a quality management system(s) aligned with ISO 9001:2015 (as amended) or an equivalent internationally recognised standard. Documentary evidence shall be provided when requested by the Authority.

3.9 Delivery Of Supply

The successful Tenderer shall be capable of delivering and offloading these products, in variable sized batches within defined timeframes.

For all order sizes, the printed products shall be delivered within three (3) weeks of a written order and receipt of the PDF designs, from the Authority to a location/locations provided by the Authority, throughout the Republic of Ireland in the regions as identified below.

Region	Counties covered
Dublin Area	Dublin, Meath, Kildare and Wicklow
North Leinster	Louth, Westmeath, Longford, Laois and Offaly
South Leinster	Wexford, Carlow and Kilkenny
Munster	Waterford, Cork, Kerry, Limerick, Clare and Tipperary
Connacht and Ulster	Galway, Mayo, Sligo, Roscommon, Leitrim, Monaghan, Cavan and Donegal

The successful Tenderer shall allow for deliveries to all counties in all Regions.

3.10 Training

At the Authority's request, where required, the successful Tenderer shall provide training for the Authority's contractors on how to install, use, maintain and remove the printed material. This shall include training on the proper method of fixing the vinyl prints on to the Bus Stop Pole Flags and demonstrate any methods that, in their experience, would protect the adhesive vinyl during assembly of the flag on the pole, and how to remove and reapply a vinyl print to the flag.

Training shall occur at the successful Tenderer's premises or the Authority's contractor's premises in any one of the five (5) regions identified in Section 3.9.

3.11 Other

The successful Tenderer shall be required to liaise directly with suppliers and contractors appointed by the Authority, as advised by the Authority in writing, as required.

3.11.1 Transition

The successful Tenderer shall be responsible for managing any transition required between the existing service providers and the successful Tenderer.

Upon contract award, the successful Tenderer shall commence mobilisation immediately and implement all necessary measures to ensure a seamless transition from the existing service arrangement. This shall include coordination with the incumbent service providers (where applicable) to ensure continuity of service at all times.

There shall be no interruption or degradation of service during the transition period. The required service levels shall be maintained from the date of contract commencement and throughout the contract term.

The successful Tenderer shall ensure that all resources, personnel, systems, and supply chains are in place and operational in advance of the service commencement date, such that the service is fully functional from commencement.

Ongoing service delivery shall be provided in accordance with the Contract from the commencement date, with continuous compliance with all specified performance requirements.

3.12 Placing of Orders

The Authority reserves the right not to order any materials or units under the Contract.

3.13 Commissioning Work

The Authority reserves the right not to commission any assignments under the Contract, depending on its particular requirements.

3.14 Invitation to Tender

Suitable companies are now invited to tender to undertake this work in accordance with the terms of this brief. Following consideration of submissions, the Authority may at its discretion award the contract to the company submitting the most economically advantageous tender. The Authority will evaluate Tenders based on the criteria set out in Section 7 of these Instructions. Tenderers may be required to make a presentation relating to their proposal at an Authority-nominated date, time and venue. The Authority proposes to conclude a contract with the Tenderer who has submitted the most economically advantageous tender when assessed in accordance with the evaluation criteria. In the event that the Authority is unable to conclude a contract with this Tenderer, the Authority reserves the right to revert to the next highest ranked Tenderer, seriatim, and seek to conclude a contract with that Tenderer.

4. ADMINISTRATIVE REQUIREMENTS

4.1 Overall Approach

The Authority intends, following this tender process, to enter into a contract for the delivery of the Services (but does not bind itself to do so).

4.2 Procedure

Tenderers are invited to submit Tenders in accordance with these Instructions following which the Authority will, subject to its rights and discretions as set out in these Instructions, assess the Tenders submitted and proceed to award the Contract.

4.3 Deadline for Receipt of Tenders

The deadline for receipt of Tenders is **12:00 noon 28th September 2026**. The onus is on the Tenderers to ensure their Tender has been received prior to the specified deadline, and are advised that the eTenders post-box facility automatically shuts down after that Deadline for Receipt of Tenders has passed. Only in exceptional circumstances outside the control of the Tenderer will Tender Submissions received after the relevant Deadline for Receipt of Tenders be admitted, and this will be entirely at the discretion of the Authority.

4.4 Delivery of Tenders

Tenderers shall submit an electronic copy submission which should be submitted via the electronic postbox available on www.etenders.gov.ie.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Deadline for Receipt of Tenders (as defined in paragraph 4.3). Tenderers should note that the file size limit for attachments sent to the electronic postbox is 250 MB and the total (combined) attachment size per response is 500 MB. Tenderers should check the status and progress bar to ensure attachments are completely uploaded prior to submitting a document in an electronic postbox or for any of the required criteria. Before clicking submit response, Tenderers should ensure that all updated criteria have reached a 100%. After submitting a response Tenderers may still modify and re-send the response up until the response deadline. Tenderers should be aware that the “submit Response” button will be disabled automatically upon expiration of the response deadline.

The Form of Tender at Appendix II must be submitted with the Tender. This form must be completed and signed in ink or by electronic signature software by a person authorised to bind the Tenderer. The Tender shall be signed or sealed in whatever manner is usual and legally permissible for the Tenderer to effect binding contracts. The name of each person signing shall be typed or written in block capitals below his/her signature. The official capacity or authority of the persons signing shall also be shown. No additional items shall be inserted in the Form of Tender and no alterations may be made to the Form of Tender.

4.5 Tendering Costs

Tenderers shall bear all costs associated with the preparation and submission of their Tenders. The Authority shall not be responsible and/or liable to pay for any costs, expenses or losses whatsoever which may be incurred by the Tenderer in the preparation or submission of its Tender or in relation to any interviews, presentations, clarifications or additional information associated with the evaluation of submitted Tenders that may arise following submission, or otherwise arising from participation in the tender process, regardless of the conduct or outcome of the tender process.

The Authority does not undertake to accept any Tender and the Authority may cancel the process at any time prior to a contract being entered into.

4.6 The Tender Submission

All Tenders, supporting documents and correspondence will be required to be in English. In circumstances where an original document, which is to form part of the Tender or correspondence with the Authority, is not in the English language, the Tenderers must provide an accurate English translation together with a copy of the original document. In the event of any discrepancy or difference between various languages, the version in the English language shall prevail.

The working language of the project will be English. Tenderers should be precise and succinct in their submission with a font no smaller than Arial 10. The Authority will not consider pages beyond the specified limits for each criterion.

Tenderers should clearly specify their respective approaches to each of the requirements and the staff to be assigned to each. Individual staff members may be assigned to work in any / all requirement areas.

All Tenders must contain the information required by these Instructions as set out below.

General Information:

- Name, address, e-mail address, and telephone number of the Tenderer and name of the contact person dealing with the Tender;
- Name, address, e-mail address and telephone number of any third-parties involved in the Tender and the name of the appropriate contact person(s) dealing with the matter;
- Description of role or element of contract to be fulfilled by any third party;
- Identification of party who will carry overall responsibility for the contract; and
- Confirmation of acceptance by the Tenderer and any third parties of the conditions of tender described in these Instructions.

Eligibility Criterion:

- Confirmation of a turnover of €400,000 (or euro equivalent) during the period 2022 to date, related to the supply of relevant products and services. Evidence of the Tenderer's turnover under the above criterion may be demonstrated by audited accounts where the relevant turnover is clearly stated. Alternatively, turnover may be certified in a letter signed by a director of the firm, stating

relevant turnover, and accompanied by a copy of extracts of the audited accounts evidencing overall turnover of the business, where available.

Relevant similar experience:

- Tenderers are required to provide three (3) examples of contracts demonstrating similar experience (similar having regard to the description of the Services set out in Section 3) undertaken during the last three (3) years. 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 each of these matters to act as potential referees. Please note that these persons may be contacted by the Authority for references;
- The number of pages should not exceed three (3) A4 pages, using a font size no smaller than Arial 10. Any information or details beyond three (3) pages will not be considered.

Quality Management:

- Provide evidence of meeting ISO 9001 or an equivalent internationally recognised standard.
- The number of pages should not exceed three (3) A4 pages, using a font size no smaller than Arial 10. Any information or details beyond three (3) pages will not be considered.

Samples:

- Sample of the product(s) as proposed in the tender submission including documentation required in Section 3.7. The supplier shall provide documentation to confirm that the materials proposed to be supplied under this contract comply with the specification requirements in section 3.4.5.

Proposed Approach to Continuity of Supply:

- Tenderers must describe their proposed approach to managing the delivery process for the printed materials to meet the timelines as set out in Section 3.9 including (but not limited to):
 - Details of the delivery process;
 - Communication of delays;
 - Escalation processes.
- The number of pages should not exceed three (3) A4 pages, using a font size no smaller than Arial 10. Any information or details beyond three (3) pages will not be considered.

Print Replacement Activities:

- Tenderers shall provide detailed evidence demonstrating their capability to deliver the required print replacement services for existing bus stops as described in Section 3.6.

- Submissions may include sample Risk Assessments and Method Statements (RAMS), together with details of how these are implemented, monitored, and updated, along with evidence of their health and safety competence, including relevant certifications, staff training records, and examples of managing works safely in the receiving environment, including traffic and pedestrian management measures.
- The number of pages should not exceed five (5) A4 pages, using a font size no smaller than Arial 10. Any information or details beyond five (5) pages will not be considered.

Environmental Impact:

Tenderers shall describe the measures, policies, procedures and initiatives they have in place to minimise the environmental impact associated with the supply of bus stop infrastructure printed material and associated training, and for replacement activities. Submissions may include, but are not limited to:

- Environmental management systems and certifications (e.g. ISO 14001 or equivalent);
 - Measures to reduce waste generation and increase reuse and recycling;
 - Actions taken to reduce energy consumption and greenhouse gas emissions;
 - Sustainable sourcing of raw materials and components;
 - Use of environmentally preferable materials, inks, packaging or production methods;
 - Measures to minimise transport-related emissions and optimise logistics;
 - Product recyclability and end-of-life management;
 - Environmental performance monitoring, reporting and continuous improvement initiatives; and
 - Any relevant environmental targets, achievements or performance metrics.
- The number of pages should not exceed three (3) A4 pages, using a font size no smaller than Arial 10. Any information or details beyond three (3) pages will not be considered.

Pricing Submission:

- Set out the costs, in accordance with the tables and instructions set out in Appendix I;

Form of Tender:

- The Form of Tender at Appendix II must be submitted with the Tender;
Note: Should the Tenderer utilise subcontractors for the installation works, a Form of Tender must also be submitted in respect of those subcontractors.

Article 57 of EU Directive 2014/24/EU:

- The Declaration of Compliance at Appendix III must be submitted with the Tender. This declaration must be completed and signed in ink by the Tenderer.

4.7 Validation of Tenders

Tenders will be examined initially for completeness and compliance with these Instructions. Tenderers will also be examined to check that the Tenderer should not be excluded on the basis of Regulation 57 of EU Directive 2014/24/EU. If any of the conditions set out in Regulation 57 of Directive 2014/24/EU apply to the Tenderer (or any member of the Tenderer, in the case of a consortium), the Tenderer shall be excluded from the competition.

Tenders which are not eliminated following this step will be assessed in accordance with the provisions of section 7 of these Instructions.

4.8 Pricing

The pricing schedule set out in Appendix I must be completed by all Tenderers. Failure to complete this schedule in full and to quote on this basis may result in a Tenderer's proposal being excluded from consideration.

4.9 Change in circumstances

If, as a result of a change in circumstances or otherwise, any information given by a Tenderer in a Tender was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete or misleading, the Tenderer must so inform the Authority as soon as it becomes aware of this. The Authority reserves the right, at its absolute discretion, to withhold approval for any such changes and to disqualify the Tenderer from further participation in the procurement process.

If it comes to the Authority's attention that:

- there has been a change in circumstances concerning a Tenderer that could affect the assessment of that Tenderer's Tender or a decision that the Tenderer has qualified to have its Tender assessed; or
- information submitted by a Tenderer was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete or misleading,

the Authority may (but is not required to) revise its assessment of the Tenderer's Tender or whether that Tender can be included in the evaluation on the basis of the information then available to the Authority.

4.10 Non-compliant Tenders

Tenders must not be qualified in any way but must be submitted in accordance with these Instructions. Tenders must not include or be accompanied by any statement that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. The Authority's decision on whether a Tender is compliant will be final.

If a Tender fails to comply in any respect with the requirements set out in these Instructions, the Authority shall be entitled (but shall not be obliged) to take such action as it considers appropriate, including (but not limited to):

- rejecting the relevant Tender as non-compliant;
- without prejudice to the Authority's right to reject the Tender:
 - meeting with, raising issues and/or seeking clarification from the Tenderer in respect of the relevant Tender;
 - requesting the Tenderer to provide information or items which has/have not been provided or has/have been provided in an incorrect form;
 - waiving a requirement which, in the Authority's opinion is minor or procedural; and
or
 - amending the relevant requirements of these Instructions and inviting Tenderers to adjust their Tenders on the basis of such revised requirement,

provided however that no amendment and/or change to a requirement of these Instructions, shall be permitted if, in the opinion of the Authority, the amendment and/or change, if accepted, would constitute a material amendment and/or change to the Authority's requirements.

5. INFORMATION AND COMMUNICATIONS

5.1 Amendments and/or Clarifications

If the Authority is of the opinion that a clarification of and/or amendment to these Instructions and/or additional information is required to be issued then the Authority shall be entitled to make any such clarification of and/or amendment to these Instructions and/or issue such additional information.

5.2 Communications and Queries

Tenderers may **not** address queries to, or communicate with, the Authority other than in the manner provided for in this Section 5. All enquiries regarding any element of this request to participate must be forwarded to the Authority **via the eTenders website (Question and Answer function)** at www.etenders.gov.ie

Queries may not be made verbally or by any other means and canvassing will disqualify.

Queries must be received by the Authority not later than the closing date for receipt of queries although the Authority reserves the right to respond to queries raised after that date. It is the Tenderer's responsibility to ensure that all queries are received by the Authority by this deadline. Such queries and /or requests should be submitted not later than ten (10) days prior to the date for return of Tenders. Any communication shall state clearly that it relates to **"Provision of Bus Stop Information Printed Material – Supply and Replacement"**.

Queries from Tenderers will be accumulated and answers, where appropriate, will be sent simultaneously to all Tenderers to ensure that all Tenderers have the same opportunity to respond. The Authority will, if appropriate, circulate copies of all queries submitted pursuant to this Section 5, together with the Authority's responses thereto, to all Tenderers by posting the responses to the queries via the Irish Government's e-tenders website; namely, www.etenders.gov.ie. Accordingly, it is critical that Tenderers record their interest in this request via the www.etenders.gov.ie website. Otherwise, a Tenderer may not receive a breakdown of queries submitted, together with the Authority's responses thereto.

The Authority will endeavour to respond to all reasonable queries/requests received prior to the closing date for receipt of queries but does not undertake to respond to all queries/requests received. The Authority may, at its absolute discretion, respond to queries received after that date.

The Authority reserves the right to respond separately to a Tenderer's query if, in the Authority's absolute opinion, the response is particular to that particular Tenderer.

The Authority does not accept responsibility for any communications issued by it, which are missed or not received by Tenderers, or for communications issued by Tenderers, which are not received by the Authority.

6. GENERAL PROVISIONS

6.1 Consortia

Where the successful Tenderer is a consortium of firms/partnerships, it is anticipated that each member of the consortium will be required to be jointly and severally liable for the performance of the Services, although the Authority reserves the right to require the Tenderer to contract on a different basis, such as a lead contractor with a number of sub-contractors.

6.2 Freedom of Information Act Requirements

The Authority is subject to the provisions of the Freedom of Information Acts. Therefore, where Tenderers consider any information they provide in the course of this competition to be commercially sensitive or confidential in nature, the Authority shall be so advised and the reasons specified. The nature of the documentation may then be taken into account by the Authority in considering requests, if any, for access to such information under the Freedom of Information Acts.

Tenderers shall note, on conclusion of the Contract, that the Contract and associated documents will be open to public examination to the extent required by the Freedom of Information Acts or any act amending or replacing it.

The statutory requirements of the Freedom of Information Acts will, in all circumstances, supersede all the stated requirements of the various parties.

6.3 Conflict of interest

Any conflict of interest or potential conflict of interest must be fully disclosed to the Authority as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the Authority shall, in its absolute discretion, decide on the appropriate course of action.

Without prejudice to the foregoing, any registrable interest, involving the Tenderer and the Authority, members of the Board of the Authority, members of the Government, members of the Oireachtas or employees of the Authority or their relatives must be fully disclosed in the Tender, or should be communicated to the Authority immediately upon such information becoming known to the Tenderer, if later. The terms 'registrable interest' and 'relatives' shall be interpreted in line with the Ethics in Public Office Act 1995.

6.4 Tender Validity Period

It is a condition of submission of a Tender that such Tender remains open for acceptance by the Authority for the period set out in the Form of Tender.

6.5 Tax Clearance, Insurance and Indemnity

It is a pre-condition to award of the Contract that the successful Tenderer shall provide the Authority with a valid current Tax Clearance Certificate and evidence that the insurance required under the Contract is in place.

6.6 Confidentiality

Each Tenderer (and any other party who receives a copy of these Instructions) (each a “**Receiving Party**”) must keep confidential any information relating to the business, affairs or plans of the Authority which is designated as "confidential" or which ought reasonably be regarded as confidential which is obtained under or in connection with this tender competition, including, without limitation, their participation in the tender competition and these Instructions ("**Confidential Information**") and must not divulge the same to any third party without the prior written consent of the Authority.

The Receiving Party must procure that its personnel and all other of its employees having access to Confidential Information are subject to the same obligations as set out in this Clause 6.6 with respect to Confidential Information and must take all reasonable steps to ensure that its personnel and employees are made aware of and perform such obligations.

The Receiving Party may disclose Confidential Information:

- if and to the extent required by law or for the purpose of any judicial inquiry or proceedings;
- to its professional advisers, auditors and bankers; or
- if and to the extent that the Authority has given prior written consent to the disclosure.

The Authority is entitled to disclose to any person any information about this tender competition, including the identity of the Tenderers and details of their respective members, the services, the tender process or the award of the Contract (including, without limitation, details of the Tender Fee) at any time.

6.7 Ownership of Intellectual Property

The Receiving Party acknowledges that all rights in any materials (including, without limitation, these Instructions) provided by the Authority to the Receiving Party shall at all times vest in and be the absolute property of the Authority.

6.8 Reliance on resources

Where, in order to prove its suitability for the Services, a Tenderer or a member of a Tenderer wishes to rely on the resources of entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, for example, but not limited to, reliance on a parent company's resources), the Tenderer must include with its Tender a letter from such other entity confirming that it is committed to providing the necessary resources. A guarantee from such entity may be required as a condition of contract award. If availability of resources being relied upon is not established to the satisfaction of the Authority, the Authority will assess the suitability of the Tenderer without taking into account the resources of the entity being relied on.

6.9 Prior knowledge

Tenderers must not make assumptions that the Authority or any of its advisors has prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information contained in their Tender (as may be clarified in accordance with the provisions of these Instructions).

6.10 Corrections to Pricing Submission and abnormal tenders

The Authority may, without any responsibility for this, examine the details submitted in the Pricing Submission for errors and omissions.

The Authority reserves the right to correct Tenderers' completed Pricing Submissions for errors and/or omissions at its absolute discretion, or to request the Tenderer to correct the completed Pricing Submission if the Authority considers it appropriate to do so. The Authority shall not be under any obligation to allow any Tenderer an opportunity to correct errors in its completed Pricing Submission. The Authority's calculations will supersede any calculations made by the Tenderer, where there is a discrepancy.

Tenderers must not use abnormally high or low rates or prices. If, in the Authority's opinion, any tendered amounts are abnormally low or abnormally high, the Authority may require the Tenderer to provide further written details of the constituent elements of such tendered amounts or any other information which the Authority considers relevant. This may include (without limitation) the information listed in Regulation 69(2) of the European Union (Award of Public Authority Contracts) Regulations 2016.

Any failure to provide such information, where requested, may exclude the Tender from further consideration. If, having considered the information provided, the Authority is of the view that the tendered amounts are abnormally low or abnormally high, the Authority may reject the Tender.

6.11 Independent Enquiries

The Authority reserves the right to make independent trade, credit and security inquiries about Tenderers before identifying a preferred Tenderer or awarding any subsequent contract. Tenderers may be requested to provide financial and trade references as well as further biographical details of key personnel for this purpose.

6.12 Sanctions

The Authority reserves the right to exclude any Tenderer from the competition should the Authority be of the view that entry into any contract with such Tenderer (bearing in mind any consortium members, entities relied upon or subcontractors) be contrary to any applicable law or regulation, including any applicable sanctions regime. Tenderers are required to disclose in their Tender any issues giving rise to possible sanctions application.

7. EVALUATION PROCESS

7.1 Introduction

The Authority will evaluate and rank Tenders which have not been eliminated based on an evaluation of the criteria set out below. The Authority proposes to conclude a contract with the Tenderer who has submitted the most economically advantageous Tender (i.e. the highest-ranked Tender) when assessed in accordance with the evaluation criteria. In the event that the Authority is unable to conclude a contract with this Tenderer, the Authority reserves the right to revert to the next highest ranked Tenderer, seriatim, and seek to conclude a contract with that Tenderer.

7.2 Evaluation Criteria

7.2.1 Eligibility

It is a minimum requirement for participation in this tender competition that the Tenderer must have a turnover of €400,000 (or euro equivalent) in any financial year during the period 2022 to date, related to the supply of relevant products and services. Minimum turnover must be demonstrated as follows:

Tenderers must self-declare by way of their Tender that they meet the turnover requirement; and

Upon request by the Authority evidence of meeting the minimum turnover by way of the following:

- o Formal audited accounts;
- o Financial accounts;
- o Accountant's letter/ certificate of turnover; or
- o Auditor's letter / certificate of turnover.

Where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the Authority of the valid reason as to why the documentation cannot be supplied and, if the Authority considers the reason given to be valid, provide other suitable alternative documentation to prove, to the satisfaction of the Authority, their minimum turnover. Tenderers should note that it is a pre-condition to the award of the Contract that the successful tenderer shall provide the Authority with a substantive response that satisfies the requirements of this minimum criterion for participation.

7.2.2 Stage 1 – Selection Criteria

The suitability of Tenderers to perform the contract will be evaluated by reference to the following selection criteria:

Selection Criteria	
Experience of the Tenderer during the last three (3) years in the provision of similar services to those required in Section 4.6. (Tenderers should provide a maximum number of 3 similar or comparable projects. Tenderers are advised that submissions beyond 3 similar projects under this criterion will not be evaluated).	Pass/Fail

<i>Maximum 3 x A4 pages: Tenderers are advised that submissions beyond 3x A4 pages under this criterion will not be evaluated.</i>	
Tenderers should provide evidence of quality management systems that meet or exceed the requirements of ISO 9001:2015 (as amended) or an equivalent internationally recognised standard.	Pass/Fail
<i>Maximum 3 x A4 pages: Tenderers are advised that submissions beyond 3x A4 pages under this criterion will not be evaluated.</i>	

Tenderers should note that their submission must pass the selection criteria set out in the table above, in order to avoid elimination from consideration. In the event that a Tenderer is eliminated from consideration due to a failure to reach the minimum standard (Pass) for the selection criteria listed above, then that Tenderer's submission will not be taken into further consideration.

The Authority reserves the right to interview Tenderers before completing the final assessment under the selection criteria.

Tenderers who achieve a Pass mark in the selection criteria above will progress to Stage 2 of the evaluation, and be evaluated under the award criteria in accordance with Section 7.2.33.

The standard achieved under the selection criteria will not be relevant to the evaluation under the award criteria at Stage 2.

7.2.3 Stage 2

The evaluation criteria that will be applied by the Authority to assess the most economically advantageous Tender will be:

Award Criteria	Marks Available	Minimum Required
Quality Criterion – Continuity of Supply (Printed Materials): Tenderers must describe their proposed approach to managing the delivery process for the printed materials to meet the timelines as set out in Section 3.9 including (but not limited to): • Details of the delivery process; • Communication of delays; - Escalation processes. <i>Maximum 3 x A4 pages: Tenderers are advised that submissions beyond 3x A4 pages under this criterion will not be evaluated.</i>	15	9
Quality Criterion – Print Replacement Activities: Assessment of the Tenderer's ability to deliver the required print replacement services at existing bus stops as described in Section 3.6.	25	15

Award Criteria	Marks Available	Minimum Required
Submissions should focus on the renewal of prints at existing bus stop locations. <i>Maximum 5 x A4 pages. Tenderers are advised that submissions beyond 5 x A4 pages will not be evaluated..</i>		
Samples: The quality of the Tenderer's sample submissions will include an evaluation of the printed samples as required in Section 3.7 to ensure that they meet the Authority's requirements as specified in section 3.4, and will encompass an assessment of the overall quality of the samples, including material quality and print quality of the proposed samples.	Pass/Fail	Pass
Quality Criterion – Environmental Impact: Tenderer's demonstration to complete the project, product or service in an environmentally friendly manner and to provide products and services which minimise environmental impact. <i>Maximum 3 x A4 pages: Tenderers are advised that submissions beyond 3x A4 pages will not be evaluated.</i>	10	6
Price: The tender price as per Appendix 1, Pricing Submission	50	n/a

Tenderers should note that their submission must achieve the minimum marks set out in the table above, in order to avoid elimination from consideration. In the event that a Tenderer is eliminated from consideration due to a failure to reach the minimum marks set out in the table above then that Tenderer's Pricing Submission will not be taken into consideration.

The Authority reserves the right to interview Tenderers or request presentations from Tenderers before completing the final assessment under the award criteria. The highest scoring Tender will represent the most economically advantageous tender.

7.3 Price Assessment

The marks awarded under the Price criterion will be calculated in accordance with the following formula:

$$\left[1 - \left(\frac{TenderFee - LowestTenderFee}{HighestTenderFee} \right) \right] \times Weighting$$

Where:

- Tender Fee, is the Tender Fee submitted by the Tenderer under consideration;
- Lowest Tender Fee, is the lowest Tender Fee from the Tenders received;
- Highest Tender Fee, is the highest Tender Fee from the Tenders received; and
- Weighting is 50 marks.

Using the weighting 50 for the Price Award Criterion, the maximum marks that can be achieved for the Tender Fee for this commission is 50.

7.4 Clarifications

The Authority may seek clarification or further information or both from one or more of the Tenderers. The Authority may meet with one or more Tenderers for these purposes. The Authority will confirm to the Tenderer concerned in written minutes any clarification arising from such meeting and the Tenderer will be required to confirm or correct the minutes in writing.

7.5 Tie Break

In the event of a tie, the Tender with the highest mark for Price will be deemed to be the highest-ranked Tender.

8. STEPS FOLLOWING TENDER ASSESSMENT

8.1 Notification

As soon as practicable after the Authority has made a decision about the award of the Contract the Authority will notify all Tenderers of the outcome of this competition. This notification will not form the Contract or any contract or other obligation and specifically will not obligate the Authority to award or enter into the Contract.

8.2 Letter of intent

The Authority may issue to the selected Tenderer a letter of intent requiring that Tenderer to submit to the Authority any or all of the following together with any other items that the Authority deems appropriate:

- Evidence of tax clearance certificate;
- Evidence of insurance policy (ies).

The issuance of a letter of intent by the Authority shall not in any way constitute the award of this Contract and the Contract shall not come into force in any way without the issue of a Letter of Acceptance by the Authority or the formal execution of the Contract by the Authority and the successful Tenderer.

If the successful Tenderer to whom such a letter of intent is addressed does not submit the documents as required within the time allowed, the Authority may take such steps as are considered appropriate, including (but not limited to) to:

- executing the Contract with the successful Tenderer to whom the letter of intent was addressed (even though the documents have not yet been provided);
- allowing the successful Tenderer to whom the letter of intent was addressed additional time to provide the documents; or
- proceeding to initiate award to the successful Tenderer who submitted the next most economically advantageous Tender, seriatim, and seek to conclude a contract with that Tenderer.

8.3 Letter of Acceptance

The Authority may create the Contract by issuing a Letter of Acceptance in respect of such Contract at any time during tender validity period (subject to any standstill period which may be required by law).

9. PROPOSED CONTRACT

A copy of the contract proposed to be entered into between the Authority and the successful Tenderer is attached at Appendix IV. Please note the specific technical and other requirements are detailed elsewhere in this document and in addition to the conditions in the contract. The successful Tenderer will be required to enter into a contract with the Authority on the basis of the terms and conditions set out in Appendix IV. The Authority shall draft and specify the final form of the contract.

No commitment of any kind, contractual or otherwise, will exist unless and until a formal contract has been executed by or on behalf of the Authority.

Any issues, which a Tenderer may have with the proposed Contract, must be raised by way of Tender query prior to the closing date for receipt of queries as per Section 5.2.

APPENDIX I – PRICING SUBMISSION

The Tenderer is required to complete the tables below.

The Tenderer is required to complete in full Tables A – I below. Save for completing the pricing information required, Tenderers may not make any other alterations or amendments to this Pricing Submission. Failure to complete the Pricing Submission in full may result in a Tenderer being excluded from consideration.

The aggregate of the costs in TABLE A comprise an indicative total of payments for the supply of bus stop infrastructure printed material and associated training, and for replacement activities, for a period of maximum 4 years (the Contract will have an initial term of two (2) years, with the option to extend the Contract for up to two (2) additional one-year periods), all in accordance with the requirements set out in these tender documents.

The “Total Tender Fee” in TABLE A represents the summation of the numerical items in the “Total Cost” column above the “Total Tender Fee” row. For the purposes of the remainder of this Request for Tenders document, the defined term “Tender Fee” shall mean the “Total Tender Fee” calculated in Table A.

All prices exclude VAT.

The individual line items in this Appendix and quantities and amounts stated, are indicative only, representing possible requirements, quantities and amounts arising during the duration of the Contract. All such items, quantities and amounts are for tender assessment purposes only and do not imply any commitment on behalf of the Authority to order or request such items, quantities nor represent any guarantee as to the likely or anticipated revenue to be generated from the Contract.

Supporting Notes:

- A print unit for a Bus Stop Pole Flag constitutes both sides of the flag prints, i.e. two faces; a print unit for a Bus Stop Shelter Head Plate constitutes both sides of a Bus Stop Shelter Head Plate, i.e. two faces; a print unit for a Bus Stop Pole Information Display Unit constitutes both sides of the display, i.e. two faces; a print unit for a Bus Stop Shelter Information Display Panel constitutes a single face display print.
- Where a Bus Stop Pole Flag vinyl is replaced, whether on site in the receiving environment, at the successful Tenderer’s premises, or at the Authority’s contractor’s premises, the activity shall include, as required: transport; implementation of temporary bus stopping arrangements (where applicable); removal of the existing flag vinyl; cleaning and preparation of the flag surface; application of the new vinyl; installation of the pole (where applicable) and/or flag on site; safe disposal of removed materials; and the provision of a record of the completed activity to the Authority.
- Where a Bus Stop Shelter Head Plate vinyl is replaced, whether on site in the receiving environment, at the successful Tenderer’s premises, or at the Authority’s contractor’s premises, the activity shall include, as required: transport; implementation of temporary bus stopping arrangements (where applicable); removal of the existing Head Plate vinyl; cleaning and preparation of the Head Plate surface; application of the new vinyl; installation of the Head Plate on site (where applicable); safe disposal of removed materials; and the provision of a record of the completed activity to the Authority.
- Where a Bus Stop Pole Information Display Unit print or a Bus Stop Shelter Information Display Panel print is replaced, the activity shall include, as required: transport; removal of existing prints; cleaning and preparation of the units/panels; insertion and securing of the new print; safe disposal of removed materials; and the provision of a record of the completed activity to the Authority.

- Delivery includes delivery and off-loading of units of all types, including any lifting equipment required, to any of the counties within the five (5) regions as required herein under Section 3.9. including liaison with the Authority's contractors;
- Training includes training at the successful Tenderer's premises or the Authority's contractor's premises in any one of the five (5) regions identified in Section 3.9.
- For the avoidance of doubt, the Unit Rate and Delivery Rate shall include, without limitation, all overheads associated with the provision of the specified goods, including, but not exclusive to, profit, and insurances.

TABLE A: TOTAL TENDER FEE

<i>Description</i>	<i>Total Cost (excl. VAT) €</i>
TABLE B: NOMINAL TENDER FEE – SUPPLY (D)	
TABLE C: NOMINAL TENDER FEE – DELIVERY OF PRINTS (D)	
TABLE D: NOMINAL TENDER FEE – TRAINING (D)	
TABLE E: NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (DUBLIN AREA) (D)	
TABLE F: NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (NORTH LEINSTER) (D)	
TABLE G: PRINT REPLACEMENT ACTIVITIES (SOUTH LEINSTER) (D)	
TABLE H: PRINT REPLACEMENT ACTIVITIES (MUNSTER) (D)	
TABLE I: PRINT REPLACEMENT ACTIVITIES (CONNAGHT AND ULSTER) (D)	
Total Tender Fee	

TABLE B: NOMINAL TENDER FEE – SUPPLY

In TABLE B below the Tenderer is required to complete the “Unit Rate” column for the supply of flag print sizes stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual unit proposed to be charged in respect of that item (as described in the item description in section 3.4 and the Supporting Notes within Appendix I) for any future orders and shall include for all material supply and overheads associated with the supply of such goods. The Tenderer shall then complete the “Nominal Cost” column of TABLE B by multiplying each figure on the row under the “Nominal Number of Units” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee - Supply” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal Number of Units (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
Bus Stop Pole Flag Prints				
1	Supply of Type C Bus Stop Pole Flag prints (two faces)	3000		
2	Supply of Type E Bus Stop Pole Flag prints (two faces)	1500		
3	Supply of Type F Bus Stop Pole Flag prints (two faces)	1500		
Bus Stop Pole Information Display Unit Prints				
4	Supply of Bus Stop Pole Information Display Unit print (two faces) – Size 1	4000		
5	Supply of Bus Stop Pole Information Display Unit print (two faces) – Size 2	2000		
Bus Stop Shelter Head Plate Prints				
6	Supply of Size 1 (380mm diameter) Bus Stop Shelter Head Plate prints (two faces)	50		
7	Supply of Size 2 (450mm wide by 850mm long) Bus Stop Shelter Head Plate prints (two faces)	150		
8	Supply of bespoke Bus Stop Shelter Head Plate print, where required. Print dimensions will typically ranging from approx. 400mm wide to 980mm long.	15		
Bus Stop Shelter Information Display Panel Prints				

<i>Item</i>	<i>Description</i>	<i>Nominal Number of Units (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
9	Supply of Bus Stop Shelter Information Display Panel print – Size 1: 655mm (w) x 1020mm (h).	100		
10	Supply of Bus Stop Shelter Information Display Panel print – Size 2: 594mm (w) x 841mm (h) (i.e. A1)	100		
11	Supply of Bus Stop Shelter Information Display Panel print – Size 3: 841mm (w) x 1189mm (h) (i.e. A0)	10		
12	Supply of Bus Stop Shelter Information Display Panel print – Size 4: 900 (w) x 1230 (h).	10		
13	Supply of Bus Stop Shelter Information Display Panel print – Size 5: 890 (w) x 1225 (h).	10		
14	Supply of Bus Stop Shelter Information Display Panel print – Size 6: 1100mm (w) x 900mm (h).	60		
	NOMINAL TENDER FEE – SUPPLY (D)			

TABLE C: NOMINAL TENDER FEE – DELIVERY OF PRINTS

In TABLE C below the Tenderer is required to complete the “Delivery Rate” column for the delivery of prints and geographical area stated in the item description. The figure inserted in the “Delivery Rate” column represents, in the relevant rows, the rate per delivery proposed to be charged in respect of that item (as described in the item description in section 3.4, and the Supporting Notes) for any future orders and shall include for all overheads associated with the delivery of such goods but excludes the unit supply costs which form part of TABLE C. The Tenderer shall then complete the “Nominal Cost” column of Table C by multiplying each figure on the row under the “Nominal Number of Deliveries” (A) column, by the “Delivery Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee - Delivery” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal Number of Deliveries (A)</i>	<i>Delivery Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Delivery of up to 500 print units of all types in the Dublin Area	30		
2	Delivery of up to 500 print units of all types in the North Leinster Area	15		
3	Delivery of up to 500 print units of all types in the South Leinster Area	15		
4	Delivery of up to 500 print units of all types in the Munster Area	15		
5	Delivery of up to 500 print units of all types in the Connacht and Ulster Area	15		
	NOMINAL TENDER FEE – DELIVERY (D)			

TABLE D: NOMINAL TENDER FEE – TRAINING

In TABLE D below the Tenderer is required to complete the “Rate per hour” column for the training as described in the item description. The figure inserted in the “Rate per hour” column represents the rate per training hour to be charged in respect of that item (as described in the item description in section 3.4, and the Supporting Notes) and shall include for all overheads associated with the supply of such training. The Tenderer shall then complete the “Nominal Cost” column of TABLE D by multiplying each figure on the row under the “Nominal Hours” (A) column, by the “Rate per Hour” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee - Training” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal Hours (A)</i>	<i>Rate per Hour (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Training of Authority contractors (per session)	40		
	NOMINAL TENDER FEE – TRAINING (D)			

TABLE E: NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (DUBLIN AREA)

In TABLE E below the Tenderer is required to complete the “Unit Rate” column for the replacement activity as stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual replacement activity proposed to be charged in respect of that item (as described in the item description in section 3.4, and the Supporting Notes). The Tenderer shall then complete the “Nominal Cost” column of TABLE E by multiplying each figure on the row under the “Nominal No. of Activities” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee – Print Replacement Activities (Dublin Area)” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal No. Activities (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – New stainless steel flag provided by the Authority to be used	400		
2	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – Existing in-situ stainless steel flag to be used	1000		
3	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – New stainless steel head plate provided by the Authority to be used	50		
4	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – Existing in-situ stainless steel head plate to be used	150		
5	Overall replacement of a single Bus Stop Pole Information Display Unit print (both sizes, both sides) for an existing bus stop – Replacement activity carried out on site	150		
6	Overall replacement of a single Bus Stop Shelter Information Display Panel prints (all sizes) for an existing bus stop – Replacement activity carried out on site	150		
	NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (DUBLIN AREA) (D)			

TABLE F: NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (NORTH LEINSTER)

In TABLE F below the Tenderer is required to complete the “Unit Rate” column for the replacement activity as stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual replacement activity proposed to be charged in respect of that item (as described in the item description in section 3.4 and the Supporting Notes). The Tenderer shall then complete the “Nominal Cost” column of TABLE F by multiplying each figure on the row under the “Nominal No. of Activities” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee – Print Replacement Activities (North Leinster)” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal No. Activities (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – New stainless steel flag provided by the Authority to be used	100		
2	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – Existing in-situ stainless steel flag to be used	150		
3	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – New stainless steel head plate provided by the Authority to be used	25		
4	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – Existing in-situ stainless steel head plate to be used	25		
5	Overall replacement of a single Bus Stop Pole Information Display Unit print (both sizes, both sides) for an existing bus stop – Replacement activity carried out on site	50		
6	Overall replacement of a single Bus Stop Shelter Information Display Panel prints (all sizes) for an existing bus stop – Replacement activity carried out on site	50		
	NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (NORTH LEINSTER) (D)			

TABLE G: PRINT REPLACEMENT ACTIVITIES (SOUTH LEINSTER)

In TABLE G below the Tenderer is required to complete the “Unit Rate” column for the replacement activity as stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual replacement activity proposed to be charged in respect of that item (as described in the item description in section 3.4, and the Supporting Notes). The Tenderer shall then complete the “Nominal Cost” column of TABLE G by multiplying each figure on the row under the “Nominal No. of Activities” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee – Print Replacement Activities (South Leinster)” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal No. Activities (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – New stainless steel flag provided by the Authority to be used	100		
2	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – Existing in-situ stainless steel flag to be used	150		
3	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – New stainless steel head plate provided by the Authority to be used	25		
4	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – Existing in-situ stainless steel head plate to be used	25		
5	Overall replacement of a single Bus Stop Pole Information Display Unit print (both sizes, both sides) for an existing bus stop – Replacement activity carried out on site	50		
6	Overall replacement of a single Bus Stop Shelter Information Display Panel prints (all sizes) for an existing bus stop – Replacement activity carried out on site	50		
	NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (SOUTH LEINSTER) (D)			

TABLE H: PRINT REPLACEMENT ACTIVITIES (MUNSTER)

In TABLE H below the Tenderer is required to complete the “Unit Rate” column for the replacement activity as stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual replacement activity proposed to be charged in respect of that item (as described in the item description in section 3.4, and the Supporting Notes). The Tenderer shall then complete the “Nominal Cost” column of TABLE H by multiplying each figure on the row under the “Nominal No. of Activities” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee – Print Replacement Activities (Munster)” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal No. Activities (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – New stainless steel flag provided by the Authority to be used	100		
2	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – Existing in-situ stainless steel flag to be used	150		
3	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – New stainless steel head plate provided by the Authority to be used	50		
4	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – Existing in-situ stainless steel head plate to be used	50		
5	Overall replacement of a single Bus Stop Pole Information Display Unit print (both sizes, both sides) for an existing bus stop – Replacement activity carried out on site	50		
6	Overall replacement of a single Bus Stop Shelter Information Display Panel prints (all sizes) for an existing bus stop – Replacement activity carried out on site	50		
	NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (MUNSTER) (D)			

TABLE I: PRINT REPLACEMENT ACTIVITIES (CONNAGHT AND ULSTER)

In TABLE I below the Tenderer is required to complete the “Unit Rate” column for the replacement activity as stated in the item description. The figure inserted in the “Unit Rate” column represents, in the relevant rows, the rate per individual replacement activity proposed to be charged in respect of that item (as described in the item description in section 3.4 and the Supporting Notes). The Tenderer shall then complete the “Nominal Cost” column of TABLE I by multiplying each figure on the row under the “Nominal No. of Activities” (A) column, by the “Unit Rate” (B) figure on the corresponding row and summing the “Nominal Cost” (C) column. The Tenderer shall add up all individual “Nominal Cost” (C) figures and insert the figure in the “Nominal Tender Fee – Print Replacement Activities (Connaught and Ulster)” (D) cell.

<i>Item</i>	<i>Description</i>	<i>Nominal No. Activities (A)</i>	<i>Unit Rate (excl. VAT) € (B)</i>	<i>Nominal Cost (excl. VAT) € (C)</i>
1	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – New stainless steel flag provided by the Authority to be used	100		
2	Overall replacement of a single Bus Stop Pole Flag vinyl (any size, both sides) for an existing bus stop pole – Existing in-situ stainless steel flag to be used	150		
3	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – New stainless steel head plate provided by the Authority to be used	25		
4	Overall replacement of a single Bus Stop Shelter Head Plate vinyl (any size, both sides) for an existing shelter – Existing in-situ stainless steel head plate to be used	25		
5	Overall replacement of a single Bus Stop Pole Information Display Unit print (both sizes, both sides) for an existing bus stop – Replacement activity carried out on site	50		
6	Overall replacement of a single Bus Stop Shelter Information Display Panel prints (all sizes) for an existing bus stop – Replacement activity carried out on site	50		
	NOMINAL TENDER FEE – PRINT REPLACEMENT ACTIVITIES (CONNAGHT AND ULSTER) (D)			

APPENDIX II – FORM OF TENDER

National Transport Authority
Haymarket House
Haymarket,
Dublin 7,
DO7 CF98

Provision of Bus Stop Information Printed Material – Supply and Replacement

Dear Sirs

1. Having examined in full and understood the Instructions to Tenderers (“**Instructions**”) and any accompanying documentation, including the terms and conditions of contract, for the above-mentioned contract issued by the National Transport Authority (the “**Authority**”), we offer to provide the services required by the Authority as more particularly described in the tender documentation provided for the amounts set out in our Pricing Submission enclosed with this tender, or such other fee as may be determined in accordance with the contract.
2. We confirm that we have read the tender documentation in full and in particular confirm our acceptance of all terms and conditions of contract in the latest form issued by the Authority before the deadline for receipt of tenders.
3. We confirm that all of the information supplied in our tender is true and accurate.
4. In consideration of your providing us with the tender documents, we agree not to withdraw this offer until the later of:
 - (a) 6 months from the closing date for receipt of tenders; and
 - (b) expiry of at least 21 days written notice to terminate this tender given by us, which may not issue prior to the expiry of the period at (a).
5. We acknowledge that, save for our irrevocable offer to keep our tender open for acceptance for the period referred to in paragraph 4 above, and the provisions of Section 6.6 of the Instructions, no legally binding agreement exists between us unless and until our offer is accepted by you by the issue of a Letter of Acceptance or the execution by us both of the contract.
6. We understand that this tender can be awarded in whole or in part and that you are not bound to accept the lowest or any tender you may receive.
7. We acknowledge that the departure of the United Kingdom from the European Union (“Brexit”) has occurred and that we have taken account of Brexit in preparing our tender. We confirm that we have taken all necessary steps to ensure that we comply with our obligations under the Contract (including but not limited to our obligation to comply with applicable law) given the occurrence of Brexit, at our sole cost. We understand that our tender price is deemed to include for all costs associated with Brexit, whether as a result of customs, duties, taxes, currency fluctuations, cost of transport, cost of compliance with applicable law or otherwise, and that we will not be entitled to claim additional payments to reflect increased costs save as explicitly provided for in accordance with the terms of the Contract.

8. We certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:
- communicate to a person other the person calling for the tender the amount or approximate amount of the tender;
 - enter into any agreement or arrangement with any other person that he or she shall refrain from tendering or as to the amount of any tender to be submitted;
 - offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or thing of the sort described above in relation to any other tender or proposed tender.

We also confirm that we are not aware of any legal impediment which would prevent the Authority from entering into a contract with us (bearing in mind sanctions law or any other applicable law). In particular, we declare that:

- (a) Neither the Tenderer nor any member of the Tenderer or entity being relied upon is a Russian national, or a natural or legal person, entity or body established in Russia;
- (b) Neither the Tenderer nor any member of the Tenderer or entity being relied upon is directly or indirectly owned by more than 50% by a Russian national, or a natural or legal person, entity or body established in Russia;
- (c) Neither the Tenderer nor any member of the Tenderer or entity being relied upon is acting upon the direction of a person outlined in a) or b) above; and
- (d) We do not intend to use any subcontractor or entity being relied upon captured by a) b) or c) above for more than 10% of the value of this Contract, if successful.

Defined terms not defined in this Form of Tender shall have the meaning given to them in the Instructions.

Dated this _____ day of _____ 2026

Name _____ of
tendering entity: _____

(IN BLOCK LETTERS)

Address: _____

Signed for and on
behalf of
tendering entity:

Name in block
capitals:

Official capacity
or authority:

APPENDIX III – ARTICLE 57 DECLARATION

Declaration in respect of the Grounds for Exclusion set out in Regulation Article 57 of Directive 2014/24/EU

Please note that a separate declaration must be completed by each of the following:

- *each member of the consortium or group (where the applicant is a consortium);*
- *any entity being relied upon to meet the selection criteria, as well as any subcontractors to whom the Applicant intends to subcontract a share of the contract*

and in each such case the reference to “Applicant” in the declaration below shall be read as a reference to each consortium member/entity being relied upon/subcontractor (as applicable).

Name of the Applicant: _____

Company registration number (if a company): _____

On behalf of the Applicant identified above (the “**Applicant**”) I hereby declare that none of the circumstances specified in Directive 2014/24/EC Article 57 apply to the Applicant (save to the extent set out below). In particular, as at the date of this declaration:

1. I declare that the Applicant (or, if the Applicant is a company, any director or secretary, or any member of an administrative, management or supervisory body of the Applicant or person who has powers of representation, decision or control therein), has not been the subject of a conviction by final judgment for one or more of the following reasons (save to the extent set out below in part 4 of this declaration):
 - (a) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 - (b) corruption, as defined in Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the law of the country in which the Applicant is established or in Irish law;
 - (c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
 - (d) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;
 - (e) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council; or
 - (f) child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
2. I declare that, save to the extent set out below in part 4 of this declaration, the Applicant:
 - (a) has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established and in Ireland, and

- (b) has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established and in Ireland.
- 3. I declare that, save to the extent set out below in part 4 of this declaration, the Applicant:
 - (a) has not violated applicable obligations in the fields of environmental, social and labour law established by EU law, Irish law, collective agreements or by the international environmental, social and labour law provisions referred to in Annex X of Directive 2014/24/EC;
 - (b) is not bankrupt, or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended and it is not in any analogous situation arising from a similar procedure under national laws or regulations in this or any other jurisdiction;
 - (c) is not guilty of grave professional misconduct, which renders its integrity questionable;
 - (d) has not entered into agreements with other providers aimed at distorting competition;
 - (e) there is no conflict of interest within the meaning of Article 24 of Directive 2014/24/EU;
 - (f) there is no distortion of competition from the prior involvement of the Applicant in the preparation of the procurement procedure;
 - (g) has not 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 that prior contract, damages or other comparable sanctions;
 - (h) has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, has not withheld such information and is able to submit the supporting documents required pursuant to Article 59 of Directive 2014/24/EC;
 - (i) has not undertaken to unduly influence the decision-making process of the contracting authority, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.
- 4. To the extent that any of the circumstances described in Parts 1, 2 or 3 of this declaration apply to the Applicant (or, in respect of the circumstances set out in Part 1 of this declaration, to any director or secretary, or any member of an administrative, management or supervisory body of the Applicant or person who has powers of representation, decision or control therein), I hereby set out full details of same in this Part 4:

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE APPLICANT’S ORGANISATION

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

SIGNATURE _____ **DATE** _____

NAME _____ **TEL** _____

POSITION _____

VAT No _____ **EMAIL** _____

APPENDIX IV – DATA PROTECTION NOTICE

As part of your response to the procurement documents for this competition you may provide personal data relating to you or your organisation, employees or other third parties. In the procurement documents, “Data Protection Law” means all applicable data protection law including, with effect from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018; and the terms ‘personal data’, ‘process’, ‘controller’, ‘processor’ and ‘data subject’ shall have the meanings given to them under Data Protection Law.

Where you provide personal data relating to third parties, you must ensure that such third parties are made aware of the contents of this Data Protection Notice in full.

Where such personal data is provided, the relevant controller is the Authority. If you have any questions about our use of your personal data, please contact us at privacy@nationaltransport.ie. Alternatively you can get in touch with our Data Protection Officer at privacy@nationaltransport.ie.

We may process the following personal data as part of this competition:

- Name;
- Contact details;
- CV details (including but not limited to qualifications, education, experience, previous roles and responsibilities etc);
- Details of proposed role(s) and responsibilities on this contract;
- Referee details; and
- Any other data provided by you as part of your submission.

We collect personal data from you directly, and from the following sources:

- Your organisation;
- Other members of your consortium; and
- Referees.

Any personal data provided will be processed for the purposes of the competition, the administration of any contract awarded on foot of this competition, reporting to any regulators or oversight bodies and/or any disputes relating to the competition or the contract. Our legal basis for processing such personal data in accordance with the provisions of this Data Protection Notice is that it is necessary for the exercise of official authority vested in us.

In connection with the above, we may disclose your personal data to various recipients including:

- Your employer;
- Other members of your consortium;
- Our third party service providers, such as advisors and contractors; and
- Regulators or oversight bodies.

If you are unsuccessful as part of the tender process, such personal data will be retained until three years after the conclusion of the tender process or the award of the contract to the successful party, whichever is later. If you are successful, and a contract is awarded to you at the end of the tender process, such personal data will be retained in accordance with our Record Retention Policy.

Any data subjects in respect of which we hold or process personal data have rights in relation to their personal data, including the right to request access to their data and, in certain circumstances to request rectification, erasure or restriction of the processing of their personal data. All such data subjects have the right to lodge a complaint with the Irish supervisory authority, the Data Protection Commission.

The procurement documents set out, in respect of each criterion or requirement, whether a response (including any personal data required in order to respond to the criterion or requirement) is required in order to avoid elimination from this competition. Even where a failure to respond or to provide relevant personal data will not, of itself, lead to elimination, failure to provide such personal data may affect the completeness or quality of your response to the procurement documents (which may affect the assessment of such response).

APPENDIX V – DRAFT CONTRACT