



REQUEST FOR APPLICANTS FOR PANEL MEMBERSHIP

Establishment of a Panel for	Adventure Trip Panel for Tipperary Education and Training Board
Duration of Panel	Four (4) years (Replacement Panel)
eTenders RFT ID	3009432
Issue Date	08/02/2024
Closing Date for Queries	08/02/2028 12.00 noon
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of initial applications	08/02/2028 at 12 noon
Closing Date for Ongoing Applications (relevant to those who miss the initial deadline)	The panel will operate for a four (4) year period and is open to applications throughout that period.(This is a replacement panel for Adventure Trip Panel ran under eTenders RFT238985)
Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie . Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	



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1. Disclaimer

This document issued herewith ("the Document") is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Tenderers are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority:	Tipperary Education and Training Board
Nature of procurement:	Establishment of an Adventure Trip Panel (This is a replacement panel ran under the previous E-tenders platform RFT238985)
Procurement Type:	Service

3. About the Contracting Authority

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training, youth work and a range of other functions. Formerly known as Vocational Education Committees (VECs) ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult, further education and training centres delivering education and training programmes, including 19 (former FÁS) training centres. There are 16 Education and Training Boards spread throughout the country with over 650 sites under their remit. The Chief Executive (CE) of each ETB carries out the executive functions of the ETB, including those in relation to procurement.

Education and Training Boards Ireland (ETBI), based in Naas, Co Kildare is the national representative association for ETBs. Its job is to represent ETBs and promote their interests. It also provides services to its members in areas such as Policy, HR/ IR, Corporate and Procurement & Reform. ETBI coordinates the **ETB Procurement Network**, which brings procurement personnel from the 16 ETBs together on a quarterly basis.

The Contracting Authority is an ETB responsible for the delivery of services in the following location: Tipperary.

In 2013, the Education and Training Boards Act was enacted, providing for the establishment of 16 Education and Training Boards (ETBs) to replace the existing 33 Vocational Education Committees (VECs). The Tipperary Education and Training Board (Tipperary Education and Training Board) was established as a result of this legislation, with the Nenagh office being designated as the head office and the Clonmel office being given sub office status.

Tipperary Education and Training Board provides a comprehensive range of education services throughout Tipperary and is the largest educational provider in the county. Tipperary Education and Training Board's educational and training provision includes second-level schools, further education colleges and a range of adult and further education centres delivering education and training programmes, Traineeships and Apprenticeships, Post Leaving Certificate Courses (PLCs), Youthreach Centres and Music Generation.

Tipperary ETB places learning and the learner at the heart of its educational provision

Tipperary Education and Training Board provides services to Tipperary by employing approximately 1700 staff and providing full time education to over 5000 students at second level and PLC and also learners in Adult Education.

The following schools/centres are currently under the auspices of Tipperary Education and Training Board.

Administration Offices:

- Administration Office (Head Office), Church Road, Nenagh, Co. Tipperary.
- Administrative Office (Sub Office), Western Road, Clonmel, Co. Tipperary.

Post Primary Schools:

- Borrisokane Community College, Ballyhaden, Borrisokane, Co. Tipperary
- Raheen College, Raheen Road, Clonmel, Co. Tipperary
- Coláiste Dun Iascaigh, Cashel Road, Cahir, Co. Tipperary
- Coláiste Mhuire Co-Ed, Castlemeadows, Thurles, Co. Tipperary
- Coláiste Phobal Ros Cre, Corville Road, Roscrea, Co. Tipperary
- Comeragh College, Tinvane, Carrick-on-Suir, Co. Tipperary
- Gaelcholáiste Cheitinn, The Mall, Clonmel, Co. Tipperary
- Nenagh College, Dromin Road, Nenagh, Co. Tipperary
- Newport College, Black Road, Newport, Co. Tipperary
- Scoil Ruáin, Killenaule, Thurles, Co. Tipperary
- St. Ailbe's School, Rosanna Road, Tipperary Town, Co. Tipperary
- Coláiste Shliabh na mBan, Ferryhouse, Clonmel, Co. Tipperary

Primary School

- Nenagh Community National School, St. Flannan Street, Nenagh

Youthreach Centres:

- Ceim Eile, Templemore College of Further Education, Richmond, Templemore, Co. Tipperary.
- Roscrea Education Centre, Dublin Road, Roscrea, Co. Tipperary
- Youthreach Cappawhite, Cappawhite, Co. Tipperary

Institutes of Further Education and Training Centres:

- Templemore College of Further Education, Richmond, Templemore, Co. Tipperary
- Coláiste Eile, Railway Road, Thurles, Co. Tipperary

Training Centres:

- FET Training Centre, Archerstown, Thurles, Co. Tipperary

Adult & Community Education:

- Teach an Leinn, Nenagh, Co. Tipperary
- Adult Education Centre, Killenaule, Thurles, Co. Tipperary
- VTOS Centre, Rosanna Road, Tipperary Town, Co. Tipperary
- FET Centre, Greenside, Carrick-on-Suir, Co. Tipperary
- Adult Learning Scheme, Dillon Street, Clonmel, Co. Tipperary
- Adult Education Centre, Old Vocational School, Cahir, Co. Tipperary
- Adult Education Centre, Old Vocational School, Cashel, Co. Tipperary
- Lifelong Learning Service, Martyrs Road, Nenagh, Co. Tipperary
- Adult Education Centre, Ormonde Centre, Prior Park, Clonmel, Co. Tipperary
- Adult Education Centre, Old Army Barracks, Dillon Street, Clonmel, Co. Tipperary
- VTOS Centre, The Mall, Clonmel, Co. Tipperary

This is not an exhaustive list. As Tipperary Education and Training Board range of services develop all existing and new activities etc. will be subject of this tendered service.

4. Scope of the Service Required under the Panel

The Contracting Authority proposes to engage in a competitive process for the establishment of a panel from which it will source service providers for the provision of suitable sites for adventure trips for Tipperary Education and Training Board students, whether day trips, one over night or two over nights including weekends, or as required by the school/ centre.

Please note that a number of Tipperary Education and Training Board Schools have Special Needs Units (SNUs) on site for students with Autism and there will be a requirement for those students to have specific activities suited to their needs and may need adaptations such as low lighting, quieter music etc

4.1 Numbers Admitted to the Panel

There will be no restrictions on the number of applicants who can qualify for the panel.

4.2 Duration of the Panel

The duration of the panel will be four years, subject to satisfactory annual review of performance by the Contracting Authority.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the panel may extend beyond the date of expiry of the panel. **Suppliers who have already been accepted onto the panel need not re-apply at this stage a reminder PIN will be issued when you are requested to do so next year.**

4.3 Estimated Value of the Panel

The current estimated value of the spend is in the region of **€200,000 to €400,000** (ex. VAT) over the lifetime of the agreement. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the panel. The Panel will operate for a maximum period of four (4) years.

4.4 Awarding Contracts under the Panel

In the case of this multi-party panel contracts will be awarded as follows:

Tipperary Education & Training Board will consult the members of the panel and pick the most appropriate member on the basis of the following criteria:

- Duration of trip required
- Ability to facilitate group size
- Availability of proposed date(s)
- Requirements of the group (new venue, new adventure experience)

On this basis the most appropriate candidate will be approached and offered the assignment, where they are not in a position to fulfil the requirement, the next appropriate candidate will be contacted and offered the assignment.

4.5 Use of the Panel

The Contracting Authority will use this panel as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this panel.

4.6 GDPR

Data protection requirements are covered by the TETB Data protection policy when the booking is made through the school.

5. Detailed Scope of the Panel

5.1 Detailed Specification of Requirements

Tipperary Education and Training Board offer as part of their education programme, to primary (4-12 years), post primary (12 -18years) further education students, Youthreach and apprentice programmes, field trips to Adventure centres, focusing on the personal development and team building skills of the participants.

As part of these programmes TETB offer extra-curricular activities, classes and workshops, focusing on the personal development of the participants which may also include staff.

Currently Tipperary Education and Training Board has responsibility for 10 post primary schools and 1 community national school, a number of Further Education centres, one special school and 1 stand alone and 5 other PLC Centres.

Activities available should focus on (but not be limited to)

- teamwork
- adaptability
- problem solving
- decision making
- communication
- confidence building
- leadership
- resilience

These can be land, sea or sky-based activities.

Please note: copies of the required level of insurance, to match the activities proposed must be presented to the client prior to booking.

5.1.1 Programme Duration Options

There are 4 (four) main options on possible programme duration:

1. Full day

(Normally 9.30am – 4pm) Meals to be brought by students or (lunch) to be provided by supplier. Facilities where staff and students can eat should be available.

2. Overnight

With participants staying on site for one night, meals to be provided. Two days of activities involved, i.e. arrival morning of day one and depart afternoon of day two.

3. Two nights

Participants staying on site in suitable accommodation, for two nights, meals to be provided. Three days of activities involved, i.e. arrival morning of day one and depart afternoon of day three.

4. Two nights (Over a weekend)

Participants staying on site in suitable accommodation for two nights, meals to be provided. Three days of activities involved, i.e. arrival Friday morning and depart Sunday afternoon.

Please Note: The 4 (four) options proposed above, are provided as a sample. Schools/Centres reserve the right to look for specific requirements outside of these.

5.1.2 Lead times for booking

Schools and centres will have a minimum lead time to book thirty (30) days and a maximum lead time of one (1) year in advance.

5.1.3 Annual Volume

It is anticipated in the region of 30 programmes will be awarded per year. However, this is no guarantee of numbers.

5.1.4 Transportation

If transport is a requirement as part of the activity, it should be included as part of the overall price quoted to the school or centre.

Please note there will be no transportation required to the activity location from the school/centre for this service. This will be procured separately by the relevant school or centre.

5.1.5 Provision of Food

In any location where food is provided, it is TETB preference that all dietary requirements can be accommodated and must be nutritious and linked to the new healthy eating standards which provide a healthy and balanced choice of meals.

5.1.6 Accommodation

In any location where accommodation is provided, it is a requirement that the provider offer suitable accommodation for students, separate accommodation for Staff/Teachers, appropriate washing/ shower facilities and adequate bathroom facilities. The required level of supervision must be maintained for the full duration of the trip.

Where possible programmes should cater for inclusion of participants with physical or intellectual/cognitive disabilities, including autism.

5.1.7 Inclusion

Where possible programmes should cater for inclusion of participants with physical or intellectual/cognitive disabilities, including autism.

5.1.8 Medical emergencies

Applicants are required to outline how medical emergencies will be dealt with, to include lead times of access to a medical doctor.

5.2 Mandatory Requirements

5.2.1 Legislation and Regulations

Applicants must comply with all legislation and regulations including the following:

- Child and Family Act (2013)
- Children First Act 2015
- Safety, Health and Welfare at Work (General Applications) Regulations 2007
- The Fire Services Act (1981)
- EU and Irish Employment legislation
- The EU Hygiene of Foodstuffs Regulation (1998 and 2000)

5.2.2 First Aid

First aid facilities must be made available on site with a minimum of one suitably trained First Aid officer

also available at all times for the full duration of the visit.

Please Note: a working defibrillator must be available at all times.

**Tenderers must upload their response in ZIP format to protect the integrity of their submission.
Tenderers need to check eTenders regularly for updates with regards to finalising this competition.**

5.2.3 Staffing

The successful operators and their employees must understand and comply with all relevant guidelines including:

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Childcare First: National Guidelines on the Protection and Welfare of Children Department of Health and Children (2011)
- Our Duty of Care: The Principles of Good practice of the Protection of Children and young People (2002)
- Code of Practice of the Management of Fires Safety in Places of Assembly (1981)
- 1994 Hygiene in the Catering Sector, National Standards Authority of Ireland (1994) *(If applicable.)*

5.2.4 Staff/ Student Ratios

Staff/ Student recommended ratios must be adhered too at all times, dependent on the activity the participants will be doing. Ratios must be made available to the client on request.

5.2.5 Visits to proposed facilities

The Contracting Authority reserves the right to undertake a visit to any proposed facility offered by a panel member.

5.3 Photography of Participants

As is normal with these types of activities, photos or videos may be taken of the participants. Please note that no images of participant may be used either privately or publicly, for example as part of advertising/ social media activity, without the written consent of the school/ centre and the parent/ guardian of the individuals whose image is proposed for use.

5.4 Pricing/ Rate Card

Applicants are required to include costs on for all **proposed service offerings on a per student basis by attaching their current brochure and completing the matrix provided.** These costs will be used as an indicative rate and will be finally agreed at time of booking. They are not part of the review process. It is acknowledged that prices may vary based on activities, number of participants etc.

5.5 Invoicing and Payment

All invoices must include a purchase order number from the Contracting Authority

5.6 Review of Performance

Successful performance will be an essential feature of work awarded under the Panel.

Poor performance will be identified and raised with panel members and may result in termination of a contract and/or removal from the panel.

6 Evaluation Criteria for Admittance to the Panel

6.1 Application Requirements

The Contracting Authority is using a DPS for the establishment of this panel, therefore, while all interested parties may apply, only those demonstrating that they have the required level of qualifications, experience and technical capacity will have their application considered. In order to demonstrate eligibility, applicants are required to provide the following information:

Please note: if a supplier has already been accepted on the panel from a previous tender ran under RFT 238985 they need not re-apply until such time as a PIN reminder is issued.

6.1.1 General information

Including the following information:

- Name of applicant
- Address
- Key contact name
- Key contact email
- Key contact phone / mobile
- Website if applicable
- Other social media platform activities
- Date of establishment.

6.1.2 Insurance Requirements

Confirmation of insurances in place and commitment to put the following levels in place if successful for the contract:

TYPE OF INSURANCE	LEVEL REQUIRED FOR CONTRACT
Employers Liability**	€13,000,000
Public Liability	€6,500,000

Panellists must provide evidence of this level of cover being in place or a letter from an Insurance company stating that these levels of cover may be put in place within one week of the appointment to the panel

Rule: Applicants must confirm the types of insurance in place and agreement to implement levels required if successful through completion of the Self-Declaration Form contained in the Response Document.

6.1.3 Tax Compliance

Evidence of tax compliance from the Irish Revenue Commissioners.

Rule: Tenders should confirm their tax compliance status through completion of the Self-Declaration Form contained in the Response Document.

6.1.4 Health and Safety

Applicants must confirm compliance with all Health & Safety legislation and provide a copy of their health and safety statement on request.

Tenderers are asked to provide a copy of their Child Safety Statements and Risk Assessment on request.

6.1.5 Previous Experience

Applicants will initially be assessed to determine that they have previous relevant experience in dealing

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with groups of participants, similar to the proposed student body.

6.1.6 Options Available

Applicants are requested to populate the Options Matrix available as part of their response document, available in Appendix 1- Checklist for Adventure Centres to complete.

APPENDIX 1 - INSTRUCTIONS TO APPLICANTS

a) Submission of Tenders

It is the responsibility of the applicant to ensure that their application is complete and reaches the correct address. Applicants must complete the Tender Response Document and return with the following:

- **Appendix 1 Options Matrix - Check List for Adventure Holidays** (Please select the preferred location that you wish to receive correspondence/requests from our schools/centres)
- **Soft copy of current brochure or link to your website**
- **Copy of your Full Price list**

Applications to join the panel will be accepted up to 8/2/2028 at 12 noon.

(b) Queries

All queries regarding this Panel Application should be submitted via www.etenders.gov.ie. The closing date for receipt of initial queries is at noon on

Responses to queries will be issued via etenders to all parties who have expressed an interest in the panel on that site, in order to ensure that no party has an unfair advantage over any other.

For the purpose of circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

(c) Sufficiency & Accuracy of Tender

Applicants are cautioned to check the accuracy of their application prior to submission.

(d) Documents - Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting a comprehensive response, please email the contact detailed above as soon as possible.

(e) Cost of Preparation of Application

The Contracting Authority will not be liable for any costs, charges or expenses incurred by applicants in the preparation of responses/ proposals or any associated efforts.

(f) Currency and Payments

The currency and invoices in which all prices and rates shall be processed, and which payments under any contract will be paid, shall be Euros (€).

A schedule of payments will be agreed with the successful applicant. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by the Contracting Authority is normally Electronic Funds Transfer.

Note: The Contracting Authority will be rolling out e-invoicing during the term of the contract/ framework and tenderers may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

(g) Confidentiality

The distribution of the Procurement Documents is for the sole purpose of obtaining applications. The distribution does not grant permission or licence to use the documents for any other purpose. Applicants are required to treat the details of all documents supplied in connection with the application process as private and confidential.

(h) Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

(i) Freedom of Information Act

Applicants are asked to consider if any of the information supplied by them in response to this request for applications should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this Panel Application or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(j) Tax Clearance

It will be a condition of admittance to the Panel that successful applicant(s) can promptly produce evidence of current Tax Clearance status as issued by the Irish Revenue Commissioners, if not already submitted to the Contracting Authority. This tax clearance status must be maintained throughout the lifetime of the contract. Please refer to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident applicants should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit,

(k) Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents

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may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

(l) Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in Contracting Authority tenders and in delivering contracts awarded to them. The contract[s] awarded on foot of this tender process will be governed by Irish law.

(m) Dignity at Work

The successful applicant(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel. Personnel are offered the same access to training and services, regardless of age, size, ability, or disability. The successful applicant must make sure that all training, services, and relevant materials are available to all staff, regardless of age, size, ability, or disability accepting the correction of their tender as outlined may have their tender rejected.

(n) Interference and Inducement to Purchase

Any effort by the applicant to unduly influence the Contracting authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(o) Notification of Results

All applicants will be informed of the outcome of their application following tender evaluation and any necessary clarifications. Potential outcomes can be:

- a) Admittance to the Panel
- b) Rejection to the Panel

Applicants who fail to qualify for membership of the panel may re-apply at any time.

(p) Accessibility

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders/ quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied and services provided to it are accessible to persons with disabilities.

(q) Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SMEs") in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

(r) Anti-Competitive Conduct

Applicants attention is drawn to the Competition Act 2002 (as amended, the "2002 Act"). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.