

**Request for Tender (RFT) for Inclusion on the Trainer
Panel for Galway Rural Development [GRD]
2025 to 2028**

February 2025

1. INTRODUCTION

Established in 1994, Galway Rural Development [GRD] is one of the Local Development Companies (LDCs) in Ireland delivering a range of EU and national programmes.

GRD administers the LEADER, the Social Inclusion and Community Activation Programme (SICAP), the Rural Social Scheme (RSS), TÚS, Workability, Empowering Communities, Parent Child+ and other smaller programmes funded by the Department of Rural and Community Development and HSE. GRD also acts as a sponsor of a Community Employment Scheme providing maintenance work for local communities and clerical and administrative support. Further Information is available on <http://www.grd.ie>

The objective of this request for tender (RFT) is to establish a panel of qualified trainers, from which companies will be selected for contract award for delivery of various training programmes to Galway Rural Development (GRD) once specific needs arise.

The categories of training expected to be run over the duration of the panel are outlined in **Appendix 1 – Specification of Requirements**, from March 2025 to 31st December 2028.

It is important to note that inclusion on this panel does not guarantee a contract to deliver training for the GRD.

Applications will be accepted throughout the lifecycle of the Panel & all unsuccessful applicants are invited to re-submit an application that meets the minimum requirements at any time during the currency of the panel.

2. INSTRUCTIONS TO TENDERERS

- In submitting the proposal, tenderers must respect all instructions, forms and terms and conditions contained in this RFT. Failure to submit all required information within the specified format may lead to rejection of the tender.
- Applicants are required to clearly indicate the Category [s] they are tendering for in their application.
- Applicants are required to provide information as detailed in **Appendix 2 Tender Response Document** and below. *No other format will be accepted*. Failure to comply with the requirements will result in your application being considered inadmissible.
- The criteria and rules outlined as set out below are assessed on a pass/fail basis. Only applicants passing all the criteria below will be admitted to the panel. Therefore, applicants should ensure that they provide detailed information at **Appendix 2 Tender Response Document** in respect of all aspects of the requirements as stated. This will enable GRD to assess fully the extent of their offers.

Applicants Details

[PASS REQUIREMENT *essential to be admitted to the panel*]

In Appendix 2 provide contact and general information on the applicants' business – entity name, address and contact details for individual responsible for this application and entity overview.

Previous Experience

[PASS REQUIREMENT *essential to be admitted to the panel*]

A comprehensive Appendix 2 must be submitted *by all proposed service delivery personnel and demonstrate:*

- **Relevant Experience¹** - Information clearly demonstrating 2 previous examples within the last 3 years which shows capability to deliver the required training . If you can clearly demonstrate your experience across a number of different Categories in one of the references provided, this will be acceptable. These details may be used for reference purposes and checks may be made without any further contact with applicants.

Qualifications

[PASS REQUIREMENT *essential to be admitted to the panel*]

A comprehensive Appendix 2 must be submitted by all proposed service delivery personnel and list:

- **Qualifications** - Relevant training and technical qualifications and/or third level qualifications or equivalent are desirable but not essential. Note that copies of relevant qualifications must be provided to GRD should a trainer be awarded a contract.

Tax and Insurance

[PASS REQUIREMENT *essential to be admitted to the panel*]

Complete Appendix 2 confirming the following;

- **Tax** - Confirmation that the Applicant is fully tax compliant.
- **Insurance** –Relevant insurances as required [e.g. Professional Indemnity level of €300,000, Employer and Public Liability as required]. Indemnifying the LCDC and the Local Authority from and against all and any losses, claims, demands, damages or expenses which the LCDC and/or the Local Authority may suffer in the course of this work is a pre-condition and mandatory requirement for contract award.

Declarations

[PASS REQUIREMENT *essential to be admitted to the panel*]

At Appendix 2 confirm and includes declarations as below:

- **Article 20 of EU Council Directive 93/36/EEC Declaration** - Tenderers to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (co-ordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security. contributions) Tenderers are requested to declare that none of these circumstances apply to them.
- **Conflicts-of-Interest.** Any conflicts-of-interest involving a tenderer must be fully disclosed to GRD. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light. If no conflict of interest exists, tenderers must indicate this.

¹ **Relevant Experience** means relevant experience in delivering similar training

- **Child Protection Policy** - Applicants must agree to complete GRD Garda Vetting as per GRD's Child Protection Policy and as detailed at section 4.
- **Data Protection** – applicants must agree to GRD Data Protection rules

The Contracting Authority is entitled but not obliged to seek clarification of tenders in the course of the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted. To assist in finalising the tender evaluation selected tenderers may be invited to clarification meetings with the Contracting Authority. Tenderers will be informed as soon as is practically possible with regard to the proposed date for these meetings.

NOTE: Applicants must be willing to provide evidence of all self-declared information within five (5) working days of request, requests will be made prior to any award decision. If the evidence required is not provided by the deadline date, GRD reserves the right to eliminate the Applicant from the competition. Furthermore, Applicants should note that the provision of inaccurate or misleading information in this declaration may lead to exclusion from participation in this and future Panels.

Submissions - A digital copy of the application must be submitted by email ONLY to procurement@grd.ie **no other format will be accepted. *The panel is open for applications throughout its lifetime.***

Queries - Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the interests of equity for all tenderers, requests for additional information, clarification on the contents of this RFT and all other queries of substance) shall be made via e tenders messaging facility. Queries received over the phone or by email shall not be responded to. Responses to all queries received regarding this tender will be posted on the messaging facility on eTenders, making any additional information available to all interested parties.

3. DURATION AND AWARDING OF CONTRACTS

The panel will run for from March 2025 to 31st December 2028 . Tenderers can be selected for inclusion on the panel throughout its duration - it will remain open on e-tenders for this period.

To facilitate any further extensions the panel response deadline will be extended on e-tenders.

Operation of the Panel

Assignments under the categories will be allocated to contracts as follows:

- a) GRD will conduct a mini-tender competition subject to public procurement guidelines and company policy among relevant training panel members capable of delivering the services. The contract will be awarded on the basis of the most economically advantageous tender.
- b) Where the nominated trainer who is successful in the mini competition process is not available due to existing commitments then GRD will allocate the assignment to the 2nd ranking trainer from the mini competition process

4. ADDITIONAL INFORMATION

Additional Programmes and Other Requirements

As and when additional programmes arise over the life of the Panel, GRD will either award these programmes to the initial service provider identified to deliver the programme or identify the most appropriate service provider on the panel based on value for money, availability, reliability and quality of programme / trainer based on the specific needs and by reference to the original tenders.

Other Requirements which arise

GRD recognises that training and business needs are constantly evolving and this in turn may require changes to our training offerings. Where new training requirements are identified, GRD may run a mini tender among the most suitable panel members based on changing needs emerging and by reference to the original tenders.

GRD reserves therefore the right to run a mini-tender competition for additional training programmes falling within the scope of this contract at all times.

Right to Tender outside of the Panel - The Contracting Authority intends to use the Panel for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the Panel for the procurement of any requirement without reference to the Panel Members. Admission to a Panel does not guarantee the award of any contract to any economic operator, nor does it give the member[s] the right to be consulted in respect of any contract.

Termination of Panel and Contracts Awarded - The Contracting Authority reserves the right at its sole discretion to terminate any contract where circumstances outside its control, render the commercial arrangement uncompetitive. It also reserves the right to terminate this contract award process any time

at its sole discretion and will not be responsible for any costs incurred by applicants in the tendering process.

Tender Format and Delivery. Tenders must be completed in accordance with the format specified in **Appendix 2 Tender Response Document**. Incomplete tenders or tenders that do not follow the prescribed format will be rejected.

Confidentiality and Intellectual Property. GRD requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

Freedom of Information Act. GRD will endeavour to hold confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act. Should the tenderer wish that any of the information supplied in this tender not be disclosed because of its sensitivity, the tenderer should, when providing the information, identify the sensitive information and specify the reason for its sensitivity. GRD will consult with the tenderer about this sensitive information before deciding on any Freedom of Information request received.

If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

Data Protection. A contractor is defined as a *Data ‘processor’ i.e. a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller i.e. GRD*. Responsibilities of Data Processors under the Data Protection legislation is outlined in the contract. Applicants must agree to GRD Data Protection rules.

Child Protection. The delivery of training or programmes involving youth require Garda Vetting in compliance with GRD’s Child Protection Policy. Tenderers who are successful for inclusion on the panel to deliver youth related programmes will be required for their designated staff proposed to deliver the youth related programmes to complete GRD Garda Vetting as per GRD’s Child Protection Policy and Garda Vetting Policy. Having a criminal conviction does not mean you cannot apply for the training panel or for future tenders.

APPENDIX 1 - Specification of Requirements

Listed below are the training categories (1-9) and are examples of courses organised by GRD. Please feel free to express an interest in any other courses you can provide.

Category 1 - Legislation

Data Protection
Financial Policies and Procedures
Charities Governance

Category 2 – Information Technology

Social Media
Graphic Design
Website Design Basics
Digital Marketing
Basic IT skills
Video Making

Category 3- Health and Safety

Occupational First Aid
Fire Safety
Health and Safety
HACCP
Safe Pass
Patient Moving and Handling
Infection Prevention Control

Category 4 – Enterprise and Social Enterprise

Start Your Own Business
Growing Trading Income
Business Mentoring
Social Enterprise Mentoring
Social Enterprise Training

Category 5 – Labour Market Training

Security Guarding
Healthcare
Special Needs Assistant
Barbering
Barista Training
Bartending Training

1 Day Machine 360 Ticket
1 Day Dumper Ticket
Clean Pass
Small Engine Maintenance

Category 6- Life Long Learning

Upholstery
Gardening
Upcycling
Biodiversity
Living with Anxiety and Depression
Healthy Living
DIY
Beekeeping
Sewing

Category 7- Personal Effectiveness

Mindfulness
Personal Development
Yoga

Category 8- Community

Active Citizenship
Fundraising
Equality and Diversity
Committee Skills
Leadership Skills
Mediation and Group Dynamics
Community Event Planning
Community Group mentoring

Category 9- Skills

Wood Working
Fabrication
Metal Working
Stone Work
Tiling
Paving
Block Laying

Note:

- These courses may be run once, more than once or not at all, depending on the demand and availability of funding.
- Once a need for any of the above listed courses arises, GRD will follow the options as outlined in section 4 of this document.
- Tenderers may choose to tender for one, more than one or all of the above-mentioned training categories.
- Tenderers must clearly indicate which training categories they are tendering for, using the Tender Response Document enclosed in Appendix 2 and completing Appendix 3 which is provided in the Tender Response Document.
- In order for tenderers to be considered for selection it is important that they provide sufficient information on their skills and experience in Appendix 2.