

The Irish Red Cross

INVITATION FOR PANEL MEMBERSHIP (2-years)

Establishment of Panels for:	Lot 1: The design and implementation of a Programme of Employment Supports for Displaced People.
	Lot 2: The provision of a Programme of Language Skills Courses for Displaced People
Contracting Authority:	Irish Red Cross
Procedure:	Panel under Restricted procedure as service comprises a Title III Service in accordance with Directive 2014/24/EU Note: the value is at national level and is advertised accordingly.
eTenders Ref:	4898337
Issue Date:	Monday 23 rd December 2024
Closing Date for Queries:	Wednesday 8 th January 2025
Contact for Queries	Questions and Answers facility on www.eTenders.gov.ie
Closing Date / Time for receipt of Completed Applications <u>for initial work:</u>	Wednesday 15 th January 2025 at 12 noon (Noting that applications can be received even after this initial date)
Submissions via:	eTenders postbox only – See Section 5.3 for details If submitting for both lots, please complete separate application forms. Responses must be uploaded as a Zip file in order to protect the integrity of file names.

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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.

Applicants 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.

Note

Please note that information relating to this Invitation and Application, 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 accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority has provided an application document for each Lot as a separate document for applicants to use in preparing their response to this Invitation. This document and format must be used.

Procedure:	Panels under Restricted procedure on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of Panel	The panels will be established for an initial period of one (1) year with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panels, any party who fails to qualify may re-apply at any time.

1. About the Contracting Authority

1.1 The Contracting Authority

The Irish Red Cross Society (herein after referred to as the Contracting Authority) is part of the International Red Cross and Red Crescent Movement and is a registered charity in Ireland (RCN: 20005184). It is an independent organization, founded by statute, with its own Constitution and Operating Rules. It is governed by its volunteer members through a General Assembly which delegates powers to a Board of Directors. The work of the Society is supported by a Secretariat staff who report to the Secretary General, who in turn reports to the Chair of the Board.

Further information on the Irish Red Cross can be found on the website at: www.redcross.ie

1.2 Purpose and Key Objectives of the Panels

The Contracting Authority wishes to establish two (2) panels / lots with the purpose of engaging suitably qualified contractors to provide Employment Supports and English Language Courses to displaced people.

Full details on the requirements under each panel / lot is set out in Section 2.3 and 2.4 below.

In order to meet the requirements as set out above, The Irish Red Cross, as an action under the European Commission funded Asylum, Migration and Integration fund seeks to establish two panels for the provision of these services and wishes to invite applications from suitably qualified economic operators for the design and implementation of programmes of employment and provision of language supports for displaced people.

The panels will operate as two distinct lots with applicants invited to apply for one or both lots.

The specific requirements under each panel or lot are set in Section 2 “Scope of Requirements” below.

1.3 Small and Medium Enterprise participation

It is the policy of the Contracting Authority 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.

Applicants may include individuals, partnerships, limited companies, social enterprises, 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 contract.

Applicants 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 the Contracting Authority that they will have these resources at their disposal when necessary.



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If the application is from a consortium / joint venture, applicants 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 an Applicant is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. If successful in being awarded a contract under the Panel, the consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. Scope of Requirements

2.1 Introduction and Context

Key barriers to displaced people entering the labour market include insufficient awareness of cultural underpinnings of the Irish labour market, lack of extensive social and professional networks and difficulties with obtaining reference letters. Issues such as a lack of information about the host country's labour market and limited social networks can create additional barriers to entering the workforce. There is a significant demand from displaced people in Ireland for employment supports to address these barriers.

In terms of entering employment, while employers are often eager to work with refugees, many report not knowing where to go. Additionally, employers who could potentially benefit from hiring a refugee may be discouraged by a lack of information and high perceived recruiting costs.

In addition to the needs as outlined above, there is also a significant requirement to provide displaced people with English Language skills not only to enable them to find employment, but also to access public services, make informed choices, understand their rights and responsibilities, and participate as citizens in the life of their communities. Displaced people who can communicate in the language of the receiving community will have access to a wider range of employment opportunities and are better equipped to participate in further education and training.

Research shows that more hours of language training results in refugees being better integrated into their local community. It has also been found that intensive language training increases the likelihood of a migrant being employed by 38% and increases the likelihood of someone being in skilled employment by 45%.

The provision of both services requires the contractors or service providers to adapt a targeted trauma informed approach.

This competition relates to the establishment of Panels in two (2) Lots for:

Lot 1: Programme of Employment Support Services for Displaced People.

Lot 2: Programme of English Language Skills Courses for Displaced People

Applications are invited from suitably qualified and competent economic operators with the relevant experience, expertise and qualifications in the areas described under Sections 2.3 and 2.4 below.

Applicants may apply for one or both Panels / Lots. Applicants applying for admission to both must complete a separate Application Form in respect of each Panel / Lot. If applicants qualify to be included in both panels, they may be awarded contracts under both lots.

Successful Applicants will be offered assignments as set out in Sections 2.3 and 2.4 below.

The Contracting Authority recognizes that demands on the services are continually evolving. When new or additional services requirements arise within this programme, over the lifetime of the Panel / Lot, the Contracting Authority may identify the most appropriate service provider within the Panel /

Lot based on the previous experience, relevant qualifications and understanding of the services and having regard for the needs and requirements of the Contracting Authority.

Please note admission to the Contracting Authority's Panel does not guarantee the award of any contract to any economic operator, nor does it give the members(s) the right to be consulted in respect of, or apply for, any contract.

2.2 Requirements under both Panels

The courses and services to be provided under both panels will apply to the following target groups:

- People who are International Applicants
- Refugees
- Beneficiaries of Temporary Protection
- Programme Refugees

Panel applicants must possess the following skills:

- Have experience working with migrant groups.
- Have an ability to teach with a trauma informed approach.

Functional Competencies/Characteristics

Entities appointed to the Panel by the Contracting Authority should possess the following functional competencies:

Entities will be required to:

- understand the part they play in contributing to the Contracting Authority's commitment to the delivery of a quality service to the Contracting Authority's clients.
- fully understand and appreciate the context and brief and to fully deliver the required services in accordance with their skills, knowledge, and experience.
- develop a positive and proactive working relationship with each client assigned to them.
- create a strong reciprocal working relationship with the Contracting Authority responding to requests for information and participating in discussions / meetings as required.
- ensure quality of service that meets and exceeds client expectation resulting in positive client feedback and value for money for the Contracting Authority.

2.3 Lot 1 – Provision of Employment Support Services for Displaced People

2.3.1 Introduction

The key objectives of the services to be delivered are:

- a. To improve the employment skills of participants and increase their opportunities of obtaining new employment or an improvement in their existing employment.

- b. To engage with and support employers to hire displaced people or to provide work experience opportunities for displaced people.

An important element of these supports would involve the establishment of a close working relationship between the successful panel member and potential employers to create job and work experience opportunities for displaced people.

2.3.2 Role of the Service Provider

The successful panel member will be required to deliver professional and quality employment support services.

Applicants for panel membership must possess and demonstrate, in their application, that they possess the following abilities and experience:

- Experience working with migrant groups.
- Ability to teach with a trauma informed approach.
- Capability to teach students who may come from a non- academic background.
- Excellent administrative and presentation skills together with the ability to successfully organise and prioritise work.
- Sound judgment as well as good communication.

Applicants who cannot demonstrate, to the satisfaction of the Contracting Authority, that they meet any of these requirements, will not be considered for admittance to the Panel.

2.3.3 Details of the Required Services

The successful panel member(s) will be required to deliver a number of six (6) week courses of ‘Skills for Jobs’ classes, to a total of 840 participants over the duration of the programme (two (2) years).

Participants in the course must have at least Levels A2 or B1 English proficiency, or equivalent.

The “Skills for Jobs” classes should include information and support on:

- How to write a CV and cover letter
- Information on how to access further education and the Irish jobs market.
- Mock interviews and interview skills
- Digital literacy overview
- Business English and soft skills
- 1 on 1 job placement supports.

In addition, the following services will be required to be delivered:

- Development of a booklet providing advice to organisations on hiring displaced people.
- Development of relationships and preparation of the businesses to hire displaced people.
- Connecting migrants with businesses prepared to onboard migrants.

- Development of booklet for migrants on industry specific information in English, Ukrainian, Russian, French, Arabic, Pashtu, and Dari.
- Setting up mentorship and peer support programmes for migrants to improve professional networks and provide employment advice.

It is envisaged that the establishment of the panel will have the following desired outcomes:

- Successful progress of International Protection Applicants, Refugees, Beneficiaries of Temporary Protection and Programme Refugees who have completed the employment skills training into work placements.
- Increased knowledge and confidence of job-related information and skills amongst displaced people following the completion of the training.
- Extension of the professional network of the displaced persons and increased knowledge of professional opportunities following mentorship programme.

Panel applicants must possess the following:

- Have experience working with migrant groups.
- Have an ability to teach with a trauma informed approach.

Successful Applicants admitted on this initial call for applications, will be required to attend a mandatory briefing session (not more than three (3) hours) in Q4 2024 and any additional briefing sessions required for the duration of this panel. These sessions will be virtual, and attendance will not be billable.

2.3.4 Application Process

Applicants must complete in full the Application in Appendix A (Lot 1 Form) which is uploaded separately with this document in an editable format. Applicants must clearly demonstrate their experience, qualifications, understanding, skills, and expertise to deliver the Employment Supports for Displaced People set out in this Section 2.3.

Panel applicants should demonstrate in their response their ability to deliver all elements of the required services as set out in **the Role of the Service Provider Section 2.3.2** above. Standalone CVs are not acceptable, only the CV templates in Appendix A should be used.

The Contracting Authority will be assessing the balance of the individual / team proposed (both in terms of seniority and in terms of coverage of the service requirements) and the relevant experience, skills, and expertise of the individual/ team members. Applicants who can demonstrate greater relevant experience, skills and expertise to services sought and team balance are likely to score higher.

2.4 Lot 2 – Provision of English Language Skills Courses for Displaced People

2.4.1 Introduction

In Ireland, there is significant demand for English classes amongst displaced people. In particular, there is a need for the provision of concentrated language classes nationally. Research shows that more hours of language training results in refugees being better integrated into their local community. It has also been found that intensive language training increases the likelihood of a

migrant being employed by 38% and increases the likelihood of someone being in skilled employment by 45%.

The key objectives of the services to be delivered are:

- To Improve the knowledge of participants on engaging with Irish Society and accessing essential services in Ireland.
- To Improve the integration capacity of participants, including a particular focus on key needs, for example entering employment or accessing healthcare upon completion of the course.
- To Increase engagement of participants with Irish society and essential services.

2.4.2 Role of the Service Provider

The successful panel member will be required to deliver professional and quality English language courses.

Applicants for panel membership must possess and demonstrate, in their application, that they possess the following abilities and experience:

- Experience working with migrant groups.
- Ability to teach with a trauma informed approach.
- Capability to teach students who may come from a non- academic background.
- Excellent administrative and presentation skills together with the ability to successfully organise and prioritise work.
- Sound judgment as well as good communication.

Applicants who cannot demonstrate, to the satisfaction of the Contracting Authority, that they meet any of these requirements, will not be considered for admittance to the Panel.

2.4.3 Details of the Required Services

The successful panel member will be required to deliver the following key elements to the service:

- Provision of 10 week online intensive English language classes at elementary, A1, A2, B1, B2 level.
- Provide language classes for a total of 3,780 students per 10-week term over a period of 3 years.
- Students from A1 to B2 level should be provided with 6 hours of language instruction per week, with students at the elementary level receiving 9 hours of language instruction per week.
- Elementary, A1 and A2 language training programs should emphasise language learning for social and communicative competence, rather than for achieving technical proficiency.
- The language classes should include information and support on societal scenarios important to migrants based on assessment including for example healthcare, education, employment, housing, accessing bank accounts etc.
- Classes should be run at a variety of times throughout the day and evening.

- Options should be accessible for those from a non-academic background and non-literate students.
- Provision of women only classes if needed.
- Classes should adhere to the Common European Framework of Reference.

Participants in the English Language Courses will include:

- International Protection Applications
- Refugees
- Beneficiaries of Temporary Protection
- Programme refugees.

2.4.4 Application Process

Applicants must complete in full the Application in Appendix B (Lot 2 Form) which is uploaded separately with this document in an editable format. Applicants must clearly demonstrate their experience, qualifications, understanding, skills and expertise to deliver the English Language Skills Courses for Displaced People set out in this Section 2.4.

Panel applicants should demonstrate in their response their ability to deliver all elements of the required services as set out in the Role of the Service Provider Section 2.4.2 above. Standalone CVs are not acceptable, only the CV templates in Appendix A should be used.

The Contracting Authority will be assessing the balance of the individual / team proposed (both in terms of seniority and in terms of coverage of the service requirements) and the relevant experience, skills, and expertise of the individual/ team members. Applicants who can demonstrate greater relevant experience, skills and expertise to services sought and team balance are likely to score higher.

2.5 Details of Contracts arising over the life of the Panels

Subject to the Contracting Authority's obligations at law, it may seek further services, which are ancillary, related, and similar to the initial contract, for example, arising from new programmes, legislative requirements etc.

The following mechanism and principles shall apply to the delivery of further associated services:

1. It is envisaged that the services to be provided will be similar to those set out in Sections 2.3 and Section 2.4 above as appropriate.
2. Where additional funding becomes available for delivery of further programmes, the Contracting Authority will notify all parties admitted to the Panel(s) and will publish a PIN notice on eTenders indicating the increase in value and extension of the panel duration where applicable.

3. ESF+ Horizontal and Human Rights Principle

The **ESF+ Horizontal and Human Rights Principle** will be incorporated into the design and implementation of the delivery of the services. The Irish Red Cross will take steps to.

- Ensure respect for fundamental rights and the EU Charter of Fundamental Rights
- Ensure respect for gender equality, including gender mainstreaming and inclusion of a gender perspective; and
- Prevent discrimination on the grounds of gender, racial or ethnic origin, disability, religion or belief, age, and sexual orientation, including attention to accessibility for persons with disabilities.

3.1 Demonstrating a Positive Contribution to the Horizontal Principles

Panel members are expected to show a commitment to these principles and will be required to complete a self-declaration, in their application, as part of the overall commitment to participate.

4. Contract Management

The performance of these Panels will be carefully monitored to ensure that the conditions and services described in this Invitation will be delivered in a sustained and consistent manner across both Lots. The successful Applicants must have a cohesive approach to managing the services and ensuring smooth operations and delivery of services. Applicants back-office systems will play a significant role in ensuring accuracy of paperwork and data.

The Applicant shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. Understanding the critical nature of services to clients on behalf of the Contracting Authority it will be essential that effective and timely communications is to operate at all times between the parties.

Performance Measurements will be based on the following:

- Service response times as set out in Section 4.1 below.
- Quality and timeliness of service delivery/paperwork
- Feedback from services and course participants.

Performance will be continually monitored over the term of the Panels, the format of which will be advised by the Contracting Authority to those appointed to the Panel.

Client feedback is also an integral part of our service model and provides a means of continuous improvement. Applicant(s) will take a proactive role in providing this feedback.

The Contracting Authority requires Applicants to nominate a dedicated contract manager who will act as the main point of contact for the duration of the Panel. This person shall have the authority to deal

with all matters in relation to contracts and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority.
- Provide regular reports on performance as agreed with the Contracting Authority.
- Meet as and when required to review and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings.

NOTE: Applicants should note that contract management activities will be non-billable.

4.1 Service Deliverables and Response Times

Panel Members will be required to meet the following response times to ensure quality of service to clients and enable efficient management of the services.

- The Contracting Authority aims to deliver a quality, responsive service to its clients. With that in mind, Panel Members must confirm to the Contracting Authority, their availability for assignments within 3 working days of notification.
- Following completion of a course under each panel / lot, Panel Members must submit a report, on the Contracting Authority's template, within five (5) working days.
- Panel Members should provide notification of unavailability to the Contracting Authority within a reasonable period, ideally no more than five (5) working days i.e., holidays, other work commitments, electronically, in advance.

4.2 Service Delivery Dates and Times

Courses and services sessions will be delivered on an online basis and shall take place at dates and times to be agreed with the Contracting Authority.

4.3 Financing/Invoicing

Invoices shall be submitted by Panel Members quarterly, for work undertaken and completed within the previous 3 months. Invoices should be submitted electronically to a nominated email address within the Irish Red Cross and ilaivins@redcross.ie within five (5) working days of the end of the 3 months for all costs incurred. All official invoices must quote a Contracting Authority purchase order number, the name, contact details including address, the participating organization and show VAT separately (where applicable). All invoices which do not quote the relevant information will be returned to the supplier.

Payment of invoices is subject to the submission of satisfactory reports of work undertaken during the payment period for each assignment.

5. Scope of the Panel

5.1 Numbers Admitted to the Panel

There is no maximum limit to the numbers of Applicants that can be admitted to each Panel.

There will be an initial call for applications as per the dates set out on the title page which will be subject to an initial deadline to allow for processing of applications. However, the panel will remain open for applications for its duration. All subsequent applications after the initial call will be processed at periodic intervals.

It should be noted that all applicants will be notified of the result of their application. Those who fail to qualify will be notified of the reasons and are fully entitled to re-apply at any time over the life of the Panel, addressing the issues identified.

5.2 Duration of the Panel

The panel will be established for **two (2)** years with an obligation to re-advertise panels at annual intervals.

There will be an initial call for applications as per the dates previously stated which will be subject to an initial deadline to allow for processing of applications. However, the panel will remain open for applications for its duration. All subsequent applications after the initial call will be processed at periodic intervals.

Contracts may extend past the life of the panel.

5.3 Estimated Value of the Panel

The estimated level of expenditure per Lot for the duration of the panel is as follows:

Lot Number	Maximum Estimated Expenditure over the life of the panel
Lot 1 – Development and Provision of Employment Supports for Displaced People	€77,000
Lot 2 – Provision of English Language Skills Courses for Displaced People	€194,000

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under this agreement.

5.4 Admission to the Panel

Admission to the Panel will also be subject to the Applicant passing the Pass / Fail Criteria A1 to A4 and achieving **the minimum scores** or higher applying to the **Weighted Criteria B1 and B2** as set out in Appendix A for Lot 1 and Appendix B for Lot 2. Applicants who meet the minimum qualifying requirements will be placed on the panel, for each Lot, subject to verification of self-declared

information. For inclusion Applicants must also agree to the terms and conditions of the panel, a copy of which will be provided on admission to the panel and will include:

- Inform the Contracting Authority if they have capacity issues e.g. dates conflict when approached for work as part of their membership of the panel.
- Inform the Contracting Authority of any change in personnel put forward for work after being awarded work from the panel and seek approval for alternative staff members to be assigned.
- Provide the Contracting Authority with copies of the relevant insurances on the anniversary of their renewal.

Note: Where an Applicant fails to meet the rules for admission to the Panel, they will be informed of the reasons for rejection and entitled to re-apply taking account of the areas where improvement, amendment, inclusion, etc. have been identified.

6. Awarding Contracts under the Panel

As and when contracts arise within each panel / lot, over the duration of the respective panel, the Contracting Authority will select a panel member for the award of a contract based on the following criteria:

- Selection of the three most qualified firms for this initial programme, who will be chosen on the basis of:
 - Sectoral experience (by reference to the Panel members original Application)
 - Skills/Competency match.

The firms identified will be issued with an invitation to attend a briefing session with a request for a formal tender submission issued post the meeting requesting rates, team, programme content, delivery schedule, quality assurance and feedback protocol. It is envisaged that those firms will be required to complete their submission within 7 to 10 days.

On each occasion that a Contract (by way of Purchase Order) is awarded to a Panel Member, the Contracting Authority and the panel member will agree that the Contract shall be carried out in accordance with and subject to the Contracting Authority's Terms and Conditions for the purchase of goods and services.

Panel applicants should note that being appointed to a panel does not constitute an award of contract, nor does it indicate that any contract will be awarded.

7. Right to Contract outside of the Panel

The Contracting Authority also reserves the right to contract with individuals outside of the Panel for special projects.

7.1 Reliance on the Capacity of other Entities

Applicants are reminded that they may rely on the resources of other entities to meet criteria and/or deliver elements of the contract requirements on condition that they can prove to the satisfaction of

the Contracting Authority that they will have these resources at their disposal when necessary. These other entities must be named, and CVs submitted on the appropriate template at time of Application.

Therefore, an Applicant may consist of a grouping of any number of economic operators¹ where a group come together in whatever form i.e. consortium, joint venture, subcontractors etc. to submit an application in response to this Application and regardless of the legal relationship between them, the Contracting Authority will deal with all matters relating to this competition through the entity (the “Prime Applicant”) who will carry overall responsibility for the performance of the contract only, if successful irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member.

The Prime Applicant must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact personnel authorised to represent the Applicant and to whom all communications shall be directed and accepted until this competition has been completed or terminated. Correspondence from any other person (including from any subcontractor) **will not** be accepted or responded to.

All Prime Applicants relying on the capacity of other entities must:

- a. Identify in Section A of the PQQ as the Prime Applicant for the grouping with whom the Contracting Authority will communicate and with whom any subsequent contractual arrangements will be made if successful.
- b. Identify in Section A of the PQQ the relevant 3rd parties upon whose capacity the Prime Applicant is relying upon to meet criteria and/or deliver elements of the contract and identify the relevant criteria and elements of the contract.
- c. Ensure Section A of the PQQ including all subsections are completed and submitted for all relevant 3rd parties upon whom the Prime Applicant is relying on to meet criteria and/or deliver elements of the contract if awarded.
- d. In all applications, the Prime Applicant must nominate the reference contracts for inclusion in the assessment and selection process. The number of reference contracts for which details are to be provided will be nominated in section B of the PQQ of the Prime Applicant. If more reference contracts are provided than required only the first listed reference contracts to the number specified (e.g. 3 reference contracts) will be considered. Where relying on the experience of others, at least one of the references provided should include reference to the relevant experience.

Where the Applicant consists of a grouping of economic operators and the Applicant is subsequently successful at contract award stage the Contracting Authority may require the members of the

¹ ‘Economic operator’ means any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market; (Art 2(10) of Directive 2014/24/EU).

Applicant to enter into a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for the Applicant members' performance, etc. of the contract.

8. Instructions to Applicants

8.1 Queries

An application means the submission by an Applicant of a completed Application and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made by via e-mail to the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website.

All queries should be submitted on or before the date on the front cover to enable clarifications to be issued to all interested Applicants prior to the deadline date for the receipt of applications.

8.2 Completing the Application

When completing the Application(s) contained in Appendix A – Lot 1, and Appendix B – Lot 2, to this Document, Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Application.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasized that the information requested in the Application is aimed solely at determining the suitability and choice of Applicants for entry to Panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Application if required.

The Application must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information is denominated in Euro (€).

Failure to provide a sufficient level of detail, or to explain adequately any relevant matters, may result in such data or information not being considered during the evaluation process.

Applicants for qualification 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 into the contract.

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

If the application is from a consortium / joint venture, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Application or to request additional information from a Service Provider after the date for submission of completed Applications has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

Applicants are strictly prohibited from discussing any aspect of their application with other Applicants or otherwise exchanging information or colluding. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its application or otherwise. Further, The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by The Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

8.3 Submission of Applications

Applications must be submitted electronically via the eTenders electronic tender facility on www.etenders.gov.ie only. Only Applications submitted through the electronic tender facility will be accepted. Applications submitted by any other means (including but not limited to by email, post, or hand delivery) will not be accepted.

Please note that the eTenders electronic tender facility closes at the stated date and time precisely. It is the responsibility of Applicants to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of the tender.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read.

Applicants should note the following when making their submission:

- There is a maximum upload limit of 500MB per submission.
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the deadline has expired.
- The 'Submit' button will be disabled automatically upon the expiration of the response deadline.

An overview of the key steps is provided below. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

Accessing documents

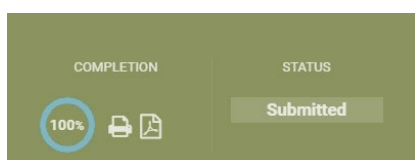
To download all documents associated with a particular Call for Tender, Applicants must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- (a) Log-in to the system

- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop-down menu
- (e) Complete the “Association with the CfT” tab.
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

In responding to respond to a tender without an electronic ESPD, several steps are required. The final step involves clicking on a Submit button and receiving the following status:



8.4 Opening and Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria, minimum rules and weightings specified in this Invitation for Panel Membership Document.

It should be noted that all applicants will be notified of the result of their application. Those who fail to qualify will be notified of the reasons and are fully entitled to re-apply at any time over the life of the Panel, addressing the issues identified.

8.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is stressed that the Contracting Authority does not seek clarification where any of the pass requirements set out in the Application have not been met.

Therefore, Applicants should pay particular attention to ensure that their applications contain all the required information as even small administrative errors (such as failure to sign or date a declaration) will not be clarified by the Contracting Authority where the required information forms part of the pass requirement.

8.6 Interference

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 Applications and in decisions concerning the award of the contract shall have their Application 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.

8.7 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

8.8 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be **exclusive of VAT**.

A schedule of payments will be agreed with the successful panel member. 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.

8.9 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 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 admittance to the panel. 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.

8.10 Freedom of Information Act

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request 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 request or while 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.

8.11 Tax Clearance Certificate

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Applicant shall be required to supply its Tax Clearance Access Number and Tax Reference Number, where relevant, to facilitate online verification of their tax status by The Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that The Contracting Authority has the permission of the successful panel member to verify its tax cleared position online nonrestaxclearance@revenue.ie.

8.12 Withholding Tax

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 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).

8.13 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 delivering contracts awarded to The Contracting Authority.

The contract[s] awarded on foot of this process will be governed by Irish law.

8.14 Correction of Errors

In general, the following approach will be applied to manifest errors:

- Where there is a discrepancy between the hard copy and the electronic copy of the submission, the hard copy will take precedence.
- Where there is a discrepancy between amounts in figures and words the amount in words shall apply.
- Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

8.15 Change in the Composition of an Application

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of an application.

8.16 Notification of Evaluations

All Applicants will be informed of the outcome of their submissions following evaluation and any necessary clarifications. Potential outcomes can be:

- a) Letter of Intent of admittance to panel.
- b) Letter of Regret identifying reasons for rejection and notifying applicants they can reapply if they wish once the areas of rejection can be addressed.

A notice will be despatched to www.etenders.gov.ie on a quarterly basis to announce the entrants to the panel.

8.17 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, The Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

8.18 Replacement Personnel

Notification must be sent in writing as soon as possible to The Contracting Authority on any proposed change of nominated personnel, with associated CV templates for each new nomination, such change to be subject to the written approval of The Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

8.19 Copyright

The service provider will have copyright of all materials developed for programme delivery but will provide the Contracting Authority with a perpetual licence to use such material but only for its own purposes (to be agreed with the successful panel member).

8.20 Brand Names, etc.

Please note in relation to this document; where reference is made to a particular make, source, process, trademark, type, or patent that this is not to be regarded as a de facto requirement. In all such cases, it should be understood that the reference in question is accompanied by the words "or equivalent".

8.21 European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.



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Progression to panel will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority when requested. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the panel but may apply again over the lifetime of the panel.

APPENDIX A: Lot 1 Employment Support Services for Displaced People

Panel Membership Application

The table below summaries the requirements for information for those interested in applying for membership of the panel for Lot 1. To apply, you are required to complete the Appendix A Application Form for Lot 1 below. If you are applying for both Lots you must complete a separate Appendix B Application Form for Lot 2.

Ref	Pass/Fail Criteria	Pass Requirement	
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.	
A2	Tax Compliance	Applicants must provide information regarding their tax compliance. Please note rules on tax compliance. Applications must complete the self-declaration (A3-A5)	
A3	Financial Standing	Confirmation that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	
A4	Insurance	Applicants must provide information regarding the insurances in place and are asked to note that the levels required must be in place for the firm(s) being awarded this contract. Applications must complete the self-declaration (A3-A5)	
A5	Declarations	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings and/or Declarations will be automatically disqualified.	
Ref	Weighted Criteria	Max points available	Min points required
B1	Previous Contracts	5,000	2,500
B2	Relevant qualifications necessary for delivery of Employment Support Services	3,000	1,500
B3	Understanding of Employment Support Services Required	2,000	1,000
TOTAL		10,000	n/a

Each of the selection criteria in Section B (i.e., B1, B2 and B3) will be scored using the following scoring system:

Scope	Meaning	Interpretation
90% – 100%	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80% – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70% – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60% – 69%	Good	A good response demonstrating suitable understanding offering assurance to client – well supported.
50% – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.
Less than 50%	Unacceptable	A poor response demonstrating limited to no understanding with insufficient or no details and a risk of non-delivery.

Applicants should note that if they do not achieve at least the minimum required mark (50% or more) or meet any other specified minimum requirements for any criterion (B1, B2 or B3) they shall be eliminated from the Competition.

Percentage (%) scores will be applied to the available marks for each criterion to generate final marks for each Applicant.

NOTE: As this competition relates to a Panel, those who fail in their application will be notified of the reasons and are fully entitled to re-apply having addressed the improvements needed.

SECTION A - PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.				

A1b Relying on the Capacity of other Entities (see Section 7.1 above for instructions)

Applicants can rely on the capacity of other entities. If the Applicant wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Section A of the PQQ must be completed by those parties, and the Prime Applicant must confirm that if successful that those other parties are available to deliver the services when required and may be required to co-sign the formal Services contract.

Is the Applicant a Prime Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	Yes		No	
--	-----	--	----	--

If yes, please provide the information below on the other parties in A1b and provide details below on the type of grouping e.g. consortium, joint venture, subcontracting etc.

Is the Applicant a party upon whom the Prime Applicant is relying upon as part of their application?	Yes		No	
--	-----	--	----	--

If yes please furnish a completed Section A of this PQQ to the Prime Applicant for submission

A1c Reliance on other Entities - Details and Contributions:

Name	Service to be delivered and/or criterion where Applicant is relying on their resources	Section A including all sub-sections completed			
		Y		N	
		Y		N	
		Y		N	

Confirmation that relevant information is provided for all entities upon whose capacity the Applicant is relying upon and their agreement to participate has been secured.	Y		N	
--	---	--	---	--

Self-Declaration Form (A2-A4)		
A2 Tax Compliance		
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes No	
Applicant Name:		
Tax Reference Number (PPSN):		
Access Number:		
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes No	
Registration Number:		
Certificate Number:		
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes No	
A3 Financial Capacity		
Minimum Turnover requirement under Lot 1 is €58,000 per annum and Lot 2: €145,000, If Applicants are applying for both Lots, they must have minimum turnover of the total minimum for both lots.	Yes No	
A4 Insurances		
Successful Tenderer(s) shall be required to hold for the term of the Contract the insurances in the below table: I confirm, that if awarded a Contract under this Competition, (i) I will, from the Effective Date of the Contract (as defined in the Contract) hold the types and levels of insurance as specified in the RFT. (ii) the territorial limits and jurisdiction of the insurance policies will include the Republic of Ireland and (iii) I am not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Contract. The successful Tenderer will, during the term of the Contract, be required to: a) immediately advise the Contracting Authority of any material change to its insured status; b) produce proof of current premiums paid upon request; c) produce valid certificates of insurance upon request.		

Insurance Type	Level in place	Comments (if any)	
Employer Liability (not required for sole trader)	€13 million		
Public Liability	€6.5 million		
I confirm that I will provide the following promptly on request at any time: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		
	No		
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes		
	No		
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.			
Authorised Signatory:			
Name in Block Capitals:			
Position			

A5 DECLARATIONS

Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		Yes	No
1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision, or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	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 that prior contract, damages or other comparable sanctions.		
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: unduly influence the decision-making process of the contracting entity, or		

	- obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
ESF+ Horizontal and Human Rights Principles Declaration			
We confirm that we will take steps to.		Yes	No
- Ensure respect for fundamental rights and the EU Charter of Fundamental Rights - Ensure respect for gender equality, including gender mainstreaming and inclusion of a gender perspective; and - Prevent discrimination on the grounds of gender, racial or ethnic origin, disability, religion or belief, age, and sexual orientation, including attention to accessibility for persons with disabilities			

This Declaration is made for the benefit of the Contracting Authority

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future Applications and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	

SECTION B - WEIGHTED CRITERIA

B1 Previous Experience – Lot 1 Employment Support for Displaced People

Weighting: 50% (Maximum 5000 points)

Minimum requirement to remain eligible in the competition: 2,500 points.

ALL THE CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Applicants must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply Employment Support for Displaced People services for Lot 1 if their application is successful. In order to demonstrate that the Applicant meets this criterion please provide the following:

Details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Applicant's experience in successfully delivering Employment Support Services demonstrating the specific requirements set out below. Each reference contract must relate to services delivered **within the 60 months prior to the deadline for submission of Applications**. Reference contracts outside this timeframe will not be considered.

At least one of the three (3) reference contracts must²:

- I. Relate to the provision of Employment Support Services for Displaced People.

Applicants must use the table format below for their answers and must respond to each element of the table.

Applicants must provide sufficient information to enable the Contracting Authority to evaluate whether all the requirements stated above have been met and whether the services have been successfully delivered. Name of firms / confidential data is not required, but the level of information provided should be such that it will enable the Contracting Authority to assess the suitability of the Applicants.

Applicant's response is limited to two (2) A4 pages per reference contract using the template below.

² Note to Applicants: (i), (ii) (iii) (iv) and (v) can be demonstrated by different reference contracts, but each of them must be demonstrated.

Lot 1 Employment Support for Displaced People – Contract No. 1		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: Employment Support for Displaced People. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		
Description of programme delivered		
Total number of participants trained over the entire contract duration		
Number of programmes delivered		
Duration and programme content/structure		

Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

Lot 1 Employment Support for Displaced People – Contract No. 2		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: Employment Support for Displaced People. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		
Description of programme delivered		
Total number of participants trained over the entire contract duration		
Number of programmes delivered		
Duration and programme content/structure		

Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

Lot 1 Employment Support for Displaced People – Contract No. 3		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: Employment Support for Displaced People. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		
Description of programme delivered		
Total number of participants trained over the entire contract duration		
Number of programmes delivered		
Duration and programme content/structure		

Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

B2 Relevant qualifications necessary for delivery of Employment Support for Displaced People

Weighting: 30% (Maximum 3000 points)

Minimum requirement to remain eligible in the competition: 1,500 points.

Applicants must submit CVs using the format below for each identified member clearly demonstrating their experience, skills and expertise to deliver Employment Support Services for Displaced People.

Resources proposed should demonstrate in their CV template below the following Employment Support for Displaced People requirement set out in Section 2.3.1 of the Invitation document.

Applicant's response is limited to two (2) A4 pages for the below CV template.

CV Template

Applicants should copy the format below and complete for each team member proposed.

CV for Team Member(s) Lot 1 Employment Support for Displaced People	
Name	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained) – please refer to Section 2.3 of the Invitation document.	
Detail experience, below, relevant to the Employment Support for Displaced People role, with examples of specific projects where the relevant experience has been gained and must demonstrate having worked in a leadership capacity in the nonprofit or allied for profit sector. Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	

B3 Understanding of Employment Support Services for Displaced People Required

Weighting: 20% (Maximum 2000 points)

Minimum requirement to remain eligible in the competition: 1,000 points.

Applicants are required to describe their understanding of the Employment Supports for Displaced People requirements, as set out in Section 2.3 of the Invitation document. Applicants must provide a comprehensive response detailing (but not limited) to the following:

- Understanding of the programme needs.
- How Applicants expertise will enable them to deliver the required services thereby enhancing the employment prospects of displaced people.

Applicant's response is limited to **three (3) A4 pages**, as set out above.

INSERT RESPONSE HERE

APPENDIX B – LOT 2 Provision of English Language Skills Courses for Displaced People

Panel Membership Application

The table below summaries the requirements for information for those interested in applying for membership of the panel for Lot 2. To apply, you are required to complete the Appendix B Application Form for Lot 2 below. If you are applying for both Lots you must complete a separate Appendix A Application Form for Lot 1.

Ref	Pass/Fail Criteria	Pass Requirement	
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.	
A2	Tax Compliance	Applicants must provide information regarding their tax compliance. Please note rules on tax compliance. Applications must complete the self-declaration (A3-A5)	
A3	Financial Standing	Confirmation that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	
A4	Insurance	Applicants must provide information regarding the insurances in place and are asked to note that the levels required must be in place for the firm(s) being awarded this contract. Applications must complete the self-declaration (A3-A5)	
A5	Declarations	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings and/or Declarations will be automatically disqualified.	
Ref	Weighted Criteria	Max points available	Min points required
B1	Previous Contracts	5,000	2,500
B2	Relevant qualifications necessary for delivery of English Language Courses for Displaced People Services	3,000	1,500
B3	Understanding of English Language Courses for Displaced People Services Required	2,000	1,000
TOTAL		10,000	n/a

Each of the selection criteria in Section B (i.e., B1, B2 and B3) will be scored using the following scoring system:

Scope	Meaning	Interpretation
90% – 100%	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80% – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70% – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60% – 69%	Good	A good response demonstrating suitable understanding offering assurance to client – well supported.
50% – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.
Less than 50%	Unacceptable	A poor response demonstrating limited to no understanding with insufficient or no details and a risk of non-delivery.

Applicants should note that if they do not achieve at least the minimum required mark (50% or more) or meet any other specified minimum requirements for any criterion (B1, B2 or B3) they shall be eliminated from the Competition.

Percentage (%) scores will be applied to the available marks for each criterion to generate final marks for each Applicant.

NOTE: As this competition relates to a Panel, those who fail in their application will be notified of the reasons and are fully entitled to re-apply having addressed the improvements needed.

SECTION A - PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.				

A1b Relying on the Capacity of other Entities (see Section 7.1 above for instructions)

Applicants can rely on the capacity of other entities. If the Applicant wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Section A of the PQQ must be completed by those parties, and the Prime Applicant must confirm that if successful that those other parties are available to deliver the services when required and may be required to co-sign the formal Services contract.

Is the Applicant a Prime Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	Yes		No	
--	-----	--	----	--

If yes, please provide the information below on the other parties in A1b and provide details below on the type of grouping e.g. consortium, joint venture, subcontracting etc.

Is the Applicant a party upon whom the Prime Applicant is relying upon as part of their application?	Yes		No	
--	-----	--	----	--

If yes please furnish a completed Section A of this PQQ to the Prime Applicant for submission

A1c Reliance on other Entities - Details and Contributions:

Name	Service to be delivered and/or criterion where Applicant is relying on their resources	Section A including all sub-sections completed			
		Y		N	
		Y		N	
		Y		N	

Confirmation that relevant information is provided for all entities upon whose capacity the Applicant is relying upon and their agreement to participate has been secured.

Y		N	
---	--	---	--

Self-Declaration Form (A2-A4)
A2 Tax Compliance

Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes	
	No	

Applicant Name:	
Tax Reference Number (PPSN):	
Access Number:	

Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes	
	No	

Registration Number:	
Certificate Number:	

Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	
	No	

A3 Financial Capacity

Minimum Turnover requirement under Lot 1 is €70,000 per annum and Lot 2: €100,000. If Applicants are applying for both Lots, they must have minimum turnover of the total minimum for both lots.	Yes	
	No	

A4 Insurances

Successful Tenderer(s) shall be required to hold for the term of the Contract the insurances in the below table:

I confirm, that if awarded a Contract under this Competition,

- (iii) I will, from the Effective Date of the Contract (as defined in the Contract) hold the types and levels of insurance as specified in the RFT.
- (iv) the territorial limits and jurisdiction of the insurance policies will include the Republic of Ireland and
- (iii) I am not aware of any exclusions, restrictions, conditions, or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above.

A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Contract.

The successful Tenderer will, during the term of the Contract, be required to:

- d) immediately advise the Contracting Authority of any material change to its insured status;
- e) produce proof of current premiums paid upon request;

produce valid certificates of insurance upon request.

Insurance Type	Level in place	Comments (if any)	
Employer Liability (not required for sole trader)	€13 million		
Public Liability	€6.5 million		
I confirm that I will provide the following promptly on request at any time: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		
	No		
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes		
	No		
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.			
Authorised Signatory:			
Name in Block Capitals:			
Position			

A5 DECLARATIONS

Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	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 that prior contract, damages or other comparable sanctions.		
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
		has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or	
2.1i	has undertaken to:		

	- unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future Applications and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

SECTION B - WEIGHTED CRITERIA

B1 Previous Experience – English Language Courses for Displaced People

Weighting: 50% (Maximum 5000 points)

Minimum requirement to remain eligible in the competition: 2,500 points

ALL THE CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Applicants must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply Business English Language Courses for Displaced People services for Lot 2 if their application is successful. In order to demonstrate that the Applicant meets this criterion please provide the following:

Details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Applicant's experience in successfully delivering **English Language Courses for Displaced People** demonstrating the specific requirements set out below. Each reference contract must relate to services delivered **within the 60 months prior to the deadline for submission of Applications**. Reference contracts outside this timeframe will not be considered.

At least one of the three (3) reference contracts must³:

- I. Relate to the provision of a English Language Courses for Displaced People service in the nonprofit sector or allied for profit sector.

Applicants must use the table format below for their answers and must respond to each element of the table.

Applicants must provide sufficient information to enable the Contracting Authority to evaluate whether all of the requirements stated above have been met and whether the services have been successfully delivered. Name of firms / confidential data is not required, but the level of information provided should be such that it will enable the Contracting Authority to assess the suitability of the Applicants.

Applicant's response is limited to two (2) A4 pages per reference contract using the template below.

³ Note to Applicants: (i), (ii) (iii) (iv) and (v) can be demonstrated by different reference contracts, but each of them must be demonstrated.

Lot 2 English Language Courses for Displaced People – Contract No. 1	
Title of Contract	
Recipient of services	
Contract Start Date	
Contract Finish Date (if applicable)	
Contract Value excluding VAT	
Contract reference	Name
	Address
	Telephone
	Email
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: English Language Courses for Displaced People Services. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role	
Description of programme delivered	
Total number of participants trained over the entire contract duration	
Level/Standard of programme delivered (as per Section 2.4.3)	
Number of programmes delivered	

Duration and programme content/structure	
Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

Lot 2 English Language Courses for Displaced People – Contract No. 2		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: English Language Courses for Displaced People Services. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		
Description of programme delivered		
Total number of participants trained over the entire contract duration		
Level/Standard of programme delivered (as per Section 2.4.3)		

Number of programmes delivered	
Duration and programme content/structure	
Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

Lot 2 English Language Courses for Displaced People – Contract No. 3		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: English Language Courses for Displaced People Services. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		
Description of programme delivered		
Total number of participants trained over the entire contract duration		
Level/Standard of programme delivered (as per Section 2.4.3)		

Number of programmes delivered	
Duration and programme content/structure	
Method of delivery whether in-person, online or blended.	
Details of number of trainers / sub-contractors involved in programme delivery	
Further information deemed relevant to support the comparability of this contract to the needs of the Contracting Authority.	

B2 Relevant qualifications necessary for delivery of English Language Courses for Displaced People**Weighting:** 30% (Maximum 3000 points)**Minimum requirement to remain eligible in the competition:** 1,500 points

Applicants must submit CVs using the format below for each identified member clearly demonstrating their experience, skills, and expertise to deliver English Language Courses for Displaced People services.

Resources proposed should demonstrate in their CV template below the following English Language Courses for Displaced People services requirement set out in Section 2.4 of the Invitation document.

Applicant's response is limited to two (2) A4 pages for the below CV template.

CV Template

Applicants should copy the format below and complete for each team member proposed.

CV for Team Member(s)	
Name	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained) – please refer to Section 2.4 of the Invitation document.	
Detail experience, below, relevant to the English Language Courses for the migrant services sector, with examples of specific projects where the relevant experience has been gained and must demonstrate having worked in a training capacity in the nonprofit or allied for profit sector. Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	

B3 Understanding of English Language Courses for Displaced People Services Required**Weighting:** 20% (Maximum 2000 points)**Minimum requirement to remain eligible in the competition:** 1,000 points.

Applicants are required to describe their understanding of the English Language Courses for Displaced People Requirements, as set out in Section 2.4 of the Invitation document. Applicants must provide a comprehensive response detailing (but not limited) to the following:

- How Applicants expertise will enable them to deliver the required English Language Courses services thereby enhancing the social interaction, inclusion, and employment prospects of displaced people.
- How Applicants currently uphold and promote EST + Horizontal Principles and how they plan to continue this within the services to be delivered.

Applicant's response is limited to **three (3) A4 pages overall under this criterion.**