



**Request for Tender (RFT) for provision of Training Services
to**

County Wexford Chamber Skillnet

2026-2028

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1.0 Introduction

1.1 Overview of County Wexford Chamber Skillnet

County Wexford Chamber Skillnet is a multi-sector, enterprise-led training network, promoted by Wexford Chamber under the national Skillnet Ireland umbrella. Open to private and semi-state businesses in County Wexford and the broader South-East region, the network delivers a diverse portfolio of upskilling development programmes to its member companies.

County Wexford Chamber of Commerce, as the promoting body for the County Wexford Chamber Skillnet, is entering a period of strategic reflection ahead of the next Skillnet Ireland three-year TNP funding cycle (TNP 2026–2028).

County Wexford Chamber Skillnet is promoted by County Wexford Chamber of Commerce. Membership of the network is open to private enterprises in the Southeast region. Training is mainly delivered in County Wexford.

1.2 Funding Model

County Wexford Chamber Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland receives funding from the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science, with additional support from the European Union.

1.3 Background to the Training Requirements for County Wexford Chamber Skillnet

County Wexford Chamber Skillnet operates in line with the protocols and requirements of Skillnet Ireland. The purpose of this RFT is to create a panel of qualified trainers. From this panel, trainers will be invited to participate in mini competitions for the design and delivery of training programmes, as specified in the Requirements. Contracts will be awarded to support County Wexford Chamber Skillnet and its member companies in meeting identified training needs as they arise.

2.0 Objectives of Request for Tender

The objective of this RFT is to establish a panel of qualified trainers, from which companies will be selected to participate in a mini-competition for contract award for design and delivery of training programmes, outlined in Appendix I – Specification of Requirements, to County Wexford Chamber Skillnet and its member companies, once specific needs arise.

Please do not alter the tender template, it will be checked for compliance with the structure outlined in this tender response document. Please submit this document as part of the RFT response. Any further documentation will be disregarded and will not be scored. Please complete the price scoring sheet provided with the tender documents along with this tender response document.

Diagrams can be used to animate responses and while font size may vary on pasting into this format, it is the bidder's responsibility to make sure any text in diagrams is legible. Suppliers responding to this tender are encouraged to focus on quality rather than volume in their tender response. Please note, all responses are limited in terms of page length. Diagrams, if used, must be deployed within the allocated page limits.

Responses will be scored by the Evaluation team as set out in the Selection Criteria (see the RFT).

2.1 Document Scope

Tenderers must address the requirements and submit, in the tender response document the details required to allow decisions to be made as to the qualifying merits of the applicant.

3.0 Instructions to Tenderers

The detailed instructions regarding the format and requirements of this RFT are set out in Appendix I. These instructions must be observed to ensure the completeness and eligibility of the tender.

4.0 Award Criteria

Tenders will be evaluated against the following criteria:

4.1 Training Methodology, Approach, and Course Content

Assessment will consider:

- The proposed training methodology and approach, including how the vendor intends to address the specific needs of the organisation.
- The flexibility of the proposed approach and measures to ensure participant engagement and knowledge retention.
- The quality, depth, and relevance of the proposed training content, including its alignment with organisational objectives, the use of up-to-date materials, and the extent to which it supports practical application in the workplace.

4.2 Trainer Qualifications, Experience, and Expertise

Evaluation will focus on:

- The qualifications, certifications, and professional expertise of trainers assigned to deliver the programmes, including any industry-specific accreditations.
- The vendor's demonstrated experience in providing high-quality training within the relevant industry or subject area.
- Evidence of successful past performance on similar projects and the ability to deliver tailored training solutions.

4.3 Training Delivery, Logistics, and Flexibility

Consideration will be given to:

- The vendor's capacity to deliver training within required timeframes and locations, including their ability to manage all relevant logistical aspects (e.g. training materials, venues, or virtual delivery platforms).
- The vendor's flexibility and adaptability in customising training content, delivery methods, and scheduling to meet the specific needs and constraints of the organisation.

4.4 Compliance with Organisational and Regulatory Requirements

Assessment will include:

- The vendor's ability to comply with organisational policies, regulatory obligations, and any industry standards or legal requirements applicable to the training.
- Evidence of quality assurance processes to ensure continued compliance throughout the contract period.

4.5 Cost and Value for Money

Evaluation will consider:

- The total cost of the proposed training services, including all associated costs (e.g. materials, travel, customisation, or post-training support).
- The overall value for money, balancing cost considerations with the quality, scope, and effectiveness of the proposed training solutions.

4.6 Supplementary Training Needs

The panel will remain active until 31 December 2028.

At the discretion of the contracting authority, new suppliers who meet the eligibility and evaluation criteria set out in this Request for Tender (RFT) may be admitted to the panel during its term to address supplementary or emerging training needs.

5.0 Duration & Scope of the Panel

5.1 Panel Establishment and Operation

A panel of service providers will be established for a maximum duration of 36 months, up to 31 December 2028.

The range and frequency of training programmes delivered under this panel will depend on demand and the availability of funding over the panel's duration.

5.2 Panel Admission

- Only tenderers achieving a minimum score of 700 points (70%) in the evaluation process will be admitted to the panel.

5.3 Operation of the Panel

When specific training requirements arise:

1. Panel members will be invited to participate in a mini-tender process.
2. Invited service providers will be requested to submit additional details, such as:
 - Cost proposals.
 - Method statements, outlining their proposed approach to programme delivery (including programme content, duration, assigned tutors, and availability on required dates).

5.4 Award of Contracts

A contract for the delivery of each specific training programme or category will be awarded to the highest scoring or most competitive proposal submitted through the mini-tender. Evaluation will be conducted in accordance with the specific award criteria, which will be communicated to all mini-tender participants.

Once a contract has been awarded for a particular training programme or category, that category will be closed to new entrants for the duration of the contract.

5.5 Supplementary Training Needs

The panel remains open until December 2028 and new suppliers who meet the criteria of this RFT can be added at the discretion of the contracting authority.

5.6 Scoring Criteria

Criterion	Maximum Score Available	
Training Methodology and Approach, Course Content and Relevance	200	20%
Trainer Qualifications and Certification, Experience and Expertise	200	20%
Training Delivery and Logistics, Flexibility	100	10%
Compliance with Organizational Requirements and Policies	200	20%
Value for Money	300	30%
Total Maximum Score Available	1000	100%

5.7 Scoring Methodology

Scoring of the Award Criteria will be based on an assessment of the information provided by Tenderers and each response element will be awarded a **Score** (expressed as a percentage) using the following scoring methodology:

Score (Percentage of available marks)	Meaning
91% - 100%	Excellent response with very few or no weaknesses exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the Tenderer will deliver to an excellent standard.
80% - 90%	A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard.
60% - 79%	A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
50% - 59%	A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.
1% - 49%	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non- delivery.
0%	Response completely fails to address the criterion under consideration

6.0 Ineligibility under EU rules

Tenderers will be excluded from participation in this competition if any of the circumstances outlined in Article 20(1) of EU Council Directive 93/36/EEC (on the coordination of procedures for the award of public supply contracts) apply.

These circumstances generally include (but are not limited to):

- Bankruptcy or insolvency.
- Professional misconduct.
- Failure to fulfil obligations relating to the payment of taxes or social security contributions.

Tenderers are required to declare that none of these exclusion grounds apply by completing and submitting the Declaration Form provided in Appendix II.

7.0 Terms & Conditions

7.1 Tender Format and Submission

Tenders must be prepared and submitted in accordance with the format and instructions outlined in Appendix I.

Incomplete submissions or tenders that fail to adhere to the prescribed format may be deemed non-compliant and excluded from evaluation.

7.2 Tax Clearance Certificate (TCC)

Possession of a valid Tax Clearance Certificate (TCC) is a mandatory requirement for contract award.

Tenderers are required to declare compliance with all relevant taxation legislation and confirm their ability to provide a valid TCC access number upon request.

7.3 Confidentiality and Intellectual Property

All information supplied in connection with this Invitation to Tender must be treated as strictly confidential by tenderers.

Such information may be used solely for the purpose of preparing and submitting a tender and may not be disclosed to any third party without the prior written consent of County Wexford Chamber Skillnet.

7.4 Freedom of Information Act

County Wexford Chamber Skillnet will make every effort to protect the confidentiality of information provided by tenderers. However, information may be subject to disclosure under the Freedom of Information Act or other applicable legal obligations.

Tenderers are advised to clearly identify any information considered commercially sensitive and provide a justification for such designation.

7.5 Conflicts of Interest

Tenderers must fully disclose any actual, potential, or perceived conflicts of interest that may arise in connection with this tender or any subsequent contract award.

Failure to disclose such conflicts may result in disqualification from the competition or termination of contract, depending on when the conflict comes to light.

If no conflict of interest exists, tenderers must confirm this by completing the relevant declaration in Appendix III.

- **Appendix 1 - Specification of Requirements**

The programmes envisaged to be run by County Wexford Chamber Skillnet over the duration of the panel are categorised as follows:

- Finance, Governance, and Regulatory Compliance
- Health, Care, and Wellbeing Programmes
- Sustainable Business Practices
- Digital Transformation, Technology, and Information Systems
- Engineering, Technical, and Skilled Trades Training
- Health, Safety & Environmental practices
- Communications, Marketing, and Media Skills
- Personal Development & Effectiveness
- Human resource Management
- Artificial Intelligence
- Project Management and Process Improvement
- Diversity, Equality, and Inclusion (DEI) Awareness and Practice
- Personal Effectiveness and Professional Development
- Level 9 in Leadership & Organisational Development
- Higher Certificate in Hospitality Management
- Bachelor of Business in Hospitality & Tourism Management
- Level 6 Certificate in AI
- Level 8 Lean Six Sigma programme
- Certified programme in Innovation & Sustainability
- Certificate in International Trade
- Project management
- Certified Welding Programmes
- ITEC Certified Beauty Programmes
- ITEC Certified Spa Programme
- The Management of Food Hygiene
- Level 8 in Early Childhood Studies Care and Education
- Continuous Improvement

Note:

- The courses listed may be delivered once, multiple times, or not at all, depending on demand and the availability of funding.
- When a specific training need arises, panel members will be invited to participate in a mini-tender, in accordance with the procedures outlined in this document.
- Tenderers may submit proposals for one, multiple, or all of the training categories listed above.
- Tenderers must clearly identify the categories they are tendering for by completing the Cover Sheet provided in Appendix II.

a. Instructions to Tenderers

When submitting their proposal, tenderers must adhere to all instructions, forms, and terms and conditions outlined in this RFT. Failure to provide all required information in the specified format may result in the tender being rejected.

Cover Sheet – provided in Appendix II

- A brief summary or overview of the company (brochures or PowerPoint presentations will not be accepted).

Trainer Qualifications and Experience – sufficient information to demonstrate the relevant expertise of the proposed trainers, particularly in the following areas:

Design, development, delivery, and evaluation of training programmes.

Details on the nature, duration, and scope of these programmes – including certification level, number of participants, and types of organisations involved.

The specific role and level of involvement of the proposed trainer in each element of programme design, development, delivery, and evaluation.

Experience in developing certified programmes.

A brief summary of the outcomes of these programmes.

Testimonials/References – at least three (3) references for recent assignments or projects of a similar nature. County Wexford Chamber Skillnet reserves the right to verify all references provided.

Declaration Form – completed, signed, and dated, as provided in Appendix III.

b. Tender Submissions

Submissions will be accepted only through the e-Tenders platform.

Deadline for submissions is by close of business on Friday the 21st of November 2025.

c. Queries

Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the interests of equity for all tenderers, requests for additional information, clarification on the contents of this RFT and all other queries of substance (other than those relating to purely factual or procedural matters) shall be made via the e-Tenders questions and answer facility. Queries received over the phone or by email shall not be responded to.

Responses to all queries received regarding this tender will be posted on Questions and Answers facility on e-Tenders, making any additional information available to all interested parties.

APPENDICES

Appendix I -Cover Sheet

a. Cover Sheet

Tenderers must fill the following forms and include this appendix as a cover sheet of their tenders. Tenders submitted without this cover sheet may be rejected.

Company Details			
Address:			
Website		Telephone	
Contact Person Details			
First Name		Surname	
Telephone		Email	
Title/position in the organisation:			
Programme Categories Tendered for			
Training Category			Tendering? Yes/No
Business, Management and Leadership Skills			
Finance, Governance, and Regulatory Compliance			
Health, Care, and Wellbeing Programmes			
Sustainable Business Practices			
Digital Transformation, Technology, and Information Systems			
Engineering, Technical, and Skilled Trades Training			
Health, Safety & Environmental practices			
Communications, Marketing, and Media Skills			
Project Management and Process Improvement			
Diversity, Equality, and Inclusion (DEI) Awareness and Practice			
Personal Effectiveness and Professional Development			

Appendix II -Trainer qualifications, experience, references & methodology

Qualifications, Experience, Training methodology and Compliance with organisational requirements.

Qualifications		
Please provide details of the specific qualifications relevant to the design/delivery of training categories/ programmes you are applying for. (If additional space is required please duplicate this page.)		
Training Category		Summary of trainer's qualification

Experience

Please provide details of the specific experience (number of courses delivered, number of years delivering the training) relevant to the design/delivery of training categories/ programmes you are applying for. (If additional space is required, please duplicate this page.)

Training Category		Summary of trainer's Experience

References

The expectation is three robust references

Training Area/Date	Contact	Reference

Training Methodology

Please provide a summary below and attach details of the proposed methodology relevant to the design/delivery of training categories/ programmes you are applying for. **(Please attach all relevant additional information available for the assessment)** (If additional space is required, please duplicate this page.)

Training Category	Overview of methodology

Appendix III – Declaration

Declaration

THIS DECLARATION MUST BE SUBMITTED BY ALL TENDERERS. WHERE THE TENDERER IS A CORPORATION OR PARTNERSHIP THE DECLARATION MUST BE COMPLETED BY A DULY AUTHORISED REPRESENTATIVE.

Name of Tenderer: _____

Address: _____

I, [*insert name*], solemnly declare that I have been duly authorised to make this declaration by the Tenderer and I hereby certify as follows:

- (1) The Tenderer is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (2) The Tenderer is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
- (3) Neither the Tenderer, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
- (4) The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other State in which the tenderer is located and is in a position to provide a valid tax clearance certificate when requested.
- (5) The Tenderer has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority.
- (6) The Tenderer (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organisation.

(7) The Tenderer has professional liability insurance with [insert the name of the insurer], with the indemnity value of [insert value] per claim. The Tenderer is in a position to provide the copy of the insurance when requested.

(8) The Tenderer is not aware of any potential conflict of interest in completing the assignment and will advise County Wexford Chamber Skillnet of any such conflicts of interest if they should arise.

I further declare that the information provided above 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 may lead to my company/partnership being excluded from participation in this or future tenders.

This declaration is made for the benefit of County Wexford Chamber Skillnet (the "Contracting Authority").

SIGNATURE: _____

DATE: _____

NAME (PRINT): _____

POSITION: _____

TELEPHONE: _____