



CALL FOR TENDER

Establishment of a Multi-Party framework agreement for	The Supply of Training and Classroom Materials in three lots – Plumbing Supplies, Timber Supplies, Welding Supplies and Related Items
Procedure	OPEN
eTenders CFT ID	CFT7114369
Issue Date	2 nd December 2025
Closing Date for Queries	16 th January 2026 at 18:00 Hours (Irish Time)
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Tenders	23 rd January 2026 at 18:00 Hours (Irish Time)

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.

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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.

Tenderers 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:	City of Dublin Education and Training Board
Nature of procurement:	The Supply of Training and Classroom Materials in three lots – Plumbing Supplies, Timber Supplies and Welding Supplies
Type:	Supplies
Procedure:	Open Procedure
Stage in procedure:	This is a single stage tender procedure whereby all interested parties may tender, but only those meeting the selection criteria (financial and technical capacity) will be deemed eligible for evaluation against the award criteria.

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.

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. It has a corporate structure which is made up of a democratically appointed board and a senior management (executive) team. City of Dublin ETB is the state education and training authority for Dublin with over 3,000 staff who provide education and training opportunities for over 34,000 people across Dublin city.

We do this through running Community National Schools, Community Special Schools, Community Hospital Schools and 11 Community Colleges across the city.

Our City of Dublin FET College operates across four campuses in the city providing PLC, apprenticeships, traineeships and a range of further education and training opportunities for adults.

We are also responsible for SUSI, the national awarding authority for student grants in Ireland.

City of Dublin ETB supports the provision, coordination, administration and assessment of Youth Services in Dublin city and is the lead partner in Music Generation Dublin City.

This provision is supported by a range of services including a psychological service, a curriculum development unit, a buildings capital and maintenance unit and the Head Office administrative staff in Ballsbridge.

Relevant background information in relation to City of Dublin ETB can be accessed on the City of Dublin ETB website at www.CityofDublinETB.ie

4. Scope of the Framework Agreements

4.1 Numbers Admitted to the Framework Agreements

The framework agreements will be established as multi-party framework agreements with three (3) operators under each framework or lot subject to that number meeting the minimum criteria and rules.

4.2 Duration of the Framework Agreements

The framework agreements will be for a period of four (4) years, subject to satisfactory performance, business needs and budgetary constraints.

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

4.3 Estimated Value of the Framework Agreements

The estimated total value of purchases pursuant to the framework agreement is in the region of:

- | | |
|---|------------|
| • Lot 1 – Plumbing Supplies and Related Equipment | €1,800,000 |
| • Lot 2 – Timber Supplies and Related Equipment | €1,100,000 |
| • Lot 3 – Welding Supplies and Related Equipment | €1,100,000 |

(ex. VAT) over the lifetime of the agreements. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

4.4 Awarding Contracts under the Framework Agreements

In the case of a multi-party framework agreement, contracts may be awarded as follows:

- (a) Through invitation to a mini-tender competition of all the firms admitted to the specific framework agreement. On each occasion a Request for Tender or Request for Quotation will be issued detailing the scope of requirements, the award criteria and a closing date and time.

OR

- (b) Through application of the cascade system whereby contracts are awarded, on foot of the original tender submissions, to the first ranked firm admitted to the framework agreement. Where the first ranked tenderer is not in a position to deliver the contract due to availability, conflict of interest, etc. the next ranked tenderer will be approached moving in ranked order through the framework members until the contract is awarded.

When deciding which method to use in awarding contracts, the Contracting Authority will adopt the following approach:

For individual requirements with a value of up to €25,000

The contract will be awarded using either the cascade method or by requesting all framework members to respond to a Request for Quotation with a contract being awarded based on a) price and availability or, in particular instances where product quality is an important factor, b) price, availability and quality considerations.

The Contracting Authority will, at its discretion, decide on the process to be undertaken based on market conditions (price volatility and availability) at the time that the requirement has arisen.

For individual requirements with a value in excess of €25,000

The contract will be awarded on the basis of a Request for Quotation or a mini competition based on qualitative criteria such as price, availability and quality considerations.

Contract Terms and Conditions are attached under Appendix 6 and tenderers should familiarise themselves with this document and confirm their acceptance by the completion and submission of the undertaking under Appendix 6a with their tender proposal.

It should be understood by tenderers that any purchase order issued by the Contracting Authority for goods under these frameworks will constitute a legal contract and will be subject to the contract terms and conditions at Appendix 6.

4.5 Review of Performance

Supplier performance will be continually monitored over the term of the framework agreement. The format will be agreed between the Contracting Authority and the framework members. Cost competitiveness, quality of service and turnaround time will be the main criteria for measuring performance.

The precise KPIs for performance monitoring will be agreed with the framework members. It is expected that the successful tenderer(s) will take a proactive role in monitoring performance

with a view to making appropriate recommendations where necessary for continuous improvement.

4.6 Account Management

4.6.1 Account Manager

The Contracting Authority requires tenderers to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. The duties of the account manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority;
- Meet as and when required to review the relationship and examine performance;
- Deal with disputes, complaints or concerns that cannot be adequately resolved;
- Regularly give and receive both formal and informal feedback on the relationship, workloads, processes, areas and suggestions for improvement and cost savings;
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general.

NOTE: Tenderers will note that account management activities will be non-billable (i.e. the Contracting Authority will not pay separately for account management activities). The Contracting Authority will nominate authorised staff to liaise with the successful Framework Members and delegate as required.

4.6.2 Replacement Personnel

Notification must be sent in writing as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

4.6.3 Invoicing

Invoices shall be submitted by the successful tenderer on a monthly basis for all costs incurred in the preceding month. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier. Invoices should be sent by email to invoices@cdetb.ie

4.6.4 Award to Runner Up

If for any reason, it is not possible to admit to the framework agreement one or more of the tenderers invited following the conclusion of this competitive process, the Contracting Authority reserves the right to invite the next highest scoring tenderer(s) to join the framework agreement as appropriate, at any time during the tender validity period.

If it is not possible following the conclusion of the competitive process to award the initial contract to the designated successful tenderer; the Contracting Authority reserves the right to award the initial contract to the framework member with the next highest score on the basis of the original competition, at any time during the tender validity period.

In the event that, following the award of any contract under this framework agreement if the framework member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award

the contract to the next highest-ranked tenderer emerging from the process at any time during the contract tender validity period.

4.7 Right to Tender outside of the Frameworks

The Contracting Authority intends to use these frameworks for the procurement of requirements falling within their scope during the specified period; however, it reserves the right to go outside the frameworks for the procurement of any requirement without reference to the framework members. Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the members the right to be consulted in respect of, or tender for, any contract.

Admission to the framework will be conditional upon acceptance of the Contracting Authority's framework terms and conditions (Appendix 5).

Tenderers are required to review these terms and conditions and indicate their acceptance thereof by the completion of Appendix 5a (Framework Agreement Undertaking) as part of their tender submission. Any reservation about these terms should be submitted as a query in accordance with the procedure described in Appendix 1 Section (b) of this document.

4.8 Changes

It shall be the responsibility of the tenderer (in the event of success) to fulfill the obligations under the Framework Agreement, 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.

5. Specification of Requirements under Framework Agreement

The framework agreements will be established on foot of this tender competition.

5.1 Detailed Specification of Requirements

The Contracting Authority wishes to establish multi-party framework agreements to meet its requirements for Training and Classroom Materials in terms of: Lot 1 - Plumbing Supplies and Related Equipment, Lot 2 – Timber Supplies and Related Equipment and Lot 3 – Welding Equipment and Related Equipment. These items will be used, primarily, in a training or teaching environment.

The requirements have been categorised under three separate lots and each lot will comprise the following general categories of items:

Lot 1: Plumbing Supplies and Related Equipment (see Appendix 3a – Pricing Schedule)

- Steel and Copper Piping
- Compression Instantor and Other Fittings (1/2", 3/4" and 1")
- Valves (1/2", 3/4" and 1")
- W.C. and Bathroom Fittings

Lot 2: Timber Supplies and Related Equipment (see Appendix 3b – Pricing Schedule)

Timbers will be required in both length and sheeting units. White or red deal should be supplied with little to no cupping, straight with very few knots, no shakes, twists, splits or

live edges and may be required in rough or PAO form. At times, timber may need to be treated (C1624)

Timber Types

- Softwoods: Red deal, white deal,
- Hardwoods: Iroko, mahogany, oak, walnut,
- Composite Woods: Laminates, MDF, Plywoods

Lot 3: Welding Supplies and Related Equipment (see Appendix 3c – Pricing Schedule)

- TIG Welding Machines
- MIG Welding Machines
- TIG Welding Equipment
- MIG Welding Equipment
- Gas Welding Equipment
- Brushes / Cutting Discs / Liquids
- Bolts / Nuts / Nylocks / Washers & HS Drill Bits
- Safety Equipment & Protective Gear
- Welding Accessories

A full description of the materials required under each lot with notional quantities are set out in the Pricing Schedules Appendices 3a-3c (attached).

The requirement under each lot is divided into A – Core Items: and B – Non-Core Items.

Core items are those that the Contracting Authority expects to use on a day-to-day basis throughout the term of the framework. Non-core items are all those items within the scope of the requirement under each lot that cannot be specified at this time but may be required during the term of the framework. Successful framework members must provide a catalogue of in-scope items under each specific lot for which they are submitting a proposal and will be required, if they are successful in this competition, to maintain this catalogue for the duration of the specific framework agreement for which they are bidding. This catalogue should be available in either soft copy or hard copy format.

Where reference is made, in the technical specification, to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words “or equivalent”. These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

5.1.1 Application of Variants

Where variant offers are acceptable under the terms of this tender competition, tenderers must note that they must comply with the minimum requirements laid down in the specification. The Contracting Authority is open to looking at alternative methods of delivery of the contract under the variant rule.

5.2 Delivery Locations

Delivery is required, primarily, to the Contracting Authority’s colleges, centres and offices as the need arises during the term of the framework. A list of all locations is attached at Appendix 2a.

5.3 Volumes

The volumes indicated in the Pricing Schedules Appendices 3a are purely notional and are used for tender evaluation purposes only

5.4 Pricing

Tenderers should note that the pricing provided by them in the Pricing Schedules Appendix 3a is the maximum unit cost permitted for the duration of the framework OR duration of the initial contract. If any volume discounts are required, please indicate.

5.5 Details of Contracts Arising Over Life of Framework Agreement

It is envisaged, at this stage, that there will be an initial contract of one (1) year with two (2) extension options of twelve (12) months making a maximum total contract length of three (3) years.

An additional follow-on contract of up three (3) years may be awarded within the terms of the framework agreement subject to business needs and budgetary constraints.

Award of the contract will be conditional upon acceptance of City of Dublin ETB's contract terms and conditions at **Appendix 6**. Tenderers are required to review these terms and conditions and indicate their acceptance by completing the undertaking at **Appendix 6a**.

6. Evaluation Criteria

6.1 Selection Criteria

The OPEN procedure at EU level is being used by the Contracting Authority for the award of these framework agreements. While all interested parties may submit a tender, only those demonstrating that they can comply with the required level of financial and technical competence will be eligible for full tender evaluation.

In order to demonstrate a tenderers' suitability, tenderers must respond to the information set out below by completing the separate Tender Response Document.

6.1.1 General Information relating to the Tenderer

Please provide company name, address and contact details for individual responsible for this tender and company overview.

6.1.2 Legal Compliance

Please complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016. The declaration also covers compliance with relevant Statutory Obligations relating to labour law, employment law, etc.

6.1.3 Financial Capacity

Please confirm that you meet the following financial requirements:

- (i) Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
- (ii) Confirmation that your turnover exceeded €250,000 during one of the last three years or pro-rata if more recently established firms;
- (iii) 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.

NOTE: Tenderers **must** be willing to provide evidence of the self-declared information within seven (7) working days of request, which will be made prior to any award decision. If the evidence required is not provided by the deadline date, then the tenderer in question will be eliminated. Furthermore, tenderers should note that the provision of inaccurate or misleading information in this declaration may lead to exclusion from participation in this and future tenders.

6.1.4 Technical Capacity

- (i) Previous Contracts – information demonstrating successful delivery of three (3) previous comparable contracts in the past three (3) to five (5) years.
- (ii) Access to minimum levels of manpower and skills as detailed in addition to an organisation chart.

6.1.5 Status of European Single Procurement Document (ESPD)

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section 6.1.2 (Legal) and Section 6.1.3 (Financial). However, the Contracting Authority requires evidence via completed submission of Appendix 3 “Tender Response Document” relating to Technical Capacity Section 6.1.4. Mere confirmation **will not be** sufficient under these headings.

Tenderers are asked to demonstrate their legal, financial and technical capacity by responding to all the information requested above. In addition, Tenderers must ensure that they have completed and signed the Declaration of Bona Fides. Failure to supply the required information may result in elimination from detailed tender evaluation.

Tenderers are asked to complete the attached ESPD document (Appendix 8).

Prior to the award of any framework agreement / contract, the Contracting Authority will request evidence of self-declared information prior to award decision. Failure to provide appropriate evidence within the required timeframe will result in the tenderer being deemed inadmissible for formal award.

6.2 Award Criteria

Only tenders meeting the selection criteria and confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below. Responses are required through completion of the Tender Response Document.

The framework will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

Criteria		Weighting	Maximum Score	Minimum Score Required
A	Ultimate Notional Cost to the Contracting Authority over the life of the contract	30%	3,000	n/a

Tenderers are required to submit their cost proposals in the Pricing Schedule (Appendix 3a) and the Tender Response Document (TRD) (Appendix 3).

B	Quality and fitness for purpose of product being proposed	20%	2,000	1,200
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A Page limit of 10 x A4 Pages applies (excluding spec sheets & brochures)

Tenderers are required to outline in full the proposed methodologies that will govern their delivery of the required solution.

Tenderers should provide comprehensive information on the equipment and supplies being proposed. This information should include details such as specification sheets and brochures. Of particular importance is the requirement to be of a standard suitable for a classroom environment in an educational setting.

This criterion will be evaluated based on the totality of the Tenderer's response.

Tenderers must achieve a minimum of 60% under this criterion in order to proceed further in this competition.

C	Delivery Timelines	20%	2,000	1,200
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A Page limit of 10 x A4 Pages applies

Timely delivery of the supplies as detailed in the Request for Tender and Pricing Schedule is vital particularly in respect of the initial contracts. Tenderers should be aware that, at times, items may be delivered into live school environments and particular care is required in these instances. Tenderers should address what measures it will take to mitigate against disruption.

Tenderers must demonstrate the following.

- Indicate response times for urgent jobs
- Indicate capacity to operate outside normal working hours, where and when required
- Have sufficient resources to fulfil large orders for a particular school or centre and to be able to handle multiple centres if required.
- Provide details of contingency plan in case of emergency or unforeseen circumstances that will guarantee continuity of supply to the Contracting Authority

This criterion will be evaluated based on the totality of the Tenderer's response.

Tenderers must achieve a minimum of 60% under this criterion in order to proceed further in this competition.

D	Reliability and Continuity of Supply	10%	1,000	600
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A Page limit of 4 x A4 Pages applies

The purpose of this criterion is to establish the extent to which the Contracting Authority may place due confidence in the tenderers ability to provide the goods/services as specified. The Contracting Authority will consider the references received independently from previous clients of the tenderer, in addition to those from within City of Dublin ETB over previous contracts. Tenderers must complete the attached Referee Form (Appendix 7) as part of this criterion. Where applicable, the Contracting Authority reserves the right to carry out site visits if it deems such visits to be appropriate in accordance with this criterion.

This criterion will be evaluated based on the totality of the Tenderer's response.

Tenderers must achieve a minimum of 60% under this criterion in order to proceed further in this competition.

E	Account/Contract Management	10%	1000	600
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A Page limit of 4 x A4 Pages applies

Tenders are required to outline their Contract Management proposals, including:

- Performance Measurement and Management
- Faulty Product Returns
- Communications process, liaison and reporting structure - in particular, procedures for liaising with the City of Dublin ETB School/Centre Manager in relation to the operation of the contract, handling quality issues with materials etc
- Problem resolution and escalation process
- Quality Assurance
- Tenderers should clearly set out their After Sales Support Service response

This criterion will be marked based on the totality of the response

Tenderers must achieve a minimum of 60% under this criterion in order to proceed further in this competition

E	Green Procurement Initiatives	10%	1,000	600
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A Page limit of 4 x A4 Pages applies

Tenderers should outline their approach to minimising environmental impact. Tenders will be assessed on their demonstrated commitment to work practises that limit environmental impact and promote sustainability.

Tenderers should detail evidence if any, of environmentally friendly initiatives which support and promote an inclusive community response to protecting the environment such as:

- A) Details on how they propose to minimize packaging in an effort to reduce waste, eliminate the use of single- use plastics and incorporate recycled and renewable materials.
- B) The use of chemicals and other materials in the composition of their products that minimise their impact on the environment.
- C) The Framework Member will be required to put in place mechanisms for the collection of packaging materials (including transportation pallets) from Framework Clients within an agreed timeframe. This packaging material should be recycled, where possible, and it is a requirement that the Framework Member uses the services of a licenced waste disposal and recovery operator for waste disposal and management. This service shall be at no additional cost to the Framework Client. Tenderers must clearly and comprehensively demonstrate mechanisms for collecting and recycling packaging.

This criterion will be marked based on the totality of the response

Tenderers must achieve a minimum of 60% under this criterion in order to proceed further in this competition

NOTE 1: Tenderers should note that they must achieve a minimum rating of 60% for each of the individual qualitative criteria (A) to (E) in order to avoid elimination from the competition.

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

90 – 100%	Excellent
80 – 89%	Very Good
70 – 79%	Good
60 – 69%	Acceptable
Less than 60%	Unacceptable

Marks between the base lines outlined above can be awarded where responses so merit additional marks.

NOTE 2: The lowest cost tender that also meets all of the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	3,000*
Formula employed	$\frac{3,000* \times A}{B}$

NOTE 3: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

NOTE 4: Award of contract may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting.

NOTE 5: Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

APPENDIX 1 - INSTRUCTIONS TO TENDERERS

(a) Submission of Tenders

The Contracting Authority is using the Tender Postbox facility and tenders must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Tenderers must ensure that they give sufficient time to upload their tender response. All Tenders submitted in soft copy must be compiled such that they can be read immediately using PDF readers.

The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

In responding to this tender all tenders must follow the format of the tender document and respond to each element of the tender document in the order as set out in this RFT. Tenders should produce their response as a **SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.**

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the tender closing date/time. Tenderers 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". After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process.

The closing date for tenders is **18.00 hours (Irish Time) on 23rd January 2026.**

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline. **Tenders that are received late or via other means WILL NOT be considered in this public procurement competition**

(b) Queries

If you consider that you are missing any documents which would prevent you from submitting a comprehensive tender please contact us as soon as possible.

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. The Contracting Authority will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie The closing date for receipt of queries is **18.00 hours (Irish Time) on 16th January 2026**

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order 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. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

(c) Sufficiency & Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tenderers are cautioned to check the accuracy of their tender prior to submission. A tender found containing any clerical errors or omissions may, at the sole discretion of the Contracting Authority, be referred back to the tenderer for correction. Any subsequent adjustment(s) must be confirmed in writing.

The Contracting Authority reserves the right to disqualify incomplete tenders.

(d) Qualification of Tenders and Referential Bids

Please note that qualifications to a Tender may be considered a counter offer and may render the tender invalid. Tenders made by reference to other tenders are not valid and cannot be considered.

(e) Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

(f) Modifications to Tenders prior to the Closing Date for Receipt of Tenders

Modifications to Tenders will be accepted in the form of supplementary information and/or addenda, provided they are submitted electronically via the etenders postbox facility on www.etenders.gov.ie only before the closing date for receipt of tenders and clearly marked as part of the tender. Any modifications received, by whatever means, after the closing time for receipt of tenders will not be considered.

(g) 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.

(h) Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of 12 months is required, this period commencing on the closing date by which the Tenders are to be returned.

(i) 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 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.

(j) 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.

(k) 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).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of 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. 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.

(l) 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 framework agreement.

(m) 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).

(n) Irish Legislation and Law

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

(o) 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.

(p) 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.

(q) 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 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.

(r) 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.

(s) 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. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(t) Notification of Tender Evaluations

All tenderers will be informed of the outcome of their proposals following tender evaluation and any necessary clarifications.

On a voluntary basis the Contracting Authority undertakes that no framework agreement will be signed or take effect until at least seven (7) calendar days after the day on which the unsuccessful Tenderers have been sent the appropriate notice informing them of the result of this public procurement competition ("Standstill Period"). The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.

(u) Award Notices

Following the award of contract, award notices will be published on a quarterly basis on www.etenders.gov.ie for all national contracts exceeding €25k in value. This notice will state the name(s) of the successful tenderer(s).

(v) 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.

(w) Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this tender. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful tenderer)

(x) Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

(y) Payment

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with S.I. 580 of 2012 which transposes EU Directive 2011/7/EU on combating Late Payment in commercial Transactions. The method of payment used by the Contracting Authority is normally Electronic Funds Transfer

(z) Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and to source the requirement with more than one service provider.

The invitation to tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the procurement process.

(aa) Environmental Aspects

The Contracting Authority is committed to the principles of environmental 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.

(bb) 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.

(cc) Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the Tender/Tender's staff to the Contracting Authority staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

(dd) 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.

(ee) 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 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, facsimile number 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.

(ff) 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.