



Bus Éireann

**Applicant Pre-Qualification Questionnaire (PQQ):
Information Pack**

**For the Provision of :
Supply of Keys to Bus Éireann**

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INTRODUCTION & INSTRUCTIONS

THIS PQQ RELATES TO THE QUALIFICATION FOR INCLUSION ON A TENDER FOR PROVISION OF SUPPLY OF KEYS TO BUS ÉIREANN FOR BUS ÉIREANN.

The Contracting Authority requires the information sought in this questionnaire from suppliers/service providers responding to the Contract Notice dispatched on the Irish Government Public Procurement portal, www.e-tenders.gov.ie on **08/09/2026**. Responses to the Pre-Qualification Questionnaire (PQQ) referred to in the aforementioned Notice will be used in the first step of selecting suppliers/service providers to Tender. Selected suppliers/service providers will be invited to participate further in the procurement process.

This is a competitive procurement process conducted in accordance with the Negotiated Procedure guideline under EU Directive 2014/25/EC.

Details on how the negotiation process will be conducted are provided below.

Submissions Closing Date: No later than 12pm on Monday 12th October 2026.

Qualification

Interested parties are invited to complete the Pre – Qualification Questionnaire (PQQ). In order to be considered for participation in the competition, candidates must in the first instance meet the Selection Criteria and rules set out in the PQQ.

Responses to the PQQ will be assessed in accordance with the selection criteria, weightings and minimum rules within the PQQ.

Nothing herein, or in any communication made between the Contracting Authority and any potential supplier/service provider in connection with this PQQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance herewith. The Contracting Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Contracting Authority incur any liability in respect thereof. Direct or indirect canvassing of any of the Contracting Authority's employees or agents by any potential bidder concerning this requirement, or any attempt to procure information from any of the Contracting Authority's employees or agents concerning this PQQ may result in the disqualification of the potential supplier from consideration for this requirement.

The cost of developing all proposals, subsequent tenders and presentations will be borne by the Applicant. Responses should be prepared in the **English** language.

COMPLETING THE QUESTIONNAIRE SUBMISSION

This document is for informational purposes. Once Applicants have full read and understood this document they must navigate to and complete the tasks below from within the Bus Éireann Coupa System.

Section Heading

Task 1 – Complete Questionnaire

- a. Download the excel file to your computer / device.
- b. Complete all mandatory questions highlighted in each section of the Questionnaire.
- c. Save the file to your computer / device.
- d. Close the file.
- e. Use the Upload button in Coupa to upload and submit your PQQ before the submission deadline.

As part of your response, the following tasks must also be completed:

Task 2 – Upload *Audited Financial Statements*

Upload the required document as evidence of the Turnover values stated in the PPQ Response

Task 3 – Upload *Insurance Certificates*

Upload the required document as evidence of your current Insurance policies and values that are in place as stated in the PPQ Response

Task 4 – Upload *HR Organisational Chart*

Upload the required document as evidence of the Staff Number stated in the PPQ Response

Task 5 – Upload *Signed Declaration & Legal Sign-Off Form*

- a. Download the file to your computer / device.
- b. Print the file. *
- c. Read the document to ensure that you fully understand the contents.
- d. Once satisfied with this declaration, please sign the two designated signature sections on the document.
- e. Scan the signed document to your computer / device. *
- f. Use the Upload button in Coupa to upload and submit your PQQ before the submission deadline.

*If using an online digital signature tool, steps b & c above will not be applicable.

Failure to complete all the above listed tasks may result in elimination from the procurement process.



An instructional video file, showing applicants how to complete the process, was sent to you as part of your Coupa Registration process. If you have not received copy, please email juliana.morais@buseireann.ie to request a copy.

Purpose of the PQQ

The purpose of this PQQ is to obtain sufficient information to enable the Contracting Authority to evaluate the suitability of Applicants. The intention will be to arrive at a Tender Panel of potential suppliers/service providers for formal Invitation to Tender (ITT), against the requirement and Conditions of Contract. It is intended that following PQQ evaluation, and depending on the quality of details submitted, that at **least five (5) entities** will be invited to submit formal Invitation to Tender (ITT) documents.

Scope of Contracting Authority's Requirement

Bus Éireann proposes to establish a Single Party Framework Agreement for the supply of keys on an as-required basis in support of its fleet of buses and coaches and associated operational infrastructure nationwide.

The requirement includes, but is not limited to, the supply of replacement and duplicate keys for vehicle ignition systems, entrance doors, luggage compartments, emergency access systems, fuel access points, security equipment, lockers, passenger facilities, and maintenance access systems. The successful Supplier shall be capable of providing OEM-compatible or equivalent keys for a range of vehicle types and ancillary equipment, including the provision of keys from existing samples, key codes, or other information supplied by Bus Éireann where required.

All items shall be delivered directly to Bus Éireann depots and garages nationwide as required. The Framework Agreement will have an initial term of sixty (60) months, with an option, at the sole discretion of Bus Éireann, to extend the Framework Agreement for a further period of twelve (12) or twenty-four (24) months.

PQQ Assessment

An evaluation of the Pre-Qualification Questionnaire (PQQ) will be carried out, and the highest scoring applicants will be invited to submit formal tenders.

The PQQ evaluation criteria are divided into the following two types of criteria:

Type A: Mandatory Pass/Fail Criteria

Type B: Weighted Qualitative Criteria:

Where applicable, Applicants must meet a minimum score for a criterion, this will be indicated in the "Qualifying Threshold" column in the table below. For the avoidance of doubt, the right is reserved not to invite all applicants who meet the minimum score to submit a tender.

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The Selection Criteria used in the above sections of these documents are outlined below:

SELECTION CRITERIA SUMMARY <u>TABLE A</u>			
Selection Criteria		Mandatory Criteria (PASS / FAIL)	Minimum Score (Pass) Qualifying Threshold
A1	Financial and Economic Information – Applicants must demonstrate a turnover of at least €80,000.00 Applicants must provide a compliant declaration and include Statements from an Auditor or Accountant confirming the levels of turnover.	Pass/Fail	Pass – to pass this criterion applicants must meet the Turnover Requirements
A2	Declaration in relation to Exclusion Criteria Applicants must provide a compliant declaration in relation to exclusion.	Pass/Fail	Pass – to pass this criterion applicants must provide a compliant declaration in relation to exclusion.
A3	Quality Assurance Systems – Applicants must have at a minimum an internal quality assurance system in place. Details of Quality Assurance System must be provided. The Quality Assurance System must comply with ISO9000 or similar, or internal standard, as a minimum.	Pass/Fail	Pass – to pass this criterion applicants must operate a Quality Assurance System
A4	Environmental Policy - Applicants must have at a minimum an internal environmental policy. Details of Environmental Policy must be provided and should include a commitment to prevent pollution, reduce waste and carbon emissions, commitment to green ethical purchasing and employment. The Environmental Policy must comply with ISO14001 or similar, or internal standard, as a minimum.	Pass/Fail	Pass – to pass this criterion applicants must have an Environmental Policy
A.5	Sustainability - Applicants must have at a minimum an internal Sustainability policy. Details of Sustainability Policy must be provided and should include a commitment to green ethical purchasing and employment.	Pass/Fail	Pass – to pass this criterion applicants must have a Sustainability Policy

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A6	Health and Safety - Applicants are required to demonstrate their approach to managing the health and safety of their workforce and demonstrate that they have robust health and safety processes and procedures in place. Health and Safety policy must comply with ISO45001 or similar, or internal standard, as a minimum.	Pass/Fail	Pass – to pass this criterion applicants must have a Health & Safety Policy
A.7	Legal and Sign-off - Applicants must provide a completed legal sign off. (Included with Signed Declaration on Coupa)	Pass/Fail	Pass – To pass this criterion applicants must submit complete the form

SELECTION CRITERIA SUMMARY TABLE B

Selection Criteria		Weighting	Total Marks Available	Minimum Score Required
B1.	Organisational Information to include Structure, Manpower, and Capability	60%	600	360
B2.	Previous Relevant Experience	40%	400	240

For evaluation purposes, the Contracting Authority can only consider the information as provided by the Applicant.

Scoring Methodology

The following table sets out the scoring methodology for the above Qualitative Weighted Criteria:

SCORE (and % of Total Mark Available)	SUMMARY
0 (0%)	Unacceptable – Nil or inadequate response. The response fails to satisfy the criterion in very significant respects.
1 (20%)	Poor – Overall, the response is poor and partially relevant. The response addresses the criterion in part but contains insufficient/limited detail or explanation to demonstrate how the criterion will be satisfied.

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2 (40%)	Fair – Overall, the response is fair and partially relevant. The response demonstrates a fair understanding of the criterion but lacks detail on how the criterion will be satisfied.
3 (60%)	Good – Overall, the response is good and relevant. The response demonstrates a good understanding of the criterion and provides details on how the criterion will be satisfied to an adequate standard.
4 (80%)	Very Good – Overall, the response is very good and relevant. The response demonstrates a very good understanding of the criterion and provides details on how the criterion will be satisfied to a high standard.
5 (100%)	Excellent – Overall, the response is excellent and relevant. The response is comprehensive and demonstrates a thorough understanding of the criterion and provides details on how the criterion will be satisfied to a very high standard.

Queries / Clarifications about the Procurement

The Contracting Authority will not enter into detailed discussion of the requirements at this stage. However, clarifications and/queries related to this PQQ can be to the Contracting Authority via the Coupa System (*instructions will be provided once you have registered on the Coupa System*).

All requests for clarification or further information in respect of this PQQ should be sent via the Coupa System. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, the Contracting Authority.

Clarification questions should be submitted no later than **12pm on Monday 5 October 2026**.

If the Contracting Authority considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all Applicants who have responded. All responses received and any communication from Applicants will be treated in confidence.

Additional Information

Applicants are invited to complete the PQQ and to submit it, together with any relevant supporting information, by the submission deadline indicated on the PQQ.

It is the applicants' responsibility to ensure that the response to this PQQ reaches Bus Éireann on or before the closing date.

The PQQ **must** be submitted via the Bus Éireann Coupa System. PQQ submitted through any other method than the Bus Éireann Coupa System will be not accepted.

PQQ's cannot be submitted via the Bus Éireann Coupa System after the closing date.

Applicants are to ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date. PQQ's received after the closing date will **NOT be accepted**.

COMPLIANT APPLICANTS

Only those Applicants who have: -

- (a) Submitted a fully completed PQQ
- (b) Declared by way of *Declaration in relation to Grounds for Exclusion* that either:
 - (i) no mandatory grounds for exclusion pursuant Regulation 89(1) of the Regulations apply to them, or
 - (ii) in circumstances where any mandatory exclusion grounds apply to the Applicant (and where the Applicant is not precluded from doing so under Regulation 89(1) of the Regulations), that it can provide evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the existence of any such relevant exclusion ground

will be evaluated in accordance with the Selection Criteria stated above.

However, please note that the Contracting Authority also reserves the right to exclude from evaluation an Applicant to whom a discretionary ground for exclusion pursuant to Regulation 89(1) of the Regulations applies.

Applicants should note that where an Applicant **is relying on the capacity of other entities** (for example, Subcontractors) for the purposes of fulfilling any of the Selection Criteria it must ensure that each such entity:

- (i) completes and submits a separate PQQ in respect of each such entity, and
- (ii) when requested by the Contracting Authority, submit proof, to the satisfaction of the Contracting Authority, that each such entity will place the necessary resources at the disposal of the Tenderer.

Where an Applicant (Prime Contractor) intends to subcontract any share of any Services and Goods Contract to a Subcontractor but is **NOT** relying on the capacity of such Subcontractor for the purposes of fulfilling any of the Selection Criteria, it must ensure that each such Subcontractor submits a separate *Declaration in relation to Grounds for Exclusion* (the “Exclusion Grounds”).

The Contracting Authority may decide to examine Applicants before verifying the absence of exclusion grounds in Regulation 89(1) of the Regulations (the “Exclusion Grounds”) and the fulfilment of the Selection Criteria.

However, notwithstanding anything to the contrary in this part of the document, the Contracting Authority reserves the right to ask Applicants at any moment during the process to submit any or all of the following for the purposes of verification of the status of the Applicant (including the Prime Contractor and any Subcontractor):

- (i) a Declaration in the form attached *Declaration in relation to Grounds for Exclusion*;
- (ii) evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground; and

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(iii) all or any of the supporting documents specified at paragraph 3.2 below.

If an Applicant does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) its fulfilment of the Selection Criteria (or any one of them) in accordance with this PQQ and (ii) the absence of Exclusion Grounds, or its reliability despite the existence of a relevant Exclusion Ground, it shall be excluded from further participation in this process.

If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this RFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground, it shall be excluded from further participation in this process unless it replaces the Subcontractor with one which meets all relevant requirements of this PQQ.