



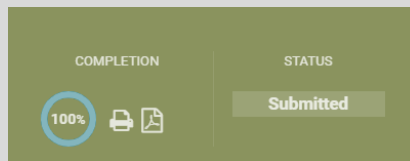
QUALIFICATION QUESTIONNAIRE TO ESTABLISH

A DYNAMIC PURCHASING SYSTEM

INTERNATIONAL STUDENT RECRUITMENT SERVICES

Establishment of a Dynamic Purchasing System for International Student Recruitment Services across the following Regions:	Region	Location
	1	Sub-Saharan Africa
	2	North America
	3	Latin America
	4	Middle East and North Africa (MENA)
	5	South Asia
	6	East Asia
	7	Central Asia
	8	Southeast Asia
	9	All other regions not covered above
Procedure	Restricted	
eTenders Reference:	6422442	
Issue Date	Friday, 13 th March 2026	
Initial Closing Date for Queries	16.00 hours (Irish time) on Monday, 6th of April 2026	
Contact for Queries	eTenders only – www.etenders.gov.ie	
Initial Closing for receipt of completed Questionnaires – to be submitted via www.etenders.gov.ie ONLY	16.00 hours (Irish time) on Thursday, 16th of April 2026	
DPS Applications Closing:	16.00 hours (local time) on 5 th October 2035	
Submissions	eTenders only www.eTenders.gov.ie	
Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie . Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.		

In responding to a competition on eTenders, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above and a confirmation email from eTenders confirming the submission, you have not submitted your response.

TABLE OF CONTENTS

DISCLAIMER	4
1 ABOUT THE CONTRACTING AUTHORITY	5
1.1 The University's Supplier Charter	6
2 BACKGROUND TO THE CONTRACT AREAS.....	7
2.1 Subject Matter of the Dynamic Purchasing System (DPS).....	7
2.2 Scope of Requirements for this Service.....	8
2.2.1 Background and Introduction.	8
2.2.2 Identified Regions	8
2.2.3 General Requirement.....	9
3 THE PROCEDURE.....	11
3.1 Overview of the Procedure.....	11
3.2 Anticipated Timeline for the Procedure	11
4 INSTRUCTIONS TO CANDIDATES.....	13
4.1 Submission of Applications on eTenders.....	13
4.1.1 Initial Applications (i.e., before the Initial Deadline)	13
4.1.2 Technical features of eTenders.....	13
4.2 Queries	14
4.3 Completing the Qualification Questionnaire.....	15
4.4 Applications from SME's and Consortia	16
4.5 Evaluation of Applications	16
4.6 Clarification of Responses.....	16
4.7 Notification of Qualification Result	17
4.8 Ability to Re-Apply	17
4.10 Interference	17
4.11 Freedom of Information	17
4.12 Interference	18
4.13 Inducement to Purchase.....	18
APPENDIX 1: THE QUALIFICATION QUESTIONNAIRE	19

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. All information contained in this Qualification Questionnaire is provided for the purpose of facilitating the production and submission of an application.

Candidates are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of University of Galway (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.

At tender stage, the Contracting Authority shall **NOT** be bound to accept the lowest or any Tender proposal and reserves the power to accept any part of any Tender proposal unless the bidder expressly stipulates to the contrary at the time of Tender.

The Contracting Authority reserves the right to discontinue the procurement process at any time and not make an award decision.

1 ABOUT THE CONTRACTING AUTHORITY

University of Galway and any wholly owned subsidiaries (the “Contracting Authority”) is issuing this Qualification Questionnaire (“QQ”) as a purchasing body for use by University of Galway. This public procurement competition (the “Competition”) will be conducted in accordance with S.I. No. 284/20106 - European Union (Award of Public Authority Contracts) Regulations 2016 (“Regulations”). is the Contracting Authority responsible for this procurement.

University of Galway has been inspiring minds since 1845 as a research-led university. University of Galway is one of the oldest and largest universities in Ireland. We are at the heart of a distinct and vibrant region, renowned for its unique culture, creative industries, medical technologies, marine ecology and economy, and our innovation.

University of Galway has a global perspective, and our university contributes greatly to the diversity and dynamism of Galway, the most international city in Ireland. Through our teaching and research, we attract and develop talent from around the world to address global challenges.

With over 19,000 students, University of Galway has a long-established reputation of teaching and research excellence in the Colleges of Arts, Social Sciences, and Celtic Studies; Business, Public Policy and Law; Engineering and Science, and Medicine, Nursing & Health Sciences. With a complement of almost 3,000 (full-time equivalent) staff, University of Galway is one of the largest employers in Galway and makes a significant contribution to the economic, social, and cultural fabric of the city.

Galway has a larger international community than any other city in Ireland, according to the most recent census (Ref: CSO).

University of Galway is home to almost 4,000 International Students, from 110 different countries, making us the most international university in Ireland. Our international focus is inspired by our location in Galway, a diverse city with a tradition of reaching out to the world. We are proud of the diversity of our campus community, as well as our partnerships with universities, businesses and organisations across the world. We are committed to even greater internationalisation to ensure that our teaching and research has a global impact. We have student exchange programmes with over 200 international universities around the world and also have a global community of staff. 35% are from overseas, coming from 45 countries worldwide.

Five outstanding researchers at University of Galway have been ranked among the 'World's Most Influential Scientific Minds: 2019' according to Clarivate Analytics.

University of Galway's vision is to be a driver of transformational change for our people, our region and our world. We will think globally by inspiring, celebrating and advancing the critical role that our University has in delivering sustainable development. We act locally by empowering our people, investing in our purpose, and engaging with the distinctive needs of our region.

We create a distinctively values-based culture, which has excellence, ambition and the wellbeing of our communities at its core. Our vision will be guided by our university values of respect in our actions, excellence in our work, openness in our outlook and sustainability in our approach. Distinguished by kindness and a commitment to equality, this culture will empower our people to thrive. We will harness our distinctive strengths and creative energy to deliver significant and sustainable societal impact. Our university is at the heart of a distinctive city and region, renowned for its culture,

creativity, technology and innovation. Drawing on these distinctive strengths will set us apart internationally. We aim to stimulate creative potential of our students, staff, alumni and wider community to advance our teaching, research, innovation and engagement in and for the world. Further information is available at our corporate website www.universityofgalway.ie/

It is the policy of University of Galway to encourage participation by Small and Medium Enterprises (SMEs) in this competition. SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

1.1 The University's Supplier Charter

We value the relationships we have with our suppliers and our Supplier Charter sets out how we require those relationships to be based on our Values of Openness, Respect, Excellence, Belonging and Sustainability.

All University suppliers and/or service providers shall adhere to the Supplier Charter, available to view and download [here](#).

Or by cutting and pasting the following link into your browser.

<https://www.universityofgalway.ie/media/procurementandcontracts/University-of-Galway-Supplier-Charter.pdf>

The Contracting Authority has provided a Qualification Response Document (QRD) as a separate document for Candidates to use in preparing their response to this tender. This document and format must be used. To submit a response, it is mandatory to have associated your company with the competition using the eTenders log in. You must upload your response as a Zip file.

2 BACKGROUND TO THE CONTRACT AREAS

2.1 Subject Matter of the Dynamic Purchasing System (DPS)

The purpose of this competition is to establish a Dynamic Purchasing System (DPS) to cover territories as described in Section 2.2.2 for the appointment of International Student Recruitment Agents.

The DPS will be available to facilitate the recruitment of international students on behalf of University of Galway by International Recruitment Agents for the 2025/2026 academic year and additional years for the duration of the DPS.

A DPS is a procedure similar to a framework, but with the important difference that new Candidates can join at any time. However, a DPS has its own specific set of requirements. It has to be run as a completely electronic process and follows the restricted procedure.

A DPS operates as a two-stage process. In the initial stage, all Candidates who meet the Selection Criteria and who are not excluded pursuant to the mandatory or discretionary exclusion criteria are admitted to the DPS on a per Region basis. There is no limit to the number of Candidates that can join the DPS at any point during its lifetime.

Individual contracts are awarded during the second stage. During this stage, the Contracting Authority may invite all Suppliers admitted to the DPS in respect of a specific Category to bid for specific contracts.

2.2 Scope of Requirements for this Service

2.2.1 Background and Introduction.

University of Galway wishes to administer a tender process to secure the services of International Student Recruitment Agents to support the recruitment of highly qualified students to our programmes. This process will incorporate the principles of ethical recruitment (London Principles) and improve the process for recruiting international students using agents abroad.

The Contracting Authority wishes to establish a Dynamic Purchasing Systems (DPS) to qualify economic operators for the Provision of International Student Recruitment Services in a number of international territories.

A DPS operates as a two-stage process. In this second stage, all eligible Candidates who have been admitted to the DPS will be invited to tender for the provision of international student recruitment services to University of Galway

2.2.2 Identified Regions

The Contracting Authority now wishes to appoint qualified and competent service providers to the following nine (9) Regions:

REGION	LOCATION
1	Sub-Saharan Africa
2	North America
3	Latin America
4	Middle East and North Africa (MENA)
5	South Asia
6	East Asia
7	Central Asia
8	Southeast Asia
9	All other regions not covered above

Please Note: Not all countries in each region are currently required. Specific details on each will be provided at Stage 2.

Candidates can join one or more regions, provided they meet the qualification criteria for each region.

Please note that this is an indicative list of regions, and it is the intention of University of Galway to expand the network of regions in the future. In addition, the nature of services may vary for University of Galway Colleges and may carry additional responsibilities depending on the requirements of the service.

With regard to Region 9, University of Galway expects the requirements to expand into new or expanded regions over the duration of the DPS. If and when a new region is identified all Candidates irrespective of their region, will be offered the opportunity to apply for inclusion in the new region. A

Prior Information Notice (PIN) will also be published on the eTenders and Official Journal of the European Union (OJEU) websites.

The following is an indicative list of University of Galway Colleges / Offices / Centres who may avail of this service. Candidates are advised that the inclusion of additional University of Galway Colleges etc. does not constitute a guarantee of additional business.

- College of Arts, Social Sciences and Celtic Studies
- College of Medicine, Nursing and Health Sciences
- College of Business, Public Policy and Law
- College of Science/Engineering and Informatics
- Adult Learning and Professional Development Unit

2.2.3 General Requirement

The service providers will be responsible for the following tasks:

- a) To recruit appropriately qualified students to programmes of study at University of Galway;
- b) To provide prospective University of Galway students with information in relation to University of Galway study options and ultimately grow the numbers of students registered at University of Galway;
- c) To market, promote and profile University of Galway to high schools and universities in the relevant regions as a high-quality destination and a preferred option;
- d) Represent University of Galway at higher education expos and other exhibitions in the relevant region;
- e) Demonstrate evidence of an established and effective network that will promote and recruit students for University of Galway;
- f) Manage networks in each region, if established, (to include face-to-face planning meetings on all aspects of the recruitment cycle to University of Galway including applications, admissions, immigration requirements, and programmes offered);
- g) Provide immigration advice and assisting students in preparing and processing study visa applications, where trained/ experienced to do so;
- h) Keep University of Galway informed on developments and educational opportunities arising in the relevant marketplace, providing market intelligence and first-hand information on trends, opportunities and changes to demand for courses;
- i) Provide evidence of collaborations with relevant higher-education institutions for the purpose of developing articulation agreements with University of Galway;
- j) Provide information on University of Galway as a study destination; travel, lifestyle etc.;
- k) Provide education counselling services for students to ensure the most appropriate course selection;
- l) Processing applications to University of Galway via their agent portal or agent account on our online application system;

- m) Provide on-ground support to University of Galway recruitment efforts; thus, reducing the need to travel and extending the geographical reach of the marketing and recruitment team;
- n) Provide a one-stop shop for students giving them all the information they require in choosing University of Galway as their study destination and processing student applications (guiding students in terms of the entry requirements to ensure the Candidate can meet the academic requirements of the programme).
- o) Keep adequate records of prospective students for the programmes in the Region and provide to University of Galway on request details of their names and copies of correspondence with them (together with direct contact details including the Candidates direct email addresses) in line with the required data protection / GDPR relevant to the specific regions/ countries;
- p) Notify University of Galway as soon as reasonably practicable of any prospective student who has ceased or indicated that she / he / they will cease to apply for admission to a programme to University of Galway and any student who, to the representative's knowledge, has accepted an offer to study at a higher education institution other than the University of Galway.

3 THE PROCEDURE

3.1 Overview of the Procedure

The purpose of the Dynamic Purchasing System is to enable the pre-qualification of suitable parties on a continuous basis over the next ten (10) years for each of the regions identified.

The DPS is a mechanism for those interested in being considered for the relevant work to qualify for consideration. The DPS will operate with an initial closing date; however, Candidates are free to apply for consideration at any time thereafter. The purpose of the initial closing date is to provide The Contracting Authority with the maximum number of applications for consideration in an efficient timescale. The DPS will operate for a period of ten (10) years with an option to terminate at any time prior to the expiry of the closing date.

Stage I – Qualification

1. Interested parties are invited to complete the attached Qualification Questionnaire (Appendix 1). While this DPS will remain open for applications for the entire duration of ten (10) years, those wishing to be considered for requirements arising in the near future must respond by the specified deadline (which is set as an initial deadline).
2. Responses to the Questionnaire will be assessed in accordance with the selection criteria and minimum rules summarised in **Appendix 1** of this document, which is on the basis of the pass/fail criteria set out in the questionnaire. The criteria are aimed at establishing the technical and professional abilities of Candidates. It is emphasised that admission to the DPS will be contingent upon attaining a 'pass' score under each criterion.
3. All those who qualify will be progressed to the next stage to the DPS. **This is not a guarantee of any contract being awarded.**

Stage II – Tender Stage

1. As and when requirements arise, The Contracting Authority will enter into a tender process and discussions with appropriate providers in the relevant regions and may enter into agreements with one or more providers for each region.
2. Once the tender responses have been assessed, all those who are deemed successful, they will be issued a contract, as a condition of award.

Any unsuccessful responses will be invited to partake in the next competition.

Stage III – Contract Award Stage

1. A formal agreement will be put in place which will cover the scope of services, obligations on the service provider and fees.

3.2 Anticipated Timeline for the Procedure

The following indicative timeline is envisaged for this procurement:

TASK		ANTICIPATED DATES	
DPS DURATION		OPERATIONAL UNTIL October, 2035	
Issue Qualification Questionnaire		Monday, 5 th January 2025	
Initial Closing date for Queries		16.00 hours (Irish time) on Friday, 23 rd January 2026	
Mechanism for queries		eTenders only – www.etenders.gov.ie	
Closing date for Receipt of Applications – initial deadline		12.00 hours (Irish time) on Monday, 2 nd February 2026	
Notify of Receipt of Response		Generally, within 10 days of application receipt, unless the volume of applications is such as to make this commitment impossible to comply with – in such instances Candidates will be notified that a response will be provided within 15 days.	
Notification of PQQ Evaluation result		To be confirmed.	
Tender Stage			
Access to the DPS after the initial closing date		The DPS will be open for applications being received for a period up to ten (10) years from date of issue of the Qualification Questionnaire.	

4 INSTRUCTIONS TO CANDIDATES

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Candidates, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to Candidates.

4.1 Submission of Applications on eTenders

4.1.1 Initial Applications (i.e., before the Initial Deadline)

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

NOTE: It is important to note that only persons who have downloaded and accepted a document can submit an upload. Also, please leave sufficient time for upload of documents prior to the deadline as it is not possible to upload any material after this time and The Contracting Authority will not accept documents not received in compliance with the rules of the tender.

The closing date for initial applications is:

Initial Closing date for receipt of completed Questionnaires	16.00 hours (Irish time) on Monday, 6 th October 2025
Thereafter until the expiry of this Dynamic Purchasing System	16.00 hours (local time) on 5 th October 2035

4.1.2 Technical features of eTenders

4.1.2.1 Accessing Documents

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

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

4.1.2.2 Submitting your Response

All applications submitted in soft copy must be compiled such that they can be read immediately using PDF readers and a ZIP file to protect the integrity of file names.

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

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

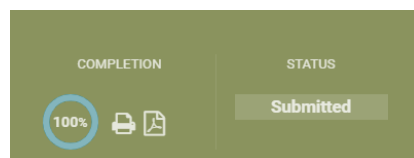
Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

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

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

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



If you do not receive a message similar to above and a confirmation email from eTenders confirming the submission, **you have not submitted your response**.

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

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

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

4.2 Queries

Candidates should ensure that they have read this document and any associated information available on www.etenders.gov.ie and in any relevant OJEU Call for Competition relating to this competition.

Candidates should satisfy themselves that they have all the information required to complete this stage of the procurement process.

Requests for additional information and clarification on any matters must be made via the Questions and Answers facility on www.etenders.gov.ie.

All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Candidates who have noted their interest on the eTenders website.

All queries should be submitted on or before the specified closing date to enable clarifications to be issued to all interested Candidates prior to the deadline date for the receipt of applications.

Closing date for Queries	as per the front cover.
---------------------------------	-------------------------

4.3 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix 1 to this Document, Candidates should note the following conditions:

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

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Candidates for qualification to the DPS.

Where a 'Rule' is associated with a particular question, Candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition and to avoid the pain of exclusion.

Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required. Candidates are **not permitted** to delete or alter wording in the word version of the questionnaire. For the avoidance of doubt the pdf version of the document made available to Candidates has precedence over any other versions.

The Qualification Questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

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

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by a Candidate in the preparation or submission of its Application or otherwise. Further,

The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Candidate unless previously agreed in writing by The Contracting Authority. Each Candidate is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an Application or in participating in this process and competition.

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with the selection criteria.

4.4 Applications from SME's and Consortia

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

Candidates are reminded that they may rely on the resources of other entities in order to establish the qualification requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture Candidates must ensure that all the relevant information is provided and where required, provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

All Candidates, members of groups and sub-contractors are strictly prohibited from discussing any aspect of their Application with other Candidates or otherwise exchanging information or colluding in respect of the project. Any Candidate who fails to comply with this requirement will be disqualified.

4.5 Evaluation of Applications

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

Applications will be evaluated strictly on their merits in accordance with the published selection criteria and minimum rules specified in the Qualification Questionnaire. Where Candidates have chosen the Self Declaration route via production of a European Single Procurement Document, evidence will be sought prior to admission to the DPS. In such instances, Candidates must be in a position to provide the self-declared information within 5 working days.

4.6 Clarification of Responses

While not being obliged to seek clarifications from Candidates, The Contracting Authority reserves the right, at its absolute discretion, to ask Candidates for clarification or elaboration of certain responses to assist in its evaluation of questionnaires, where it is considered appropriate and necessary in the circumstances.

However, it is emphasised that The Contracting Authority will seek clarifications where any of the essential pass requirements set out in the Qualification Questionnaire have not been met and where

they were required to be provided as part of the original application on pain of exclusion from the competition. Therefore, Candidates should pay particular attention to ensure that their applications contain all the required information.

4.7 Notification of Qualification Result

Upon completion of the evaluation of applications, all Candidates will be notified of the outcome of their evaluation and will receive a letter either:

- (a) Notifying them of their admittance to the next stage of the process;
- (b) Notifying them of their failure to meet the minimum criteria and the reasons for their inadmissible response.

4.8 Ability to Re-Apply

In the case of Candidates whose application is rejected, Candidates will be entitled to submit a new application in situations where they can rectify the reason for rejection.

4.10 Interference

Any effort by the Candidate 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 the contract shall have their Application 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.

4.11 Freedom of Information

All responses to this qualification questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Candidate 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 rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Candidates are invited 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, Candidates should specify the information that is sensitive and the reasons for its sensitivity. 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.

4.12 Interference

Any effort by the Candidate 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 the contract shall have their application 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.

4.13 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a Candidate in one of the following circumstances:

- (a) if the Candidate has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

APPENDIX 1: THE QUALIFICATION QUESTIONNAIRE

Ref	Pass/fail criteria	Pass requirement
A1	Candidate Summary	Candidates must complete this section. If the Candidate is a consortium or comprised of sub-contractors, this must be clearly indicated and where the Candidate is relying on any aspect of financial, legal or technical competence of a party to the Candidate this must be identified and fully supported.
A1.1	Candidate details	Candidates are asked to provide a brief background to their company, detailing their history and regions they currently are working in. Finally, Candidates should outline any additional services they provide which they use to attract students and support them in their journey in studying internationally.
A2	Tax Compliance	Candidates are required to complete the relevant sections in the Questionnaire noting that they must be tax compliant, financially compliant and appropriately insured in order to be considered for any contractual arrangement with the Contracting Authority.
A3	Insurance	
A4	Region Choice	Please ensure you have clearly identified the regions for which you wish to be considered.
A5	Previous Experience	Candidates must demonstrate a comprehensive previous track record of delivering and supporting recruitment of international students to the education sector and particularly of sourcing from the country relevant to the region in question. Please provide an outline of recruitment performance over the last three years and at least two relevant contracts / projects which demonstrate comparable previous experience, in the previous 3 – 5 years.
A6	Affiliations / Professional Bodies	Candidates must detail any affiliations with approved / regional / national bodies relating to student recruitment or other professional bodies.
A7	Declaration of Bona Fides	Candidates must complete, sign and date the Declaration. Non-compliant Candidates under any of the headings will be automatically disqualified. This Declaration also includes compliance with statutory obligations.

APPENDIX 1 – QUALIFICATION RESPONSE DOCUMENT

A1. CANDIDATE SUMMARY**Weighting:** Pass/Fail only**Pass requirement:** Candidates must complete this section.

Organisation Name:				
Contact Name:				
Position:				
Address:				
Website:				
Telephone Office:				
Email:				
Date of establishment, if applicable				
Legal Status, if any (Company (Ltd.), Partnership, Sole Trader, etc.)				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.				

GROUPING INFORMATION, IF APPLICABLE

Is the Candidate a Group of individuals and/ or companies?		YES	NO
If Yes, please provide the following information:			
Please enclose an organisational chart with the proposed hierarchical structure of the grouping			
Confirm if attached		YES	NO
Please describe the commercial and legal relationship amongst its members			
If you answer Yes, please provide the following information:	Name	Element of service to be delivered by group member	
Member #1			
Member #2			
Member #3			

NOTE: Please populate the above if a group of providers are coming together to provide this service.

A1.1 CANDIDATE DETAILS

Weighting: Not evaluated

Candidates are asked to provide a brief background to their company, detailing their history and regions they currently are working in.

Candidates should outline any additional services they provide which they use to attract students and support them in their journey in studying internationally.

A2 – TAX CLEARANCE STATUS IN COUNTRY OF ESTABLISHMENT / IRELAND

I confirm and declare:

(A) Being tax compliant with the national provisions in our country of establishment:	Yes	No
(B) For <u>Irish resident candidates</u> with access to tax compliance via www.revenue.ie	Candidate Name	
	Candidate PPSN/Reference No.	
	Access Number	
(C) I confirm that I currently hold a valid paper tax clearance certificate issued by the Irish Revenue Commissioners (relates to Non-Residents)	Registration Number	
	Certificate Number	
OR I confirm that I have applied for a Tax Clearance Certificate details of which will be made available as soon as available – (Form TC1 available from https://www.revenue.ie/en/starting-a-business/documents/form-tc1.pdf)	Yes	No
OR , I confirm that I don't hold a Tax Clearance Certificate but will apply for one when requested.		

A3 - INSURANCES

I confirm that we have the following insurances in place:

Please Note: Candidates must be appropriately insured within rules of country of establishment / operation.

Insurance Type	Details of Insurances in place
Employers Liability (Only relevant if you have employees) <i>(Relevant level: €13 million) – Nearest currency equivalent will be accepted.</i>	
Public Liability (covering interaction with members of the public) <i>(Relevant level: €6.5 million)</i>	
Professional Indemnity <i>(Relevant level: €1.3 million)</i>	

Cyber Insurance <i>(Relevant level: €1 million)</i>			
AND, I confirm that all proposed group members will be verified as being appropriately insured.		Yes	No
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful		Yes	No
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.		Yes	No
Where specific insurance requirements detailed above are not required in your region (please list) please state here, giving the reasons why:			
Please note that The Contracting Authority reserves the right to verify tax compliance and insurance prior to the award of any contract and at any time during the delivery of a contract.			
Signed:			
Position:			

A4: REGION CHOICE**Weighting:** Pass/Fail only**Minimum requirement to remain eligible in the competition:** Candidates must indicate the Territory Choice for which they wish to be considered.

Where applications are for more than one region, Candidates must provide details of experience in the relevant region.

1	Sub-Saharan Africa	YES		NO	
2	North America	YES		NO	
3	Latin America	YES		NO	
4	Middle East and North Africa (MENA)	YES		NO	
5	South Asia	YES		NO	
6	East Asia	YES		NO	
7	Central Asia	YES		NO	
8	Southeast Asia	YES		NO	
9	All other regions not covered above	YES		NO	
	In relation to Region 9, please provide an overview of countries / regions covered outside of Regions 1 to 8.				

With regard to Region 9, University of Galway expects the requirements to expand into new or expanded regions over the duration of the DPS. If and when a new region is identified all Candidates irrespective of their region, will be offered the opportunity to apply inclusion in the new region.

A5 PREVIOUS EXPERIENCE**Weighting:** Pass/Fail only

Minimum requirement to remain eligible in the competition: Candidates must demonstrate a comprehensive previous track record of delivering and supporting recruitment of international students to the education sector and particularly of sourcing from the country relevant to the lot in question, in the previous 3 – 5 years.

PLEASE PROVIDE AT **LEAST** 2 REFERENCE CONTRACTS/ PROJECTS TO DEMONSTRATE RELEVANT EXPERIENCE IN STUDENT RECRUITMENT.

Please note the Contracting Authority reserves the right to contact the referee in order to verify quality and reliability of service.

Candidates are not permitted to include University of Galway as a reference contract here.

REFERENCE CONTRACT/ INSTITUTION #1

Start Date			
Name of Education Institution			
Client contact person:		Phone no.:	
Client address			
Client email		Client Website	
Number of students placed during stated period			
Nature of placements by sector – Medicine, Engineering, etc.			
Source Country(ies) of origin of students			
Details of Additional Services provided			

REFERENCE CONTRACT/ INSTITUTION #2			
Start Date			
Name of Education Institution			
Client contact person:		Phone no.:	
Client address			
Client email		Client Website	
Number of students placed during stated period			
Nature of placements – Medicine, Engineering, etc.			
Source Country(ies) of origin of students			
Details of Services provided			

In addition, please provide a breakdown of your student recruitment over the previous 3 academic years:

Year of Intake:	20xx		20xx		20xx	
(Irish Universities)	UG*	PG**	UG	PG	UG	PG

No. of university applications						
No. of university enrolments						
No. of visa applications submitted						
No. of visas rejected						
(Universities elsewhere)	UG	PG	UG	PG	UG	PG
No. of university applications						
No. of university enrolments						
No. of visa applications submitted						
No. of visas rejected						

* Undergraduate

** Postgraduate

A6 AFFILIATIONS / PROFESSIONAL BODIES

Weighting: For information purposes.

Minimum requirement to remain eligible in the competition: Candidates must detail any affiliations with approved / regional / national bodies relating to student recruitment or other professional bodies.

Name of Affiliation / Professional Body	
Details of qualification / benefits of membership	

A7 DECLARATION OF BONA FIDES

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

Weighting: Pass/Fail only

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

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

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		Please indicate your answer by marking 'X' in the relevant box	
		YES	NO
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations			
1.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?			

Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved		
--	--	--

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		Please indicate your answer by marking 'X' in the relevant box	
The Economic Operator:		YES	NO
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		

2.1.h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

DECLARATION RE STATUTORY OBLIGATIONS			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/ operation:		YES	NO
(a)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(b)	Employment Equality Acts 1998-2011		
(c)	Equal Status Acts 2000-2011		
(d)	National Minimum Wage Act 2000 as amended		
(e)	Organisation of Working Time Act 1997 as amended		
(f)	Disability Act 2005		
(g)	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will		

	provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
(j)	Children First Act (2015)		
Article 5K Declaration - EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.	Yes	No
This Declaration is made for the benefit of the Contracting Authority. I certify that the information provided in the Declaration re Personal Circumstances and the Declaration re Statutory Obligations is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Candidate			
Signature			
Name in print or block capitals			
Rank / Position			

B5 – Child Safeguarding

Weighting: Pass/ Fail

Minimum requirement to remain eligible in the competition. Applicants must confirm to the University of Galway compliance with the Children First Act (2015) and to have or put in place a comprehensive Child Safeguarding Statement.

REQUIREMENT	YES	No
-------------	-----	----

Are you a 'Relevant Service' as set out at Schedule 1 of The Children First Act (2015)		
Please confirm you have a Child Safeguarding Statement in place, which must be made available on request.		