



Invitation for Panel Membership

Establishment of a Panel for	The provision of suitable sites for adventure trips for CMETB students. Whether day trips, one over night or two over nights including weekends.
Duration of Panel	4 Years
eTenders Reference	CFT- 7444033
Issue Date	03 rd February 2026
Closing Date for Queries	27 th January 2027 @ 12 noon
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of initial applications	03 rd February 2027 @ 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 the adventure trips for CMETB students. Whether day trips, one over night or two over nights including weekend’s
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 location: 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 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

<i>Institute of Further Education</i>	
Cavan Institute	Cathedral Road, Cavan
Monaghan Institute	Monaghan Education Campus, Armagh Road, Monaghan

<i>Outdoor Education</i>	
Tanagh Outdoor Education & Training Centre	Dartry, Co Monaghan

<i>Theatre</i>	
Garage Theatre	Monaghan Education Campus, Armagh Road, Monaghan

<i>Adult & Community Education</i>	
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.

For more information on ETBs and ETBI go to www.etbi.ie

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 adventure trips for CMETB students; whether day trips, one over night or two over nights including weekends, or as required by the school/ centre.

Please note that a number of CMETB Schools have Special Needs Units (SNUs) on site for students with Autism and there will be a requirement for those students to have specific activities suited to their needs and may need adaptations such as low lighting, quieter music etc.

4.1 Numbers Admitted to the Panel

There will be no restrictions to the number of applicants who can qualify for the panel, provided the applicant meets requirements.

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. **This Panel will commence following review of submissions.**

4.3 Estimated Value of the Panel

The estimated total value of the any purchases pursuant to the panel is in the region of **€200,000 to €400,000** (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:

Cavan and Monaghan Education and Training Board will consult the members of the panel and pick the most appropriate member based on the following criteria:

- Duration of trip required
- Ability to facilitate group size
- Availability of proposed date(s)
- Requirements of the group (new venue, new adventure experience)
- Location – Distance for participants

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

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

When bookings are made through the school, the successful applicant will be required to sign a GDPR Article 28 Data Processing Agreement with CMETB before any personal data of students or staff is processed.

5 Detailed Scope of the Panel

5.1 Detailed Specification

As part of its comprehensive education programme, Cavan & Monaghan Education and Training Board offers students across all levels - post-primary (ages 12–18), further education, Youthreach, and apprenticeship programmes - engaging field trips to outdoor education adventure centres. These experiences are designed to promote personal development and strengthen team-building skills among participants.

Currently CMETB has responsibility for 11 post primary schools, 6 YouthReach Centres, 2 Institutes of Further Education and a number of Further Education centres.

Activities available should focus on (but not be limited to)

- teamwork
- adaptability
- problem solving
- decision making
- communication
- confidence building
- leadership
- resilience

These can be land, sea or sky-based activities.

Please note: copies of the required level of insurance, to match the activities proposed must be presented to the client prior to booking.

5.1.1 Programme Duration Options

There are 4 (four) main options on possible programme duration:

1. Full day

(Normally 9.30am – 4pm) Meals to be brought by students or (lunch) provided.

Facilities to eat should be available.

2. Overnight

With participants staying on site for one night, meals to be provided. Two days of activities involved, i.e. arrival morning of day one and depart afternoon of day two

3. Two nights

Participants staying on site in suitable accommodation, for two nights, meals to be provided. Three days of activities involved, i.e. arrival morning of day one and depart afternoon of day three.

4. Two nights (Over a weekend)

Participants staying on site in suitable accommodation for two nights, meals to be provided. Three days of activities involved, i.e. arrival Friday morning and depart Sunday afternoon.

Please Note: The 4 (four) options proposed above, are provided as a sample.

Schools/Centres reserve the right to look for specific requirements outside of these.

5.1.2 Lead Times for Booking

Schools and centres will have a minimum lead time to book of 30 days and a maximum lead time of 1 year in advance.

5.1.3 Annual Volume

It is anticipated in the region of 200 programmes will be awarded per year. However, this is no guarantee of numbers.

5.1.4 Provision of Food

In any location where food is provided, it is a requirement that all dietary requirements can be accommodated and must be nutritious and in line with healthy eating policies adopted by CMETB colleges and centres.

5.1.5 Accommodation

In any location where accommodation is provided, it is a requirement that the location provided offer suitable accommodation for males and females, appropriate washing/shower facilities and adequate bathroom facilities. The required level of

supervision and support must be maintained for the full duration of the trip.

5.1.6 Inclusion

Where possible programmes should cater for inclusion of participants with physical or intellectual/cognitive disabilities, including autism.

5.1.7 Medical Emergencies

Applicants are required to outline how medical emergencies will be dealt with, to include lead times of access to medical doctor or dentist.

5.2 Mandatory Requirements

5.2.1 Legislation and Regulations

Applicants must comply with all legislation, EU directives and regulations including but not limited to the following or equivalent :

- Child and Family Act (2013)
- Children First Act 2015
- Safety, Health and Welfare at Work (General Applications) Regulations 2007
- The Fire Services Act (1981)
- EU and Irish Employment legislation
- The EU Hygiene of Foodstuffs Regulation (1998 - 2000)

5.2.2 Garda Vetting

Appointment of any company to the Panel is subject to Garda Vetting of all staff who will come into contact with the participants during the trip, and there being no disclosure of convictions which the Contracting Authority considers would render the applicant unsuitable to work with children/vulnerable adults. This process will commence on acceptance from the applicant to be appointed onto the panel.

5.2.3 First Aid

First aid facilities must be made available on site with a minimum of one suitably trained First Aid officer also available at all times for the full duration of the visit.

Please Note: a working defibrillator must be available at all times.

5.2.4 Staffing

The successful operators and their employees must understand and comply with all relevant guidelines including:

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Childcare First: National Guidelines on the Protection and Welfare of Children Department of Health and Children (2011)
- Our Duty of Care: The Principles of Good practice of the Protection of Children and young People (2002)
- Code of Practice of the Management of Fires Safety in Places of Assembly (1981)
- 1994 Hygiene in the Catering Sector, National Standards Authority of Ireland (1994) (if applicable.)

5.2.5 Staff/ Student Ratios

Staff/ Student recommended ratios must be adhered too at all times, dependant on the activity the participants will be doing. Ratios must be made available to the client on request.

5.2.6 Visits to proposed Facilities

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

5.3 Photography of Participants

As a normal with these types of activities, photos or videos may be taken of the participants. Please note that no images of participants may be used either privately or publicly, for example as part of advertising/social media activity, without the written consent of CMETB, the college/centre and the parent/guardian of the individuals whose image is proposed for use.

5.4 Pricing/ Rate Card

Applicants are required to include costs for all proposed service offerings on a per student basis. 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 activities, number of participants etc.

5.5 Invoicing and Payment

All invoices must include a purchase order number from the Contracting Authority.

5.6 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.

6 Evaluation Criteria for Admittance to Panel

6.1 Application Requirements

The Contracting Authority is using a process 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, experience and technical capacity will have their application considered. In order to demonstrate eligibility, applicants are required to provide the following information:

6.2 Cover Letter

A cover letter on official letterhead with the following information:

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

6.5 Insurance Requirements

Confirmation of insurances in place and commitment to put the following levels in place if successful for the contract:

TYPE OF INSURANCE	LEVEL REQUIRED FOR CONTRACT
Employers Liability	€13,000,000
Public Liability	€6,500,000

Applicants must provide evidence of this level of cover being in place or a letter from an Insurance company stating that these levels of cover may be put in place if a contract is awarded within one week of the appointment.

Rule: Applicants must confirm the types of insurance in place and agreement to levels required if successful through completion of the Self-Declaration Form contained in the Response Document

6.6 Tax Compliance

Evidence of tax compliance from the Irish Revenue Commissioners.

Rule: Applicants should confirm their tax compliance status through completion of the Self-Declaration Form contained in in the Response Document.

6.7 Financial Stability

Applicants must demonstrate financial stability by providing a letter from their Auditor or a copy of your latest financial statement confirming they have the resources to pay their debts, identified on the current statement of assets and liabilities as being the debts as they fall due.

6.8 Health and Safety

Applicants must confirm compliance with all Health & Safety legislation and provide a copy of their health and safety statement on request.
Applicants are asked to provide a copy of their Child Safety Statements and Risk Assessment.

APPENDIX 1 - INSTRUCTIONS TO APPLICANTS

(a) Submission of Applications

The Contracting Authority is using the Tender Messaging facility and applications must be submitted electronically via the eTenders messaging facility on www.etenders.gov.ie **and** via email at tenders@cmetb.ie. Please refer separately, to the attached PDF entitled “Method of Submission”. Applications submitted by any other means (including but not limited to by fax, post or hand delivery) will **not** be accepted. Applicants must ensure that they give sufficient time to upload their response.

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

In responding to this application, all applicants 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. Applicants should produce their response as a **SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.**

Applicants must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the closing date/time. Applicants 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. Applicants should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

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

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

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

Email: irish-eproc-helpdesk@eurodyn.com
Phone: +353-818001459

Accessing documents

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

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CFT

Workspace

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

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

It is the responsibility of the Candidate to ensure that their documentation is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

The closing date for receipt of applications is **03rd February 2027 @ 12noon.**

It is the responsibility of the applicant to ensure that their response is complete and is uploaded by the designated deadline. **Applications 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 response, please contact us as soon as possible.

Applicants shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the 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 Panel Documents.

All queries regarding this Panel Application should be via the Questions and Answers facility on www.etenders.gov.ie The closing date for receipt of queries is **Wednesday, 27th January 2027 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, 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 Application

Applicants 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 panel application.

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

The Contracting Authority reserves the right to disqualify incomplete applications.

(d) Cost of Preparation of Application

The Contracting Authority will not be liable for any costs, charges or expenses incurred by applicants in the preparation of responses/ proposals or any associated efforts. It is the responsibility of the applicant to ensure that they are fully aware and understand the requirements as laid down in this document. Applicants 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.

(e) 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 applicant. 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 applicants may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

(f) Confidentiality

After the official opening of Applications, information relating to the examination, clarification, evaluation and comparison of Applications and recommendations will not be disclosed to applicants or other persons not officially concerned with such process until the award decision with the successful applicant has been announced and in conformity with national laws.

Applicants shall treat the details of all documents supplied to them in connection with this contract as private and confidential and shall not disclose the contents to a third party without the permission of the Contracting Authority.

Any effort by the applicant to influence the Contracting Authority or their staff in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract may result in the rejection of that

Application.

(g) Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the application or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Acts, 1995 and 2001. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

(h) Freedom of Information Acts

All responses to this panel application will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant, 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 panel application will be made available on request: name of applicant; 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 application 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 application 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.

(i) Tax Clearance

It will be a condition of admittance to the Panel that successful applicant(s) comply with all EU and national tax laws. Applicants are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident applicants 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 applicants being considered for award of a contract are appropriately tax compliant by checking their status via the online system for which applicants are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification. By supplying these numbers applicants acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of the contract.

(j) 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).

(k) Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally

binding industrial or sectoral agreements in Contracting Authority tenders and in delivering contracts awarded to them.

(l) Dignity at Work

The successful applicant(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.

(m) Clarification of Applications

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

(n) Change in the Composition of an Application

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

(o) Interference and Inducement to Purchase

Any effort by the applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the Award of Contract shall have their application 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.

(p) Notification of Results

All applicants will be informed of the outcome of their application following application 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.

(q) Award Notices

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

(r) Policy on Personal Debriefings

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

(s) Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this application. 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 applicant).

(t) 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. Applicants should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used.

(u) 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.

(v) 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.

(w) 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.

(x) Anti-Competitive Conduct

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

(y) Changes in Legislation

On admittance to the panel, it shall be the sole responsibility of the applicant (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.