



QUALIFICATION QUESTIONNAIRE

Panel for the Provision of Tour Guiding and Facilitation Services for Tours and Public Programme Events at the National Museum of Ireland (2025-2028)

Establishment of	A Panel for the Provision of Tour Guiding and Facilitation Services for Tours and Public Programme Events at the National Museum of Ireland – Education Department. The services comprise a Title III Service in accordance with Directive 2014/24/EU.
Procedure	Panel under a Restricted Procedure
eTenders Ref:	6305563
Stage	Qualification Stage
Issue Date	Thursday 14 th August 2025
Key Dates	Monday 15 th September 2025 See document titled 'Tour Guiding Panel Key Dates for Initial Round of Admissions'
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Note: Applications will be accepted throughout the lifecycle of the Panel at any stage.	
Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents.	

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1. Disclaimer

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

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.

2. Summary

Contracting Authority	National Museum of Ireland
Nature of Procurement	Tour guiding and event facilitation services. Position on the Guide Panel does not infer employment rights and at all times the Successful Candidates will be acting as independent suppliers of tour guiding services when carrying out Panel work. Appointment to the Panel will be confirmed by a letter of invitation. Being accepted to the Panel does not guarantee that you will be offered scheduled work during the duration of the Panel.
Procedure	Restricted Procedure – to establish a Panel of Providers of Tour Guiding and Facilitation Services
Stage in procedure	This is the first stage of this competitive procedure whereby any interested party may submit a response to this Questionnaire in order to be considered for inclusion on the Panel.
Selection Criteria	As contained in Appendix A to this Document.

3. About the Contracting Authority

The vision of the National Museum of Ireland is to be a place of sanctuary and surprise. The Education Department is a core part of the National Museum of Ireland and develops and

manages an exciting and engaging programme of activities for the public across our four museum sites. The education department creates spaces, both physical and conceptual, for engagement and dialogue with our visitors and communities - we do this as a department through our programming and also in collaboration with partners internally and externally. Through greater accessibility to our collections, and by offering unexpected and diverse public programmes we strengthen our audience's engagement with Ireland's cultural and natural heritage.

Further information is available at our website <https://www.museum.ie/en-ie/home>.

4. Scope of the Panel

The National Museum of Ireland (NMI) are currently seeking providers of tour guiding and facilitation services for tours and public programme events to support the work of the Education Department at The National Museum of Ireland sites, namely, the National Museum of Ireland – Kildare Street (Dublin), the National Museum of Ireland – Merrion Street (Dublin), and the National Museum of Ireland – Collins Barracks (Dublin) and The National Museum of Ireland – Turlough Park (Co. Mayo) and online.

Successful Candidates will deliver onsite tours and facilitate public programme events to our multi-generational audience which is often made up of tourists (domestic and international), school groups, community groups and families. Public tours are generally capped at 25 attendees, school tours are capped at 32 excluding leaders, and public events can range from 100 attendees onsite, to larger 500+ festivals and partner events. These numbers may vary from site to site. Tours and events are delivered on weekdays and weekends at our Museums onsite, in the grounds, galleries and learning spaces. Our “online programming” broadcasts from our museum spaces and is usually delivered Monday – Friday. The Education Department is inviting candidates with relevant expertise, experience and communication skills to apply to be part of the Panel. Candidates must complete all the relevant information in the Qualification Questionnaire.

Appointment to the Panel shall not be construed or have effect as constituting any relationship of employer and employee between a Successful Candidate and the NMI. Any invitation to supply guiding services offered to a Successful Candidate following appointment to the Panel will be on an independent supplier basis.

Appointment to the Panel does not enable a Successful Candidate to act as an agent of the NMI. A Successful Candidate shall not have any right or power whatsoever to contract on behalf of the NMI or bind the NMI in any way in relation to third parties unless specifically authorised to do so.

Appointment to the Panel shall not constitute a partnership or joint venture between the NMI and a Successful Candidate.

4.1 Programming of Tours and Events

The programming of tours and events is managed by the Education Department, with a view to scheduling regular tours and events Monday – Friday, and at weekends, during the opening hours of the NMI. Some programming will require presence onsite ahead and after events, tours, and open days and will be clearly stated on schedules ahead of these events.

Museum Opening Hours

- 10am-5pm on Tuesday to Saturday
- 1pm - 5pm on Sunday and Monday,
- Late Night Openings on Thursdays at specific times during the year.

In relation to the scheduling of tours, the Panel Members will be contacted with as much advance notice as possible. For regular tours this can be months in advance, but on occasion it may be within 72 hours. This may vary from site to site based on programming requirements.

Tours and events are scheduled both as one-off sessions and as part of regular routine programming.

Regular school and group sessions are often in the morning, but programming does occur in the afternoon. The set time required to be onsite varies as programming requires and is always specified in advance or on the roster schedule.

Panel Members engaged for tour guiding or facilitation services through the drawdown methods described in section 1.8, will be invited to and paid to attend routine training and briefing sessions. These are normally held 3 to 4 times a year, at which they receive guidance on any new themes or events and are compulsory to attend. Monitoring with review and feedback discussions are also carried out throughout the year.

4.2 Training

Training is provided at each NMI site around content, delivery to different audiences, and procedure. All Panel Members engaged to provide services are provided with detailed tour and event outlines, and additional information around the collections and topic area. Regular training and support will be provided to these Panel Members to provide tour guiding and facilitation services via the drawdown methods to enable them to deliver the tours and events run by the Education Department. All such Panel Members will be given the opportunity to shadow tours presented by Museum curators, educators and fellow Panel Members.

4.3 Categories

NMI is particularly interested in providers of tour guiding services and facilitators of events with skills and experience connected to communicating with different museum audiences as outlined in Section A2, and knowledge relating to the National Museum's collections in the following museum sites:

The National Museum of Ireland – Kildare Street (Dublin):

Archaeological practice and understanding, the Museum's Archaeological collections, general understanding of time periods from the Stone Age to Medieval Ireland.

The National Museum of Ireland – Merrion Street (Dublin):

Knowledge and understanding of natural history, natural heritage, and environmental education. National and international wildlife legislation and conservation policies and practices.

The National Museum of Ireland – Turlough Park (Co. Mayo):

Objects that explore rural life in Ireland, familiarity with Irish folklore and customs, and an understanding of the environment and outdoor learning.

The National Museum of Ireland – Collins Barracks (Dublin):

Decorative arts encompassing silver, ceramics, glassware, furniture, clothing, jewellery, coins, and design history. Knowledge of the military history collection and an understanding of Ireland's military and revolutionary past. Collections also explore the social history of Ireland.

4.3.1 About our Tours and Examples

Scheduled Public Tours – these routine tours are scheduled at specific times around our exhibitions and key themes for visitors and families

Calendar Tours – these regular themed tours for visitors and families are scheduled as programming for key festivals such as the ‘St Patrick’s Festival’ or Heritage Week

School Tours – this routine curriculum linked tours and workshops are for Primary and Post - Primary schools i.e. Seasonal nature tours, Revolutionary Women: Exploring Women’s roles in conflict in Ireland, Leaving Certificate Art History

Community and other specialist groups – groups often contact us asking us for tours – an example of this might be a local heritage group, group in Direct provision, or a group with additional access support.

4.3.2 About our Events and Examples

1. **Family Events** – these are a broad range of relaxed activities scheduled to target our family and multi-generational audience, examples of these include ‘Family Drop-in Sessions’ during school holidays such as at Halloween. These events often use a ‘Handling Collection’ of museum quality replicas for interaction and or a craft activity which the general audience can participate and engage with. The facilitation of these events will be led by the Panel Members with support from the Education Team.
2. **Other Events** – tours, performances and workshops are held for national events such as Culture Night and Science Week, these can consist of a variety of events including guided tours, performances, open days, lectures, displays and family craft events, at which Panel Members would support or facilitate in a variety of ways.

4.4 Numbers to be Admitted to the Panel

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

4.5 Duration of the Panel

The Panel will be in place for 3 years (subject to satisfactory performance, business needs and available budget). This Panel will remain open during this time and Candidates may apply at any time for inclusion on the Panel

4.6 Qualification Criteria for Admittance to the Panel

Admission to the Panel will be conditional on the successful candidate agreeing to the terms and conditions of the Panel. A copy of the T&Cs will be provided. All successful Candidates must provide evidence of tax compliance. An information session will be organised for successful Candidates and additional information is available in this documents Appendices.

Admission to the Panel will also be subject to the Candidate meeting all minimum qualifying requirements.

On receipt of an application, Candidates will be contacted to confirm receipt. As soon as possible a notification letter will issue to Candidates confirming either (a) their success in being admitted to the Panel, or (b) their failure to be admitted and the reasons for their rejection.

Unsuccessful Candidates are entitled to reapply at any time.

NMI reserves the right to seek updated information over the life of the Panel and to verify any aspect of their qualification prior to the award of any contract.

4.7 Appointment

Following evaluation, all Candidates assessed that meet the criteria will be appointed onto the Panel. Those successful, will have clarification meetings and training with the education department ahead of any scheduling as required by NMI. Successful Candidates will also be required to provide proof of Garda Vetting.

It will be a condition of award of contract that the successful Panel Member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Candidates are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Candidate may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, 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.

Successful Candidates shall be responsible for the payment of any Pay Related Social Insurance, Universal Social Charge, income tax, and any other form of taxation or social security cost in respect of payments made to them as a result of their appointment to the Panel and any work they carry out for the NMI as a result thereof. All successful candidates shall be responsible for ensuring that they are tax compliant with Irish Revenue for the duration of any engagement.

Successful Candidates will be required to indemnify the NMI against any liability, loss, damage, cost, claim or expense the NMI suffers or incurs as a result of any claims or actions against or involving the NMI relating to (i) Pay Related Social Insurance, Universal Social Charge, income tax, and any other form of taxation or social security cost in respect of payments made to a Successful Candidate and (ii) the Successful Candidate claiming or being found to be an employee of the NMI. These indemnities will be set out in full in the Letter of Engagement between the Successful Candidate and the NMI.

4.8 Awarding Contracts Under the Panel

Qualifying for membership of the Panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded.

1. Cascade

As part of the evaluation process, Candidates will be ranked based on the scores achieved. Please note that the cascade method will only be used in the following circumstances:

- Should the first placed Panel Member be unable to facilitate tours at the time and date required.
- If the Panel Member fails to respond to a request to facilitate tours after a calendar week.
- If the Panel Member ceases trading.

2. Direct drawdown

From time to time the National Museum may award a contract by directly drawing down for the approved Panel Members. This will be based on any one or more of the following considerations:

1. Specific expertise or knowledge
2. Specific language requirements
3. Preferred service or audience/ type
4. Availability at short notice, due to a late request from a visitor group etc.
5. Communication skills

Decisions to award a Panel Member under the direct drawdown method will be subject to decision and sign-off by at least two NMI staff members. See table A2 below for more information.

4.9 Response times to short notice requirements

Although NMI will have good foresight to tour guide requirements, on an odd occasion and due to illness, NMI might require a tour guide on site with the minimum amount of notice. To facilitate this, as part of the response candidates are required to provide details on the approximate time it will take them to arrive on site to conduct a tour.

4.10 Fees and Inclusive Rates

The fees are fixed rates for the duration of any contract awarded under the Panel.

Where adjustments are made to the fees these will be notified in advance and will be made with reference to the prevailing Consumer Price Index at that time.

NMI Freelance Panel Rates	
Half hour Delivery/ Event Assistance – assisting with set-up, admin, larger event	€ 15
Full hour Delivery/Event Assistance – assisting with set-up, admin, larger event	€ 30
1 Tour per day (1.5hrs from prep, delivery to tour report)	€ 45
2 Tours per day (over 3 hrs as prog schedule requires) or one family event/drop-in (with set-up & admin - 3 hours)	€ 90
2 Tours per day (3.5 hrs as per prog schedule requires)	€ 105
3 Tours per day (5 hrs)	€ 150
Full day Delivery/Event Facilitation (7 hrs)	€ 210
Bank Holiday - 1 Tour per day (1.5 hrs)	€ 67.50

Bank Holiday - 2 tours per day (3 hrs)	€ 135
Bank Holiday - 3 tours per day (5 hrs)	€ 225
Sunday Events (5 hrs)	€ 225
Full day Training (6 hrs)	€ 180
Half training day (3.5 hrs)	€ 105
Attending meetings or quarter day training (1.5 hours)	€ 45
Research and Planning full day - 7 hours	€ 210

4.11 Location of Services

Appointed Panel Members will be required to deliver services primarily at one of the National Museum of Ireland's sites, namely Kildare Street (Dublin), Merrion Street (Dublin), Collins Barracks (Dublin), and Turlough Park (Co. Mayo). While exploring broad and diverse topics and collections, each site specialises in a specific knowledge base. Panel Members will be located in the Museum site which best suits their individual skills, experiences and subject knowledge. Candidates are asked as part of the Questionnaire to designate the NMI site they wish to apply for. On occasion members of the freelance Panel of guides may be asked to support Outreach sessions which take place in other locations outside the Museum's site i.e. The National Ploughing Championship, National heritage festivals or events.

Please note as the Merrion site is currently closed, The Dead Zoo Lab will open at the Collins Barracks site and programming for the Natural History collections will be at the temporary exhibition at Collins Barracks.

Please note Panel Members may occasionally be requested to provide support at another NMI site for large scale events, National festivals and as programming requires. If requested to support at a new site, full training and support will be provided to ensure effective cross-site working.

4.12 Key dates for initial 2025 Tour Guiding Panel Submissions

Support / Information on how to Complete your Submission on the eTenders platform

Monday 25th August at 11am

We understand that filling out a response document might feel new or even a bit overwhelming—especially if this is your first time applying as a tour guide or facilitator to The National Museum of Ireland.

The team at the National Museum of Ireland have organised an online session where you can ask questions and get support. Our goal is to make the process as simple and straightforward as possible for you.

We're here to encourage and support you every step of the way.

If you would like to join the Support / Information Meeting on Monday 25th August at 11am, please email Educationarch@museum.ie in advance to receive the TEAMS Link

Closing date for initial 2025 Submissions

Monday 15th September at 12 noon

This is the date by which you need to complete the online submission and press SUBMIT. You will get a notification to say that your tender has been submitted. The team at the National Museum of Ireland are looking forward assessing your suitability.

Suitability and Notification Emails

Week of 22nd September

This week the team at the National Museum of Ireland hope to finalise the evaluation of the submissions we receive. We are so grateful to you all who have taken the time to apply. We anticipate being in a position to email you this week to let you know if your application has been selected and if you are being called for a clarification meeting.

Clarification Meetings with Tours Guides & Facilitators

Week of 29th September

The team at the National Museum of Ireland may like to meet you before accepting you onto our Panel of Tour Guides and Facilitators and it also gives you a chance to ask us some questions. We will have 'clarification meetings at a time that suits you during this week'. Our preference for these to be in-person meetings.

5. Instructions to Candidates

No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to Candidates.

5.1 Queries

All queries regarding this qualification questionnaire should be through the Questions and Answers facility on www.etenders.gov.ie. Please submit queries as soon as possible.

Process for submitting queries	Via www.etenders.gov.ie only
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In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

5.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire Candidates should note the following conditions:

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

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire 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, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, 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 Qualification Questionnaire if required.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

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 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.

Candidates for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.

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 Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires 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 pay for any expense or cost incurred or loss suffered by a 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 unless previously agreed in writing by the Contracting Authority. 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 and competition.

5.3 Submission of Applications

PLEASE REFER TO THE GUIDANCE PROVIDED IN THE ACCOMPANYING APPENDIX.

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

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

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

5.3.1 Accessing Documents

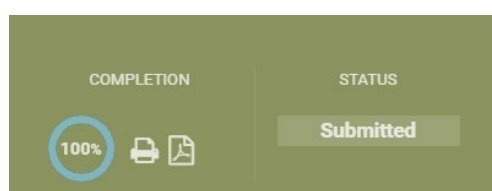
It is important to note that you must ensure you ASSOCIATE your company with this competition in the first instance. To do this you must do the following:

- (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 DPS Workspace
- (d) In the Show DPS Menu for the competition click on the “Expression of Interest” in the drop down menu
- (e) Complete the “Association with the DPS” tab
- (f) This will then provide you with a link to “Tender” under the Show DPS Menu

5.3.2 Submitting your Response

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



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Candidate to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline if they wish to be considered for the initial work to be awarded under the Panels. Applications that are received late or via other means **WILL NOT** be considered for the initial work to be awarded under the Panels.

5.4 Closing date for Applications

Applications will be accepted throughout the lifecycle of the Panel at any stage.

Candidates should take into account the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic postbox and a one-hour limit for upload. In order to submit a document to the electronic postbox, please note that you must click “Submit Response”.

It is the responsibility of the Candidate to ensure that their application is complete before upload.

NMI will not accept documents not received in compliance with the rules of the process.

5.5 Evaluation of Applications

An “Application” means the submission by a Candidate of a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

5.6 Clarification of Applications

NMI reserves the right, to ask Candidates for clarification or elaboration of their Applications to assist in evaluation.

5.7 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a 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 or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

5.8 Currency and Payment

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

A schedule of payments will be agreed with the successful Panel Member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

5.9 Conflict of Interest

Any conflict of interest involving a 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 a Candidate or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.10 Freedom of Information

Candidates should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage 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 contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of

Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.11 Tax Compliance

It will be a condition of award of contract that the successful Panel Member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Candidates are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Candidate may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, 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.

Successful Candidates shall be responsible for the payment of any Pay Related Social Insurance, Universal Social Charge, income tax, and any other form of taxation or social security cost in respect of payments made to them as a result of their appointment to the Panel and any work they carry out for the NMI as a result thereof. All successful candidates shall be responsible for ensuring that they are tax compliant with Irish Revenue for the duration of any engagement.

Successful Candidates will be required to indemnify the NMI against any liability, loss, damage, cost, claim or expense the NMI suffers or incurs as a result of any claims or actions against or involving the NMI relating to (i) Pay Related Social Insurance, Universal Social Charge, income tax, and any other form of taxation or social security cost in respect of payments made to a Successful Candidate and (ii) the Successful Candidate claiming or being found to be an employee of the NMI. These indemnities will be set out in full in the Letter of Engagement between the Successful Candidate and the NMI.

5.12 Irish Legislation and Law

Candidates should be aware that national legislation applies in other matters such as 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 contracts awarded to the Contracting Authority.

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

5.13 Change in the Composition of a Candidate

The Contracting Authority reserves the right, but is not obliged, to disqualify any Candidate that makes any change to its composition after submission of a Qualification Questionnaire. However, Candidates are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings. It should be noted that lead Candidate cannot submit under more than one application.

5.14 Notification of the Evaluation

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

- (a) Letter of Intent of admittance to Panel
- (b) Letter of Regret

Note: Unsuccessful Candidates may reapply at any time.

5.15 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.

5.16 Identification of Panel List

All Applications will be evaluated in line with the criteria and rules outlined in Appendix A. All Candidates meeting the minimum requirements will be appointed to the Panel.

5.17 Interference

Any effort to unduly influence the NMI shall have their Application rejected.



RESPONSE QUALIFICATION QUESTIONNAIRE

Panel for the Provision of Tour Guiding and Facilitation Services for Tours and Public Programme Events at the National Museum of Ireland (2025-2028)

Name of	A Panel for the Provision of Tour Guiding and Facilitation Services for Tours and Public Programme Events at the National Museum of Ireland – Education Department. The services comprise a Title III Service in accordance with Directive 2014/24/EU.					
Name of Applicant / Lead Applicant						
Email						
Contact Phone Number						
Application is made on behalf of:	One Individual		Multiple Individuals		If so, how many individuals	

Pass/fail criteria

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Candidate Summary	Candidates must complete this section indicating contact details..
A2	Location / Skills / Topic Selection	NMI has identified the locations and a variety of skills / topics which may arise over the life of the Panel. Candidates must complete <u>at least</u> three of the categories below marking as appropriate their skills/topics. For time onsite, please refer to section 1.9 of the Panel document.
A3	Tax Compliance	Candidates must be tax compliant or have applied for tax clearance which must be confirmed prior to admittance to the Panel
A4	Insurance	Candidates must be prepared to hold insurances, if required, to the level identified if they are awarded contracts under the Panel. They must complete the table providing information regarding the insurances in place and are asked to note that the following levels may be required for individuals being awarded contracts under the Panel.
A5	Declaration of Bona Fides	Candidates must complete, sign and date this Declaration. Non-compliant Candidates under any of the headings will be automatically disqualified.

A1. CANDIDATE SUMMARY TO BE COMPLETED

Candidates must complete this section indicating contact

Weighting: Pass/Fail only

Pass requirement: Candidates must complete this section. Every element below this line is to be completed for each proposed team member (if there are more than one).

Name	
Position / Title	
Address	
Telephone	
Email	
VAT Registration Number (if applicable)	
Company name, if applicable	
If you are proposing multiple individuals, please list all names and ensure that the appropriate sections are completed for each individual.	

NOTE: For a candidate proposing more than one team member, all relevant sections (A2, B1 & B2) must be completed for each team member.

A2. Location / Skills / Topic Selection

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: NMI has identified a variety of skills / topics which may arise over the life of the Panel. Candidates must complete at least three of the categories below marking as appropriate their skills/topics. For time onsite, please refer to section 1.9 of the Panel document.

Name:

Please mark at least one per category	Please rate as appropriate from 1 to 4, with '1' being the most preferred location and '4' the least preferred	*Approx. Time to arrive onsite
Preferred Location		
The National Museum of Ireland – Kildare Street (Dublin):		
The National Museum of Ireland – Merrion Street (Dublin):		
The National Museum of Ireland – Collins Barracks (Dublin):		
The National Museum of Ireland – Turlough Park (Co. Mayo):		
Qualification and/or demonstrable experience of: (please check the relevant boxes)		
Archaeological practice, theory and understanding	☐	
NMI – Kildare Street's archaeological collections	☐	
Leading and supporting formal and informal events for a variety of different audiences	☐	
Chronological understanding of time periods from the Stone Age to Medieval Ireland	☐	

Knowledge and understanding of natural history, natural heritage, and environmental education	☐
An understanding of national and international wildlife legislation and conservation policies and practices	☐
Knowledge of Irish social history, Irish folklore and customs	☐
An understanding of objects that explore rural life in Ireland	☐
Knowledge of decorative arts encompassing silver, ceramics, glassware, furniture, clothing, jewellery and coins	☐
Military history collection at NMI – Collins Barracks	☐
Understanding of Ireland's military and revolutionary past	☐
Preferred service type: (please check the relevant boxes)	
Scheduled Public Tours – these routine tours are scheduled at specific times around our exhibitions and key themes for visitors and families i.e. 'Museum Highlights Tour', 'The Vikings in Ireland Family Tour', 'Recovered Voices: Stories and Experiences of the Irish During World War One'. Generally capped at 25 attendees, site restrictions may differ.	☐
Calendar Tours – these regular themed tours for visitors and families are scheduled as programming for key festivals such as the 'St Patrick's Festival' or Heritage Week. Generally capped at 25 attendees, site restrictions may differ.	☐
School Tours – this routine curriculum linked tours and workshops are for Primary and Post - Primary schools i.e. Seasonal nature tours, Revolutionary Women: Exploring Women's roles in conflict in Ireland, Leaving Certificate Art History. Capped at 32 excluding leaders, site restrictions may differ.	☐
Community and other specialist groups – groups often contact us asking us for tours – an example of this might be a local heritage group, group in Direct provision, or a group with additional access support. Generally capped at 25 attendees, site restrictions may differ.	☐
Family Events – these are a broad range of relaxed activities scheduled to target our family and multi-generational audience, examples of these include 'Family Drop-in Sessions during school holidays such as at Halloween. These events often use a 'Handling Collection' of museum quality replicas for interaction and or a craft activity which the general audience can participate and engage with i.e. Drop-In Workshop: Ancient Board games of Viking and Medieval Ireland, STORYTELLING: Christmas Tales at Turlough Park. Wide range in scale with often up to and exceeding 100 participants over the duration of event	☐
Other Events – tours, performances and workshops are held for national events such as Culture Night and Science Week, these can consist of a variety of events including guided tours, performances, open days, lectures, displays and family craft	☐

events, at which Panel Members would support in a variety of ways. Wide range of capacities depending on space and location, can exceed 500+	
Ability to work with and preferred Audience type: (please check the relevant boxes)	
Adults	☐
Teens/Children	☐
Families and intergenerational groups	☐
Community Groups	☐
Schools Groups	☐
Neurodivergent Groups	☐
Languages able to deliver session tours in: (please check the relevant boxes and specify any further languages)	
English	☐
Irish	☐
French	☐
Spanish	☐
German	☐
Ukrainian	☐
Other (Please specify)	☐
Other (Please specify)	☐
Other (Please specify)	☐
Other (Please specify)	☐
Communication skills: (please check the relevant boxes)	
Excellent communication skills and confidence speaking to groups and communicating with multi-generational audiences	☐
Experience of leading formal or informal education sessions and events, working with different audiences, for examples: young people, community groups	☐
Proven experience and understanding of object-based learning	☐
Proven understanding of the diversity of access and inclusion needs	☐
Ability and skills to deliver online sessions to multiple audience types	☐

Good team working skills. Williness to participate in professional development training such as; event support, virtual learning, tech support	☐
Willingness to deliver as per NMI's policies for example; Child protection, Human remains, Photography, Disability policy, Gender policy, EDI policy	☐
Ability to work flexibly in an adaptive and varied role with attention to detail and the maintenance of high standards	☐
Any other relevant transferable skills or experience which align with the needs of the position	☐

A3. TAX COMPLIANCE

Weighting: Pass/Fail only

Pass requirement: Candidates must complete the table below providing information regarding their tax compliance. Please note rules on 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 ¹)	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
	☐	☐

¹ 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.

A4. INSURANCES DECLARED BY SELF-DECLARATION

Weighting: Pass/Fail only

Pass requirement: Candidates must be prepared to hold insurances, if required, to the level identified if they are awarded contracts under the Panel. They must complete the table below providing information regarding the insurances in place and are asked to note that the following levels may be required for individuals being awarded contracts under the Panel.

Insurance Type	Required Level
Employers Liability – <i>(Not required for Sole traders)</i>	€13m
Public Liability	€1m

INSURANCES

I confirm that we have the following insurances in place and/or will implement the insurances where mandated (the exact requirements will be evaluated by NMI on a case-by-case basis):

Insurance Type	Level in Place	Details of Any Excess	Expiry Date	
Employers Liability				
Public Liability				
I confirm that if successful, where the levels required under any contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly when requested.			Yes	No
			☐	☐

Please note that the Contracting Authority will seek to verify self-declarations regarding tax and insurance.

Signed:	
Position:	
Dated:	

A5. DECLARATION OF BONA FIDES

In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).

Weighting: Pass/Fail only

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

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

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		Please indicate your answer by marking 'X' in the relevant box	
		Yes	No
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;	☐	☐
1.1.b	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;	☐	☐
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;	☐	☐
1.1.d	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;	☐	☐
1.1.e	the subject of a conviction for money laundering or terrorist financing;	☐	☐
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;	☐	☐
Non-payment of taxes or social security obligations			☐
1.2 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?			
Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			
An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:		Please indicate your answer by marking 'X' in the relevant box	
		Yes	No
2.1.a	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;	☐	☐
2.1.b	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;	☐	☐
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;	☐	☐
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;	☐	☐
2.1.e	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;	☐	☐
2.1.f	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;	☐	☐
2.1.g	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.	☐	☐
2.1.h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of	☐	☐

	grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or	☐	☐
2.1.i	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.	☐	☐
Article 5K Declaration: EU regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine.			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that [enter name of Candidate] none of the exclusions specified in EU Regulation 2022/576 to any party associated with this application.	Yes ☐	No ☐
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:			
This Declaration is made for the benefit of the Contracting Authority			
Signed:			
Position:			
Dated:			

Weighted Criteria

REF	Weighted CRITERIA	Max pts.	PASS REQUIREMENT	Min pts.
B1	Relevant experience and/or demonstration of knowledge	7,500	Candidates must provide three (3) examples clearly supporting their choice of skills/topics by means of a precise response demonstrating their competence to be considered qualified for inclusion on the Panel under their skill/topic selection. A range of 200-500 words is required in narrating the relevant experience with specific reference to each skill/topic of choice. NMI will accept previous experience, relevant training undertaken by the candidate(s), the publication of a thesis, scientific paper or similar.	3,750
B2	Candidate CV(s)	2,500	Candidates must clearly support their choice of skills/topics by means of submitting a detailed a CV, detailing experience and any relevant education/ qualifications. This may be provided below or appended separately.	1,250
Total		10,000		N/A

Candidates should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B1) to (B2) in order to avoid elimination from the competition.

If more than one candidate is proposed, please duplicate the below as necessary, ensuring each candidate provides three (3) examples of previous experience.

Weighted criteria will be scored using the following baseline scoring system:

Score	Category	Description
90 – 100%	Exceptional	An exceptional response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

B1 Relevant Experience and/or Demonstration of Skills/Knowledge

Weighting: Max 7,500 marks; Min 3,750 marks

Requirements: Candidates must provide three (3) examples clearly supporting their choice of skills/topics by means of a precise response demonstrating their competence to be considered qualified for inclusion on the Panel under their skill/topic selection. A range of 200-500 words is required in narrating the relevant experience with specific reference to each skill/topic of choice. NMI will accept previous experience, relevant training undertaken by the candidate(s), the publication of a thesis, scientific paper or similar.

Name of Candidate	
Relevant Experience #1	
Title	[insert skill/topic in line with selection above]
Narrative to support your expertise to be below (200-500 words Max):	
<i>Candidate to insert narrative here:</i>	
Relevant Experience #2	
Title	[insert skill/topic in line with selection above]
Narrative to support your expertise to be below (200-500 words Max):	
<i>Candidate to insert narrative here:</i>	

Relevant Experience #3	
Title	[insert skill/topic in line with selection above]
Narrative to support your expertise to be below (200-500 words Max):	
<i>Candidate to insert narrative here:</i>	

B2 Candidate CV(s)

Weighting: Max 2,500 marks; Min 1,250 marks

Requirements: Candidates must clearly support their choice of skills/topics by means of submitting detailed a CV(s), detailing experience and any relevant education/qualifications. This may be provided below or appended separately.

Candidate's response: