



**National Transport Authority
Tender Response Document
Ryder Cup Passenger Transport Services
Lot 2 – Train & Ride Shuttle Services**

***National Transport Authority
Haymarket House
Haymarket,
Dublin 7***

Table of Contents

1.	Introduction.....	1
1.1	Defined Terms.....	1
2.	Instructions for the Completion of the Tender Response Document.....	1
2.1	Tenderers must ensure they complete this document in full.	1
3.	Section A: Tenderer Details.....	1
3.1	General information on the tendering organisation A.1	2
	A.1 Tenderer Details	2
4.	Section B -Selection Criteria.....	4
	A.1 Minimum Average Turnover.....	4
	A.2 Economic and Financial Standing	5
	A.3 Insurances	5
	A.4 Tax Clearance.....	5
	A.5 Relevant Experience	5
	A.6 Health & Safety.....	6
5.	Section C: Response to Quality Award Criteria	7
	B.1 MOBILISATION PLAN (limited to 4 Pages)	7
	B.2 OPERATIONAL PLAN (limited to 5 Pages)	8
	B.3 RESOURCING PLAN (limited to 4 pages – excluding CVs).....	8
	B.4 ENVIRONMENTAL MANAGEMENT PLAN (limited to 2 pages).....	9
	B.5 HEALTH AND SAFETY MANAGEMENT PLAN (limited to 2 pages)	9
	Appendix A : Tender Pricing Form.....	10
	Appendix B : Form of Tender	11
	Appendix C : ESPD.....	14
	Appendix D : CV Template.....	29

1. Introduction

1.1 Defined Terms

- 1.1.1 Defined terms used in this document shall have the meaning as per the “*Request for Tenders*” document, unless the context specifically requires otherwise. References to the singular include the plural and vice versa.

2. Instructions for the Completion of the Tender Response Document

2.1 Tenderers must ensure they complete this document in full.

- Please ensure you complete all of Section A before you progress to Section B.
- Tenderers should note they must meet selection criteria in Section 2, in order to be considered eligible for evaluation against the award criteria, Section C.
- Where evidence is required to be submitted, please ensure to include in your tender submission. Each attachment must be clearly identified in your submission.

Please ensure you have completed ALL the following sections within the TRD:

Section A Tenderer Details ☐

Section B: Response to Grounds for Exclusion & Selection Criteria ☐

Section C: Response to Quality Award Criteria ☐

Appendix A: Tender Pricing Form (separate document) and Financial Memorandum ☐

Appendix B: Form of Tender ☐

Appendix C: ESPD ☐

In addition, please provide as separate documents in your Tender Submission:

ESPD completed by subcontractors (if applicable) and any entities relied upon and any member of a ((where the Tenderer is a group) (include as a separate document in your Tender Submission) ☐

Letter from Insurance Broker or insurance company ☐

3. Section A: Tenderer Details

3.1 General information on the tendering organisation A.1

A.1 Tenderer Details¹

3.1.1 Please complete the following table(s).

A. Tenderer's Details

Full legal name of Tenderer:	Click or tap here to enter text.
Registered address:	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
Company registration number:	Click or tap here to enter text.
Contact name:	Click or tap here to enter text.
Contact e-mail address:	Click or tap here to enter text.
Duration company trading under this name	Click or tap here to enter text.
Where the Tenderer is a group, please state the full legal names of Tenderer Members	Click or tap here to enter text.
Where the Tenderer is a group, please identify which Tenderer Member will have primary operational responsibilities arising under the Contract (i.e. will act as Operator)	Click or tap here to enter text.
Where the Tenderer is a group, please indicate the Tenderer's preferred group structure which you wish to establish and contract with the Authority. Such structures may include but not be limited to: • Operator (with sub-contractors); or • All group members jointly and severally liable.	Click or tap here to enter text.

B. Tenderer Status

(Please tick applicable box)*

- ☐ Private Company
- ☐ Sole Trader
- ☐ Part of Group

- ☐ Public Company
- ☐ Partnership

*To tick the boxes above, right click on the box and select "Properties", then select "Checked"

C. Parent Company Information

If applicable, the Tenderer shall provide the name of the parent or holding company together with the names of other subsidiary companies of the parent or holding company.

Parent company:	Click or tap here to enter text.
Other subsidiary companies:	Click or tap here to enter text.
	Click or tap here to enter text.

¹ Note to Tenderers: If the Tenderer is a group, this section should be completed by each member of the group.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

D. Reliance on Other Entities

Tenderers are directed to section 6.8 of the Request for Tender for full details of what is required in this respect. Tenderers are reminded that the Authority may require a guarantee or other form of commitment from such entity may subsequently be required as a condition of contract award.

1. Is the Tenderer relying on the capacities of any entity(ies) in accordance with section 6.8 of the Request for Tender?

Yes ☐	No ☐
------------------------------	-----------------------------

2. If yes, provide the name(s) of such entity(ies) together with the Selection criterion/criteria in respect of which the entity(ies) is being relied upon. Please also provide a cross reference to the evidence (as required in section 6.8 of the Request for Tender) demonstrating the commitment of such entity(ies) to provide the necessary resources:

Name of entity	Selection Criterion/Criteria for which reliance is required:	Cross reference to Appendix containing evidence demonstrating commitment in Tender Submission:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

If availability of capacities of the named entity(ies) is not established to the satisfaction of the Authority, the Authority will assess the suitability of the Tenderer without taking into account the capacities of such entity(ies).

Tenderers are reminded that any entities being relied upon must also complete and submit an ESPD.

3. Will the entities that are being relied upon in respect of the criteria in section 7.3 of the Request for Tender in the performance of the services for which those capacities are required?

Tick to confirm ☐

E. Confirmation of Service Providers:

Tenderers must identify the proposed Service Provider or Providers for each of the following Contract components (the "Main Elements") as identified in the table below:

Contract Component	Name of Service Provider	Status of Service Provider (e.g. Tenderer, Tenderer Member, proposed sub-contractor)
1. Operations Management	Click or tap here to enter text.	Click or tap here to enter text.
2. Operation of Passenger Transport Services	Click or tap here to enter text.	Click or tap here to enter text.
3. Maintenance of Vehicles	Click or tap here to enter text.	Click or tap here to enter text.
4. Safety Management	Click or tap here to enter text.	Click or tap here to enter text.

F. ESPD

Tenderers are required to complete and submit an ESPD in Appendix C.

4. Section B -Selection Criteria

A.1 Minimum Average Turnover

- 4.1.1 A Tenderer, and subject to its right to rely on other entities in accordance with section 6.8 of the Instructions, must have a combined minimum average annual turnover of one million euro (€1m)² (excluding VAT) when averaged over their three (3) most recent full financial years.
- 4.1.2 Where the Tenderer is a group, the annual turnover for each Member, and any entity upon whom such Tenderer relies upon to meet the combined minimum average turnover requirement, for their last three (3) most recent full financial years must be provided.
- 4.1.3 Where a Tenderer, (or where a Tenderer is a group, any Member), and any entity relied upon to meet the minimum average turnover requirement has been trading for less than three (3) financial years, such entity's average turnover shall be assessed in the financial years for which it has been trading (i.e. such entity must demonstrate their average annual turnover in the years of trading). For the avoidance of doubt, all other Tenderer Members or entities relied upon (where applicable), shall be assessed over the three (3) years.
- 4.1.4 Tenderers must complete the following table, providing the turnover in the three (3) most recent financial years of the Tenderer, or where the Tenderer is a group, each Member, and any entity whose financial resources are being relied upon.

Table 1 Average Turnover

Entity Name(s)	Turnover (€)			
	Financial Year - 1	Financial Year - 2	Financial Year - 3	Average Turnover
Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	Year: Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

² Note to Tenderers: All financial information should be denominated in euros where possible. Where financial information (such as financial statements or turnover details) is provided in a foreign currency, the prevailing average interbank exchange rate for the relevant financial year should be applied to convert the foreign currency values to euro, as determined using the Central Bank of Ireland rates available at <https://www.centralbank.ie/statistics/interest-rates-exchange-rates/exchange-rates>

Average Annual
Turnover Total:

Click or tap here to
enter text.

A.2 Economic and Financial Standing

- 4.1.5 Tenderers must declare by way of the ESPD that they, or where the Tenderer is a member of a Group, or any entity relied upon, for the purpose of satisfying the Minimum Average Turnover Requirement in A.1 that they together have the financial capacity to meet all financial requirements that may arise from the award of the Contract and that they will be able to provide, without delay, the evidence described in Appendix IV of the RFT to the Authority to substantiate their declaration.

A.3 Insurances

- 4.1.6 Tenderers must provide a letter from their Insurer or insurance Broker that they will be able to provide the Required Insurances set out in Schedule 9 (Required Insurances) of the draft Contract.

A.4 Tax Clearance

- 4.1.7 Tenderers must declare by way of the ESPD that they satisfy the tax clearance requirement(s) set out in section 6.5 of the Request for Tenders and that they are able, upon request and without delay, to provide the supporting documentation to the Contracting Authority.

A.5 Relevant Experience

- 4.1.8 The Service Provider or Providers named for Operations Management in Section 1 of the TRD must provide details of two (2) contracts undertaken within the last seven (7) years demonstrating their similar experience of the successful overall management and co-ordination of passenger shuttle services (by bus or coach) for a similar event.
- 4.1.9 The responses to this criterion will be assessed holistically, by reference to the similarity of the experience demonstrated in the two contract examples provided. In this context “similar experience” means experience of the overall management and co-ordination of dedicated passenger shuttle services for the transport of an average of two thousand (2,000) passengers daily (in each direction i.e. to and from the event) and the operation of a minimum of twenty-five (25) passenger vehicles (bus and/or coach) daily for a sporting, cultural or a public event.
- 4.1.10 If National Transport Authority (NTA) is being used as a contract, the other contract must be external to National Transport Authority (NTA). By providing these references, Tenderers are giving consent for contact to be made with the organisations.

Table 2. A.3 - Contract 1

Start Date	Click or tap to enter a date.	End Date	Click or tap to enter a date.
Client Name & address (Note: where name is confidential, please indicate nature / type of client and location)	Click or tap here to enter text.		
Client contact person:	Click or tap here to enter text.	Phone no:	Click or tap here to enter text.
Approx. Value € of the Services provided under the Contract	Click or tap here to enter text.		
Nature and Scope of the Contract – including the role and responsibilities of the Tenderer; the number of passengers transported; the number of vehicles operated; and any ancillary services provided, such as marshalling, customer assistance, scheduling coordination, or other related transport support services.			
Click or tap here to enter text.			

Table 3. A.3 - Contract 2

Start Date	Click or tap to enter a date.	End Date	Click or tap to enter a date.
Client Name & address <i>(Note: where name is confidential, please indicate nature / type of client and location)</i>		Click or tap here to enter text.	
Client contact person:	Click or tap here to enter text.	Phone no:	Click or tap here to enter text.
Approx. Value € of the Services provided under the Contract	Click or tap here to enter text.		
Nature and Scope of the Contract – including the role and responsibilities of the Tenderer; the number of passengers transported; the number of vehicles operated; and any ancillary services provided, such as marshalling, customer assistance, scheduling coordination, or other related transport support services.			
Click or tap here to enter text.			

A.6 Health & Safety

4.1.11 Tenderers must demonstrate operation of a Health & Safety system in line with the Safety Health & Welfare at Work Act 2005

Table 4. A.7 - Health and Safety

Please confirm you have a documented Health & Safety System in place that complies with the requirements of the Safety Health & Welfare at Work Act 2005	Yes	☐	
Has the Tenderer or any Tenderer Member or any Service Provider named in section 1 of the TRD been issued with any convictions, prohibitions, improvement notices or any similar claims or notices in any jurisdiction initiated or instituted by any safety authority within the 5 years preceding 30 July 2026?	Yes	☐	No ☐
If 'Yes' the Tenderer Must provide details of the measures you have put in place.			
Click or tap here to enter text.			

5. Section C: Response to Quality Award Criteria

Table 4. Award Criteria

NOTE: Tenderers should note that they **MUST** achieve the minimum score 60% for Sections B.1 -B.5 below. Tenderers who do not meet the minimum score of 60% for any sub-criterion will be eliminated from the competition.

	Requirement	Sub-Requirement (All sub-criteria carry equal weighting unless otherwise outlined)	Overall Weight %	Total Maximum Score	Minimum Score (60%) Requirement
B1	Mobilisation Plan		9%	85	51
B2	Operational Plan		14%	135	81
B3	Resourcing Plan		10%	100	60
B4	Environmental Management Plan		2. %	15	9
B5	Safety Management Plan		7%	65	39
	Total		40%	400 Marks	N/A

B.1 MOBILISATION PLAN (limited to 4 Pages)

5.1.1 Tenderers are to provide a mobilisation plan demonstrating how you will successfully implement the Services from contract award to service commencement.

Your response should include, as a minimum the following elements:

- (i) Mobilisation team – describe the proposed organisation and primary location of your mobilisation team;
- (ii) Vehicles– describe how you propose to provide sufficient Vehicles to operate the Services. Your response should cover the putting in place large public service vehicle licences and any other Legal Requirements;
- (iii) Operator Vehicle Facilities – describe how you propose to provide the following off-site facilities for the Vehicles – fuelling, cleaning, washing and servicing facilities;
- (iv) Operator Staff – describe how you propose to provide and train sufficient staff to operate the Services. (Note that the definition of Operator's Staff includes sub-contractors);
- (v) Operator Staff Facilities - describe how you propose to provide the following off-site facilities for staff welfare (when Vehicles are parked off-site), overnight accommodation, staff transport and staff meals and refreshments etc;
- (vi) Your mobilisation plan shall be accompanied by:
 - a) mobilisation programme in Gantt Chart format clearly showing critical path activities, key milestones dates and dependencies.
 - b) A mobilisation risk management plan, identifying key risks and mitigation measures.

Tender Response:

Click or tap here to enter text.

B.2 OPERATIONAL PLAN (limited to 5 Pages)

5.1.2 Tenderers are to provide their proposed Operational Plan describing how you will deliver the robust, reliable and efficient Passenger Transport services. Responses should include, as a minimum:

- (i) How passenger services will be operated to provide the required passenger seat capacity and meet passenger demand on each Event Day including at a minimum the following elements
 - Details of the proposed number of Vehicles to be provided and a description of the vehicle types, including passenger seat capacities, demonstrating how the required passenger seat capacity will be provided for each Route, the peak vehicle requirement to be operated by period and supported by an explanation how the numbers have been arrived including journey runtimes and passenger loading and unloading times;
 - Details of the total number of drivers required to provide the Services and your proposed approach to driver scheduling and rotation arrangements, rest breaks, to comply with EU driving hours and applicable legislation.
 - Proposed staff allocation and deployment (other than drivers) across the whole of the operation to support the delivery of the Services.
 - Details of how you will monitor and record Passenger Queueing time and how you will operate the Services to meet this standard;
 - Details of how you will monitor and record Passenger Waiting time and how you will operate the Services to meet this standard
- (ii) A description of your Service continuity and service recovery arrangements to be implemented for incidents, accidents, service disruptions, mechanical failure and wet weather.
- (iii) Provide a diagram of your proposed Command, Coordination and Communication (C3) structure including a description of:
 - each layer's purpose and decision authority;
 - the means of communication proposed between all operational staff, including drivers.
 - Event-day coordination and staff briefings.
 - Information flow to include the structure of how operational information will be collected, validated, and shared with Key Event Stakeholders.
 - Define information required from Key Event Stakeholders for daily operations and during disruption/incidents.
- (iv) Issue Management & Escalation
 - Define specific escalation thresholds, triggers and decision ownership (including who is responsible for initiating escalation and under what conditions) for daily operations, operational disruption, major incidents
 - Provide at least one worked example demonstrating how the escalation process would operate in practice;
- (v) Details of your customer complaints handling procedure and escalation process
- (vi) Post-event communications, including reporting, stakeholder feedback, lessons learned, and continuous improvement measures.

Tender Response:

Click or tap here to enter text.

B.3 RESOURCING PLAN (limited to 4 pages – excluding CVs)

5.1.3 Tenderers are to provide their proposed resourcing plan for this contract, including key personnel, organisational structure, operational support arrangements. The response should include, as a minimum the following elements:

- (i) An organisation chart supported by a description of the contract team, reporting lines, roles, responsibilities in relation to the delivery of the services showing overall staff numbers allocated to the contract.
- (ii) Contingency measures in the event of staff unavailability.
- (iii) CVs for the proposed for leadership, management and supervisory positions to include (including Operators Representative operator staff in the event control room (maximum of 10 CVs using the template provided in Appendix D), highlighting relevant experience in delivering transport services for similar events.
- (iv) Approach to driver recruitment including details of policies in relation to undertaking background checks and your approach to driver health and wellbeing including drugs and alcohol policy, to ensure drivers are fit and able to perform their daily duties.
- (v) Details on route to be provided to drivers and customer service (including accessibility) training for frontline staff in particular.

Tender Response:

Click or tap here to enter text.

B.4 ENVIRONMENTAL MANAGEMENT PLAN (limited to 2 pages)

5.1.4 Tenderers are to describe their Environmental Management Plan proposed for the contract. This should include but be limited to:

- (i) A description of environmental measures to be implement to mitigate environmental impacts relating to the Services.

Tender Response:

Click or tap here to enter text.

B.5 HEALTH AND SAFETY MANAGEMENT PLAN (limited to 2 pages)

5.1.5 Tenders are to describe their plan to manage the safe operation of the services. This should include details of but not be limited to:

- (ii) A description how all health and safety risks related to the performance of the Services will be managed through appropriate risk assessments and measures proposed to be implemented with particular reference to staff, passengers and other users;
- (iii) how the Health and Safety Plan will be effectively communicated to Operator Staff.

Click or tap here to enter text.

Tender Response:

Click or tap here to enter text.

Appendix A : Tender Pricing Form

Tenderers are required to complete the Tender Pricing Form which is a separate excel document.

Tenderers are reminded that the prices quoted must be in compliance with the requirements set out in the instruction i.e.: they must be all-inclusive, fixed, expressed in Euro and exclusive of VAT.

Appendix B : Form of Tender

National Transport Authority

Dun Sceine

Iveagh Court

Harcourt Lane

Dublin 2

[Insert name of tender]

Dear Sirs

1. Having examined in full and understood the Request for Tenders (RFT) ("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 we have conducted a full inspection of the Routes. We have satisfied ourselves that the Agreement is capable of performance in accordance with its terms; have made local and independent enquiries as to local and environmental considerations generally and other similar matters; have satisfied ourselves as to the sources and means of obtaining adequate supplies of skilled persons and materials and all other things required for carrying out the Services; have considered the possible effects on the carrying out of the Services that may be caused by the breakdown of communications or by reason of adverse weather conditions; have acquainted ourselves as to our liability for the payment of taxes, customs, duties and other charges, and, in addition to the Tender documents, have obtained all necessary information on all matters whatsoever which may affect our performance of the Services.
4. We confirm that all of the information supplied in our tender is true and accurate.
5. 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).
6. 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 6.4 of the RFT, 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.
7. 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.
8. 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.

9. We confirm that, as far as we are aware, and having given due consideration to the issues:

- a. to the extent that we have been awarded any public service contract(s) to which Regulation 1370/2007 applies, this Tender does not breach the rules regarding public service compensation applicable to such public service contract(s);
- b. this tender is based on the full inclusive costs associated with performing the Services and does not rely on cross-subsidisation of costs from any other public passenger transport service contract(s); and
- c. this Tender does not rely on State aid which would be considered incompatible with European Union law requirements.
- d. We confirm that we will be in a position to demonstrate this to the Authority upon request.

10. 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 than 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.

11. 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: _____

In the presence of: _____

Signature of witness: _____

Name of witness in block capitals: _____

Witness occupation: _____

Witness address: _____

Appendix C : ESPD

Part I: Information concerning the procurement procedure and the contracting authority

The information in Part 1.A must be filled in by the Contracting Authority.

	Information about the Procurement Procedure and the Contracting The NTA	Answer
1.A.1	Name of the contracting authority	National Transport Authority
1.A.2	Title of the competition	Ryder Cup Passenger Transport Services Lot 2 - T&R Passenger Transport Services
1.A.3	Short description of the competition ⁽³⁾	[As contract notice]
1.A.4	File reference number attributed by the contracting authority (if applicable) ⁽⁴⁾	[Click here and insert details]

All other information in all sections of the ESPD to be filled in by the economic operator.

³ See points II.1.1 and II.1.4 of the relevant notice

⁴ See point II.1.1 of the relevant notice

Part II: Information concerning the economic operator

II.A: INFORMATION ABOUT THE ECONOMIC OPERATOR

	Identification	Answer
2.A.1	Name	[Click here and insert details]
2.A.2	VAT number, if applicable If no VAT number is applicable, please indicate another national identification number, if required and applicable	[Click here and insert details]
2.A.3	Postal Address	[Click here and insert details]
2.A.4	Contact person or persons ⁽⁵⁾	[Click here and insert details]
2.A.5	Telephone	[Click here and insert details]
2.A.6	E-mail	[Click here and insert details]
2.A.7	Internet address (web address) (if applicable)	[Click here and insert details]
	General Information	Answer
2.A.8	Is the economic operator a Micro, a Small or a Medium-Sized Enterprise ⁽⁶⁾ ?	Yes ☐ No ☐
2.A.9	If the answer to 2.A.8 is yes , please confirm the size of the enterprise	Micro ☐ Small ☐ Medium ☐
2.A.10	Only in case the procurement is reserved ⁽⁷⁾ , is the economic operator a sheltered workshop, a 'social business' ⁽⁸⁾ , or will it provide for the performance of the contract in the context of sheltered employment programmes?	Yes ☐ No ☐
2.A.11	If the answer to 2.A.10 is yes , please complete (a) and (b) below:	

⁵ Please repeat the information concerning contact persons as many times as needed.

⁶ Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium sized enterprises, (OJ L 124, 20.5.2003, p36)

This information is required for statistical purposes only

Micro enterprises: enterprise which **employs fewer than ten (10) persons** and whose annual turnover and/or annual balance sheet total does not exceed **€2,000,000 (two million euros)**.

Small enterprises: an enterprise which **employs fewer than fifty (50) persons** and whose annual turnover and/or annual balance sheet total does not exceed **€10,000,000 (ten million euros)**.

Medium enterprises: enterprises which are **neither micro nor small** and which **employ fewer than two hundred and fifty (250) persons** and which have an **annual turnover not exceeding €50,000,000 (fifty million euros)**, and/or an **annual balance sheet total not exceeding €43,000,000 (forty three million euros)**.

⁷ See contract notice point III.1.5

⁸ i.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

	(a) What is the corresponding percentage of disabled or disadvantaged workers?	[Click here and insert details]
	(b) Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	[Click here and insert details]
2.A.12	If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	Yes ☐ No ☐ Not Applicable ☐
2.A.13	If the answer to 2.A.12 is yes , please complete (a) to (e) below and answer the remaining parts of this Section 2.A, Section 2.B and, where relevant, 2.C, complete Part V, where applicable, and, in any case, fill in and sign Part VI.	
	(a) Please provide the name of the list or certification and the relevant registration or certification number, if applicable	[Click here and insert details]
	(b) If the certificate of registration or certification is available electronically, please state the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]
	(c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list ⁽⁹⁾	[Click here and insert details]
	(d) Does the registration or certification cover all of the required selection criteria? If the answer in this 2.A.13 (d) is no , please complete the missing information in Part IV.	Yes ☐ No ☐

⁹ The references and the classification, if any, are set out on the certification.

	(e) ONLY if this is required in the relevant notice or procurement documents: Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting the NTA or contracting entity to obtain it directly by accessing a national database in any Member State that is available free of charge? If the documentation in this 2.A.13 (e) is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details] [Click here and insert details]
	Form of Participation	Answer
2.A.14	Is the economic operator participating in the procurement procedure together with others ⁽¹⁰⁾ ?	Yes ☐ No ☐
	If the answer to 2.A.14 is yes , please ensure that the others concerned provide a separate ESPD form.	
2.A.15	If the answer to 2.A.14 is yes , please also complete (a) to (c) below:	
	(a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks)	[Click here and insert details]
	(b) Please identify the other economic operators participating in the procurement procedure together	[Click here and insert details]
	(c) Where applicable, name of the participating group	[Click here and insert details]
	Lots	Answer
2.A.16	Where applicable, indication of the lot(s) for which the economic operator wishes to tender	[Click here and insert details]

¹⁰ Notably as part of a group, consortium, joint venture or similar.

II.B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

	Representation, if any	Answer
2.B.1	Full Name	[Click here and insert details]
2.B.2	Position/Acting in the capacity of	[Click here and insert details]
2.B.3	Postal Address	[Click here and insert details]
2.B.4	Telephone	[Click here and insert details]
2.B.5	E-mail	[Click here and insert details]
2.B.6	If needed, please provide detailed information on the representation (its forms, extent, purpose...)	[Click here and insert details]

II.C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

	Reliance	Answer
2.C.1	Does the economic operator rely on the capacities of other entity / entities in order to meet the selection criteria for this Competition as set out in Section 5 of the Information Memorandum?	Yes ☐ No ☐
2.C.2	If the answer to 2.C.1 is yes , please:	
	(a) List the entity / entities concerned	[Click here and insert details]
	(b) Please also provide a separate ESPD form for each of the entity / entities concerned , setting out the information required under Parts 2.A and 2.B, all of Part III and Part IV of the ESPD, duly filled in and signed by the entity / entities concerned . Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.	

II.D. INFORMATION CONCERNING SUBCONTRACTORS / SUBCONSULTANTS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY

	Subcontracting	Answer
2.D.1	Does the economic operator intend to subcontract any share of the contract to third parties, but does not rely on those third parties in order to meet the selection criteria for this Competition as set out in Section 5 of the Information Memorandum?	Yes ☐ No ☐
2.D.2	If the answer to 2.D.1 is yes and in so far as known , please:	
	(a) List the subcontractors / subconsultants	[Click here and insert details]

Part III: Exclusion grounds

III.A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Regulation 57 (1) of S.I. No. 2016, 2016, the European Union (Award of Public The NTA Contracts) Regulations 2016, sets out the following reasons for exclusions:

1. *Participation in a criminal organisation* ⁽¹¹⁾;
2. *Corruption* ⁽¹²⁾;
3. *Fraud* ⁽¹³⁾;
4. *Terrorist offences or offences linked to terrorist activities* ⁽¹⁴⁾;
5. *Money laundering or terrorist financing* ⁽¹⁵⁾;
6. *Child labour and other forms of trafficking in human beings* ⁽¹⁶⁾.

	Grounds relating to criminal convictions	Answer
3.A.1	Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction for any of the following, either within the last five (5) years, or where an exclusion period set out directly in the conviction continues to be applicable: 1. <i>Participation in a criminal organisation</i> ⁽¹⁷⁾; 2. <i>Corruption</i> ⁽¹⁸⁾;	Yes ☐ No ☐ [If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] ⁽²³⁾.

11 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

12 As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting the NTA (contracting entity) or the economic operator.

13 Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

14 As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

15 As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

16 As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

17 As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

18 As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting the NTA (contracting entity) or the economic operator.

23 Please repeat as many times as needed.

	3. <i>Fraud</i>⁽¹⁹⁾; 4. <i>Terrorist offences or offences linked to terrorist activities</i> ⁽²⁰⁾; 5. <i>Money laundering or terrorist financing</i> ⁽²¹⁾; 6. <i>Child labour and other forms of trafficking in human beings</i> ⁽²²⁾.	
3.A.2	If the answer to 3.A.1 is yes , please ⁽²⁴⁾ :	
	(a) Indicate the date of conviction, specify which of points 1 to 6 in 3.A.1 is concerned and the reason(s) for the conviction	date, point(s), reason(s)
	(b) Identify who has been convicted	[Click here and insert details]
	(c) Insofar as established directly in the conviction, please insert the length of the period of exclusion and the point(s) concerned	[Click here and insert length of the period of exclusion and the point(s) concerned] [If the relevant documentation is available electronically, please indicate the web address, issuing authority or body, precise reference of the documentation. Click here and insert details] ⁽²⁵⁾
3.A.3	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ⁽²⁶⁾ ('Self Cleaning')	Yes ☐ No ☐
3.A.4	If the answer to 3.A.3 is yes , please describe the measures taken ⁽²⁷⁾	[Click here and insert details]

¹⁹ Within the meaning of Article 1 of the Convention of the protection of the European Communities' financial interests (OJ C 316, 27.11. 1995, p. 48).

²⁰ As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p.3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 3 of that Framework Decision.

²¹ As defined in Article 1 of the Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

²² As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15. 4.2011 p. 1).

²⁴ Please repeat as many times as needed.

²⁵ Please repeat as many times as needed.

²⁶ In accordance with Regulation 57(12) of S.I. No. 284 of 2016, the European Union (Award of Public The NTA Contracts) Regulations 2016.

²⁷ Taking into account the character of the crimes committed (punctual, repeated, systematic....) the explanation should show the adequacy of the measures to taken.

III.B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

	Payments of taxes or social security contributions	Answer	
3.B.1	Has the economic operator met all its obligations relating to the payment of taxes or social security contributions , both in the country in which it is established and in the Member State of the contracting the NTA if other than the country of establishment?	Yes ☐ No ☐	
3.B.2	If the economic operator has not met all the obligations in 3.B.1 relating to the payment of taxes or social security contributions, please indicate in respect of each breach of such obligations:	Taxes:	Social Contributions:
	(a) Country or Member State concerned	[Click here and insert details]	[Click here and insert details]
	(b) What is the amount concerned?	[Click here and insert details]	[Click here and insert details]
	(c) How has this breach of obligations been established:	[Click here and insert details]	[Click here and insert details]
	(c)(1) Through a judicial or administrative decision		
	Is this decision final and binding?	Yes ☐ No ☐	Yes ☐ No ☐
	Please indicate the date of conviction or decision	[Click here and insert details]	[Click here and insert details]
	In case of a conviction, insofar as established directly therein, the length of the period of exclusion	[Click here and insert details]	[Click here and insert details]
	(c)(2) By other means? Please specify	[If Yes, click here and insert details]	[If Yes, click here and insert details]
	(d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?	Yes ☐ No ☐	Yes ☐ No ☐
	(e) If the answer to 3.B.2 (d) above is yes , please provide details.	[If Yes, click here and insert details]	[If Yes, click here and insert details]
3.B.3	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate the web address, issuing authority or body and precise reference of the documentation	[Click here and insert details]	

III.C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT ⁽²⁸⁾

	Information concerning possible insolvency, conflict of interest or professional misconduct	Answer
3.C.1	Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law (29)?	Yes ☐ No ☐
3.C.2	If the answer to 3.C.1 is yes , please complete (a) and (b) below:	
	(a) Has the economic operator taken measures to demonstrate its reliability despite the existence of the grounds for exclusion specified in 3.C.1 ('Self Cleaning')?	Yes ☐ No ☐
	(b) If it has taken Self Cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.3	Is the economic operator in any of the following situations: (a) Bankrupt, or (b) The subject of insolvency or winding-up proceedings, or (c) In an arrangement with creditors, or (d) In any analogous situation arising from a similar procedure under national laws and regulations (30), or (e) That its assets are being administered by a liquidator or by the court, or (f) That its business activities are suspended?	Yes ☐ No ☐
3.C.4	If the answer to 3.C.3 is yes , please complete (a), (b) and (c) below:	
	(a) Please provide details of the situation(s) in 3.C.3 which apply to the economic operator	[Click here and insert details]
	(b) Please provide the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances (31)	[Click here and insert details]
	(c) If any relevant documentation is available electronically, please indicate the web address,	[Click here and insert details]

28 See Regulation 57(8) of S.I. No. 284 of 2016, the European Union (Award of Public The NTA Contracts) Regulations 2016

29 As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Regulation 18(4) of S.I. No. 284 of 2016, the European Union (Award of Public The NTA Contracts) Regulations 2016.

30 See national law, the relevant notice or the procurement documents

31 This information need not be given if exclusion of economic operators in one (1) of the cases listed under letter a to f has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

	issuing authority or body and precise reference of the documentation	
3.C.5	Is the economic operator guilty of grave professional misconduct (32)?	Yes ☐ No ☐
3.C.6	If the answer to 3.C.5 is yes , complete parts (a) and (b) below:	
	(a) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(b) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.7	Has the economic operator entered into agreements with other economic operators aimed at distorting competition?	Yes ☐ No ☐
3.C.8	If the answer to 3.C.7 is yes , complete parts (a), (b) and (c) below:	
	(a) Please provide details of the agreements with other economic operators aimed at distorting competition.	[Click here and insert details]
	(b) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.9	Is the economic operator aware of any conflict of interest (33) due to its participation in the procurement procedure?	Yes ☐ No ☐
3.C.10	If the answer to 3.C.9 is yes , please provide details	[Click here and insert details]
3.C.11	Has the economic operator or an undertaking related to it advised the contracting the NTA or contracting entity or otherwise been involved in the preparation of this procurement exercise?	Yes ☐ No ☐
3.C.12	If the answer to 3.C.11 is yes , please provide details	[Click here and insert details]
3.C.13	Has the economic operator experienced that a prior public contract or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?	Yes ☐ No ☐
3.C.14	If the answer to 3.C.13 is yes , please complete parts (a), (b) and (c) below:	
	(a) Please provide details of the prior public contract or a prior concession contract that was terminated early, or the damages or other comparable sanctions that were imposed in connection with that prior contract	[Click here and insert details]

32 Where applicable, see definitions in national law, the relevant notice or the procurement documents.

33 As indicated in national law, the relevant notice or the procurement documents.

	(b) Has the economic operator taken self-cleaning measures?	Yes ☐ No ☐
	(c) If the economic operator has taken self-cleaning measures, please describe the measures taken	[Click here and insert details]
3.C.15	Can the economic operator confirm that:	
	(a) It has not been guilty of serious misinterpretation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,	(a) Yes ☐ No ☐
	(b) It has not withheld such information,	(b) Yes ☐ No ☐
	(c) It has been able, without delay, to submit the supporting documents required by a contracting the NTA or contracting entity, and	(c) Yes ☐ No ☐
	(d) It has not undertaken to unduly influence the decision making process of the contracting the NTA or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurements procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	(d) Yes ☐ No ☐

Part IV: Selection Criteria

Concerning the selection criteria the economic operator declares that:

GLOBAL INDICATION FOR ALL SELECTION CRITERIA

Meeting all required selection criteria	Answer
It satisfies the required selection criteria for this Competition as set out in Section A of this Tender Response Document.	Yes ☐ No ☐

Part V: Reduction of the number of qualified tenderers

Not applicable

Part VI: Concluding statements

The undersigned formally declare that the information stated under Parts II – IV above is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- (a) *The NTA has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge⁽³⁴⁾; or*
- (b) *As of February 2024 at the latest, the NTA already possesses the documentation concerned.*

The undersigned formally consent to [identify the contracting authority as set out in Part 1, Section A], gaining access to documents supporting the information, which has been provided in this European Single Procurement Document for the purposes of the tender for the Ryder Cup – Lot 1 – Park and Ride Passenger Transport Services.

Date, place and signature(s):

Signed: (Authorised Signatory)	
Block Capitals	[Click here and insert name]
Position	[Click here and insert details]
Company	[Click here and insert details]
Registered Office	[Click here and insert details]
Date	[Click here and insert details]

³⁴ On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting the NTA or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

Appendix D : CV Template

No more than 1 A4 page in length

Proposed role and level of responsibility for delivery of the Services:

Name:

Membership of professional bodies:

Position in firm:

Years with firm:

Key qualifications:

(Provide a précis of key experience and areas of expertise)

Provide evidence of specific relevant expertise and experience in delivering services of similar scale, scope and complexity as the Services (in chronological order with start and end dates specified):

Date (from-to)	Project	Client	Description of exact role