



Pre-Qualification Questionnaire (PQQ)

Dated: 17th September 2026

for

Fleet Management Services

Tender procedure: Negotiated procedure

Return of PQQ deadline: No later than 12:00 hrs Irish time

on 21st October 2026



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Definitions

The following definition are used in the PQQ.

Affiliate	means with respect to the Contracting Entity, any entity that directly or indirectly Controls, is Controlled by or is under common Control with the Contracting Entity and “Affiliates” shall be construed accordingly;
Applicants	means parties interested in applying to be shortlisted to tender for the opportunity described herein;
Application	means the PQQ response as completed by the Applicant;
Contract	means the written agreement to be entered into between the Contracting Entity and the successful Tenderer;
Contracting Entity	the legal entity that is running the competition and signing the contract
Control	means the possession, directly or indirectly, of the power to direct or cause the direction of the management or operating and financial policies of (including, where applicable, the investments made by or on behalf of) an entity, whether through ownership of voting securities, by contract, or otherwise and “Controlled by” and “under common Control with” shall be construed accordingly;
Joint Venture (Contracting Entity)	means with respect to the Tenderer, any entity that is Controlled by the Tenderer and a third-party entity or third-party entities, all of whom are shareholders in the entity and where the commercially agreed terms of the Joint Venture are reflected in the entity’s constitution and / or a shareholders’ agreement.
Joint Venture (Applicant)	means with respect to the Tenderer, any entity that is Controlled by the Tenderer and a third-party entity or third-party entities, all of whom are shareholders in the entity and where the commercially agreed terms of the Joint Venture are reflected in the entity’s constitution and / or a shareholders’ agreement.
PQQ	means this Pre-Qualification Questionnaire and all supporting documentation provided by the Contracting Entity;

Request for Tender or RFT	means the Request for Tender (RFT) document to be issued to pre-qualified and short-listed Applicants following this pre-qualification stage of the competition, explaining the requirements for submitting a detailed tender.
Preferred Framework Member	Means the highest scoring Tenderer to sign onto the Framework;
Second Framework Member	means the next highest scoring Tenderer to sign the Framework after the Preferred Framework Member.
Framework	means the overarching written agreement to be entered into between the Contracting Entity and the successful Framework Member(s);
Framework Member	means successful Tenderer(s) awarded a place on the Framework;
Successful Tenderer	means the Tenderer(s) to submit the most economically advantageous Tender(s) (MEAT) and therefore selected to agree contractual terms.
Tenderer	means the pre-qualified and short-listed Applicants following this pre-qualification stage of the competition, to submit a detailed tender.

Important Notice

This Pre-Qualification Questionnaire (PQQ) and accompanying documents (the “Shortlisting Documents”) have been prepared for the purpose of providing certain information to parties interested in applying to be shortlisted to tender for the opportunity described herein (“Applicants”) to be the Bord na Mona Plc (the “Framework Agreement”). In no circumstances will Bord na Mona Plc (the Contracting Entity), its advisers, consultants, contractors and/or agents incur any liability or responsibility arising out of or in respect of the issue of the Shortlisting Documents. Any costs associated with the submission of a shortlisting application or otherwise from participation in this competition are the sole responsibility of the Applicant and will not be reimbursed.

The information in this document is preliminary only and will be superseded by the Request for Tender (RFT) to be issued to pre-qualified and short-listed Applicants following this pre-qualification stage of the competition, to submit a detailed tender. 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 Entity and their advisers shall not be under any liability for any error, misstatement, or omission.

Applicants are required to provide all the details that they consider necessary to provide a sufficient response to each question or item set out in the PQQ. Applicants should not assume that the Contracting Entity has any prior knowledge of them or of their experience or organisation. It should be noted that the non-provision of any information requested, insufficient detail to adequately explain any part of the response to the PQQ, or any failure to comply with the express provisions of the PQQ or to supply the information sought in the PQQ may be considered grounds for exclusion from the competition.

None of the information contained here shall constitute a Framework Agreement or part of a framework agreement to be entered into between the Contracting Entity, its subsidiaries existing or yet to be formed and the successful Applicant for the Framework Agreement. The Contracting Entity reserves the right not to follow up this Information Memorandum Pre-Qualification Questionnaire (PQQ) in any way and/or to change the tender procedure in whole or in part and/or terminate discussions at any time. The Contracting Entity shall not be obliged to enter into a framework agreement with any Applicant. No legal relationship or other obligation shall arise between the Applicant and the Contracting Entity unless and until the Framework Agreement has been formally executed in writing by the Contracting Entity and the successful Applicant and any conditions precedent to the effectiveness of such documents have been fulfilled.

Applicants should note that any framework agreement award is subject to production 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 framework agreement award is also subject to satisfactory confirmation from the Applicant’s insurers that the Applicant can comply with the insurance requirements of the framework agreement:

Type of Insurance Required	
Employer's Liability	€13,000,000 any one occurrence
Public/Product Liability	€6,500,000 any one occurrence
Professional Indemnity	If any advisory, consultancy, telematic-based optimisation, or other professional services (including but not limited to fleet optimisation, safety/eco-driving programmes, and data analytics) are provided, no less than €1,300,000 any one claim
Motor Insurance	The Contracting Entity will arrange and maintain motor fleet insurance in respect of the electric vehicles leased under this Contract. The successful Tenderer shall not be required to insure those Contracting Entity-insured vehicles, but shall maintain motor insurance in respect of all other vehicles it owns, leases or operates in connection with the performance of the Contract (including, without limitation, recovery vehicles, service vans and courtesy/replacement vehicles owned or controlled by the successful Tenderer), including: • Cover in accordance with the statutory minimum requirements of Ireland and any other country of operation, for: • Third party bodily injury and death (unlimited); and • Third party property damage – minimum limit €6.5m Where the successful Tenderer supplies any courtesy or replacement vehicles not insured under the Contracting Entity's fleet policy, the successful Tenderer shall ensure that comprehensive motor insurance is in place for those vehicles (including own-damage, fire and theft), unless otherwise expressly agreed in writing with the Contracting Entity.

The Shortlisting Documents are being made available by the Contracting Entity to Applicants on the terms set out in the Shortlisting Documents only. The Shortlisting Documents are not being distributed to the public nor have they been filed, registered, or approved in any jurisdiction. Their possession or use in any manner contrary to any applicable law is expressly prohibited. Applicants shall inform themselves concerning any applicable legal requirements and shall observe same. No reliance shall be placed on any information or statements contained in the Shortlisting Documents, and no representation or warranty, express or implied, is or will be made in relation to such information. Without prejudice to the foregoing, neither the Contracting Entity nor its advisers, consultants, contractors and/or agents shall have any liability or responsibility in relation to the accuracy,

adequacy or completeness of such information or any statements made. For the avoidance of doubt, Applicants should not assume that such information or statements will remain unchanged.

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

The Contracting Entity reserves the right to amend the Shortlisting Documents, its requirements and any information contained herein at any time by notice, in writing, to the Applicants.

Nothing in the Shortlisting Documents is, nor shall be relied upon as, a promise or representation as to the Contracting Entity's ultimate decision in relation to the selection of the provider of Fleet Management Services for Company Vehicles. However, the Contracting Entity reserves the right to take such steps as it considers appropriate, including (but not limited to):

- changing the basis of, or the procedures (including the timetable) relating to, the selection process;
- rejecting any, or all, of the applications/proposals;
- eliminating Applicants;
- not inviting an Applicant or Applicant to proceed further;
- not furnishing an Applicant or Applicant with additional information; or
- abandoning the competition.

Nothing contained in the Shortlisting Documents 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 the Shortlisting Documents 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.

The Contracting Entity, its advisers, consultants, contractors and/or agents do not accept any responsibility for the legality, validity, effectiveness, adequacy, or enforceability of any documentation executed, or which may be executed, in relation to the Contract. No legal relationship or other obligation shall arise between any Applicant and the Contracting Entity (other than an Applicant's irrevocable offer to keep its proposal open for the prescribed period and the confidentiality obligations set out in section 3.5) unless and until a framework agreement has been formally executed in writing by the Contracting Entity and the successful Applicant and any conditions precedent to such document's effectiveness have been fulfilled. The Contracting Entity shall not be obliged to select any of the Applicants as the Fleet Management Services and the Contracting Entity reserves the right not to proceed with the selection process and to withdraw from the process at any time. No framework agreement to be entered into with a successful Applicant will contain any representation or warranty in respect of the Shortlisting Documents.

In this Notice, references to the Shortlisting Documents includes all information contained in them, any accompanying documentation, and/or information and/or opinions made available during the shortlisting period by or on behalf of the Contracting Entity, its advisers, consultants, contractors, servants and/or agents in

connection with the Shortlisting Documents or the Contract including, without limitation, the information made available in response to any queries.

Irish law is applicable to the Shortlisting Documents. The Irish courts shall have exclusive jurisdiction in relation to any disputes arising from the Shortlisting Documents.

Each Applicant's acceptance of delivery of the Shortlisting Documents constitutes its agreement to, and acceptance of, the terms set forth in this Notice.

Part 1: Background and Instructions to Applicants

1 General information

Introduction

BnM is an Irish, semi-state climate solutions company helping lead Ireland towards a climate neutral future. BnM has been serving communities for over 90 years, always rising to meet the needs of the day. It was founded in 1934 as The Turf Development Board to enhance national energy security through peat harvesting and became Bord na Móna in 1946.

Today the company, BnM, has radically changed its' approach to become a leading renewable energy provider supporting Ireland's journey to net zero by delivering secure, renewable energy for the country.

We continue to support business and local communities not only by safeguarding renewable energy supply, but also through our dedicated programme of community initiatives including community benefit funds, Mount Lucas Wind Farm, Lough Boora Discovery Park, our business accelerator Accelerate Green, our Pathways to the Future educational supports and other initiatives.

To power a net zero future, we are expanding our renewable energy infrastructure. We have been constructing and maintaining large-scale infrastructure for decades, and we are now using that experience to build renewable energy developments across the country. These developments are transforming the way we generate and consume energy. Ireland has committed to generating 80% of electricity from renewable sources by 2030 and BnM is working with its' landbank, strategic partners and local communities to build a 5GW renewable energy pipeline across wind, solar, biomass and biogas to help achieve this target and to provide energy security for future generations.

The Contracting Entity for this competition is Bord na Mona Plc and Affiliates. **"Affiliates"** means with respect to the Contracting Entity, any entity that directly or indirectly Controls, is Controlled by or is under common Control with the Contracting Entity and **"Affiliates"** shall be construed accordingly; **"Control"** means the possession, directly or indirectly, of the power to direct or cause the direction of the management or operating and financial policies of (including, where applicable, the investments made by or on behalf of) an entity, whether through ownership of voting securities, by contract, or otherwise and **"Controlled by"** and **"under common Control with"** shall be construed accordingly. **"Joint Ventures"** means with respect to the Contracting Entity, any entity that is Controlled by the Contracting Entity and a third party entity or third party entities, all of whom are shareholders in the entity and where the commercially agreed terms of the Joint Venture are reflected in the entity's constitution and / or a shareholders' agreement.

This document provides Applicants with general information regarding the Contract and a description of the anticipated selection process. Applicants who, having read this document, are interested in participating in the competition, should complete the PQQ in accordance with the instructions set out therein.

1.1 Requirements

Expression of interest are invited from suitably qualified and experienced organisations wishing to be considered for the provision of comprehensive fleet management services. The scope of services shall include, but not be limited to, vehicle leasing, maintenance, servicing and associated support services for company vehicles utilised by internal employees of the contracting authority. The current fleet comprises of passenger vehicles and light commercial vehicles (LCVs); eighteen (18) vehicles; ten (10) Cars & eight (8) LCVs.

The successful Framework Member shall deliver all aspects of the required services, including but not limited to the following:

- Provision of short-term, medium-term and long-term vehicle leasing solutions.
- Full fleet management, maintenance and servicing services, including routine servicing repairs, inspections, and preventative maintenance.
- Provision of suitable replacement vehicles during servicing, maintenance, vehicle breakdown or unplanned downtime to minimise operational disruption.
- Full tyre management service including replacement, repair, seasonal inspections, puncture response and tyre compliance monitoring.
- Management of all statutory vehicle testing requirements, including NCT, CVRT (where applicable), testing appointments, notifications and compliance reporting.
- Comprehensive accident management services including incident reporting support, repair coordination, claims administration, recovery arrangements and liaison with insurers.
- Fines and toll management.
- Tax certificates.
- Fleet transition and onboarding capability, vehicle delivery, collection, return management and end of contract administration.
- Provision of a dedicated driver support twenty-four (24) hour, seven (7) day helpdesk, including a single point of contact for vehicle servicing, maintenance, tyre replacement, breakdown assistance, roadside recovery, accident management and general driver queries.
- Dedicated account manager during business hours.
- Fleet Reporting and Management Information.
- The proposed fleet must comprise of Electrical Vehicles only.
- All vehicles supplied must achieve a minimum five (5) star Euro NCAP safety rating.
- Compliance with all applicable European vehicle emissions standards, or any equivalent standards.
- EV Charging Support & Driver Safety Support.

The successful Framework Member shall be responsible for ensuring that all services are delivered in accordance with applicable legislation, industry best practise, and the operational requirements of the Contracting Entity.

The Contracting Entity intends to establish a single supplier Framework Agreement.

Admission to the Framework Agreement does not guarantee the award of any contract to the Member and use of the Framework to award contracts will be strictly at the Contracting Entity's discretion. While it is intended to use the Framework for the procurement of requirements falling within its scope during its lifetime, the Contracting Entity reserves the right to conduct a separate competition for the procurement of any requirement. In this event no advantage or disadvantage will be conferred upon the Framework Member.

Once the Framework Agreement is in place, and as and when requirements arise, contracts will be awarded to the Framework Member either on the basis of the original tender submitted or after discussing the specific Scope of Requirements/requirements and agreeing the contract price in accordance with the original tender submission. A Purchase Order will then be issued to the Framework Member. No work should be undertaken without a valid Purchase Order. Any invoice received which does not quote a valid Purchase Order number will be returned to the Framework Member.

In the event of poor performance by a Framework Member the Contracting Entity will have the right to at its discretion temporarily suspend the Framework Member from applying for future works/projects until demonstration of improved performance in the opinion of the Contracting Entity, or for serious non-performance to remove the Member from the Framework.

The Framework Agreement period will be for an initial duration of four (4) years with the option to extend annually for up to an additional four (4) years, subject always to the satisfactory performance of the Framework Member.

2 The Competition Process

2.1 Overview of competition process

Interested parties should note that this competition is governed by the provisions of Directive 2014/25/EU (including the Irish regulations transposing this Directive). The Contracting Entity intends to follow these procedures and rules in this competition.

Interested Applicants are invited to complete the PQQ and provide associated documentation, which must be returned to the Contracting Entity in accordance with the instructions set out in these Shortlisting Documents.

2.2 Completeness and Compliance check

The completed PQQ (the "Application") will be checked for completeness and compliance with the terms of the Shortlisting Documents. Applicants who are not excluded following the carrying out of this check will have their

applications assessed against the criteria set out within the PQQ. The Contracting Entity may seek clarification or further information or both from the Applicants on their Applications.

2.3 Selection criteria

In this phase all Applicants will be assessed based on the information they provide in their application to establish whether they meet the Contracting Entity's requirements in terms of the criteria set out. Applicants shall be ranked in order of merit. The responses in this phase will be assessed on exclusion criteria, minimum requirements and selection criteria as follows:

Selection Criteria	Description	Weighting	Minimum score to be achieved
Professional & Business Standing	Applicants must respond to the questions under this criterion in the Pre-Qualification Questionnaire.	Pass/Fail	Pass
Financial Information	Applicants must respond to the questions under this criterion in the Pre-Qualification Questionnaire.	Pass/Fail	Pass
Insurance	Applicants must respond to the questions under this criterion in the Pre-Qualification Questionnaire.	Pass/Fail	Pass
Sustainability Profile	Applicants must respond to the questions under this criterion in the Pre-Qualification Questionnaire.	1000	N/A
Quality Profile	Applicants must respond to the questions under this criterion in the Pre-Qualification Questionnaire.	1000	500
Previous Experience	Applicants must complete the contract details tables in the Pre-Qualification Questionnaire. Applicants are required to demonstrate that they have sufficient recent and relevant experience to deliver contracts of this nature:	8000	4000

	Applicants are required to provide details of the three (3) most relevant contracts undertaken by the Applicant in the last five (5) years. Semi state or commercial state.		
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A “Fail” on any of the “Pass/Fail” questions, automatically eliminates an Applicant from any further consideration for this procurement competition.

Applicants who pass the pass/fail requirements will have their PQQ response evaluated and scored with the weighted selection criteria set out above. Applicants are required to obtain the minimum mark on the weighted selection criteria. This is deemed to be 50% of the total weighting for that specific criterion. Applicants who fail to meet the minimum requirement will be excluded from further participation.

The Contracting Entity may seek clarification or further information or both from Applicants on their applications.

Qualitative scoring will be determined based on the evaluation guidance table included in section 2.4.

Professional & Business Standing

The eligibility requirements in Part 2 – Section 2 will be assessed on a Pass/Fail basis in respect of each Applicant. Subject always to the provisions of Regulation 89 of SI 286 of 2016[1] and Regulation 57 of SI 284 of 2016[2], the Contracting Entity will treat an Applicant as ineligible, or, at a later date during the competition, disqualify an Applicant if any of the circumstances specified in Part 2 – Section 2.1 (professional & Business Standing) 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 Part 2 – Section 2.2 (Professional & Business Standing) below, apply.

Each Applicant (and any entity comprising the Applicant, and any entity being relied on by the Applicant or such entity comprising the Applicant, and in each such case the reference to Applicant above shall be read as a reference to each such entity/entity being relied on) must submit a statement to the Contracting Entity advising whether or not any of the circumstances in Part 2, Section 2 listed apply to it at the date of this PQQ Submission.

If one or more of the circumstances listed in Part 2, Section 2 apply to you, please respond “One or more of the circumstances set out apply” and provide sufficient details. If none apply, then please respond “None of the circumstances set out apply”. If any of the circumstances set out apply, please provide details. [1] EU (Award of Contracts by Utility Undertakings) Regulations 2016. [2] EU (Award of Public Authority Contracts) Regulations 2016.

Financial Information

Applicants must demonstrate annual turnover on relevant services specific to this Framework of at least €10,000,000, **in one of the past three financial years**, or pro-rata if more recently established. Applicants who cannot demonstrate this will be excluded from further participation, i.e. Fail or 0.

Insurance

Applicants are required to provide their insurance details or a statement from their insurance providers confirming that, in the event of contract award, be in a position to access the required insurance cover. Applicants who do not provide their insurance details or a statement from their insurance providers will be excluded from further participation, i.e. Fail and 0.

Sustainability

Applicants must respond to the questions under this criterion in Part 2 of this document. A score of half a mark will be given for each of the questions asked below. A score of 5 will be awarded to those who answer Yes/positively to all 10 questions.

Quality Profile

Applicants must have a documented Quality Management System (QMS) in place to successfully pass this criterion. Applicants who do not have a documented QMS will be excluded from further participation, i.e. Fail and 0.

The overall quality strength of the Applicants who meet the minimum criteria will be evaluated in accordance with weighting indicated.

A score of 2.5 will be given where Applicants have a documented QMS but are not regularly audited or accredited, have little additional contract specific accreditation/certification and provide little evidence to support their quality policy.

A score of 5 will be awarded to those who comfortably exceed the minimum criteria, have specifically relevant accreditations/certification, and provided sufficient additional and backup information in support of the response.

Previous Experience

Applicants will be required to demonstrate that they have sufficient recent and relevant experience to deliver a contract of this nature by providing details for the three (3) most relevant contracts undertaken by the Applicant, preferably in the last five (5) years.

Each contract will be evaluated based on the information provided in each of the following areas, and the overall relevance of the contract to the Contracting Entity's specification;

- General and Reference
- Client's Organisation / Industry
- Applicant's Role
- Scale, i.e. Value and Duration
- Scope, i.e. Relevance and match to the Contracting Entity's Scope of Services/Contracts
- Semi state or commercial state.

Responses will be scored on a basis of 0 to 5, where 0 is no response or response is incomplete and of no relevance to the specification. 5 marks will be awarded where each element of the contract is an excellent match to the specification.

Failure to provide any of the requested information is likely to result in a reduction in the marks awarded. In all cases highest marks will be awarded to those contracts which demonstrate most similarities to the Contracting Entity's specification.

2.4 Qualitative Evaluation Marking Scheme

Score	Evaluation Summary
5	Outstanding – the submission has no weaknesses, fully meets or exceeds requirements, and provides comprehensive, detailed and convincing assurance that the Applicant will deliver to the highest standard.
4.5	Excellent – the submission is excellent and relevant with little or no weakness. The response is comprehensive, demonstrates a thorough understanding of the criterion and provides details on how the criterion will be satisfied to an excellent standard.
4	Very Good – the submission is very good and relevant. The response is comprehensive, demonstrates a very good understanding of the criterion and provides comprehensive detail and convincing assurance that the Applicant will deliver to a very high standard.
3.5	Good – the submission is good and relevant. The response demonstrates a good understanding of the criterion and provides an adequate standard of detail on how the criteria will be satisfied.
3	Acceptable – the submission is acceptable and meets the minimum requirements while providing slightly more information than detailed in the tender documents.

	The submission demonstrates an acceptable understanding of the criterion and provides detail on how the criterion will be satisfied to an acceptable standard.
2.5	Minimum Mark – the submission was satisfactory which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of the requirements to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
2	Mediocre – the submission is mediocre and only partially satisfies expectations. The response addressed the criterion but minimally falls slightly below minimum mark level. Lacking in some important areas. Would have some reservations about the submission. Some aspects of the requirement not fully understood or ignored.
1.5	Poor – the submission is poor and only partially relevant. The response addresses the criterion in part but contains insufficient and limited detail or explanation to demonstrate how the criterion will be satisfied. Would have reservations about the submission. Open to risk of non-delivery of the services.
1	Very Poor – the submission is very poor and not relevant to the tender documents. The response addresses the criterion in part or not at all. Contains insufficient detail or explanation to demonstrate how the criterion will be satisfied. Would have serious reservations about the submission. Open to high risk of non-delivery of the services.
0	Unacceptable / No response – Nil or inadequate submission. The submission fails to satisfy the criterion in very significant respect.

3 General

3.1 Submission of applications

Applications for shortlisting must be submitted via the electronic post-box available on www.etenders.gov.ie. Applicants are required to compress all files/documents in their application into one zip folder. All files/documents in the zip folder should be clearly named and / reference the criterion they are in relation to. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, fax, post, or hand delivery) will NOT be accepted.

Applicants must ensure that they give themselves sufficient time to upload and submit all required application documentation before the application deadline (as defined in paragraph 3.2). Applicants should take into account the fact that upload speeds vary.

In the event that an Applicant experiences genuine technical difficulty with the eTenders website then the Contracting Entity reserves the right to accept applications submitted by other means once agreed in advance of the submission deadline with the Contracting Entity, such as by email or courier.

If you require assistance with using the www.eTenders.gov.ie website or are having difficulty uploading your PQQ response to the website, please contact the eTenders helpdesk on + 353 818001459. The eTenders office hours are 09:00 hrs to 17:00 hrs. The Contracting Entity cannot provide technical assistance with the eTenders website.

Applications, supporting documents and correspondence must be in English. In circumstances where an original document which is to form part of the application or correspondence with the Contracting Entity is not in the English language, Applicants must provide an accurate English translation together with a copy of the original document. In the event of any discrepancy or difference between various languages, the version in the English language shall prevail.

3.2 Date and time for receipt of applications

The latest date and time for receipt of applications is **no later than 12:00 hrs. Irish Time on 21st October 2026**. Applications that are received late WILL NOT be considered in this Competition. The Contracting Entity may, at its absolute discretion, extend the application submission date/time. Any extension granted will be promptly notified to all Applicants.

3.3 Shortlisting Documents

The Shortlisting Documents include the following:

- i. Information Memorandum and PQQ (this document);

All the PQQ response documents must be submitted through eTenders. All requested documents must be uploaded at the indicated location on eTenders.

3.4 Shortlisting of Applicants

All Applicants who pass the completeness/compliance requirements, pass/fail criteria and any minimum thresholds as specified will be ranked based on the evaluation criteria scoring. Any selection criteria which contain qualitative scoring will be determined based on the qualitative evaluation marking scheme in section 2.4.

It is envisaged that the five (5) highest-ranked suitably qualified Applicants (subject to the quality of applications received) including ties will be shortlisted to proceed to the tender stage of the competition.

3.5 Confidentiality

Applicants must treat their applications and their participation in this competition as confidential. Applicants must not disclose any information about this competition (including these Shortlisting Documents) to anyone other than to those who have a legitimate need to know or whom they need to consult for the purpose of submitting a shortlisting application, and then only on a confidential basis, or as required by law. Applicants shall promptly return these Shortlisting Documents to the Contracting Entity upon request.

Applicants shall not at any time release information concerning the Shortlisting Documents and/or accompanying documentation and/or the scope of supply for publication in the press or on radio, television, screen or any other medium.

If an Applicant considers that information it supplies is commercially sensitive or confidential, this should be clearly stated, and clear and substantive reasons should be given. Representations as to confidentiality or commercial sensitivity should give a time after which the information may be disclosed; this would not normally exceed 5 years.

Subject to the foregoing paragraph of this section 3.5, the Contracting Entity is entitled to publicise or otherwise disclose to any person any information about this competition, including the identity of the Applicants and details of their respective members and advisors, the Contract, the identity of shortlisted Applicants, the competition process, the identity of the successful Tenderer, or the award of the Contract at any time.

3.6 Conflicts of interest

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

Without prejudice to the foregoing, any registrable interest, involving the Applicant and the Contracting Entity, members of the Board of Bord Na Móna plc, members of the Government, members of the Oireachtas or employees of Bord Na Móna plc or their relatives must be fully disclosed in the application, or should be communicated to the Contracting Entity immediately upon such information becoming known to the Applicant, in the event of this information only coming to their notice after the submission of their application. The terms 'registrable interest' and 'relatives' shall be interpreted in line with the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001.

3.7 Communication, further information, and queries

All communications from an Applicant to the Contracting Entity concerning this competition must be via the eTenders system.

Each Applicant must nominate a single point of contact in your organisation for the purposes of this competition and give relevant contact information for same.

Any questions regarding this competition should be sent through eTenders using the clarification question facility. The Contracting Entity will endeavor to respond to all queries within 3 business days. Responses will be issued through eTenders. Any answer that results in additional information regarding the requirement or specification, of this tender, will be sent to all Applicants. The final date for receipt of queries is **no later than 12:00 hrs. Irish Time on 1st October 2026**. The Contracting Entity reserves the right, at its discretion, to answer queries received after this time and date.

It is anticipated that a list of questions raised by Applicants with the corresponding answers will be compiled and may be published to all Applicants if necessary. The Contracting Entity will endeavor, but will not be obliged, to answer any question which is raised by an Applicant before the deadline referred to above.

If an Applicant believes a query/request and/or its response relates to a confidential or commercially sensitive aspect of its application, it must mark the query/request as “confidential” or “commercially sensitive”.

If the Contracting Entity, at its absolute discretion, is satisfied that the query/request and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query/request and its response shall be kept confidential (subject to any applicable legal requirements).

If the Contracting Entity is of the opinion that it would be inappropriate to answer the query/request on a confidential basis it will notify the Applicant and require the Applicant to either withdraw the query or to raise any objection within three working days of such notification and state the grounds for its objection.

If the Applicant does not withdraw the query/request or raise any objection within the specified period, or the Contracting Entity is of the opinion that, notwithstanding the objection of the Applicant or the Applicant's withdrawal of the query/request, the query/request is not confidential or commercially sensitive, or that a clarification or additional information in respect of part or all of the subject matter of the question should be issued, the Contracting Entity may issue the query/request and its response to all of the Applicants, or may exercise its rights under this section to amend/clarify these Shortlisting Documents or issue additional information to all Applicants.

Notwithstanding anything else in these Shortlisting Documents, if the Contracting Entity is of the opinion that these Shortlisting Documents need to be supplemented with clarifying or amending information (including additions or deletions to the Shortlisting Documents) it is entitled to supplement the Shortlisting Documents at any time.

If an Applicant becomes aware of any ambiguity, discrepancy, error, or omission in these Shortlisting Documents, it must immediately notify the Contracting Entity, even after the time for submitting queries has expired.

3.8 Consortium Applicants

Applicants may apply to participate as single entities or in consortia. Where a shortlisted Applicant is a consortium, the discussions to be held in relation to the structure of the transaction will include issues around the contractual status and relationship of the consortium members. A consortium may consist of no more than five consortium members. The consortium shall submit a description of the proposed execution of the contract (including an organisation chart) showing which consortium member will be responsible for which activities.

3.9 Changes in application information

Following the submission of its application, an Applicant may not make any changes to its information set out in the application without the consent of the Contracting Entity. The Contracting Entity may decide, at its absolute discretion, whether to accept or reject the change.

If, as a result of a change in circumstances or otherwise, any information given by an Applicant to the Contracting Entity, including in the PQQ, was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete or misleading, the Applicant must so inform the Contracting Entity as soon as it becomes aware of this. If appropriate, the Applicant may make a request to change information in its application.

If it comes to the Contracting Entity's attention that:

- there has been a change in circumstances concerning an Applicant that could affect the Contracting Entity assessment of that Applicant's application or the Contracting Entity decision to shortlist the Applicant; or
- information submitted by an Applicant was (when submitted) or has become (by reference to the facts as they then stand) untrue, incomplete, or misleading.

The Contracting Entity may (but is not required to) revise its assessment of the Applicant's application on the basis of the information then available to the Contracting Entity and may determine (at its discretion) the most appropriate action which may include eliminating the Applicant from the process.

3.10 Qualification and compliance

If an application fails to comply in any respect with the requirements set out in these Shortlisting Documents or is ambiguous, the Contracting Entity shall be entitled at its absolute discretion (but shall not be obliged) to take such action as it considers appropriate, including (but not limited to):

- a) rejecting the relevant application as non-compliant;
- b) without prejudice to the Contracting Entity's right to reject the application:

- i. meeting with, raising issues and/or seeking clarification from the Applicant in respect of the relevant application;
- ii. requesting the Applicant to provide the Contracting Entity with information or items which have not been provided or have been provided in an incorrect form;
- iii. waiving a requirement which, in the opinion of the Contracting Entity, is minor or procedural;
- iv. amending a requirement and requesting all Applicants to submit revised applications on the basis of the amended requirements.

The Contracting Entity's decision as to whether an application is compliant is final.

3.11 General

Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Contracting Entity by or on behalf of an Applicant will result in the application being disqualified.

By submitting an application in response to these Shortlisting Documents, an Applicant confirms that it has satisfied itself, from its own investigation, about all the requirements of these Shortlisting Documents.

Applicants should note that no reimbursements shall be made for any costs incurred by Applicants in participating in this competition, including (but without limitation) preparing a response to these Shortlisting Documents, attending any briefings or presentations at the premises of the Contracting Entity or elsewhere, or in connection with any visits made by representatives of the Contracting Entity to the Applicant's place of business.

The Contracting Entity reserves the right to make independent trade, credit, and security inquiries about Applicants before shortlisting any Applicant.

3.12 Reliance on Resources

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 the Contracting Entity'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 Entity 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 Entity 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 Entity that the entity being relied upon will supply the goods for which these resources/capacities are required.

It is anticipated that the Contracting Entity 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 Entity considers necessary in order for it to have appropriate recourse to the substantive entities Tendering for this Contract.

Where any Applicant is relying on the resources of another undertaking then, the information required in any of the Questions 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.)

The Contracting Entity 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.

In the event that the Contracting Entity 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.

3.13 Format of Questionnaire

Applicants are required to follow the format and answer all the questions asked in the PQQ. Failure to do so may lead to disqualification. In the case of a consortium Applicant, the PQQ must be completed jointly on behalf of the consortium, except where otherwise expressly stated.

Supporting documentation must be concise and relevant to the question asked and should be clearly referenced and included as separate files.

Information required by more than one part of the PQQ is only required to be provided once, but its location within the application must be clearly noted in all other responses to parts that seek to rely on it.

The applications shall be prepared using the English language. Where copies of original documents are provided in languages other than English, an accurate English translation (or explanation) must be provided, or the documents will not be considered for evaluation.

Unless otherwise stated, documents provided are not required to be notarised or legalised at this stage nor is a power of attorney required at this stage. However, the Contracting Entity reserves the right to seek subsequently a power of attorney, notarisation or legalisation in respect of documents.

Applicants are required to provide all the details which they consider necessary to provide a sufficient response to each part including client contact details where requested.

All financial information should be denominated in Euro where possible. Where financial information (such as financial statements) is provided in a non-Euro currency, the prevailing average inter-bank exchange rate for the relevant financial year shall be applied to convert the currency values to Euro.

An Applicant who fails to achieve this minimum scoring requirement will not be eligible for further consideration and the Applicant will not pre-qualify to the next stage of the procurement process.

Applicants are reminded that failure to provide the requested information, or the provision of incomplete, false, or misleading information could result in exclusion from the competition process or rejection of the application.

Please ensure that you retain a full and accurate copy of your application.

Part 2: Pre-Qualification Questionnaire

PLEASE COMPLETE AND RETURN ALL OF THE FOLLOWING SECTIONS

Applicants are required to compress all files/documents in their application into one zip folder. All files/documents in the zip folder should be clearly named and / reference the criterion they are in relation to.

(Do not return Part 1)

Section 1: Applicant Contact Details and Information

Applicant Name	
Is the Applicant a small / medium-sized enterprise (SME small to medium-sized enterprise, a company with no more than 500 employees)?	
Person to be contacted regarding this PQQ	
Name of Applicants Authorised Representative	
Registered Address	
Telephone	
Email	
Applicant Website	
Is the Applicant a subsidiary of a parent company / other group company? If yes, please provide full details of the parent company and group structure. Will the parent company provide a Parent Company Guarantee for this Framework, if required? It is a requirement for the purposes of this PQQ to present a letter of confirmation from the ultimate	

parent company, confirming the company will furnish a Parent Company Guarantee to the satisfaction of the Employer for the completion of any obligations under contract.	
Is the Applicant a Consortium? If yes, please provide name of lead applicant and submit a description of the proposed execution of the contract (including an organisation chart) showing which consortium member will be responsible for which activities.?	
Is the Applicant's Joint Venture? If yes, please provide name of lead applicant?	
Do you propose to use sub-contractors? If so, please list the subcontractors and advise what you propose using them for?	
Successfully appointed vendors must have a valid Tax Clearance Certificate prior to contract being awarded. Please confirm this is acceptable	
Please provide details of outstanding claims (whether litigation, judgement or other court order or proceedings) against the Applicant or its parent company which could affect its financial stability or continued operations.	
Applicants shall provide an outline of the main assumptions made in preparing their application	
Applicants shall provide details of any potential Conflicts of Interest in relation to any application put forward in this tender, or any registerable interest involving the Contracting Entity and the employees or their relatives	

Section 2: Professional & Business Standing

Question	Answer
2.1 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 Applicant is aware, for one or more of the reasons listed at (i) to (vi) below: (i) participation in a criminal organisation; or (ii) corruption; or (iii) fraud; or (iv) terrorist offences or offences linked to terrorist activities, or inciting, aiding or abetting or attempting to commit an offence; or (v) money laundering or terrorist financing; or (vi) child labour and other forms of trafficking in human beings, in each case as defined in Regulation 57 of SI 284 of 2016. Applicant requiring further details in relation to the above may contact the Contracting Entity.	
2.2 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 Entity 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 Entity has sufficiently plausible indications; or 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 (v) is in a situation where there is a distortion of competition from the prior involvement of the Applicant in the preparation of the procurement procedure, which cannot be remedied by other, less intrusive, measures; or (vi) 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 (vii) is in breach of its obligations relating to the payment of taxes or social security contributions and the Applicant is aware of this; or (viii) 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 (ix) has undertaken to unduly influence the decision-making process of the Contracting Entity or	
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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.	
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Section 3: Financial Information

Question	Answer																
Please confirm that your turnover on services required in this PQQ met or exceeded €10,000,000 in any of the last three financial years, or pro-rata if more recently established. The summary below is also required to be completed. <table border="1"> <thead> <tr> <th></th><th>Year 1</th><th>Year 2</th><th>Year 3</th></tr> </thead> <tbody> <tr> <td>Turnover</td><td></td><td></td><td></td></tr> <tr> <td>Profit before tax</td><td></td><td></td><td></td></tr> <tr> <td>Net borrowings</td><td></td><td></td><td></td></tr> </tbody> </table>		Year 1	Year 2	Year 3	Turnover				Profit before tax				Net borrowings				
	Year 1	Year 2	Year 3														
Turnover																	
Profit before tax																	
Net borrowings																	
Please submit one of the following: • A copy of your audited accounts for the most recent three years • A statement of your turnover, profit & loss account and cash flow for the most recent year of trading. • A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position. • Alternative means of demonstrating financial status if trading for less than one year.																	
Are you seeking to show compliance with the turnover requirements on the basis of a Group or affiliated company and as such have provided confirmation of the Group or affiliated company's commitment?																	

Section 4: Insurance

Question	Answer
Applicants are required to provide their insurance details or a statement from their insurance providers confirming that, in the event of contract award for this Framework, be in a position to access insurance cover in line with the following: (i) employer's liability - €13,000,000* (ii) public liability - €6,500,000* (iii) professional indemnity - €1,300,000* (iv) Motor Insurance* *Please refer to the type of Insurance required listed in Important Notice on page 4 in the PQQ documentation.	

Section 5: Sustainability Profile

Please note that, should your submission be successful at PQQ stage, you will be required to provide the relevant policies, certificates, reports, and other supporting documentation which substantiate your responses to the questions below, as part of your RFT submission.	
1. Policies	
1A	Does your organisation have a documented Sustainability, ESG (Environmental, Social, and Governance), or CSR (Corporate Social Responsibility) policy? Tender Response: Yes / No
1B	Does your organisation have a Diversity, Equality and Social Inclusion policy? Tender Response: Yes / No
1C	Does your organisation have an Anti-Corruption Policy? Tender Response: Yes / No
2. External standards and accreditations	
2A	Does your organisation hold a current recognised certification, accreditation, membership, award or an equivalent internationally recognised standard related to your Sustainability/ESG/CSR practices that might be relevant to the scope of requirements for this contract? Tender Response: Yes / No

2B	Does your organisation have an Environmental Management System accredited to ISO 14001, or equivalent?
	Tender Response: Yes / No
2C	Is your Sustainability/ESG/CSR data independently verified or assured (e.g., by a third party)?
	Tender Response: Yes / No
3. Sustainability practices	
3A	Does your organisation collect and/or disclose Greenhouse Gas Scope 1 and Scope 2 emissions data?
	Tender Response: Yes / No
3B	Has your company set climate targets that are externally validated as meeting the Science-Based Targets criteria? (e.g. SBTi)
	Tender Response: Yes / No
3C	Are you taking documented measures to reduce energy consumption, waste, or emissions in your operations?
	Tender Response: Yes / No

3D	Are your products/services eco-friendly or designed with sustainability in mind (e.g., ethical sourcing of raw materials, circular economy principles, energy-efficient processes)?
	Tender Response: Yes / No

Section 6: Quality Profile

	Question	Answer
1	Do you have a documented quality management system in place?	
2	Do you perform regular audits of your quality management system?	
3	Is your quality management system externally audited? If yes, please state: a) name of external auditing body b) date of last audit:	
4	Is your quality management system current and certified as compliant with ISO 9001:2015 or an equivalent internationally recognised standard?	
5	Has your company any additional quality awards, accreditations, certifications or memberships that might be relevant to the scope of requirements for this contract?	
6	Have you provided backup information to support your responses to the above? Please list any documents attached in support of your response to this section: 1. _____ 2. _____ 3. _____ 4. _____	

Section 7 - Previous Experience

Contract No.1

CONTRACT DETAILS TABLE	
Name of Contract	
Name of Lead Consultant/Contractor	
Client Name	
Background on the Organisation and Business of the Client (e.g. Industry, location, no. of employees etc.)	
Applicant’s Role on the Contract (e.g. prime contractor etc. Were other organisations involved in the delivery of the project? If so, what was your relationship to them?)	
Comprehensive Description of the Services Delivered:	

How the Services Provided are Relevant to the Contracting Entity's Requirements	
% Of Contract Delivered by Main Consultant/Contractor	
Name of Sub-contractor(s) (where applicable)	
% Of Contract Delivered by Sub-contractors(s)	
Contract Start Date	
Contract End Date	
Total Contract Value (euro)	

Contract No.2

CONTRACT DETAILS TABLE	
Name of Contract	
Name of Lead Consultant/Contractor	
Client Name	
Background on the Organisation and Business of the Client (e.g. Industry, location, no. of employees etc.)	
Applicant’s Role on the Contract (e.g. prime contractor etc. Were other organisations involved in the delivery of the project? If so, what was your relationship to them?)	
Comprehensive Description of the Services Delivered	

How the Services Provided are Relevant to the Contracting Entity's Requirements	
% Of Contract Delivered by Main Consultant/Contractor	
Name of Sub-contractor(s) (where applicable)	
% Of Contract Delivered by Sub-contractors(s)	
Contract Start Date	
Contract End Date	
Total Contract Value (euro)	

Contract No.3

CONTRACT DETAILS TABLE	
Name of Contract	
Name of Lead Consultant/Contractor	
Client Name	
Background on the Organisation and Business of the Client (e.g. Industry, location, no. of employees etc.)	
Applicant’s Role on the Contract (e.g. prime contractor etc. Were other organisations involved in the delivery of the project? If so, what was your relationship to them?)	
Comprehensive Description of the Services Delivered	

How the Services Provided are Relevant to the Contracting Entity's Requirements	
% Of Contract Delivered by Main Consultant/Contractor	
Name of Sub-contractor(s) (where applicable)	
% Of Contract Delivered by Sub-contractors(s)	
Contract Start Date	
Contract End Date	
Total Contract Value (euro)	

Section 8: Applicant Declaration

We confirm that the representative named in Section 1, (Applicant’s Authorised Representative) of this PQQ is authorised to act as agent and principal contact for the Applicant in dealings with the Contracting Entity in relation to the Framework. We confirm that the replies to the PQQ are true, accurate and valid as to their content. We understand and accept that the provision of false or misleading information or the omission of information could result in the exclusion of the Applicant from the bidding process or rejection of our bid. We confirm that we agree to and accept the requirements, terms and conditions set out in the PQQ.

Signed:	
Print Name:	
Company Name:	
Date:	