

INVITATION FOR PANEL MEMBERSHIP

Title:	Establishment of Panel for the provision of Mentoring Services for Údarás na Gaeltachta client businesses
Contracting Authority:	Údarás na Gaeltachta
Procedure:	Panel under Restricted procedure as service comprises a Title III Service in accordance with Directive 2014/24/EU
Issue Date	20/06/2025
eTenders Resource ID	5953841
(Initial) Closing Date for Queries:	Friday 18 th July 2025 @17:00 (local time)
Contact for Queries	Questions and Answers facility on www.eTenders.gov.ie
Closing Date and Time for receipt of Completed Applications (for initial evaluation)	Wednesday 31 st July 2025 @17:00 (local time)
Submissions via:	eTenders postbox only – See Section 5.1 for details
Notes:	<i>Please note that information relating to this Questionnaire, including any clarifications and changes will be published on the Irish Government Procurement Opportunities Portal (www.eTenders.gov.ie). Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties. All queries must be made via the eTenders website.</i> <i>Please upload your response as a ZIP FILE to protect the integrity of the file names.</i>

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.

Candidates 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 Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

Please note that in addition to this invitation to panel membership document, the following documents form part of the tender documentation:

- Appendix 1 –Response Document (**this document and format must be used for responding to this Invitation to panel membership**)
- Any Clarification documents issued by the Contracting Authority during this qualification period. Candidates must ensure they regularly monitor eTenders and review any Clarification documents published.

1. About the Contracting Authority

1.1. The Contracting Authority

Údarás na Gaeltachta is the regional development authority with responsibility for the economic, social and cultural development of the Gaeltacht with the overall objective of maintaining Irish as the communal language of the region. The organisation, which has a staff complement of circa 100 people, has its Headquarters in Na Forbacha, County Galway and regional offices in Gaoth Dobhair, County Donegal, Daingean Uí Chúis, County Kerry, Béal an Mhuirthead, County Mayo and Baile Mhic Íre, County Cork. It also has a substantial portfolio of industrial and office properties and business parks throughout the Gaeltacht regions. Further information can be obtained on our website (www.udaras.ie).

1.2. Small and Medium Enterprise participation

SMEs are free 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.

Candidates to the panel may include individuals / sole traders, 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.

Candidates 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.

If the application is from a consortium / joint venture, Candidates must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a Candidate is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. If successful in being appointed to 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 the Panel

2.1. Context

The Údarás na Gaeltachta mentoring programme is designed to support and guide early-stage entrepreneurs, start-ups, small and micro businesses and social enterprises as they progress through various stages of the business development life cycle.

The programme will match up the knowledge, skills, insights and entrepreneurial capability of experienced business practitioners / mentors with small business owner / managers and with social enterprise managers / directors who need practical and strategic one-to-one advice and guidance. The mentor contributes independent, informed observation and advice to aid decision-making to owner/managers/directors to help them tackle issues effectively and enable them to deal with future business challenges while also developing their skills and capabilities.

Mentors can provide support on specific areas of the business plan so as to identify, improve, develop and implement novel and innovative solutions to develop, sustain, scale up and adapt business processes or operational models in order to improve business development and growth potential.

Údarás na Gaeltachta development executives liaise directly with each client to identify the mentoring support required and to advise them of the best supports available to them and assist them in their application.

2.2. Scope of Requirements under the Panels

This competition relates to the establishment of a Panel for Mentoring Services.

Applications are invited from suitably qualified and competent service provider with the relevant experience, expertise and qualifications in areas described under Sections 3 below.

Appointees to the panel may be offered assignments as set out in Sections 3 below.

The Contracting Authority recognises that demands on mentoring services are continually evolving. When new or additional mentoring requirements arise within this or other Údarás na Gaeltachta programmes, over the lifetime of the Panel, the Contracting Authority may identify the most appropriate service provider within the Panels based on the previous experience, relevant qualifications and understanding of the mentoring services and having regard for the particular needs and requirements of those being mentored.

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

Mentoring assignments not assigned directly from the Contracting Authority must not be accepted by the Panel member and any such assignments will not be eligible for payment from the Contracting Authority. Mentors will be required to advise Clients that all requests for mentoring services must be referred directly to the Contracting Authority for consideration. Only assignments awarded by the Contracting Authority based on agreed Terms of Reference (TOR) will be eligible for payment. If a client business requires additional work outside of the TOR, such work will be the subject of a separate arrangement, including payment, between the mentor and the client business.

2.3. Numbers Admitted to the Panel

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

There will be an initial call for applications as per the dates set out on the title page of this Document 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.

2.4. Duration of the Panel

The panel will be established for six (6) years. Contracts may extend past the life of the panel. The panel will be continually open for access and will be re-advertised annually. Should the panel cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the panel.

2.5. Estimated value of the Panel

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases under the panel is in the region of €100,000 (excl. VAT) per annum.

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

2.6. Admission to the Panel

Admission to the Panel will also be subject to the Candidate passing all of the criteria on the basis of meeting all minimum qualifying requirements. Candidates who meet the minimum qualifying requirements will be placed on the panel subject to verification of self-declared information. Candidates 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:

- Informing the Contracting Authority if they have capacity issues e.g. dates conflict when approached for work as part of their membership of the panel.
- Informing 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.
- Providing the Contracting Authority with copies of the relevant insurances on the anniversary of their renewal.
- Informing the Contracting Authority if they have different hourly rates from those set out in this Document.

Note: Where a Candidate 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.

2.7. Awarding Contracts under the Panel

2.7.1 Stages in the Procedure

This is the first stage of the procedure (Qualification Questionnaire) whereby all interested parties may submit a response, but only those meeting the selection criteria (qualification and experience) will be deemed eligible for inclusion on the panel.

2.7.2 Awarding of contracts

Qualifying for the Panel does not constitute an award of a contract, nor does it indicate that any contract / assignment will be awarded. When assignments are identified over the duration of the Panel the Contracting Authority will ideally choose three (3) Panel Members for offer to the client, taking into account:

- Sectoral experience (by reference to the Application)
- Skills/Competency match
- Availability to meet delivery time
- Number of clients already assigned to the Panel Member
- Understanding of the geographical context of the mentored client

Once the client has identified their preferred Panel Member, the Panel Member will be approached and offered the assignment. Where they are not in a position to fulfil the requirement the next appropriate Panel Member will be contacted and offered the assignment. The Contracting Authority reserves the right to offer less than three (3) Panel Members to a client. On each occasion that an assignment is awarded to a Panel Member, the Contracting Authority and the Panel Member agree that the assignment shall be carried out in accordance with and subject to the Contract Terms and Conditions.

2.8. Use of this Panel and Right to Engage outside of the Panel

The Contracting Authority will use this Panel as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this Panel. Notwithstanding this fact, the Panel may be terminated in accordance with the agreement terms and conditions, a draft version which will be appended to the Application document.

The Contracting Authority also reserves the right to engage with individuals outside of the Panel for projects which involve particular specialisation

2.9. Reliance on the Capacity of other Entities

Candidates are reminded that they may rely on the resources of other entities in order 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.

A Candidate may, therefore, 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 “Lead Candidate”) who will carry overall responsibility for the performance of any assignments awarded irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member.

The Lead Candidate must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact person authorised to represent the Candidate 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 Lead Candidates relying on the capacity of other entities must:

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).

- a. Identify in the relevant Section of Appendix 1 as the Lead Candidate 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 the relevant Section of Appendix 1 the relevant 3rd parties upon whose capacity the Prime Candidate 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 the relevant Section of Appendix 1 including all subsections are completed and submitted for all relevant 3rd parties upon whom the Lead Candidate is relying on to meet criteria and/or deliver elements of the assignment, if awarded.
- d. In all applications, the Lead Candidate 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 the relevant Section of Appendix 1 of the Lead Candidate. 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 Candidate consists of a grouping of economic operators and the Candidate is subsequently successful at tender stage the Contracting Authority will require the members of the Candidate to enter into a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for the Candidate members' performance, etc. of the contract.

3. Detailed Requirements under the Panel

The requirement for this resource is primarily to assist the Contracting Authority to support and guide early-stage entrepreneurs, start-ups, micro businesses, small businesses and social enterprises as they progress through various stages of the business development life cycle via the provision of a Business Mentoring service.

Recipients of mentoring support will avail of between one (1) and five (5) sessions of mentoring support (each session from 1 to 3 hours duration) per agreed mentoring assignment.

The provider of mentoring services, through sharing their sectoral knowledge, business acumen, and extensive experience, will assist potential entrepreneurs, micro and social enterprises with their business development requirements.

Mentoring interventions should help strengthen the capacity of the owner/manager/director to grow their enterprise/service in a sustainable manner thereby developing the organisation's ability to maximise value, therein enhancing its potential within its selected markets.

Candidates should take due care and attention to the detailed service requirements set out in this section of this Invitation. Candidates should satisfy themselves that they have the ability, capacity and resources to carry out these services on behalf of the Contracting Authority. These services must be responsive and delivered to a high standard that meets the expectations of both the Contracting Authority and client, and the outcomes of each mentoring assignment will be duly assessed.

3.1. Role of the provider of mentoring services

The role of the provider of mentoring services (hereinafter also referred to as 'Mentors') is to share wisdom gained from experience and learning. The mentor's principal function is to listen and to ask questions. They help the clients explore their business goals, services and ideas for the future and to help them realistically appraise their current situation. As business plans develop, the role is to challenge and support the execution of the client's plans and to assist them to keep track of their objectives.

Providers of mentoring services are not encouraged to solve the problems for the client, rather to help clients develop the capability to solve their own problems. Responsibility for decision-making rests solely with the client.

The following tasks / activities may be requested, (this is not an exhaustive list): and mentoring of organisations may involve one or more of the following business topics:

- Marketing and Sales
- Business Planning
- Funding (start-up and operational funding and financial management)
- Corporate Governance and Management
- Financial Management
- Staff / human resources management
- Legal matters
- Impact measurement
- Communications
- Compliance / policy implementation
- Business development
- Digitalisation & related areas (effective use of social media / AI for business social enterprises etc

- Organisation development
- Green transition and related areas
- Supply Chain and Logistics
- Tendering / Preparation of Applications / Public Procurement
- Social Innovation and Social Enterprise
- Health and safety
- Other business topics/activities related to the categories above.

Functional Competencies/Characteristics of providers of mentoring services:

Providers of mentoring services appointed to the Panel by the Contracting Authority should possess the following functional competencies and skills:

- A minimum of five (5) years Business Mentor experience.
- Relevant knowledge of broad issues and opportunities facing micro-businesses, small businesses and social enterprises in Irish industry and services companies.
- Contemporary knowledge of business topics and issues facing micro-businesses, small businesses and social enterprises in Irish industry and services companies as outlined in the topics (and others) outlined above.
- Excellent administrative and presentation skills together with the ability to successfully organise and prioritise work.
- Sound judgment and good communication skills.
- Computer literacy with knowledge of relevant applications including but not limited to Microsoft Office, Google Docs, social media applications and relevant productivity applications.
- Competent networker.
- Knowledge of a Strategic Planning and Management Framework to assist the deployment of the Action Plan in a tangible and meaningful way.
- Mentoring skills and values such as
 - Empathy
 - Listening without judging / active listening
 - Critical Thinking
 - Creative Thinking
 - Relationship Building
 - Trust and respect

Additional Desirable Skills may include:

- The capacity to deliver a service as Gaeilge.
- Experience and knowledge of Social Innovation / Social Entrepreneurship.
- Working (or have worked) in a leadership capacity in the non-profit sector or allied for profit sector.

Mentors will be required to:

- Understand the part they, as a Mentor, play in contributing to the Contracting Authority's commitment to the delivery of a quality service to its client base.
- 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 business 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.

3.2. Mentoring Sessions (current guidelines)

Recipients of mentoring support will avail of between one (1) and five (5) sessions of mentoring support (each session from 1 to 3 hours duration) per agreed mentoring assignment.

Mentoring sessions are typically allocated in three-hour blocks, which may be delivered in one session or in hourly sessions. The current mentoring fee is €75 + VAT (if applicable) per hour.

This rate may increase over the lifetime of the panel.

Mentoring sessions will be delivered either through face-to-face / in person engagement or by virtual meeting on an online video meeting platform such as Zoom, Microsoft Teams, Google Meet etc. Mentors / clients may see additional value in a face-to-face / in person engagement, particularly in the first session.

Where mentor travel is necessary/adds value as part of a mentoring assignment, part of a return journey beyond a 40km radius of the mentor's location will be eligible for a travel allowance at a rate of 50c per km. (If, for example, the mentor's return journey is 150km, the travel expense which may be claimed would amount to €35 (70km @50cent per km).

Any travel undertaken as part of a mentoring assignment will be agreed in advance between the Mentor and the Contracting Authority.

Candidates admitted to the panel, will be required to attend a mandatory briefing session (not exceeding two (2) hours) on commencement of the panel and any additional briefing sessions required for the duration of this panel. These sessions will be virtual, and attendance will not be billable.

3.3. Application Process

Candidates must complete in full the Application in Appendix 1 in an editable format for **each proposed Mentoring staff member** clearly demonstrating their experience, skills and expertise to deliver mentoring services as set out in Section 3.1.

Individual Candidates and resources proposed must demonstrate in their response the **Functional Competencies/Characteristics of Mentors** set out in Section 3.1 above. Standalone CVs are not acceptable, only the CV templates in Appendix 1 must be used.

Candidates must note that should they propose multiple mentoring resources, the Contracting Authority reserves the right to choose which resources to appoint to the panel based on their individual profile and compliance with the minimum rules, noting that not all proposed members are guaranteed a place on the Panel.

3.4. Details of Contacts arising over the life of the Panel

Subject to the Contracting Authority's obligations at law, it may seek further services from Panel members, which are ancillary, related and similar to the initial panel, 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 Section 3.1 as appropriate,
2. The fees payable by the Contracting Authority to the Panel Member for any further services will be the relevant fee as set out in Section 3.2 above,
3. The term for the delivery of the services shall not exceed the Term as specified under the Panel Agreement.

4. Management of the Panel

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

The Candidate 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 4.5 below
- Quality and timeliness of service delivery/paperwork
- Feedback from participant organisations / mentoring recipients (staff and Board members)

Successful Candidates will be appointed to the Panel for a probationary period of twelve (12) months; during which time suppliers will be assessed based on the criteria outlined above. At the end of the twelve (12) months probationary period, the Candidate shall either be allowed to remain on the Panel if performance has been satisfactory or removed from the Panel if it has not and supplier shortcomings cannot be satisfactorily addressed.

When the Panel membership is continued, the Candidate shall be subject to a further review every twelve (12) months thereafter and membership will only be continued subject to satisfactory performance.

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

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

The Contracting Authority requires Candidates 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 Mentor 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.

NOTES:

#1 Candidates should note that contract management activities will be non-billable.

#2 The proposed Mentor may also undertake the role of Dedicated Contract Manager.

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 mentoring 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 5 working days of confirmation from the client organisation that they wish to work with them.
- On acceptance of an assignment, Panel Members must make contact with the client within a further 3 working days to confirm the Term of Reference (on the Contracting Authority's template) for the assignment for submission to the Contracting Authority for approval.
- Following completion of a Mentoring assignment, 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 locations

Mentoring sessions will be delivered either through face-to-face / in person engagement or by virtual meeting on an online video meeting platform such as Zoom, Microsoft Teams, Google Meet etc.

Mentoring sessions shall take place at times and locations convenient to the client.

4.3. Financing/Invoicing

Invoices shall be submitted by Panel Members on successful completion of each mentoring assignment. Invoices should be submitted electronically to a nominated email address within Údarás na Gaeltachta and ceannachain@udaras.ie within five (5) working days on completion of the assignment. All invoices must quote a Contracting Authority purchase order number, the name, contact details including address, the participating organisation and show VAT separately (where applicable). All invoices which do not quote the relevant information will be returned to the supplier. Panel Members will be required to submit their bank details to cuntas@udaras.ie in advance of payment for the first mentoring assignment.

Payment of invoices is subject to the submission of a satisfactory report of work undertaken in respect of each assignment.

5. Instructions to Candidates

5.1 Queries

An application means the submission by a Candidate 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 Candidates, 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 Candidates.

Requests for additional information and clarification on any matters must be made 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 Candidates who have noted their interest on the eTenders website.

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

5.2 Completing the Application

When completing the Application contained in Appendix 1 to this Document, Candidates 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 Candidates for entry to the Panel. In order to ensure that entry to the panel is fair and consistent to all Candidates, Candidates are instructed to respond to the technical questions by giving details of skill and experience, accurately, honestly and succinctly.

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

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

The Application must be completed as Gaeilge (in Irish) or in English. Where copies of original documents are provided in languages other than English or Irish, a complete and accurate Irish or English translation must 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 taken into account during the evaluation process.

Candidates 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 in order to enter into the contract.

Candidates are reminded that they may rely on the resources of other entities in order 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, Candidates 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 Candidate.

The Contracting Authority is not responsible for and will not be held liable for any expense or cost incurred or loss suffered by an Candidate 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 Candidate in participating in this process. Each Candidate 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.

5.3 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 is open for submission until the expiry date of the panel. However, it is the responsibility of Candidates to use the tender facility correctly, which includes taking responsibility for the safe delivery of the tender.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation. Candidates 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 initial closing date.

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

Candidates 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.
- 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 takes 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

In order to download all documents associated with a particular Call for Tender, Candidates 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 business 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 a tender without an electronic ESPD (European Single Procurement Document), a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



5.4 Opening and Evaluation of Applications

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

Applications will be opened in a closed meeting after the closing date for receipt of Applications in the presence of such persons as The Contracting Authority, at its absolute discretion, considers appropriate. Candidates will not be present at the opening of applications.

5.5 Clarification of Applications

While not being obliged to seek clarifications from Candidates, the Contracting Authority reserves the right, at its absolute discretion, to ask Candidates 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, Candidates 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.

5.6 Interference

Any effort by the Candidate 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 mentoring assignments shall result in their Application being disqualified / 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.

5.7 Inducement to Purchase

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

- (a) if the Candidate 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 of assignments from this panel or showing or forbearing to show favour or disfavour to any person in relation to obtaining work from this panel 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 Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

5.8 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 Euros (€).

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.

5.9 Conflict of Interest

Any conflict of interest involving an Candidate (or Candidates in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the Candidate 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 Candidate, 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 Candidate or invalidate an assignment, depending on when the conflict of interest comes to light.

5.10 Freedom of Information Act

Candidates should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. Candidates 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, Candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by Candidates, either in response to this request or while any assignment 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.

5.11 Tax Clearance Certificate

It will be a condition of all assignments that the successful panel member shall, for the term of such assignment(s), comply with all EU and domestic tax laws. Candidates are referred to www.revenue.ie for further information. Prior to the award of any assignment arising from membership of this panel, the successful Candidate 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.

5.12 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 entitled 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).

5.13 Irish Legislation and Law

Candidates should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Candidates must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering work awarded by The Contracting Authority.

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

5.14 Correction of Errors

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

- 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.

5.15 Change in the Composition of an Application

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

5.16 Notification of Evaluations

All Candidates 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 Candidates 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 six-monthly basis to announce the entrants to the panel.

5.17 Policy on Personal Debriefings

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

5.18 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.

5.19 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).

5.20 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".

5.21 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.

Progression to panel will be conditional upon identified Candidates 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 Candidate being deemed inadmissible for the panel but may apply again over the lifetime of the panel.

6. Privacy Notice / Údarás na Gaeltachta for Candidates (External Mentors) to the Údarás na Gaeltachta Mentoring Panel

Údarás na Gaeltachta (“we”, “us”, or “our”) understands the importance of protecting the privacy of your personal information. This Privacy Notice explains how we collect, use, and disclose personal information you provide to us. Údarás na Gaeltachta is the data controller for your data for the purposes of the Irish Data Protection Act 2018, the General Data Protection Regulation (GDPR). We can be contacted at acs@udaras.ie

Established in 1980, Údarás na Gaeltachta is the regional authority responsible for the economic, social and cultural development of the Gaeltacht. The overall objective of Údarás na Gaeltachta is to ensure that Irish remains the main communal language of the Gaeltacht and is passed on to future generations. We endeavour to achieve that objective by funding and fostering a wide range of enterprise development and job creation initiatives and by supporting strategic language, cultural and community based activities. We operate in accordance with the Údarás na Gaeltachta Act, 1979-2010 and the Gaeltacht Act 2012. Under the Gaeltacht Act 2012 “(3A) An tÚdarás may carry on, control and manage in the Gaeltacht in respect of the linguistic, cultural, social, physical and economic development of the Gaeltacht, such schemes, projects, programmes and facilities as it thinks fit.”

Scope This privacy notice applies to our personal data processing functions regarding identified or identifiable natural persons, including processing functions regarding clients, employees, suppliers and any other personal data processed by us from any source.

‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special categories of personal data are defined as personal data that disclose racial or ethnic origin, political opinions, religious or philosophical belief, trade union membership, genetic data and biometric data processed for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

Lawfulness, fairness and transparency We are undertaking a mentoring recruitment process for the purpose of setting up a panel of Mentoring Services for our clients. Údarás’s mentoring programme is designed to support and guide early stage entrepreneurs, start-ups and micro-enterprises at various stages of their business development lifecycle. We collect personal data relating to you when you submit your mentoring panel application form to us for this mentoring panel, or when we engage in background checks.

The personal data received will be processed in a lawful, fair and transparent manner regarding the data subject. The data is dealt with in accordance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation 2016 and in line with this privacy statement. Such information will be collected and processed fairly.

Purpose Limitation: Personal data will be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Your personal data will be retained only for as long as reasonably necessary for the purposes set out in this notice and if

required by applicable law. All personal details will be treated confidentially and all appropriate security policies will be implemented.

Legal Basis Údarás process all personal data lawfully and in accordance with the requirements of the law. The GDPR sets out the legal basis that must be in place before we process personal data. Processing in this instance is carried out on the basis of receiving consent Article 6(1)(a); and compliance with a legal obligation Article 6(1)(c) of the GDPR.

Data Protection Policy Údarás na Gaeltachta has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us. Full policy available [here](#).

Security: Data security is very important to us, and we are committed to protecting the security of the personal data you share with us or we otherwise process about you. In support of this commitment, we have implemented appropriate technical, physical and organisational measures to ensure a level of security appropriate to the risk. We have attempted to protect our servers by locating them in areas with security procedures, use of firewalls and implementing other generally available security technologies.

Your Rights: If you want to know what personal data we hold on you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). You have the right to correct, amend or have deleted your personal data in the event that it is inaccurate or has been processed incorrectly, or when the right to erasure applies. You can object to the processing of this data or request that the processing be restricted where it is based on our legitimate interest or consent. You may withdraw your consent where you have provided this. Your personal data is not subject to automated decision making.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Data Protection Commission in Ireland [Homepage | Data Protection Commission](#)
Address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28. Telephone: (01) 765 0100 / 1800 437 737 Email: info@dataprotection.ie

Contact Information: The Data Protection Officer, Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe, H91 TY22, Phone: +353 91 503100 email: acs@udaras.ie web: www.udaras.ie

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.

7. Qualification Questionnaire

The table below summaries the requirements for information for those interested in applying for membership of the panel. To apply, you are required to complete the Appendix A Application Form for Mentoring Services below.

Ref	Pass/Fail Criteria	Pass Requirement
1	General Information	Candidates must complete this section. If the Candidate is a consortium / collective / grouping, then a separate questionnaire must be completed for each group member. Please complete the Questionnaire Response Document (Appendix 1).
2	Self-declaration related to tax compliance, financial capacity and insurance	Candidates are required to complete a Self-Declaration Form. Candidates should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender. Please complete the Questionnaire Response Document (Appendix 1).
3	Declaration of Bona Fides, Statutory Obligations, Art. 5K Regulation 2022/576/EU, and GDPR Declarations	Candidates must complete, sign and date this Declaration. Non-compliant Candidates under any of the headings and/or Declarations will be automatically disqualified. Please complete the Questionnaire Response Document (Appendix 1).
4	Acceptance of the Contract Terms and Conditions	Candidates are required to declare that they have read and accepted the Contracting Authority's Contract Terms and Conditions as included in Appendix 2, which will apply to all contracts that will be drawn down from the Panel. Should there be any areas of concern and/or observations regarding the Terms and Conditions, Candidates are required to highlight them as part of their application. Please complete the Questionnaire Response Document (Appendix 1).
5	Previous Mentoring Experience	Candidates must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply mentoring services if their Application is successful. In order to demonstrate that the Candidate meets this criterion, please provide details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Candidate's experience in successfully delivering mentoring services as set out in section 2.3.1 of the tender document. Each reference contract must relate to services delivered within the 60 months (i.e. 5 years) prior to the deadline for submission of Applications . Reference contracts outside this timeframe will not be considered. The contracts listed should be chosen to demonstrate the firm's skills, efficiency, experience and reliability in the relevant areas of expertise. In completing the table for the reference contracts, Candidates must provide sufficient information to enable the Contracting Authority to assess whether the services have been successfully delivered, and their comparability to the requirements of this contract.

		Please complete the Questionnaire Response Document (Appendix 1).
6	Relevant qualifications necessary for the delivery of Mentoring Services	Candidates must submit CVs using the format included in Appendix 1 for each identified member, clearly demonstrating their experience, skills and expertise to deliver mentoring services. The resources proposed should demonstrate in their CV template included in Appendix 1 the Mentoring requirement set out in Section 3.1 of the Invitation document. The Candidate's response is limited to five (5) A4 pages for the CV template. Candidates must note that should they proposed multiple mentoring resources, the Contracting Authority reserves the right to choose what resources to appoint to the panel based on their individual profile. Please complete the Questionnaire Response Document (Appendix 1).
7	Understanding of Mentoring Services Required	Candidates are required to describe their understanding of the Mentoring Requirements, as set out in Sections 3 and 4 of the Invitation to panel membership document. Candidates must provide a comprehensive response detailing (but not limited) to the following: • How Applicants expertise will enable organisations (including social enterprises where relevant) to strengthen their capacity to grow in a sustainable manner thereby developing the organisations' ability to maximise value and enhance employment and growth potential. (max one (1) A4 page) • The Candidate's ability to rapidly build trust as a support driven professional within a (social) enterprise leadership and innovation context. Credible, empathetic, patient, inquisitive, analytical, challenging and questioning. Facilitating, personable and understanding, yet thorough and pragmatic. (max two (2) A4 pages) The Candidate's response is limited to three (3) A4 pages, as set out above. Please complete the Response Document (Appendix 1).

Other desirable requirements (not assessed on a pass/fail basis):

Ref	Desirable requirements	Description
8	Ability to provide services as Gaeilge	Candidates should clearly demonstrate their ability to deliver mentoring services as Gaeilge. PLEASE NOTE: This is not a pass/fail criteria. Lack of ability to deliver mentoring services, or aspects of mentoring services as Gaeilge, will not prohibit Candidates being appointed to the panel and will not necessarily prohibit panel members from securing mentoring assignments.

APPENDIX 1 – RESPONSE DOCUMENT

1. General information

Weighting: Pass/Fail		
Pass requirement: Candidates must complete this Section. If the Candidate is a grouping, then a separate questionnaire must be completed for each group member.		
Organisation Name:		
Contact Name:		
Position:		
Address:		
Telephone (Office):		
Telephone (Mobile):		
Email:		
Website:		
Companies Registration Number (or equivalent based on country of establishment)		
Country of Establishment if outside Ireland		
Date of Establishment:		
Legal Status (Company, Sole Trader, etc.):		
Please answers the following questions with 'Yes' or 'No':		
	Yes	No
1) Is the Candidate a Small and Medium-size Enterprise (SME) as defined in the European Commission's Recommendation 2003/361/EC ² ?	☐	☐
2) Is the Candidate a consortium / group of Economic Operators?	☐	☐
3) Is the Candidate a Lead Candidate acting on behalf of a group of economic operators regardless of legal form of grouping?	☐	☐
4) Is the Candidate relying upon another entity including sub-contractors to meet some/or all of the qualification requirements under the selection criteria?	☐	☐
5) Is the Candidate only relying on the other entity(s) to deliver services under the framework(s)?	☐	☐
6) Does the Lead Candidate confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?	☐	☐
Details of other parties:		
If the answer to any of the above questions 4 and 5 is 'Yes', full details of the other parties relied upon must be provided below by the Lead Tenderer. Please note that where this entity is being relied upon, this must be clearly identified, where relevant, throughout the Tender Response.		
Please detail the contributions of other parties:		
Name of Entity	Selection criterion where Candidate is relying on their resources to qualify:	Check the box to confirm the

² SMEs are enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million.

	<i>and/or</i> Service to be delivered by third party:	third-party is clearly identified throughout the response
		☐
		☐
		☐

2. Self-declaration related to tax compliance, financial capacity and insurance

Weighting: Pass/Fail

Pass Requirement: Candidates must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

2.1 Tax compliance

Choose any of the options below:

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	Yes	No
	☐	☐
To this end, please confirm:		
Candidate's Name:		
Candidate's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ³)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

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
	☐	☐

³ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

2.2 Financial capacity

Please confirm the following by checking the relevant box ('Yes'/'No'):		Yes	No
I confirm that, <u>if required</u> , I will supply evidence of financial standing, by way of auditor's letter, ensuring the Candidate party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.		☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 . Please note the Contracting Authority reserves the right to test turnover against value of the contract at tender stage.			
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022	
€	€	€	
Month end (e.g. July):	Month end (e.g. July):	Month end (e.g. July):	

2.3 Insurances

Insurance types and minimum required levels:

- Employer's Liability (not applicable to sole traders): €13 million
- Professional Indemnity: €500 thousand

I confirm that we have the following insurances in place:

Insurance Type:	Level in place	Details of Excess	Expiry Date
Employer's Liability (not applicable to sole traders)	€		
Professional Indemnity	€		

Please confirm the following:

	Yes	No
If you are using third parties for delivering the services, please confirm they are insured:	☐	☐
I confirm that we will provide the following promptly on request at any time prior to the award decision being made: • Evidence of insurances in place, or • Letter from Insurance Broker confirming that the required levels could be put in place if successful	☐	☐
I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, we will be in a position to put the required forms and levels of insurances required in place promptly.	☐	☐

Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Signed:

Position:

Date:

3. Declaration of Bona Fides, Statutory Obligations, Art. 5K of Regulation 2022/576/EU, and GDPR Declarations

Weighting: Pass/Fail Pass requirement: Candidates must complete, sign and date these Declarations. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading. Note: <u>This must be completed by each group member.</u>			
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).			
Please check the relevant box (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?	Yes	No
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 2.1a to 2.1i will be excluded.

Please check the relevant box (Yes/No):

2.1	Have any of the following situations applied, within the past three (3) years, or currently apply, to your organisation?	Yes	No
2.1a	The Economic Operator 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	The Economic Operator 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	The Economic Operator is guilty of grave professional misconduct which renders its integrity questionable;	☐	☐
2.1d	The Economic Operator has entered into agreements with other Economic Operators aimed at distorting competition;	☐	☐
2.1e	The Economic Operator 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	The Economic Operator 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	The Economic Operator 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	a. The Economic Operator 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 b. The Economic Operator has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or	☐	☐
2.1i	The Economic Operator has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the tenderer 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 regarding Statutory Obligations			
Please check the relevant box (Yes/No):			
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)			
In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – Regulation 2022/576/EU, 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.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration regarding compliance with European General Data Protection Regulation (GDPR)			
Please check the relevant box (Yes/No):		Yes	No
I declare to comply with Privacy and data protection requirements of the (EU) General Data Protection Regulation (GDPR) No. 679/2016.		☐	☐
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 tenders and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

4. Acceptance of the Contract Terms and Conditions

Weighting: Pass/Fail

Pass Requirement: Candidates are required to declare that they have read and accepted the Contracting Authority's Contract Terms and Conditions as included in Appendix 2, which will apply to all contracts that will be drawn down from the Panel. Should there be any areas of concern and/or observations regarding the Terms and Conditions, Candidates are required to highlight them as part of their application.

Please declare by ticking 'Yes' or 'No':	Yes	No
I declare that I have read and accept the Contracting Authority's Contract Terms and Conditions as included in Appendix 2:	☐	☐
Please insert in the box below any areas of concern and/or observations to the Contract Terms and Conditions as included in Appendix 2:		
Name of Economic Operator:		
Authorised Signatory:		
Name in Block Capitals:		
Position:		

5. Previous mentoring experience

Weighting: Pass/Fail

Pass Requirement: Candidates must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply mentoring services if their Application is successful. In order to demonstrate that the Candidate meets this criterion, please provide details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Candidate's experience in successfully delivering mentoring services as set out in section 3 of the tender document. Each reference contract must relate to services delivered **within the 60 months (i.e 5 years) prior to the deadline for submission of Applications**. Reference contracts outside this timeframe will not be considered.

The contracts listed should be chosen to demonstrate the firm's skills, efficiency, experience and reliability in the relevant areas of expertise. In completing the table for the reference contracts, Candidates must provide sufficient information to enable the Contracting Authority to assess whether the services have been successfully delivered, and their comparability to the requirements of this contract.

Note #1: All required fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, tenderers must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.

Note #2: Where the Candidate is a grouping relying on the resources of others to meet the previous experience requirement, one of the projects must be from the third party identified above under Section 1 on general information.

Note #3: Candidates must note that they are to provide contact details for referees for each reference project. The Contracting Authority has the right to contact the referees to verify the information being provided, without further reference to the Candidate. It is the responsibility of Candidates to satisfy themselves that the nominated contact person is in a position to provide a reference if contacted by the Contracting Authority. Candidates should also note that the Contracting Authority may at its discretion contact all referees or referees for the Candidates that will be invited to tender only.

Note #4: The Contracting Authority may require supporting documentation to verify the details provided by the Candidate and Candidates must provide such supporting information without delay when requested by the Contracting Authority. However, where the Candidate is unable, for a valid reason, to provide the requested documentation, the Candidate must inform the Contracting Authority of the reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, that they have the required capacity to deliver the services.

Note #5: Candidates must note the Contracting Authority may deem a Candidate inadmissible based on the feedback received from the referees indicated in the application, where applicable.

Reference Contract #1

Referee's details:	Contact Name:	
	Address:	
	Phone:	
	Email:	
Name(s) of Mentors used:		
Mentoring Assignment:		
Recipient of services:		
Assignment Start Date		

Assignment Finish Date (if applicable)	
Contract Value / Hourly Mentoring Rate charged (or range if precise contract value is confidential and cannot be disclosed):	
The contract value above refers to the following period:	
Role of the Candidate in the delivery of this Mentoring Assignment:	
Information in relation to % of contract the Lead Candidate was responsible for:	
If third parties were involved, are they party to this application?	☐ Yes ☐ No
Insert name(s) of third party/parties (if applicable):	
Outline the role of third parties on the contract:	
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 noted above, please provide information demonstrating comparability with the requirements of the Panel being developed under this procurement: Mentoring 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. The description must reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.	

Candidate's response:

Reference Contract #2		
Referee's details:	Contact Name:	
	Address:	
	Phone:	
	Email:	
Name(s) of Mentors used:		
Mentoring Assignment:		
Recipient of services:		
Assignment Start Date		
Assignment Finish Date (if applicable)		
Contract Value / Hourly Mentoring Rate charged (or range if precise contract value is confidential and cannot be disclosed):		
The contract value above refers to the following period:		
Role of the Candidate in the delivery of this Mentoring Assignment:		
Information in relation to % of contract the Lead Candidate was responsible for:		
If third parties were involved, are they party to this application?		☐ Yes ☐ No
Insert name(s) of third party/parties (if applicable):		
Outline the role of third parties on the contract:		
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 noted above, please provide information demonstrating comparability with the requirements of the Panel being developed under this procurement: Mentoring 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. The description must reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.		

Candidate's response:

Reference Contract #3		
Referee's details:	Contact Name:	
	Address:	
	Phone:	
	Email:	
Name(s) of Mentors used:		
Mentoring Assignment:		
Recipient of services:		
Assignment Start Date		
Assignment Finish Date (if applicable)		
Contract Value / Hourly Mentoring Rate charged (or range if precise contract value is confidential and cannot be disclosed):		
The contract value above refers to the following period:		
Role of the Candidate in the delivery of this Mentoring Assignment:		
Information in relation to % of contract the Lead Candidate was responsible for:		
If third parties were involved, are they party to this application?		☐ Yes ☐ No
Insert name(s) of third party/parties (if applicable):		
Outline the role of third parties on the contract:		
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 noted above, please provide information demonstrating comparability with the requirements of the Panel being developed under this procurement: Mentoring 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. The description must reflect what the Candidate actually did for the reference contract not what the Candidate might have done or could do.		

Candidate's response:

6. Relevant qualifications necessary for the delivery of Mentoring Services

Candidates must submit CVs using the format included in Appendix 1 for each identified member, clearly demonstrating their experience, skills and expertise to deliver mentoring services. The resources proposed should demonstrate in their CV template included in Appendix 1 the Mentoring requirement set out in Section 3 of the Invitation document.

The Candidate's response is limited to five (5) A4 pages for the CV template.

Candidates must note that should they proposed multiple mentoring resources, the Contracting Authority reserves the right to choose which resources to appoint to the panel based on their individual profile and compliance with the minimum rules, noting that not all proposed members are guarantee a place on the Panel.

CV Template

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

CV for Team Member(s) Mentoring		
Name		
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained) – please refer to Section 3 of the Invitation document.		
Detail experience, below, relevant to the mentoring role , with examples of specific projects where the relevant experience has been gained. 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.		
Summary of Work Experience / Career History		
Organisation	Title / Role(s)	Years Engaged in Role
Candidates should clearly state which mentoring topics they have expertise in, as outlined in Section 3.1 (Candidates can add additional relevant topics as they see fit).		
TOPIC	YES	NO
1. Marketing and Sales	☐	☐
2. Business Planning	☐	☐
3. Funding (start-up and operational funding and financial management)	☐	☐
4. Corporate Governance and Management	☐	☐
5. Financial Management	☐	☐
6. Staff / human resources management	☐	☐
7. Legal matters	☐	☐
8. Impact measurement	☐	☐
9. Communications	☐	☐
10. Compliance / policy implementation	☐	☐
11. Business development	☐	☐
12. Digitalisation & related areas (effective use of social media / AI for business social enterprises etc)	☐	☐
13. Organisation development	☐	☐
14. Green transition and related areas	☐	☐
15. Supply Chain and Logistics	☐	☐
16. Tendering / Preparation of Applications / Public Procurement	☐	☐
17. Social Innovation and Social Enterprise	☐	☐
18. Health and safety	☐	☐
19. Other business topics/activities related to the categories above.	☐	☐

Taking account of the Functional requirements outlined in Section 3.1 please respond to the items listed to demonstrate the competence of the proposed resource / team member.

7. Understanding of Mentoring Services required

Weighting: Pass/Fail

Pass requirement: Candidates are required to describe their understanding of the Mentoring Requirements, as set out in Section 2.3 of the Invitation document. Candidates must provide a comprehensive response detailing (but not limited) to the following:

- How mentoring interventions will help strengthen the capacity of the owner/manager/director to grow their business / enterprise / service / social enterprise in a sustainable manner thereby developing the organisations' ability to maximise value and enhance its potential within its selected markets. **(max one (1) A4 page)**
- The Candidates ability to rapidly build trust as a support driven professional within an enterprise leadership and innovation context by being credible, personable and understanding, empathetic, patient, inquisitive, analytical, challenging and questioning. **(max two (2) A4 pages)**

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

Candidate's Response:

8. Ability to provide services as Gaeilge

Desirable requirement: Candidates should clearly demonstrate their ability to deliver mentoring services as Gaeilge.

PLEASE NOTE: This is not a pass/fail criterion. Lack of ability to deliver mentoring services, or aspects of mentoring services, as Gaeilge, will not prohibit Candidates being appointed to the panel and will not necessarily prohibit panel members from securing mentoring assignments.

Candidate's Response: