
Group Procurement Delivering Solutions

Request for Information Volume 1 –
Christmas Decorations and Festive Installation Services



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Part 1: The Opportunity and Purpose of this RFI

1.1 Terms & Conditions

- 1.1.1 Terms defined throughout this RFI shall have the meaning given to them in Section 15 (Definition of Terms).
- 1.1.2 The Contracting Authority wishes to put in place a Framework Panel of suitably qualified Suppliers (hereafter referred to as the Contractor) for the provision of Christmas Decorations and Festive Installation Services at Dublin and Cork Airport (unless otherwise agreed in writing by the Contracting Authority) to act on behalf of the Contracting Authority in carrying out these services.
- 1.1.3 This RFI and the accompanying RFI Questionnaire are hereby made available to potential Applicants expressing an interest in the Project.
- 1.1.4 The purpose of this RFI is to provide Applicants with background information on the nature, structure and scope of the services. Applicants should also refer to the Contract Notice and the RFI Questionnaire.
- 1.1.5 Applicants' attention is specifically drawn to Section 14 (Disclaimer) of this RFI.
- 1.1.6 This RFI seeks to provide guidance as to the likely function, quality and standards of the services to be provided by the Contractor/s and to outline the process that is anticipated to be followed by the Contracting Authority in the evaluation and short listing of Applicants for this position.
- 1.1.7 In the event of any conflict between the information contained in this RFI, the Contracting Authority's Requirements or the RFT, the following order of preference shall apply:
 - a) the Contracting Authority's;
 - b) the RFT;
 - c) this RFI.
- 1.1.8 Potential Applicants should note that the Contracting Authority does not anticipate that it will make further information about the Services or the Competition available to Applicants at this stage of the Competition (save for responses to clarification requests).
- 1.1.9 The Contracting Authority reserves the right to make any announcements in respect of the Services at any time during the competition for the Services.
- 1.1.10 The Contracting Authority intends to appoint a single party to a Framework Panel on a non-exclusive basis following this Request-for-Information-Stage (RFI) and subsequent Request-for-Tender-Stage (RFT). It is anticipated that the term of the Framework shall be 3 years with an option to extend by a further 2. Further details in relation to the process for selection and appointment to the Framework Panel and the basis for the award of contracts under the Framework are set out in Part 1.
- 1.1.11 The Contracting Authority makes no guarantee as to the volume of work on offer. The Contracting Authority reserves the right to proceed with some / all or none of the proposed Works / or any other Works independently of the Framework Agreement.
- 1.1.12 If you are awarded business by the Contracting Authority you may be invited to register and use our supplier portal (oracle). When invited to use the supplier portal use will be mandatory as a condition of award. Further details will be provided to shortlisted Framework Panel members in the RFT.

1.2 Response Required

- 1.2.1 The Applicant's response to the RFI Questionnaire shall be forwarded with the fully completed documentation. Responses must be submitted through the e-tenders website only (details of which are in Section 1.3 below). Responses submitted by hand, post, fax or email will NOT be accepted.

- 1.2.2 It is the responsibility of the Applicant to ensure that their response is uploaded to the e-tenders website on time. Applicants are advised to familiarise themselves with the e-tenders website and to allow plenty of time for upload. Responses must be received not later than the date and time notified to Applicants during the RFI period.
- 1.2.3 In responding to this RFI all Applicants must comply with the RFI and respond to each element of the RFI Questionnaire and in the order as set out in the RFI Questionnaire.
- 1.2.4 Responses submitted must be compiled such that they can be read immediately using word/pdf readers or any other programme as advised to Applicants.
- 1.2.5 The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corruptible.
- 1.2.6 The responses shall be divided into sections with each section clearly responding to each of the questions asked. Responses should strictly follow the format and sequence of the questions asked. Information other than that required to answer the question should NOT be provided as it will not be evaluated. All submissions shall be in A4 format and comply with the page limit set out in the RFI Questionnaire.
- 1.2.7 File/folder titles should not include "&" in the title and should be kept to less than 240 characters.

1.3 Communications

- 1.3.1 Queries regarding this RFI will only be answered through the e-tenders messaging facility (www.etenders.gov.ie). Any questions sent directly to the Contracting Authority will not be answered. The latest date for the receipt of queries is as per the dates stated in eTenders, although the Contracting Authority may, at its absolute discretion (but will in no circumstance be obliged to), reply to queries received after that date.
- 1.3.2 A response may be made available to all other Applicants on the e-tenders website (www.e-tenders.gov.ie). Where an Applicant believes a query and/or response relates to a confidential aspect of its submission, the Applicant must mark such query confidential. In these circumstances, the Contracting Authority will determine in its absolute discretion the appropriate course of action.
- 1.3.3 Subject to the above, it will be a requirement that Applicants, as well as their respective advisers, Contractors, servants and/or agents treat all exchanges with the Contracting Authority as confidential. Applicants may also be asked to enter into undertakings of confidentiality should it become appropriate to release confidential information to them.
- 1.3.4 The last date for the Contracting Authority to issue clarifications will be six (6) days before the date for submission of the RFI response.

1.4 Closing Date

- 1.4.1 Responses must be submitted not later than the closing date stated in the OJEU Notice. It is the responsibility of each Applicant to ensure that all materials are uploaded to the etenders website in time.
- 1.4.2 It is not contemplated that the closing date for the RFI responses will be extended under any circumstances.

1.5 Important Notice

- 1.5.1 The information in this document is preliminary only and will be superseded by the RFT. The information provided is offered in good faith for the guidance of Applicants, but no warranty or representation is given as to the accuracy or completeness of any of it and the Contracting Authority and their advisers shall not be under any liability for any error, misstatement or omission.
- 1.5.2 All costs incurred by Applicants in respect of this competition must be borne by them. The Contracting Authority and its advisors shall bear no liability whatsoever to anyone whether participating in this competition or not and, for the avoidance of doubt, shall not be liable for any costs or losses incurred

- howsoever arising in connection with the competition including, without limitation, any loss of profit or other economic loss incurred.
- 1.5.3 None of the information contained here shall constitute a Contract or part of a Contract between the Contracting Authority and any Applicant (apart from the attached Framework Agreement). The Contracting Authority reserves the right not to follow up this RFI in any way and/or to change the Applicant procedure in whole or in part and/or terminate discussions at any time. The Contracting Authority shall not be obliged to enter into a Contract with any Applicant. No legal relationship or other obligation shall arise between the Applicant and the Contracting Authority unless and until the Contract has been formally executed in writing by the Contracting Authority and the successful Applicant and any conditions precedent to the effectiveness of such documents have been fulfilled.
- 1.5.4 The Contracting Authority reserves the right to amend this RFI, its requirements and any information contained herein at any time by notice, in writing, to the Applicants.
- 1.5.5 Nothing contained in this RFI 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 this RFI 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.
- 1.5.6 Reference in this Important Notice to "RFI" shall include all information contained in it and any other information (whether written, or in machine-readable form) or opinions made available during this stage of the Competition by or on behalf of the Contracting Authority, their respective advisers, Contractors, servants and/or agents in connection with this RFI or the Competition.
- 1.5.7 Defined terms in other communications from the Contracting Authority concerning this competition shall have the meanings given to them in this RFI.
- 1.5.8 Applicants should note that any Contract award is subject to production by the Applicant of a current Tax Clearance Certificate from the Revenue Commissioners in Ireland, or for a non-resident, a statement from the Revenue Commissioners in Ireland confirming suitability on tax grounds. Applicants should familiarise themselves with revenue requirements by visiting www.revenue.ie. Any Contract award is also subject to satisfactory confirmation from the Applicant's insurers that the Applicant can comply with the insurance requirements of the contract which will be advised in the RFT.
- 1.5.9 Tenderers should be aware that Relevant Contractors Tax (RCT) applies for construction works undertaken and that Professional Services Withholding Tax (PSWT) applies to professional service contracts. Where RCT applies, the tenderer will be expected to provide a valid RCT registration number which can be obtained from the Irish Revenue Commissioners. This registration number will be required before the contract can commence. Tenderers should familiarise themselves with these requirements and further details are available on the Irish Revenue's website (www.revenue.ie). Further details are also contained in Volume 3 "Form of Contract".
- 1.5.10 The information as set out in this RFI is being made available on the basis that it is used only in connection with this submission and for no other purpose whatsoever.
- 1.5.11 Where personal information is requested from Applicants, this information will be kept confidential and will only be used for the evaluation of submissions and in the case an Applicant is successful to verify performance of the Contract. Applicants submitting personal information on behalf of their employees should only include information relevant to the response required (date of birth, nationality, address, etc. are not required). Applicants should inform their employees that personal data is being provided to Contracting Authority as part of the Applicant submission. Where the Applicant is unsuccessful, the Contracting Authority will delete all personal data within six (6) year of advising the Applicant that they were unsuccessful. Where the Applicant is successful, the Contracting Authority will delete all personal information within six (6) years of contract end, for whatever reason. The Contracting Authority reserves the right if required under law to provide this personal information to the relevant authority.
- 1.5.12 In certain circumstances the successful Applicant (Supplier) will have access to personal data and the Contracting Authority will require them to sign a Data Processing Addendum or Data Processing Protocol and in discharging its obligations under the Contract, the Supplier is responsible for and shall comply with Data Protection Legislation (Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) and the Data Protection Act 2018).
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The Supplier shall perform the services and discharge its obligations under the Contract in such a way that the Contracting Authority complies with, and does not breach, its obligations under Data Protection Law.

- 1.5.13 Any attempt by an Applicant to influence this procurement competition through canvassing or other means shall result in their Submission being rejected. If any Applicant is found to have at any time offered to give or have agreed to offer or to give to any person any bribe, gift, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any favourable action in relation to this procurement competition, such Applicant will be automatically excluded from this procurement competition.
- 1.5.14 During the performance of the contract, the successful Tenderer will have obligations in relation to taxation, environmental protection, employment protection and working conditions. Applicants may obtain information regarding their obligations in relation to:
- Taxation from the Irish Revenue Commissioners (www.revenue.ie);
 - Environmental Protection from the Environmental Protection Agency (www.epa.ie);
 - Employment Protection and Working Conditions from the Department of Jobs, Enterprise and Innovation (www.djei.ie).
- 1.5.15 The successful Tenderer shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained by the Tenderer for the purposes of providing the Works sought under the Contract.
- 1.5.16 The requirement of the Acquired Rights Directive as implemented into Irish law by Statutory Instrument S.I. No. 131 of 2003 European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 ("SI 131/2003"), may apply to staff currently employed by the incumbent provider of the Works sought under this procurement competition.
- 1.5.17 It is the Contracting Authority's policy to operate in an environmentally, socially and economically sustainable manner. To the extent applicable, at a minimum, the successful Tenderer must comply with all applicable environmental and employment laws, legislation, regulations and standards, such as requirements regarding (but not limited to):
- Waste management;
 - Wastewater discharge;
 - Air emissions controls;
 - Environmental permits and environmental reporting.
- 1.5.18 The successful Tenderer must also comply with any additional environmental and sustainability requirements and ethical manufacture practices specific to the products or services being provided to the Contracting Authority as called for in the RFT.
- 1.5.19 The Contracting Authority implements the Energy Management System ISO 50001. Where applicable, in respect of the Services, account shall be taken of, inter alia, the basis of the energy performance for equipment and services that are expected to have an impact on energy performance.
- 1.5.20 Any Registrable Interest involving the Applicant and the Contracting Authority, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority and their relatives must be fully disclosed in the Submission or, in the event of this information only coming to their notice after the submission of a Submission and prior to the award of the contract, it should be communicated to the Contracting Authority immediately upon such information becoming known to the Applicant. The terms 'Registrable Interest' and 'Relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act 1995, a copy of which is available to download at www.finance.gov.ie. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an Applicant from the competition or terminating any contract entered into by a Tenderer.
- 1.5.21 Applicants attention is drawn to the application of the Competition Act 2002. The Act makes it a criminal offence for Applicants to collude on prices or terms in a procurement competition.
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- 1.5.22 The Contracting Authority operates a Supplier Performance Management process, and Applicants may be evaluated against pre-defined Key Performance Indicators (KPI's) and failure to meet these KPI's may result in Suspension or Termination of this Contract.
- 1.5.23 All Applicants shall have documented Grievance, Disciplinary and Disputes Procedures and if requested to, must make available to the Contracting Authority immediately. Applicants should advise the Contracting Authority of any on-going or potential disputes at the time of Submission.
- 1.5.24 For all construction related contracts, a Contractor's Administration office will operate on site to ensure that all Main Contractors and Sub-Contractors working on the services comply with all current labour legislation, appropriate labour agreements and Revenue requirements. All Contractors and Sub-Contractors will be required to co-operate with this office. Short-listed Applicants will be required to fill out a questionnaire for the Contractor's Admin Office before award of Contract.
- 1.5.25 In relation to Delivery Duty Paid "DDP", the bidder confirms that due to the United Kingdom exiting European Union that it will take into account all adjustments necessary in order to perform its obligations under this Tender and any contract if successful. No adjustment to pricing with the exception of a mandated adjustment in import tariffs or excise duties will be allowed over the duration of the Contract.
- 1.5.26 The client has appointed an authorised supplier, to manage and process all of the client's customs clearance requirements for goods being supplied to the client from outside of the European Union. This supplier must be used and the Contractor will be given instructions on how this account will be managed if needed. No other supplier will be accepted by the client in relation to customs clearance requirements.

Part 2: Introduction to the Contracting Authority

The Contracting Authority, daa plc, formerly Dublin Airport Authority and formerly Aer Rianta, is a major international airport company employing over 3,000 people. The Contracting Authority's principal activities are airport development, operation, and management, Irish and international airport retail management and international airport investment. A copy of the Annual Report and Financial Statements of the Contracting Authority is available on the Internet (www.daa.ie).

Part 3: Requirements

- 3.1 daa plc wishes to appoint a contractor under a Framework Agreement to provide Christmas Decorations and Festive Installation Services across Dublin Airport and Cork Airport, including Duty Free retail locations, passenger circulation areas, landside and airside environments, arrivals and departures areas, and any additional daa-managed commercial locations as specified. These service requirements are grouped into four headings that must be fulfilled as follows :

- Design
- Manufacture and supply
- Installation
- Account Management
- Storage

- 3.2 Design - The contractor must be able to provide full design support, when required, for any commissioned works. This may be providing conceptual design through to final proofs based on a fixed budget amount or providing a range of options with associated costs. The ability to provide 3D or CAD visualisations of projects is essential.

Designs should support commercial objectives, enhancing the passenger journey, encouraging engagement with seasonal campaigns and promoting retail spend within Duty Free environments. The Contractor shall demonstrate experience in designing festive installations within premium retail environments and provide examples of projects that have successfully combined decoration, wayfinding and promotional activity. Designs should be adaptable to multiple store formats, terminal environments and changing commercial priorities.

The Contractor shall ensure festive installations complement and do not obstruct merchandising displays, sightlines, retail entrances, customer circulation routes or emergency exits.

3.3 Manufacture and/or Supply - The contractor must be able to manufacture or supply the following Christmas Decorations and Festive Installation Services. Please note this list is not exhaustive

- The Contractor shall demonstrate sufficient resources, materials, logistics capability and appropriately security-cleared personnel to commit to an annual programme of works. Installation activities shall commence during October (third week in retail) and third week of November each year, with all festive decorations and installations removed during the second week of January, unless otherwise agreed with daa. The Contractor shall ensure resource availability throughout these periods to meet programme milestones and operational requirements.
- Maintain a suitably resourced workforce capable of meeting airport security requirements, including obtaining and maintaining all necessary airport identification passes, security clearances and badging to enable work within restricted and operational areas of the airport.
- Ensure all decorations and installations are designed and manufactured to withstand high passenger footfall, continuous public interaction and extended periods of display.
- Ensure all decorations and installations are designed and manufactured to withstand high passenger footfall, continuous public interaction and extended periods of display.

3.4 Storage: The Contractor shall be responsible for the safe storage, inventory management and condition monitoring of all reusable festive decorations and installations throughout the contract term. An asset register shall be maintained and made available to daa upon request. The Contractor shall provide secure, dry and insured storage facilities for all reusable assets. Assets shall be cleaned, inspected and repaired as necessary prior to storage. A detailed inventory, including photographs and asset condition reports, shall be maintained and provided annually to daa. The Contractor shall identify opportunities for refurbishment and re-use of existing assets to maximise value for money.

3.5 Installation - The contract will also require the installation of all commissioned works or projects by daa and in all daa operated locations.

The contractor must be able to undertake any preparation works to facilitate the installation of any commissioned works or projects.

The contractor must demonstrate the ability to install works or projects in a challenging airport environment in a safe manner, operate under a permit to work system and the ability to operate within a managed traffic management plan where required.

The contractor must be familiar with the Safety Health & welfare (construction) regulations 2013 and the role of the PSDP and PSCS.

The Contractor shall supply, install and maintain all lighting associated with festive installations. All lighting shall comply with Irish electrical and safety regulations and be suitable for continuous operation within airport environments. Energy-efficient LED solutions shall be used wherever feasible.

The Contractor shall provide maintenance support throughout the festive period, including replacement of damaged decorations, repair of faulty lighting, repositioning of installations where required and emergency call-out support, if required.

The Contractor shall undertake inspections of all installations and work with teams to ensure they are maintained in a safe, clean and presentable condition.

3.6 Account Management -An account manager for dealing with new commissions, installations, maintenance issues and general queries is essential.

All installation and removal works shall be planned with teams to minimise disruption to airport operations, passenger flow and retail trading activities.

Works within terminals and retail stores shall, where practical, be completed outside peak trading periods or under agreed phasing plans.

3.7 Daa reserves the right to extend any contract to other daa locations.

3.8 Appointment to Framework and Conduct of Framework

3.8 (a) Applicants are obliged to submit a completed Questionnaire in response to this RFI. Those responses shall result in a number of Applicants being shortlisted to the RFT Stage. Following the RFT Stage the highest scoring Tenderers will be appointed to the Single party Framework Panel.

3.8 (b) Further to the above, following the establishment of Framework Panels, the Contracting Authority reserves the right, in its absolute discretion to award contracts for subsequent works through one of the following methods:

1) **mini-competitions between eligible framework panel members:** The Contracting Authority will determine who is eligible to participate in a mini competition based on factors such as:

- the financial and technical capacity of framework members, including where the framework member is currently performing works under the Framework or otherwise;
- where there are several services being procured simultaneously through the Framework;
- or where the Applicant is applying for more than one services or to provide more than one service
- experience of participants; or
- such other factors as the Contracting Authority considers appropriate in assessing whether any framework member shall be invited to Tender for a particular call off contract.

As an alternative to the above, the Contracting Authority reserves the right to invite all Framework Panel members, to Applicant for certain mini-competition RFT's.

The specific weighting and any sub-criteria (and its relevant weighting) will be detailed at the time of the mini-competition.

(2) **by selection:** in exceptional circumstances the Framework Panel member considered by the Contracting Authority to be the most appropriate to perform the required works based on an objective assessment undertaken by the Contracting Authority with regard to following factors: nature and scope of the works; technical merit; Compatibility with existing infrastructure (including the adaptability of product being supplied), likelihood of disruption to existing services;

3.8 (c) The Contracting Authority may at its discretion and at any time during the period of the Framework Agreement review the technical, economic and financial ability of the framework members in order to ensure that the framework members have the technical, economic, and financial ability to perform the works and services thereunder.

3.8 (d) In the event that a Framework member fails against the Key performance indicator (KPI) targets, the Framework member may be suspended / removed (terminated) from the Framework Panel at the sole discretion of the Contracting Authority whose decision will be final. Updated KPI's may be issued for each individual project.

Part 4: Evaluation Process

4.1 The RFI evaluation will focus on the capacity of the Applicant, in the opinion of the Contracting Authority, to undertake the contract's according to the following key criteria:

- a) Technical Profile including Health & Safety
- b) Financial / Economic Profile
- c) Legal Profile

- 4.2 The RFI process will not involve Applicant presentations. Evaluation will depend upon the submissions only.

Part 5: Submissions by Consortia

- 5.1 Applications may be submitted by single entities or by groups. The Contracting Authority acknowledges that, in order to offer the resources and range and depth of skills required, entities may wish to form a consortium that will apply to prequalify. Applicants are required, in the RFI Questionnaire, to identify a Lead Applicant, meaning the entity whom it is proposed will enter into the contract with the Contracting Authority, if the Applicant is successful. Where an Applicant is applying as a group/consortium, the Lead Applicant is the group member who will enter into the contract with the Contracting Authority.
- 5.2 Some of the questions in the RFI Questionnaire are to be answered by the Lead Applicant on behalf of the Applicant as a whole, while others are to be answered by the Lead Applicant in respect of their own operations only. The RFI Questionnaire identifies the entity(ies) who should answer each question.
- 5.3 Where the successful Applicant is a group/consortium, it is currently anticipated that the Lead Applicant will be required to be liable for the full performance of the services (with other members of the Applicant group, acting as sub-Contractors, entering into collateral warranties with the Contracting Authority if required by the Contracting Authority), although the Contracting Authority reserves the right to require the group/consortium to contract on any other basis the Contracting Authority considers appropriate, including on the basis of joint and several liability.

Part 6: Reliance on Resources

- 6.1 Where, in order to prove its financial and technical standing, an Applicant, or any entity comprising an Applicant, relies on the resources/capacities of entities with which it is directly or indirectly linked, (including, for example, but not limited to, reliance on a parent company's resources/capacities) it must:
- a) establish to Contracting Authority's satisfaction that it has available to it the resources/capacities of those entities or undertakings which are necessary for the performance of the contract (for example by way of a letter from such entity to the Contracting Authority confirming that it will make such resources/capacities available if the Applicant is successful and that it will provide contractual confirmations satisfactory to the Contracting Authority if required to do so).
 - b) where the entity in question is being relied upon with respect to criteria relating to experience, satisfy the Contracting Authority that the entity being relied upon will perform the works or services for which these resources/capacities are required.
- 6.2 It is anticipated that the Contracting Authority will require entities who offer resources or support to Applicants to contract on a joint and several basis, provide guarantees, collateral warranties, direct agreements or some other structure or contractual mechanism as the Contracting Authority considers necessary in order for it to have appropriate recourse to the substantive entities bidding for this Services.
- 6.3 Where any Applicant is relying on the resources of another undertaking then, in addition to its response to Part A7 of the Questionnaire, the information required in any of the Questions in Part C and/or Part D of the RFI Questionnaire must be provided both in respect of the Applicant and in respect of the undertaking whose resources are being relied upon by the relevant Applicant. (For example, if a parent company is being relied upon for the purposes of meeting a financial robustness test, its accounts as well as those of the Applicant must be provided).
- 6.4 The Contracting Authority intends to evaluate the Applicant:
- a) in respect of financial standing, based on the financial standing of the undertaking whose resources are being relied upon; and
 - b) in respect of technical standing, based on the technical standing of the undertaking whose resources are being relied upon and on the basis of the Applicant's own technical standing as appropriate.
- 6.5 In the event that the Contracting Authority deems that the evidence provided in respect of reliance on resources is insufficient (or where no reliance on resources is sought), the Applicant will be evaluated based on its own financial and technical standing.

Part 7: Procurement Procedure

7.1 General

- 7.1.1 The Contracting Authority anticipates that the Applicant process for the Services will be carried out within the indicative timeframe set out below:

Milestone	Date
Issue of Call for Competition (this process)	11/09/2026
Latest date for Applicants to submit Clarification Requests	18/09/2026
Latest date for the Contracting Authority to issue responses to Clarification Requests	22/09/2026
Submission of Responses by Applicants	12/10/2026
Shortlist and Regret Letters	20/10/2026
Invitation to Tender to Shortlisted Applicants	22/10/2026
Receipt of Tenders from Shortlisted Applicants	06/11/2026
Preferred Bidder and Regret Letters	18/11/2026
Contract Commences	Dec 2026

N.B. The dates above are indicative only and subject to change by the Contracting Authority.

- 7.1.2 Applicants should note that nothing in this document is intended to identify or define the Applicant award criteria. This information will be set out in the RFI.

7.2 RFI stage

- 7.2.1 Responses to the RFI Questionnaire returned by Applicants will be assessed in accordance with the Eligibility Requirements set out in Section 7.5 (Eligibility Requirements) and the Minimum Requirements set out in Section 7.6 (Minimum Requirements).
- 7.2.2 Applicants that satisfy the Eligibility Requirements and the Minimum Requirements will have their responses to the RFI Questionnaire evaluated in accordance with the Assessment Criteria set out in Section 7.7 (Assessment Criteria) and will receive a ranking.
- 7.2.3 Applicants who do not pre-qualify or are not shortlisted will be notified in writing by the Contracting Authority.

7.3 Process for Shortlisting

- 7.3.1 In order to be considered for shortlisting, Applicants should note that they:

Step One: must satisfy the Eligibility Requirements as set out in Section 7.5 (Step One);
Step Two: must meet the Minimum Requirements as set out in Section 7.6 (Step Two); and
Step Three: must receive at least the minimum mark specified in the Table in Section 7.7.

- 7.3.2 Only Applicants that pass steps one and two will be scored under Step Three. The Contracting Authority reserves the right to carry out all three steps in parallel at its convenience, but Applicants eliminated for failing to meet steps one and two will not be eligible for shortlisting. The remaining Applicants will be ranked in descending order based on the marks obtained for the Assessment Criteria under Section 7.7. Appropriately qualified Applicants will be progressed to the foregoing procedure.

7.4 Tie Break

- 7.4.1 In the event that the evaluation conducted in accordance with Section 7.7 (Assessment Criteria) results in a tie between two or more Applicants, then the Applicant with the highest marks in relation to criterion "Capability – Part 1" of the Assessment Criteria Table in Section 7.7 will be given the higher ranking.

7.5 Eligibility Requirements (Step One)

7.5.1 Subject always to the provisions of Regulation 89 of SI 286 of 2016 and Regulation 57 of SI 284 of 2016, the Contracting Authority will treat an Applicant as ineligible, or, at a later date during the competition, disqualify an Applicant if any of the circumstances specified in (a) below apply; and may, at its discretion, treat an Applicant as ineligible or, at a later date during the Competition, disqualify an Applicant if any of the circumstances specified in (b) below apply:

a) The Applicant (or any entity comprising the Applicant, or member of the administrative, management or supervisory body of the Applicant or such entity, or person who has powers of representation, decision or control thereof) has been the subject of a conviction by final judgment, of which the Contracting Authority is aware, for one or more of the reasons listed at (i) to (vi) below:

- i. participation in a criminal organisation;
- ii. corruption;
- iii. fraud;
- iv. terrorist offences or offences linked to terrorist activities, or inciting, aiding or abetting or attempting to commit an offence;
- v. money laundering or terrorist financing;
- vi. child labour and other forms of trafficking in human beings, or

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

b) The Applicant (or any entity comprising the Applicant):

- i. has failed to comply with applicable obligations in the fields of environmental, social and labour law within the meaning of Regulation 18(4) of SI 284 of 2016; or
- ii. is bankrupt or is the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, it has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; or
- iii. the Contracting Authority can demonstrate, by any appropriate means, has been guilty of grave professional misconduct, which renders its integrity questionable; or
- iv. has entered into agreements with other economic operators aimed at distorting competition, for which the Contracting Authority has sufficiently plausible indications; or
- v. has a conflict of interest within the meaning of Regulation 24 of SI 284 of 2016, that cannot be effectively remedied by other, less intrusive, measures; or
- vi. is in a situation where there is a distortion of competition from the prior involvement of the of the Applicant in the preparation of the procurement procedure, which cannot be remedied by other, less intrusive, measures; or
- vii. has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract which led to early termination of such contract, damages or other comparable sanction; or
- viii. the Contracting Authority is aware that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions; or
- ix. is guilty of serious misrepresentation in supplying the information required under this Section or has withheld such information or is not able to submit the supporting documents required under Regulation 59 of SI 284 of 2016; or
- x. has undertaken to unduly influence the decision-making process of the Contracting Authority, or obtain confidential information that may confer upon it undue advantages in the procurement procedure or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Each Applicant must submit a statement to the Contracting Authority advising whether or not any of the circumstances listed above apply (see Part B of the RFI Questionnaire).

7.6 Minimum Requirements (Step Two)

7.6.1 Financial Robustness

7.6.1.1 The Applicant must be, in the Contracting Authority's opinion, financially robust. The financial robustness of the Applicant will be evaluated on the:

- (i) basis of the Lead Applicant's financial robustness (assessed on their overall financial position at each of its last three financial year ends)
- (ii) a review of the financial and other information identified in the table below and required in accordance with the RFI Questionnaire
- (iii) Publicly Available Information, where "Publicly Available Information" means information that has been published by a Public Source, where "Public Source" means the main source(s) of business news in the country(ies) in which the relevant entity is organised and or conducts its principal commercial activities, any internationally recognised published or electronically displayed news source, any commercial information provider or credit rating agency;
- (iv) Profit and Loss Account;
- (v) Balance Sheet; and
- (vi) Cashflow.

In order to pass the financial robustness assessment an Applicant will be required to demonstrate profitability and cash generation sufficient to service their debt obligations (if any) and other liabilities and to generate sufficient working capital to undertake the services required for the services. Where the Contracting Authority considers, based on its objective assessment of the financial information provided, that an Applicant has not, on balance, demonstrated that it is financially robust, the Contracting Authority shall have the right to exclude the Applicant from further consideration in this process.

7.6.1.2 Where, for any valid reason, the Applicant is unable to provide the information requested in the RFI Questionnaire, it may prove its financial robustness by any other document which the Contracting Authority considers appropriate.

7.6.1.3 In addition, the Lead Applicant must be able to demonstrate a minimum turnover of €500,000 in each of its last three financial years. Applicants are permitted to rely on the resources of others to meet the minimum requirements identified in this section 7.6.1 in accordance with the provisions of Part 6.

7.6.1.4 The following table provides the relevant RFI Questionnaire references with regard to financial robustness.

Required information	RFI Questionnaire Reference
Structure of the Applicant	Part A (3)
Reliance on Resources	Part A (7)
Credit Rating	Part C (1)(b)
Financial Statements	Part C (1)(a)
Legal Proceedings	Part C (2)
Insurance	Part C (3)

7.6.2 Insurance

7.6.2.1 Applicants must demonstrate that they have or are capable of obtaining the following minimum levels of insurance for design as appropriate:

Type of Insurance - Airside	Indemnity Limit
Employer's Liability	€13million
Public/Products Liability	€13million
Contractors All Risks	To the value of the contract

7.6.2.2 Applicants must also provide details of any insurance claims made against the Applicant (or any entity comprising the Applicant) in connection with providing consultancy services within the past five years (or in the process of being determined in the last five years), and where the Applicant (or any entity comprising the Applicant) has been found to have caused or contributed (through act or omission) to the relevant act or acts which gave rise to the claim. Where that is the case, please provide details of the mitigating measures put in place since that incident to ensure against future events.

7.6.2.3 Responses to this section shall be taken into account when assessing Applicants' experience pursuant to Section 7.7 below, under the sub-criterion which the Contracting Authority thinks is most relevant to the incident in question and regardless of whether the services to which the incident relates is one of the services which has been identified by the Applicant in its response to Section 7.7.

7.6.2.4 Applicants are permitted to rely on the resources of others to meet the minimum requirements identified in section 7.6.1 in accordance with the provisions of Part 6.

7.6.2.5 Further details on insurance requirements will be made available to shortlisted Applicants.

7.7 Assessment Criteria Minimum Requirements (Step Three)

7.7.1 Experience

7.7.2 In evaluating the experience of the Applicant, the Contracting Authority will award higher marks for experience in respect of projects which are more similar in size, nature and complexity than those which are not. Each Applicant's responses to the sub-criteria identified in the table below (Part D of the RFI Questionnaire) will initially be allocated a mark between 0 and 5, where Excellent-5, Very Good-4, Good-3, Fair-2, Poor-1, Very Poor or No Response-0. This initial mark will then have a weighting applied to it (as set out in the table below), to determine the final mark allocated to the Applicant under that sub-criterion. The initial mark allocated will be whole numbers only and no half-marks will be given, so that a response might receive a mark of 5 or 4 but not 4.5

7.7.3

Experience Sub-Criteria	Experience being assessed	Initial Marks	Weight	Total Marks Available (Initial Mark x Weight)	Minimum Mark required
Capability – Part 1 (Similar Experience)	Submit details of similar projects, valued between €100k and €300k undertaken in the past 5 years (up to a maximum of five projects) indicating the value, the client and referees for each project. as per the details listed in Part D (a) of the RFI Questionnaire.	0-5	8	40	32
Capability – Part 2	Design, Manufacturing and Supply Submit detailed information that align with the requirements set out in 3.2, 3.3 and 3.4	0-5	3	30	
Capability – Part 3	Account Management Submit detailed information	0-5	2	10	

	regarding account manager support as per the requirements set out in 3.5				
Capability – Part 4	Please submit detailed information of your experience working in similar operational areas where restrictive working procedures were in place.	0-5	4	20	
Sustainability	Submit response to Sustainability questionnaire detailed in Part D (f) of the RFI Questionnaire.	n/a	n/a	Mandatory. Failure to obtain the marks specified for each question will result in exclusion	n/a
Health & Safety	Submit response to Health & Safety questionnaire detailed in Part D (f) of the RFI Questionnaire.	n/a	n/a	Mandatory. Failure to obtain the marks specified for each question will result in exclusion	n/a
Total				100	

7.7.4 Applicants must demonstrate the required financial and economic standing by providing details as set out in the RFI Questionnaire.

7.7.5 Applicants' technical capability shall be assessed by our evaluation of the details provided in response to the requirements as set out in the questionnaire. Applicants Health & Safety capability shall be assessed by evaluation of the details provided in response to the requirements as set out in the questionnaire.

7.7.6 Applicants must demonstrate the required legal standing by providing details as set out in the questionnaire.

7.8 Information

7.8.1 In order to assist the Contracting Authority to evaluate the extent to which a Applicant meets the requirements relating to technical capability, legal standing, economic and financial standing set out above, Applicants are required to provide all of the information requested in the RFI Questionnaire.

7.8.2 No Applicant may discuss with another Applicant any aspect of their submission or otherwise exchanging information or colluding in respect of this Competition. Any Applicant who fails to comply with this requirement may be disqualified.

7.9 Requirements

7.9.1 If a response to the RFI Questionnaire fails to comply in any respect with the requirements set out in this RFI or is ambiguous, the Contracting Authority will be entitled at its absolute discretion (but will not be obliged), to take such steps as it considers appropriate (at its sole discretion) including (but not limited to):

- rejecting the relevant response as non-compliant;
- without prejudice to the Contracting Authority's right to reject the response;
- meeting with, raising issues and/or seeking clarification from the Applicant in respect of the relevant response;

- d) requesting the Applicant to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form or on an incorrect basis;
- e) waiving a requirement which, in the opinion of the Contracting Authority, is not material and/or is procedural; and/or
- f) amending the relevant requirement and inviting the other Applicants to adjust their respective responses on the basis of such revised requirement.

The Contracting Authority may seek clarification of any aspect of the response.

Part 8: Conflict of Interest

- 8.1 Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as the conflict or potential conflict becomes apparent. Following receipt of such information the Contracting Authority will, in its absolute discretion, decide on the appropriate course of action.
- 8.2 Without prejudice to the above, the Contracting Authority recognises that there may be entities (such as key sub-Contractors) who wish to be involved with more than one Applicant, in this Competition. Where any entity wishes to participate in more than one Applicant/Applicants, it must contact the Contracting Authority promptly to seek consent. No entity may be involved with (including acting as advisor to or sub-Contractor to) more than one Applicant/Applicants without the prior approval of the Contracting Authority. Following notification, the Contracting Authority will take such steps as it considers appropriate, which may include prohibiting the entity from being involved with more than one Applicant/Applicants or making such involvement conditional on certain requirements being met. These requirements may include, but not be limited to, requiring certain information barriers to be put in place within the entity and requiring confirmation that each Applicant/Applicants with whom the entity is participating is aware of, and has no objection to, the participation on multiple teams.

Part 9: Change in Applicants

- 9.1 Any change in the ownership, structure or control of the Applicant or any entity comprising the Applicant after the Applicant has submitted its response to the RFI Questionnaire must be notified to the Contracting Authority in writing (prior to the submission of any Applicant or BAFO) and may lead to disqualification of the Applicant unless approved by the Contracting Authority in writing. The Contracting Authority reserves the right, at its absolute discretion, to withhold such approval for any such changes and to disqualify the Applicant concerned from any further participation in the procurement process.

Part 10: RFI Questionnaire

- 10.1 In order to assist the Contracting Authority to evaluate the extent to which a Applicant meets the requirements set out at Sections 7.5 and 7.6 and to evaluate the criteria at Section 7.7, Applicants are required to provide all of the information requested in the RFI Questionnaire, in the form required. The form of RFI Questionnaire is attached to this RFI. Please see the Guidance Notes in the RFI Questionnaire relating to the limitations on modifications to the form of RFI Questionnaire.
- 10.2 This RFI is being provided on the same basis to all prospective Applicants. As indicated at Section 1.1.8 above, no further information other than that referred to in, or provided in accordance with the terms of, this RFI will be provided to Applicants until the Request for Information is provided to the shortlisted Applicants. Whilst reasonable endeavours have been made to inform potential Applicants of the requirements of the Services, Applicants should form their own views and conclusions about the methods and resources needed to meet these requirements.
- 10.3 Applicants are expressly and strictly prohibited from discussing with other Applicants any aspect of their response to the RFI Questionnaire or otherwise exchanging information or colluding in respect of the Services. Any Applicant who fails to comply with this requirement may be disqualified.

Part 11: Applicant Interviews / Request for Clarification

- 11.1 Without prejudice to the generality of Part 7.9 (RFI Requirements) the Contracting Authority reserves the right to request Applicants to attend interviews with the Contracting Authority before the relevant Applicants are shortlisted or to request clarification of any matter set out in a Applicant's response to the RFI Questionnaire. If this proves necessary, Applicants will be informed as soon as possible after receipt of the response. Note that Contracting Authority (in its absolute discretion) may not require any or all Applicants to attend an interview or clarify their responses and Applicants should draw no conclusion from such interviews or from any failure to request clarifications.

- 11.2 In addition, the Contracting Authority reserves the right to contact any referees provided in respect of Part D of the RFI Questionnaire.

Part 12: Confidentiality

- 12.1 Without prejudice to Section 1.3 (Communications) or to Section 1.1.9 (Publicity), the Contracting Authority reserves the right at its sole discretion to share the Applicants' responses to the RFI Questionnaire with relevant authorities or nominated professional advisers for the sole purpose of analysing or reporting on the responses.
- 12.2 The RFI shall be treated as private and confidential. Applicants shall not release details of this RFI and/or any accompanying documentation other than on a confidential basis to those who have a legitimate need to know, or whom they need to consult for the purpose of preparing their RFI Submission. Applicants shall not, at any time, release information concerning the RFI, the RFI Questionnaire, the application outcome and/or the Services for publication in the press or on radio, television, screen, Applicants' web sites or any other medium, either electronic or hard-copy.
- 12.3 Applicants should note that it will be a condition of the release of the RFI that all shortlisted Applicants enter into a non-disclosure agreement in respect of the information contained in this RFI and the RFI in such form as shall be provided by the Contracting Authority.

Part 13: Amendments to and/or Qualification of the RFI

- 13.1 If, as a result of:
- a) queries / requests or proposals (including those marked as confidential, and whether or not withdrawn);
 - b) any discussion or other communication between the Contracting Authority and an Applicant;
 - c) developments in the Contracting Authority's procurement programme, the Services, the market, and/or legal requirements; or
 - d) otherwise

The Contracting Authority is of the opinion that a clarification of, and/or amendment to, the RFI and/or additional information is required to be issued, then the Contracting Authority will be entitled to make any such clarification of, and/or amendment to, the RFI at any time.

Part 14: Disclaimer

- 14.1 The Contracting Authority has prepared this RFI with its professional advisers for the sole purpose of inviting expressions of interest from potential Applicants. The information set out in the RFI and the RFI Questionnaire is being made available on condition that it is used only in connection with the pre-qualification exercise and for no other purpose whatsoever. The information is indicative only and does not purport to contain all the information that a Applicant may require in connection with the Services and Applicants must rely on their own enquiries in this regard. The information set out herein will be superseded by the Request for Tender (RFT).
- 14.2 The Contracting Authority and its professional advisers have taken all reasonable care to ensure that the material set out in the RFI is true and accurate in all material respects as at the time of publication. However, the documents do not purport to be in any way comprehensive in respect of all matters relevant to the Contracting Authority's requirements for the Services or to have been independently verified. Neither the Contracting Authority nor any of its professional advisers accepts any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.
- 14.3 Neither the Contracting Authority nor any of its professional advisers will be liable or responsible for any opinion, statement, or conclusion contained in, or any omission from, the RFI or for any other written or oral communication made available during the course of the pre-qualification process. No representation or warranty is made in respect of such opinions, statements or conclusions. No contract to be entered into with a successful Applicant will contain any representation or warranty in respect of the RFI.
- 14.4 This RFI and the RFI Questionnaire do not constitute an offer to enter into a contract and neither the documents themselves nor any of the information set out therein should be regarded as a commitment or representation on the part of the Contracting Authority or any other person to enter into a contractual arrangement. None of the information set out herein will constitute a contract or part of a contract between the Contracting Authority and any Applicant, including (but not limited to) a contract about this Competition. No legal relationship or other obligation shall arise between any Applicant and the Contracting Authority (other than an Applicant's irrevocable offer to keep its Applicant open for the prescribed period and any confidentiality obligations imposed on the Applicant pursuant to this RFI) unless

and until a contract has been formally executed in writing by the Contracting Authority and the Applicant, or a letter of acceptance has been issued by the Contracting Authority to the Applicant, and any conditions precedent to such document's effectiveness have been fulfilled. No reliance shall be placed on any information or statements contained in this RFI, and no representation or warranty, express or implied, is or will be made in relation to such information/statements.

- 14.5 The Contracting Authority reserves the right, at any time and without notice or liability, not to proceed with some or all of the Services, to terminate the procurement process (or any part thereof), to change the basis of and the procedures for the bidding process and/or to procure the Services by alternative means if, in the Contracting Authority's opinion and at its sole discretion, it appears that the Services can be thereby more advantageously procured. In addition, The Contracting Authority reserves the right to amend this RFI, its requirements and any information contained herein at any time by notice in writing to the Applicants.
- 14.6 The Contracting Authority, and its professional advisers will bear no liability whatsoever to anyone whether participating in this Competition or not and, for the avoidance of doubt, will not be liable for any costs or losses incurred howsoever arising in connection with the Competition including, without limitation, any loss of profit or other economic loss incurred.
- 14.7 Recipients of this RFI in jurisdictions outside the Republic of Ireland should inform themselves about and observe all applicable legal requirements in such jurisdictions. In particular, the distribution of this RFI in certain jurisdictions may be restricted by law and, accordingly, recipients represent that they are able to receive this RFI without contravention of any unfulfilled registration requirements or other legal restrictions in the jurisdiction in which they reside or conduct business.
- 14.8 Irish law is applicable to this RFI and the Irish courts shall have exclusive jurisdiction in relation to any disputes arising from the RFI. Each Applicant's acceptance of delivery of the RFI constitutes its agreement to, and acceptance of, the terms set forth in this disclaimer.

Part 15: Definition of Terms

Defined terms used in this RFI or in the RFI Questionnaire shall have the meaning given to them below.

"Applicant" means the entity which submits a response to the RFI Questionnaire for the Services, which may be a single entity or a group.

"Applicant's Authorised Representative" means the person authorised by a Applicant and identified in Part A2 (Applicant's Authorised Representative) of the RFI Questionnaire, to act on behalf of the Applicant in dealings with the Contracting Authority.

"Assessment Criteria" means the criteria referred to in Section 7.7 (Assessment Criteria) of this RFI.

"Competition" means the competition for the Services.

"Contract Notice" means the advertisement despatched on 08/09/2026 for publication in the OJEU.

"Contracting Authority" means daa

"daa" means daa plc.

"Eligibility Requirements" means the eligibility requirements referred to in Section 7.5 (Eligibility Requirements) of this RFI.

"Contracting Authority's Requirements" means the document(s) to be issued to shortlisted Applicants further detailing daa's project delivery requirements.

"Employer" means the Contracting Authority.

"KPI" means key performance indicator.

"Lead Applicant" means the entity whom it is proposed will enter into the contract with the Contracting Authority, if the Applicant is successful.

"Minimum Requirements" means the minimum requirements for shortlisting referred to in Section 7.6 (Minimum Requirements for RFI) of this RFI.

"OJEU" means Official Journal of the European Union for submission of the RFI Submission.

"Services" means the provision of a [Works Contractor, Consultant, Service Provider, etc.] to assist the Contracting Authority in the scope as described in more detail in Sections 1 and 3 of this RFI;

"Request for Information" means the RFI document and any appendices thereto and any other information (whether written or oral) or opinions made available during the Request for Information stage of the competition by or on behalf of the Contracting Authority or its professional advisers, Contractors, Contractors, servants and/or agents in connection with the Project.

Project: daa Christmas Decorations and Festive Installation Services

Title: Volume 1 of 2; Request for Information

"RFI Questionnaire" means the questionnaire accompanying this RFI to be completed by Applicants interested in developing the Services.

"Applicants" means the Applicants qualified, shortlisted and invited to Applicant for the Services