



TENDER RESPONSE DOCUMENT

Establishment of Panels for	The provision of Training Services for Local Enterprise Office Leitrim
Procedure	Panel
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Format for Responses	Completion of Response Document sent to leoprocurement@leitrimcoco.ie
Closing Date / Time for receipt of Completed Applications for initial work	1st of August 2026 (to be included for the first tranche of contracts, applicants should apply by 1st of June 2026)

Applications will be accepted throughout the lifecycle of the Panel at any stage, however in order to be considered for the first tranche of contracts, applicants should apply by 1st of June 2026. The existing Panel will expire on the 31st July 2026, and will be replaced by this Panel which will operate from 1st August 2026.

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.

Responses to queries will be circulated to all Applicants via www.etenders.gov.ie. The identity of the person making a query will not be disclosed when circulating the response.

Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

Please refer to the Training Panel tender instructions document when completing this Response Document.

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Applicant Details	Applicants must complete this section.
A2	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A4).
A3	Insurance	Applicants are required to complete a Self-Declaration Form (A4).
A4	Self-Declaration of Taxes and Insurances	Applicants must complete, sign and date this Declaration.
A5	Computer Literacy Declaration	Applicants must confirm Computer Literacy requirements.
A6	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified.
A7	Health & Safety Declaration	Applicants must demonstrate compliance with all the relevant Health and Safety legislation (signed declaration is sufficient at this stage). The Contracting Authority reserves the right to seek further information to verify compliance.
A8	Sustainability & Environmental Practices	Applicants are requested to provide a copy of their Sustainability Policy, where available, and/or outline any environmental or green initiatives implemented within their organisation.
A9	Previous Experience	Applicants must provide the required information and demonstrate their ability and competencies to deliver the services. Please refer to section 3.9 in the instructions document for full details. The skills, competencies and ability must reside in the Applicant and cannot be outsourced.
A10	Select Lots	Applicants must select the Lots and the categories that they wish to be considered for inclusion on the Panel. Applicants can apply for a minimum of 1 or more Lots subject to a maximum of 5 Lots , as specified in the Instructions Document. Applicants should tick which competencies they have relevant experience in within each Lot.
A11	Candidate Statement Declaration	Applicants must complete, sign and date this Declaration

A1. APPLICANT DETAILS**Weighting:** Pass/Fail only**Pass requirement:** Applicants must complete this section.

Organisation Name				
Contact Name				
Position				
Business Address				
Telephone Office				
Telephone Mobile				
Email				
Date of establishment, if applicable				
Legal Status, if any <i>(Company (Ltd.), Partnership, Sole Trader, etc.)</i>				
VAT Registration No. (if applicable)				
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 <i>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.</i>				
SUB-CONSULTANTS If the applicant wishes to rely on the standing of other parties including sub-contractors' full details must be provided.				

Is the applicant a group of economic operators?			
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 your answer is "Yes", please provide the following information:	Name	Service to be delivered	Confirm Separate Tender Response Document enclosed?
Member #1			
Member #2			
Member #3			

A2. TAX CLEARANCE CERTIFICATE DECLARED BY SELF-DECLARATION

Weighting: Pass/Fail only

Pass requirement: Applicants must complete the self-declaration (A4) providing information regarding their tax compliance. Please note rules on tax compliance available at www.finance.gov.ie and www.revenue.ie.

It will be a condition of the award of any contract under this Panel that the successful Tenderers shall for the term of any such contract, comply with all EU and domestic taxation law and requirements, including but not being limited to Circular 43/2006 issued by the Department of Finance.

The Contracting Authority will satisfy themselves that any Applicant being considered for award of contract(s) 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 clearance position at any time during the term of the panel.

A3. INSURANCES DECLARED BY SELF-DECLARATION

Weighting: Pass/Fail only

Pass requirement: Applicants should complete the self-declaration (A4) providing information regarding the relevant insurance levels / obligations are in place and note that these will be required for the firm(s) being awarded this contract.

A4. SELF DECLARATION OF TAXES AND INSURANCES

TAX CLEARANCE

I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <https://www.revenue.ie/itp/view.jsp>. To this end, please confirm:

Do you grant the Contracting Authority permission to verify your tax status online via revenue.ie?	Yes		No	
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Information required using new tax clearance certificate status being adopted in 2016

Applicant Name			
Applicant PPSN/Tax Reference Number			
Access Number			
OR I confirm that I currently hold a valid paper tax clearance certificate	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.		Yes	

INSURANCES	
I confirm and declare that if successful, we will obtain and hold, for the term of the Panel, the relevant level of Professional Indemnity Insurance (Minimum of €0.3 Million) and any other relevant insurances. We/I will, upon request, provide formal confirmation of this to LEO Leitrim.	Please confirm YES/NO
I confirm and declare that if successful, we will obtain and hold, for the term of the Panel, insurance which indemnifies Leitrim County Council from and against all and any losses, claims, demands, damages or expenses which the Local Authority may suffer in the course of this work if/when requested	Please confirm YES/NO
Declarations must be signed by a duly authorised officer: I hereby declare that the above is an accurate and complete Declaration on behalf of my firm in relation to this tender competition. I undertake to inform the Contracting Authority of any changes to this Declaration which may arise prior to the award of the contract. Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to being admitted to the Panel.	
Signed:	
Position:	
Dated:	

A5. COMPUTER LITERACY DECLARATION	
Weighting: Pass/Fail only	
I confirm that we have good knowledge of Word, Excel, CoPilot, PowerPoint and commonly used email and digital communication platforms.	Please confirm YES/NO

I confirm we have the relevant software tools / licences to conduct online training if required i.e., Zoom, Microsoft Teams etc.

Please confirm YES/NO

A6. DECLARATION OF BONA FIDES**Weighting:** Pass/Fail

only

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

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Applicant 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?		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
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;		
<u>Non-payment of taxes or social security obligations</u> 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.		YES	NO
The Economic Operator:		Please indicate your answer by marking 'X' in the relevant box	
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 Tenderer 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
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
(ix)	We will comply with all our other obligations as noted at Section 4 of the RFT Instructions Document [<i>Data Protection, Freedom of Information, Dignity at Work, Legislation etc.</i>]		
DECLARATION RE: DATA PROTECTION & SECURITY			
I confirm that all Data subjects whose Personal Data is provided in our Tender Response Document 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 on request.		Yes	No
DECLARATION RE: DATA PROCESSING			
I confirm that we agree to the Data Processing Agreement labelled Appendix I – Leitrim County Council Data Processing Agreement include with this Tender and failure to return the signed Agreement will lead to my organisation being excluded from participation in this tender.		Yes	No
These Declarations are being made for the benefit of the Contracting Authority I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator			
Authorised Signatory			
Name in print or block capitals			

Rank / Position	
NOTE: The term Economic Operator covers equally the concepts of Contractor, Supplier and Service Provider whether as Applicant, Tenderer or Participant under an award procedure in accordance with the relevant Public Procurement Directive.	

A7. HEALTH & SAFETY DECLARATION		Weighting: Pass/Fail only	
Pass requirement: Applicants must complete, sign and date this Declaration			
Do you comply with the Safety Health & Welfare at Work Act 2005		Yes	
		No	
Signed:		Position:	
Dated:			

A8. SUSTAINABILITY & ENVIRONMENTAL PRACTICES		Weighting: Pass/Fail only	
Pass requirement: Applicants must complete, sign and date this Declaration			
Sustainability Policy attached or narrative response provided		Yes	
		No	
Signed:		Position:	
Dated:			

A9. PREVIOUS EXPERIENCE	PASS/FAIL ASSESSMENT
Information: Applicants should refer to instances within the last three years which demonstrate that they have successfully delivered services of a comparable nature and scale to the particular Lot being applied for on three (3) occasions. These examples should show the applicant has the level and depth of experience to provide high quality services in relation to the requirements for ALL LOTS being tendered for. If you can clearly demonstrate your experience across a number of different LOT's in one of the references provided, this will be acceptable. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of the Lot applied for.	

The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise. The examples given should make reference to work with Small and medium-sized enterprises (SMEs).

The Contracting Authority reserves the right to contact the nominated individuals below and take into account the references received independently from previous clients of the Applicant.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.

CONTRACT #1			
Client Name			
Client Address			
Start Date:		End Date:	
Client contact person:		Phone no.:	
Approx. Annual Contract Value €			
Provide full details of Training Services Provided and Outcome			
Outline how this contract is comparable with the subject matter of the Lot, and sub Lots being applied for:			

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CONTRACT #2			
Client Name			
Client Address			
Start Date:		End Date:	
Client contact person:		Phone no.:	
Approx. Annual Contract Value €			
Provide full details of Training Services Provided and Outcome			

Outline how this contract is comparable with the subject matter of the Lot, and sub Lots being applied for:

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CONTRACT #3

Client Name			
Client Address			
Start Date:		End Date:	
Client contact person:		Phone no.:	
Approx. Annual Contract Value €			
Provide full details of Training Services Provided and Outcome			

Outline how this contract is comparable with the subject matter of the Lot, and sub Lots being applied for:	

A10. SELECT LOTS

Applicants must select the Lots and the categories that they wish to be considered for inclusion on the Panel. Applicants can apply for a **minimum of 1** or more Lots subject to a **maximum of 5** Lots.

Applicants should tick which sub lots they have relevant experience in within each Lot.

Lots 1-15 – Specialised/Sector Specific Training

Please select the categories below in which you would like to be considered for inclusion on the Panel and where you meet the requirements (please select a maximum of 5 categories, as per the Instructions Document).

1. SYOB Start Your Own Business		8. Design / Craft / Creative Sectors	
2. Business Management		9. Web Development / SEO / Technology	

3. Finance for SME's		10. IP / Legal Services including Patents, Trademark	
4. Sales and Marketing		11. Health, Wellbeing & Fitness	
5. Social-Media & Digital Marketing		12. Exporting / Supply Chain & Logistics	
6. Human Resources & Health & Safety		13. Green Business	
7. Food & Drink Sectors		14. Retail Sector / Tourism Business	

Lot 1: Start Your Own Business

The objective of the SYOB programme is to assist participants in developing an understanding of the issues involved in becoming self-employed and to facilitate them in developing a business plan to establish the potential viability of their business. SYOB may be delivered as daytime/evening courses and/or weekday or weekend courses.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 1 SYOB Start Your Own Business			
Business Start Up Fundamentals		Business Planning	
Researching your Product Idea / Idea Generation		Business Idea and Development	
Research & Development		Commercialisation	
Resources Management		Product Development	
Branding and Packaging		Digital Media	
Sales and Marketing		Pricing and Costings	
Working and Living as a Self-Employed Person		Legal aspects of a business, IP, Trademarks etc	
Presentation and Pitching Skills		Understanding Consumer Trends	
LEAN Business Canvas		Building your Team – Introduction to HR	
Finance and Taxation		Developing a Winning Business Plan	
SYOB + (Monthly Follow on Training Support for anyone who has completed a SYOB training course)		Other (please state)	

Lot 2: Business Management

Under this lot, courses should cover a range of different business related topics.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 2 Business Management			
Business Planning & Management		Manufacturing /Production	
Supply Chain Management		Business Expansion Processes	
Research & Development		Quality Management	
Franchising		Succession Planning	
Lean Principles		Resource Management	
HR & Team Management		Innovation	
Process Engineering		Communications & PR	
Leadership & Company Culture		Tendering For Business / Public Procurement	
Costing / Pricing		GDPR	
Product Design & Development		Pitching/Presentation/Communication Skills	
Commercialisation		Working and Living as a Self-Employed Person	
Resilience in the Workplace		Managing Stress in the Workplace	
Cyber Security		Other (please state)	

Lot 3: Finance for SMEs

The Finance training courses and workshops aim to assist micro-business owner/managers in developing their financial understanding. They will equip participants with the skills to manage various financial responsibilities for small business owner/managers. Some of the courses should include (but not necessarily limited to) a range of the following topics:

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 3 Finance for SMEs			
Basic Bookkeeping - Manual & Computerised		VAT	
		Computerised Accounts	
Taxation		General Banking for Businesses	
ROS (Revenue Online Services)		Pensions	
Accounting Software		Costing/Pricing	
Preference Share Management		Pitching for Investment/ Borrowing	
Succession Planning		Developing a Winning Business Plan	
Funding (Sources, Grants Applications, Drawdown etc.)		VAT registration, Income Tax & Tax compliancy	
Financial Management/Cashflow		Credit Control	
Financial Management for Entrepreneurs		Debt Management	
Preparing for a Revenue Audit		Sage 50 Accounts Programme	
		Other (please state)	

Lot 4: Sales and Marketing

Programmes delivered under this lot will enable participants to properly market their business, make sure they have a clear marketing strategy in place, develop and promote their business' brand, and ultimately drive sales as a result.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 4 Sales and Marketing			
Lead Generation/Sales		Packaging	
Growth Strategy		Market Entry / Route to Market	
New Software Applications		Branding	
Product Design		Account Management of Clients	
Market Research		Marketing Budgets	
Strategic Planning		How To Sell Your Brand	
Presentation and Pitching Skills		Advertising	
Data Analysis		Import/Export	
Selling Online		Podcasts	
Communication		Sales & Negotiation Techniques	
Developing & Reviewing a Marketing Strategy		Other (please state)	
Content Creation			

Lot 5: Social-Media & Digital Marketing

Programmes delivered under this Lot will provide participants with an understanding of how to use the various Social Media platforms, at both a beginner and advanced level, to promote their business. They should also provide business owners with useful social media tips that will enable them to engage more productively and creatively with social media.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 5 Social-Media & Digital Marketing			
Google Analytics		Digital Planning & Management	
Search Engine Optimization		ChatGPT	
Selling Online		Brand & Visual Storytelling	
Email Marketing		Social Media Reels	
Online Marketing Videos		Digital Marketing Platforms for Business:	
Podcasting		• Facebook	
Social media tools and strategies		• X	
Content Creation		• LinkedIn	
Google Tools		• Instagram	
How to Market Online		• TikTok	
Canva		• Snapchat	
Artificial Intelligence		Other (please state)	

Lot 6: Human Resources & Health and Safety

Employees are the most viable asset a company has. Courses delivered under this Lot will provide participants with an insight into the management of staff in their business.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 6 Human Resources			
Interviewing & Recruitment		Employment Law	
Employee Motivation		Performance Management	
Communication		Safety & Wellness	
Managing your Personal Safety at Work		Health and Safety in the Workplace (Legislation and Procedures)	
Staff Retention		Other (please state)	

Lot 7: Food & Drink Sector

Training under this Lot are aimed at entrepreneurs and SME's in the food and drink sector. The courses should help participants learn about various aspects of running a food business such as food safety and regulatory requirements, market research and branding, sustainability, marketing, finance, and distribution.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 7 Food & Drink Sectors			
Market Research / Marketing		Food Tourism	
Labelling and Sustainable Packaging		Product Design	
Branding		Import/Export/Distribution Home & Abroad	
Environmental Awareness / Sustainable Business Practices		Innovative Sustainability Product Development	
Selling at Farmers Markets		Food Trucks (Set-up and legislation)	
Food Business Development Programmes		Food Safety Training	
Food Starter Programme		Food Hygiene Training	
How to Scale up your Food Business		HACCP	
Product Photography		Other (please state)	

Lot 8: Design / Craft / Creative Sectors

Under this Lot, training courses will be tailored for businesses in the design / craft and creative sectors.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 8 Design / Craft / Creative Sectors			
Growth strategy		Import / Export	

Branding / Brand Development	Strategic Planning	
Product Design	Maximising Your Income	
Merchandising for Trade Shows / Pop-up Shops	Marketing & Selling Online	
Sustainable Business Practices	New Product Development	
Product Photography	Other (please state)	
Preparing for Retail and Trade Shows		

Lot 9: Web Development / SEO / Technology

Under this Lot, programmes should help participants better manage their websites. Programmes are aimed at businesses planning a new website or updating an existing website. Through these programmes, participants should gain a good understanding of the processes involved in developing a new or upgrading an ecommerce website, website maintenance, running an online business and the Trading Online Voucher (TOV) Scheme. Participants should gain skills required to develop their website for easy navigation to help secure new customers and maintain existing ones.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 9 Web Development / SEO / Technology		
Website Design & Development	Quality of ICT Proposal	
Digital Marketing & AI Programme for Small Businesses	How to Make your Website Work for You	
Google Analytics	Ecommerce	
Maintaining Your Website	App Development	
Cyber Security	Artificial Intelligence	
Search Engine Optimization	Google Tools	
	Other (please state)	

Lot 10: IP / Legal Services including Patents, Trademark

This Lot focuses on the legal requirements of Business owners. Participants should gain knowledge of areas such as Patents, Copyright, Intellectual Property and more.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 10 IP / Legal Services including Patents, Trademark		
Patents	Trademarks	
Copyright	Intellectual Property	
Investor readiness	Commercialisation	
MVP Development	Growth strategy	
GDPR	Other (please state)	

Lot 11: Health, Wellbeing & Fitness

This Lot focuses on Small Business Owners Health, Wellbeing & Fitness to cope and thrive in today's business environment.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 11 Health, Wellbeing & Fitness			
Time Management		Meditation	
Mindfulness / Wellness		Nutrition	
Work-life Balance		Other (please state)	

Lot 12: Exporting / Supply Chain & Logistics

Under this Lot, courses should help participants with all areas around exporting and prepare them to expand into international markets. Whether they are beginning their export journey or want to discuss tariffs and customs, training should give a greater insight into regulations and requirements for internationalisation of exporting.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 12 Exporting / Supply Chain & Logistics			
Growth Strategy		Strategic Planning	
Import/Export Potential		Managing Risk	
Customs Procedures / Regulations		Cashflow & Currency	
Supply Chain Management		Licensing	
Custom Agents		Importing Procedures (I.e. Tariffs, Customs, HS Classification, VAT Status, Customs Documentation etc.)	
New Market Development / Route to Market		Exporting Procedures (I.e. Tariffs, Customs, HS Classification, VAT Status, Customs Documentation etc.)	
Cross Border Trading		Contract Law	
Customer Value and Service		Operations and Logistics Management	
Purchasing and Procurement in a Commercial Environment		Other (please state)	

Lot 13: Green Business

Training under this Lot are aimed at participants who wish to make their business more sustainable. Trainers should be aware of the various supports available through the Local Enterprise Office such as the Green for Business Programme.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 13 Green Business			
Environmental Awareness		Innovative Sustainability	
Business / Process Innovation under a Green Agenda		Change Management Relating to Green Business Processes	
Sustainable Business Practices		Climate Change Impacts	
Carbon Footprint		Green Strategies	
Energy conservation		Green Procurement	
Green Distribution		Green Marketing Awareness	
Circular Economy		Other (please state)	

Lot 14: Retail Sector / Tourism Business

Under this Lot, training should help participants build and expand their retail or tourism business.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 14 Retail Sector / Tourism Business			
Customer Service		Retail Supports	
Growth Strategy		Routes to Market – Retail Sector	
Sustainable Business Practices		Understanding of Retail Businesses	
Distribution Home & Abroad		Management Skills for Retail Sector	
Visual Merchandising		Routes to Market – Tourism Sector	
Marketing & Selling Online		Understanding of Tourism Businesses	
Branding & Sustainable Packaging		Tourism Supports (Particularly for Festival and Event Committees)	
Product Validation		Management Skills for Tourism Sector	
Import/Export		Other (please state)	

Lot 15: Procurement

Under this Lot, training should help participants build and expand their knowledge of procurement.

Please indicate which of the following sublots you have relevant experience and are competent in delivering training on:

Lot 15: Procurement			
Introduction to procurement and tendering for SMEs		Pricing, costing and value-for-money considerations	
Overview of public sector procurement in Ireland		Understanding evaluation processes and scoring methodologies	
National and EU procurement rules, thresholds and procedures		Risk awareness in tendering and contracting	
Understanding different procurement processes (RFT, RFQ, DPS, etc.)		Contract terms, conditions and post-award responsibilities	

Navigating procurement platforms (eTenders, SupplyGov.ie)		Collaborative and consortium bidding awareness	
How to identify and assess suitable tender opportunities		Learning from unsuccessful tenders and continuous improvement	
Understanding Requests for Tender and procurement documentation		Building internal procurement and purchasing capability within SMEs	
Compliance requirements and common reasons tenders fail			
Structuring tender responses against award criteria		Other (please state)	

A11. CANDIDATES STATEMENT DECLARATION

Weighting: Pass/Fail only

Pass requirement: Applicants must complete, sign and date this Declaration

TO: Leitrim County Council - RE: Leitrim LEO Training Services Panel 2026 - 2029

Having examined your Request for Tenders (RFT) including the Instructions to Candidates, Qualification, Requirements and Specifications, Terms and Conditions of the Services Contract, we hereby agree and declare the following:

I/We understand the nature and extent of the Services required to be delivered as described in the RFT Instructions Document and Tender Response Document.

I/We accept that if we are admitted to the Panel, all of the Terms and Conditions of the Services Contract and the Confidentiality Agreement and agree if awarded and contract to execute the Services Contract.

I/We accept all the Criteria as set out in the RFT Instructions Document.

I/We agree to provide Leitrim LEO with the Services in accordance with the RFT Instructions Document.

I/We shall, if awarded any contract under the RFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 3.9 of the RFT Instructions Document.

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Invitation to Tender Document and the below Detailed Breakdown of Charges and Expenses.

I/We agree that in relation to daily/hourly fees, all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.

I/We agree that The Contracting Authority are not bound to accept the most economically advantageous or any Tender they may receive.

I/We agree that the rates stated below are maximum prices for the duration of the Panel.

I/We agree that no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of The Contracting Authority before the latest date for submitting queries have been found.

Signature		Date	
Print Name		Position	
Company Name:			

Individual Lot Pricing (to include all expenses)			
Lot Number / Name:			
Delivery Method	Hourly rate	Half Day Rate	Full Day Rate
Onsite (In-Person)	€	€	€
Online (MS Teams / Zoom)	€	€	€

Individual Lot Pricing (to include all expenses)			
Lot Number / Name:			
Delivery Method	Hourly rate	Half Day Rate	Full Day Rate
Onsite (In-Person)	€	€	€
Online (MS Teams / Zoom)	€	€	€

Individual Lot Pricing (to include all expenses)			
Lot Number / Name:			
Delivery Method	Hourly rate	Half Day Rate	Full Day Rate
Onsite (In-Person)	€	€	€
Online (MS Teams / Zoom)	€	€	€

Individual Lot Pricing (to include all expenses)			
Lot Number / Name:			
Delivery Method	Hourly rate	Half Day Rate	Full Day Rate
Onsite (In-Person)	€	€	€
Online (MS Teams / Zoom)	€	€	€

Individual Lot Pricing (to include all expenses)			
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