



RE-ADVERTISEMENT FOR APPLICATIONS FOR PANEL MEMBERSHIP

Establishment of a Panel for	The Provision of Suitable Sites for Venue Hire for CMETB for various meetings, conferences, training sessions and award ceremonies
Duration of Panel	4 Years
eTenders Reference	6413821
Issue Date	29th August 2025
Closing Date for Queries	13th July 2026 at 12 noon
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of initial applications	20th July 2026 at 12 noon
Closing Date for Ongoing Applications (relevant to those who miss the initial deadline)	The panel will operate for a 4-year period and is open to applications throughout that period, it will be re-advertised on eTenders on an annual basis.
<i>Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie . Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.</i>	



Rialtas na hÉireann
Government of Ireland



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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.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 Summary

Contracting Authority:	Cavan and Monaghan Education and Training Board
Nature of procurement:	The establishment of a Panel for the provision of suitable sites for Venue Hire for CMETB for various meetings, conferences, training sessions and award ceremonies
Type:	Services

3 About the Contracting Authority

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training, youth work and a range of other functions. Formerly known as Vocational Education Committees (VECs) ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult, further education and training centres delivering education and training programmes, including 19 (former FÁS) training centres. There are 16 Education and Training Boards spread throughout the country with over 650 sites under their remit. The Chief Executive (CE) of each ETB carries out the executive functions of the ETB, including those in relation to procurement.

Education and Training Boards Ireland (ETBI), based in Naas, Co Kildare is the national representative association for ETBs. Its job is to represent ETBs and promote their interests. It also provides services to its members in areas such as Policy, HR/ IR, Corporate and Procurement & Reform. ETBI coordinates the **ETB Procurement Network**, which brings procurement personnel from the 16 ETBs together on a quarterly basis.

The Contracting Authority is an ETB responsible for the delivery of services in the following locations: Cavan and Monaghan

In 2013, the Education and Training Boards Act was enacted, providing for the establishment of 16 Education and Training Boards (ETBs) to replace the existing 33 Vocational Education Committees (VECs). The Cavan and Monaghan Education and Training Board (CMETB) was established as a result of this legislation, with the Monaghan office being designated as the head office and the Cavan office being given sub office status.

CMETB provides a comprehensive range of education services throughout Cavan and Monaghan and is the largest educational provider in counties Cavan and Monaghan. CMETB's educational and training provision includes second-level schools, further education colleges and a range of adult and further education centres delivering education and training programmes, Traineeships and Apprenticeships, Post Leaving Certificate Courses (PLCs), YouthReach centres, Outdoor Education, Prison

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Education, Arts Education and Youth Services.

Cavan and Monaghan ETB places learning and the learner at the heart of its educational provision

CMETB provides services to both counties Cavan and Monaghan by employing approximately 1,400 staff and providing full time education to over 13,000 students at second level and PLC and also learners in Adult Education.

The following schools/centres are currently under the auspices of CMETB.

Administration Offices	
Administration Centre	Market Street, Monaghan, Co. Monaghan
Administration Offices	Church View Square, Cavan
Post Primary Schools	
Ballybay Community College	Ballybay, Co Monaghan
Beech Hill College	Monaghan Town, Co Monaghan
Breifne College	Cootehill Road, Cavan
Castleblayney College	Castleblayney, Co Monaghan
Coláiste Oiriall	Monaghan Town
Dun an Rí College	Kingscourt, Co Cavan
Inver College	Carrickmacross, Co. Monaghan
Largy College	Clones, Co Monaghan
St Bricins College	Belturbet, Co. Cavan
St Mogue's College	Bawnboy, Co. Cavan
Virginia College	Virginia, Co. Cavan
Youthreach Centres	
Castleblayney Youthreach	Castleblayney, Co. Monaghan
Carrickmacross Youthreach	Carrickmacross, Co Monaghan
Cavan Youthreach	Moynehall, Cavan, Co. Cavan
Cootehill Youthreach	Cootehill, Co. Cavan
Monaghan Youthreach	Monaghan Town
Kingscourt Youthreach	Kingscourt, Co. Cavan
Institute of Further Education	
Cavan Institute	Cathedral Road, Cavan
Monaghan Institute	Monaghan Education Campus, Armagh Road, Monaghan

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Outdoor Education	
Tanagh Outdoor Education & Training Centre	Dartry, Co Monaghan
Theatre	
Garage Theatre	Monaghan Education Campus, Armagh Road, Monaghan
Adult & Community Education	
The Gatehouse	Monaghan Town
Monaghan Adult Education Services	Dún Mhuire, Mullaghmonaghan, Monaghan
Cavan Adult Learning Centre	Church View Square, Cavan
Community Education Office	Church View Square, Cavan
Cavan Further Education & Training Centre	

This is not an exhaustive list. As CMETB range of services develop all existing and new activities etc will be subject of this tendered service.

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4 Scope of the Service Required under the Panel

The Contracting Authority proposes to engage in a competitive process for the establishment of a panel from which it will source service providers for the provision of suitable sites for venue hire for various meetings, conferences, training sessions and award ceremonies etc.

4.1 Numbers Admitted to the Panel

There will be no restrictions to the number of applicants who can qualify for the panel. The Panel will be formed from successful applications and will run up until 20th July 2027. The Panel will be advertised annually. Service providers may apply at any time for inclusion on the panel.

4.2 Duration of the Panel

The duration of the panel will be four years, subject to satisfactory annual review of performance by the Contracting Authority, business needs and budgetary constraints.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the panel may extend beyond the date of expiry of the panel.

4.3 Estimated Value of the Panel

The estimated total value of the any purchases pursuant to the panel is in the region of €150,000 to €250,000 (ex. VAT) over the maximum lifetime of the panel. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the panel and will in any case never exceed the EU threshold of €750,000 (ex. VAT). Please note that while the Panel will operate for a maximum period of four (4) years, it will be advertised annually.

4.4 Awarding Contracts under the Panel

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

CMETB will consult the members of the panel and pick the most appropriate member based on the following criteria:

- Geographical location
- Availability of venue for proposed dates and times

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- Capacity of venue to facilitate meeting, training, conferences, events and award ceremonies etc.
- Facilities available
- Cost of Venue Hire for function
- Cost of refreshments if applicable

On this basis the most appropriate candidate will be approached and offered the booking, where they are not in a position to fulfil the requirement, the next appropriate candidate will be contacted and offered the booking.

4.5 Use 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.

4.6 GDPR Requirements

It is not envisaged that the personal data of staff members or students of CMETB will be exchanged as part of this contract, however, a Data Processing Agreement will be put in place with the Contractor should the need arise as part of future events.

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5 Detailed Scope of the Panel

Cavan and Monaghan Education and Training Board intends to establish a panel for the provision of suitable sites for venue hire for various meetings, conferences, training sessions and award ceremonies.

Potential Venue Hire Options:

- Meeting room for 1 to 10 people, in a u shaped set up with top table for 1-2 persons
- Meeting room for 1 to 20 people, in a u shaped set up with top table for 1-2 persons
- Meeting room for up to 100 people with top table for 3/4 people (roundtable and theatre style capacity – to cover Induction Events/Conferences/Board of Management Training)
- Within the above option a requirement for 3 to 4 breakout rooms for conferences and induction events
- Meeting room for up to 200 people with top table for 3/4 people (theatre style capacity – to cover Award Ceremonies)
- Tea/Coffee and Biscuits
- Tea/Coffee and Scones
- Tea/Coffee and Sandwiches
- Tea/Coffee/Soup and Sandwiches
- Tea/Coffee and Finger food
- Main Course/Tea/Coffee/Dessert
- Single room bed and breakfast
- Double room bed and breakfast

All venues must have wheelchair access

It is expected the catering provided would facilitate any specific dietary / allergen requirements

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We will require some or all the following:

- Internet access
- Projector and screen
- Flip chart and markers

Please Note: The options proposed above, are provided as a sample option. CMETB reserves the right to look for specific requirements outside of these.

5.1 Visits to proposed facilities

The Contracting Authority reserves the right to undertake a visit to any proposed facility offered by a panel member.

5.2 Pricing

Applicants are required to include costs for all proposed service offerings. These costs will be used as an indicative rate and will be finally agreed at time of booking. It is acknowledged that prices may vary based on requirements, number of attendees etc.

5.3 Invoicing and Payment

All invoices must include a purchase order number from the Contracting Authority. All schools and centres within the remit of CMETB may require venue hire from this panel and will issue a separate purchase order on each occasion.

5.4 Review of Performance

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

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6 Evaluation Criteria for admittance to the panel

6.1 Application Requirements

The contracting authority is using a process that is similar to the OPEN procedure for the establishment of this panel, therefore, while all interested parties may apply, only those demonstrating that they have the required level of qualifications with regard to experience and technical and financial capacity specified in the tender response document will have their application considered. In order to demonstrate eligibility, applicants are required to provide the below information.

6.2 Tax Compliance

Please provide confirmation that the tenderer/all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.

6.3 Financial Capacity

Please provide a letter from your auditor or a copy of your latest financial statement, confirming that I/we have the resources to pay my/our debts, identified on the current statement of assets and liabilities as being the debts as they fall due.

6.4 Insurance Requirements

Confirmation of the following insurances being in place and that if successful you agree to implement the following levels, promptly on award where these are not currently available.

Insurance Type	Minimum Indemnity limit
Employers Liability	€13 million
Public Liability	€6.5 million
The above insurances are required to include an Indemnity to Principals Clause or otherwise for CMETB to be specifically indemnified under these insurances.	

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6.6 Previous experience

Applicants will initially be assessed to determine that they have previous relevant experience in dealing with meetings, conferences, training sessions and award ceremonies etc.

6.7 Health and Safety – pass/fail criteria

Details of Health and Safety policies and whether 3rd party certified. An up-to-date copy of your company Health and Safety Statement must be submitted with tender response.

6.8 Environmental – pass/fail criteria

Details of Environmental policies and systems in place and whether 3rd party certified.

6.9 Quality Assurance – pass/fail criteria

Details of Quality Assurance policies and systems and whether 3rd party certified.

6.10 Options Available

Applicants are required to populate the Options Matrix. See Appendix 2 Tender Response Document.

6.11 Cover Letter

A cover letter on official letter head with the following information:

- Name of venue
- Address
- Key contact name
- Key contact email
- Key contact phone/mobile
- Website if applicable
- Other social platform activities
- Date of establishment

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APPENDIX 1 - INSTRUCTIONS TO TENDERERS

(a) Submission of Tenders

It is the responsibility of the applicant to ensure that their application is complete and reaches the correct address. Applicants must complete the Tender Response Document and return with the following:

- A **cover letter on official letterhead** with the following information:
 - Name of venue
 - Address
 - Key contact name
 - Key contact email
 - Key contact phone / mobile
 - Website if applicable
 - Other social media platform activities
 - Date of establishment
- **Letter from your Auditor or a copy of your latest financial statement** confirming that you have the resources to pay your debts, identified on the current statement and liabilities as being the debts as they fall due.
- Applicants are required to populate the **Options Matrix**. See Appendix 2 Tender Response Document.

Applications to join the panel will be accepted up to **20th July 2026 at 12 noon** and will be advertised for **Year 4** shortly after this date. Applications to join the Panel will still be considered after this date.

Applications will be accepted by the following means:

Via the **eTenders messaging portal** with the following subject heading:

Application for Panel Membership for the Provision of Suitable Sites for Venue Hire for CMETB.

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(b) Queries

All queries regarding this Panel Application should be submitted via www.etenders.gov.ie. The closing date for receipt of initial queries is **13th July 2026 at 12 noon**.

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the panel on that site, to ensure that no party has an unfair advantage over any other.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

(c) Sufficiency & Accuracy of Tender

Applicants are cautioned to check the accuracy of their application prior to submission.

(d) Documents – Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting a comprehensive response, please email the contact detailed above as soon as possible.

(e) Cost of Preparation of Tender

The Contracting Authority will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of proposals or any associated efforts. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

(f) 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 (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by the

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Contracting Authority is normally Electronic Funds Transfer.

Note: The Contracting Authority will be rolling out e-invoicing during the term of the contract / framework and tenderers may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

(g) Confidentiality

The distribution of the Procurement Documents is for the sole purpose of obtaining applications. The distribution does not grant permission or licence to use the documents for any other purpose. Applicants are required to treat the details of all documents supplied in connection with the application process as private and confidential.

(h) Conflict of Interest

It will be a condition of award of this contract and any subsequent contract that the successful tenderer(s) that any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting

Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer. 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 tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

(i) Freedom of Information Acts

All responses to this invitation to tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required 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).

(i) CMETB proposes that the following information relating to this tender competition

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will be made available on request: name of tenderer; qualitative selection criteria; selection criteria; detailed reasons to unsuccessful candidates only as to why their application was rejected.

CMETB undertakes to hold confidential, any information provided by you in this tender subject to:

(a) disclosure of the information specified at (i) above as liable for release to the public

(b) CMETB's obligations under law, including the Freedom of Information Act, which came into effect on the effective date by the FOI body on 21 April 2008.

You are asked to consider if any of the information supplied by you in this tender should not be disclosed because of its sensitivity, (other than that referred to at (i) above). If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity. CMETB will consult with you about sensitive information before making a decision on any Freedom of Information request received.

If you consider that none of the information supplied by you is sensitive, please make a statement to that effect. Such information may be released in response to an FOI request.

(j) Tax Clearance

It will be a condition of award of this framework and any subsequent contract that the successful tenderer(s) comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident tenderers should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie. The Contracting Authority will satisfy themselves that any tenderers being considered for award of a framework are appropriately tax compliant by checking their status via the online system for which tenderers are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification. By supplying these numbers tenderers acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of the

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framework agreement.

(k) Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

(l) Irish Legislation and Law

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

(m) Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

(n) Clarification of Tenders

The Contracting Authority is entitled, but not obliged, to seek clarification of tenders, including pricing breakdowns in the course of the evaluation process. No change in the price or substance of the Tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with the Contracting Authority.

(o) Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form or as between the hard copy and electronic versions of the tender. In general, the following approach will be applied to manifest errors - 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.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall

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be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

(p) Change in the Composition of a Tender

The Contracting Authority reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

(q) Interference and Inducement to Purchase

Any effort by the tenderer 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 tenders and in decisions concerning the Award of Contract shall have their tender rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

(r) Notification of Results

All tenderers will be informed of the outcome of their application following tender evaluation and any necessary clarifications. Potential outcomes can be:

- a. Admittance to the Panel
- b. Rejection to the Panel

Applicants who fail to qualify for membership of the panel may re-apply at any time.

(s) Award Notices

Following the formal conclusion of the framework agreement, an award notice will be despatched to eTenders announcing the results of the competition.

(t) Policy on Personal Debriefings

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

(u) Environmental Aspects

The Contracting Authority is committed to the principles of environmental

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management in its activities and it encourages the implementation of sustainability principles in its procurement practices. Tenderers/contractors should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used.

(v) Accessibility

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

(w) Collusive Tendering

If any Tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its Tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its Tenders, the bid submitted by such Tendering Part shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

(x) Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (“SMEs”) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this

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RFT the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the Services Contract only (the “Prime Contractor”), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the “Subcontractor”). The Tenderer must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact personnel of the Prime Contractor authorised to represent the Tenderer 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, acknowledged or responded to.

(y) Anti-Competitive Conduct

Tenderers attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

(z) Changes in Legislation

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.