



ADVERTISEMENT FOR APPLICATIONS FOR DPS MEMBERSHIP

Establishment of a DPS for	The Provision of suitable sites for adventure trips, whether day trips, one over night or two overnights including weekends
Procedure	Dynamic Purchasing System (DPS)
Duration of DPS	3 years
eTenders CFT ID	3222927
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date for Ongoing Applications (relevant to those who missed the initial deadline)	➤ Initial closing date for return of completed Stage 1 Pre-Qualification Questionnaire was 12 noon on 3rd May 2023. ➤ The Stage 1 Pre-Qualification Questionnaire (QQ) is valid for 3 years. ➤ New applicants can still submit a QQ after 3rd May 2023.

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 Longford and Westmeath Education and Training Board 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 Longford and Westmeath Education and Training Board (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 Longford and Westmeath Education and Training Board 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, expressed or implied, in relation to such information. Longford and Westmeath Education and Training Board’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.

Longford and Westmeath Education and Training Board reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority:	Longford and Westmeath Education and Training Board
Nature of procurement:	Establishment of a DPS for the provision of suitable sites for adventure trips, whether day trips, one over night or two overnights including weekends
Type:	Service

3. About Longford and Westmeath Education and Training Board

Education and Training Boards (ETBs) are statutory authorities, which have responsibility for education and training, youth work and a range of other statutory functions. ETBs manage and operate second-level schools, further education colleges, and a range of adult and further education centres delivering education and training programmes.

The establishment of Longford and Westmeath Education and Training Board (LWETB) came about by the passing of the Education and Training Board Act 2013.

Roles, Responsibilities and Functions

The general functions of an Education and Training Board, stated under the Education and Training Boards Act 2013, are to:

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister:
 - i. establish and maintain recognised schools in its functional area,
 - ii. establish and maintain centres for education in its functional area,
 - iii. maintain centres for education or recognised schools in its functional area, and
 - iv. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, co-ordinate and review the provision of education and training, including education and training for employment, and services ancillary thereto in its functional area in:
 - i. recognised schools or centres for education maintained by it,
 - ii. education or training facilities maintained or resourced by it,
 - iii. children detention schools,
 - iv. prisons, and
 - v. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers,
- e) establish scholarships,
- f) adopt a strategy statement,
- g) adopt an annual service plan,
- h) co-operate with anybody nominated to carry out internal audit functions,
- i) provide education and training at the request of, and on behalf of, anybody which funds training out of money provided to that body by the Oireachtas,

- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the way it performs its functions is economical, efficient and effective.

ETBs are active in local communities through the direct provision of training and education programmes delivered in training centres, colleges and other training and educational settings. In this way, ETBs seek to make a real difference to the lives of the people they serve.

Such responsiveness continues to be the hallmark of the education and training boards sector, looking outward nationally and internationally, while servicing education and training locally and individually.

Log on to www.lwetb.ie for more information.

3.1 Small and Medium Enterprise Participation

It is the policy of LWETB to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic, or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of LWETB that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g., turnover, manpower, previous experience) and/or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. LWETB will not act as an arbitrator between members of consortia.

4. Scope of the Framework Agreement

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

Please note that a number of LWETB 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 DPS

There will be no restrictions to the number of application who can qualify for the DPS.

4.2 Duration of the DPS

The duration of the DPS will be three years, subject to satisfactory annual review of performance by LWETB.

For the avoidance of doubt, LWETB confirms that the period of any contracts awarded under the DPS may extend beyond the date of expiry of the DPS.

4.3 Estimated value of the DPS

The estimated total value of any purchases pursuant to the DPS is in the region of €250,000 to €400,000 (ex. VAT) over the maximum lifetime of the DPS. It is emphasised, however, that this figure is

provided strictly for indicative purposes only as there is no guaranteed expenditure under the DPS. Please note that while the DPS will operate for a maximum of three (3) years, it will be advertised annually.

4.4 Awarding contracts under the DPS

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

Longford and Westmeath Education and Training Board will consult the members of the DPS and pick the most appropriate member on the basis of the following criteria:

- Duration of the trip
- 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 DPS

LWETB will use this DPS as and when requirements within its scope arise. However, there is no obligation upon LWETB to make use of this DPS.

4.6 GDPR Requirements

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

Longford and Westmeath Education and Training Board will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Call for Tender.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Tender Response Document that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, Longford and Westmeath Education and Training Board, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to Longford and Westmeath Education and Training Board for the purposes of its participation in this Competition.

Longford and Westmeath ETB will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) transferred to the successful tenderer. The successful tenderer will be a Processor (where Processor has the meaning given under the Data Protection Laws) by virtue of the activity of hosting the aforementioned data, and this processing will be governed by an addendum to the contract reflecting the terms of Article 28 of the GDPR, including, inter alia, commitments on keeping that data secure and processing that data only on documented instructions from the Controller.

In addition, it is our preference that no processing will take place outside of the European Economic Area.

5. Detailed scope of the DPS

5.1 Detailed specification of requirements

LWETB offers as part of their education programme to post primary (12 – 18 years), further education students, Youthreach and apprentice programmes, field trips to outdoor education centres, focusing on the personal development and team building skills of the participants.

Currently LWETB has responsibility for 8 post primary schools, 2 PLC colleges and a number of further education centres.

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

- Teamwork
- Adaptability
- Problem solving
- Decision making
- Communication
- Confidence building
- Leadership
- Resilience

These activities can be land, sea or sky based.

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

5.2 Programme duration options

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

a) Full day

(Normally 9:30 a.m. to 4:00 p.m.) Meals to be brought by students. Facilities to eat should be available.

b) 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.

c) 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.

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

5.3 Lead times for booking

Schools and Centres will have a minimum lead time to book of 30 days and a maximum lead time of 1 year in advance.

5.4 Transportation

There will be no transportation requirement for this service. This will be arranged separately by the relevant school.

5.5 Provision of Food

In any location where food is provided, it is a requirement that all dietary requirements can be accommodated and must be nutritious and linked in their healthy eating.

5.6 Accommodation

In any location where accommodation is provided, it is a requirement that suitable accommodation is provided for males and females, appropriate showering / washing facilities and adequate bathroom facilities. The required level of supervision must be maintained for the duration of the trip.

5.7 Inclusion

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

5.8 Medical Emergencies

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

6. Mandatory Requirements

6.1 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 & 2000)

6.2 Garda Vetting

Appointment of any company to the DPS is subject to Garda Vetting of all staff who will come into contact with the participants during the trip, and there being no disclosure of convictions which LWETB considers would render the applicant unsuitable to work with children/vulnerable adults, This process will commence on acceptance from the application to be appointed to the DPS.

6.3 First Aid

First aid facilities must be made available on site with a minimum of one suitably trained First Aid officer available at all times for the full duration of the visit.

6.4 Staffing

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

- National Vetting Bureau (Children & Vulnerable Persons) Act 2012
- Childcare First: National Guidelines on the Protection and Welfare of Children Department of Health & Children (2011)
- Our Duty of Care: The Principles of Good Practice of the Protection of Children and Young People (2002)
- Code of Practice for the Management of Fire Safety in Places of Assemble (1981)
- Hygiene in the Catering Sector, National Standards Authority of Ireland (1994)

6.5 Staff / Student Ratios

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

6.6 Visits to proposed facilities

LWETB reserves the right to undertake a visit to any proposed facility offered by a DPS member.

6.7 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 the 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.

6.8 Pricing / Rate Card

Applicants are required to include costs for all proposed service offerings on a per student basis. These costs will be used as an indicative rate and will be finally agreed at time of booking. It is acknowledged that prices may vary based on activities, numbers of participants etc.

6.9 Invoicing and Payment

All invoices must include a purchase order number from LWETB.

6.10 Review of Performance

Successful performance will be an essential feature of work awarded under the DPS. Poor performance will be identified and raised with DPS members and may result in termination of a contract and / or removal from the DPS.

7. Evaluation Criteria for admittance to the DPS

7.1 Application Requirements

LWETB is using a process similar to the OPEN procedure for the establishment of this DPS, 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:

a) Cover Letter

A cover letter on official letterhead with 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

b) Insurance Requirements

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

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

Insurance policies must provide a notation of indemnity to LWETB for any loss incurred as a result of actions by the service provider. Tenderers 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 if a contract is awarded within one week of appointment.

Applicants must confirm the types of insurance in place and agreement to levels required if successful through completion of the Self-Declaration Form contained in the response document.

c) Tax Compliance

Evidence of tax compliance from the Irish Revenue Commissioners.

Tenderers should confirm their tax compliance status through completion of the Self-Declaration Form contained in the response document.

d) Financial Stability

Applicants must demonstrate financial stability by providing a letter from their auditor/accountant confirming they have the resources to pay their debts, identified on the current statement of assets and liabilities as being the debts as they fall due.

e) Health & Safety

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

f) Previous Experience

Applicants will be assessed to determine that they have previous relevant experience in dealing with groups of participants, similar to the proposed student body.

g) 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 complete.

Appendix 1 – Instructions to Applicants

a) Submission of Tenders

LWETB is using the E-Tenders postbox facility and tenders must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Tenderers must ensure that they give sufficient time to upload their tender response.

LWETB is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

In responding to this tender all tenders must follow the format of the tender document and respond to each element of the tender document in the order as set out in this CFT. Tenderers should produce their response as a single uploaded file, if possible, which is clearly labelled, page numbered and indexed.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the tender closing date / time. Tenderers should take into account the fact that upload speeds vary. There is a maximum of 2.14GB for individual files sent to the electronic postbox and a one-hour limit for upload. In order to submit a document to the electronic postbox, please note that you must click “submit response”. After submitting you can still modify and re-send your response up until the response deadline. Tenderers should be aware that the “submit response” button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on etenders should ensure they familiarise themselves with the process.

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline. Tenders that are received late or via other means will not be considered in this public procurement competition.

b) Queries

All queries regarding this DPS application should be submitted via etenders.

Responses to queries will be issued via etenders to all parties who have expressed an interest in the DPS, in order to ensure that no party has an unfair advantage.

c) Sufficiency and Accuracy of Application

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 documents which would prevent you from submitting a comprehensive response, please send a message through etenders.

e) Cost of preparation of Application

LWETB 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. LWETB operates in accordance with the European Communities (late payment in commercial transactions) Regulations 2012. The method of payment used by LWETB is Electronic Funds Transfer.

Note: LWETB may at any stage during the term of this DPS, request the successful applicant to issue invoices in e-invoice format in line 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 & 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 LWETB. Any registrable interest involving the applicant and LWETB or employees of LWETB or their relatives must be fully disclosed in the tender submission or should be communicated to LWETB 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. LWETB cannot guarantee that any information provided by applicants, either in response to this DPS application or in the course of any contract awarded as a result thereof, will not be released pursuant to LWETB's obligations under law, including 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). LWETB accepts no responsibility 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 DPS that successful applicant(s) can promptly produce evidence of current Tax Clearance status as issued by the Irish Revenue Commissioners. This tax clearance must be maintained throughout the lifetime of the contract.

Please refer to the Irish Revenue website <http://www.revenue.ie/>.

k) Withholding Tax

Where applicable, payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted tax from the Office of Revenue Commissioners.

l) Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as employment, working hours, 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 LWETB 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 LWETB 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 ensure that all training, regardless of age, size ability, or disability.

n) Interference and Inducement to Purchase

Any effort by the applicant to unduly influence LWETB, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and indecision concerning the award on 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. Applicants who fail to qualify for the DPS may reapply at any time.

p) Accessibility

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

q) Consortia and Prime Subcontractors

LWETB 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.

Appendix 2 – LIST OF LWETB SCHOOLS / CENTRES/ ADMIN OFFICES

Schools	Address	Eircode
Ard Scoil Phádraig, Granard	Granard, Co Longford	N39 RR79
Athlone Community College	Retreat Road, Athlone, Co Westmeath	N37 Y985
Ballymahon Vocational School	Main Street, Ballymahon, Co Longford	N39 HK23
Castlepollard Community College	Mullingar Road, Castlepollard, Co Westmeath	N91 EF89
Columba College Killucan	Killucan, Co Westmeath	N91 ET78
Lanesboro Community College	Ballymahon Road, Lanesboro, Co Longford	N39 NN52
Mullingar Community College	Millmount Road, Mullingar, Co Westmeath	N91 TC59
Templemichael College, Longford	Templemicheal, Longford, Co Longford	N39 DA02
St Anthony's Athlone	St Mary's Hall Community Centre, Northgate Street, Athlone, Co Westmeath	N37 N1W3

Primary Schools	Address	Eircode
Cornamaddy Community National School	Cornamaddy, Athlone, Co Westmeath	N37 TR23

FET Centres/Campuses	Address	Eircode
Garrycastle Campus	Garrycastle, Athlone, Co Westmeath	N37 X985
Clonown Road Campus	Unit 1, Deerpark Commercial Centre, Clonown Road, Athlone Co Westmeath	N37 T6X0
Ballymahon Campus	Old Convent Building, Main Street, Ballymahon, Co Longford	N39 D9P3
Ball Alley Lane Athlone	Business Development Centre, Ball Alley Lane, Athlone, Co Westmeath	N37 C8W6
Delvin Campus, Main Building	The Courtyard, Main Street Delvin, Co Westmeath	N91 C8CP

Delvin Campus, Training (Shop Units)	Main Street Delvin, Co Westmeath	N91 T634
Granard Campus	Main Street, Granard, Co Longford	N39 Y952
Kilbeggan Campus	Unit 2A, Midlands Gateway Business Park, Comagh Road, Kilbeggan, Co Westmeath	N91 NX98
Connolly Campus, Block A,	Church Street, Longford, Co Longford	N39 HR68
Connolly Campus, Block B,	Battery Road, Longford, Co Longford	N39 N880
Connolly Campus, (Longford YouthReach)	Battery Road, Longford, Co Longford	N39 K7W4
Connolly Campus, (Longford College of Further Education)	Battery Road, Longford, Co Longford	N39 RK72
Marlinstown Campus	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 W5NN
O'Growney Drive Campus	O'Growney Drive, Mullingar, Co Westmeath	N91 H292

Admin Buildings	Address	Eircode
Connolly Campus, Block C (Longford Admin Office)	Battery Road, Longford, Co Longford	N39 YV90
LWETB Head Office	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 RW96