



KERRY COUNTY COUNCIL

Comhairle Contae Chiarraí

OPEN PROCEDURE

REQUEST FOR TENDER

MULTI-OPERATOR FRAMEWORK AGREEMENT KERRY LOCAL ENTERPRISE OFFICE LEAN FOR BUSINESS PROGRAMME

Anticipated Number in Framework	3
Scope of Framework	
Kerry, Cork City, South Cork, Cork North & West Local Enterprise Offices Lean For Business Programme	
Procedure	
Open Procedure – National Level	
Key Dates	
Issue Date	Friday 13 th of June 2026
Closing Date for Queries	16:00 Monday 6 th July 2026
Closing Date for Tender Submissions	16:00 Monday 13 th July 2026
Contact for Queries	
Questions and Answers facility on www.etenders.gov.ie	
Format for submission of tenders	
Via www.etenders.gov.ie only	

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Please note that information relating to this Request for 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 accepts no responsibility for information relayed (or not relayed) via third parties.

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1. ABOUT THE AWARDING AUTHORITY

1.1 The Contracting Authority

Kerry County Council Local Enterprise Office, here in after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.kerrycoco.ie

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority is to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

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.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the 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 tender is from a consortium / joint venture, Tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, manpower, previous experience) and or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF THE FRAMEWORK AGREEMENT

2.1 Type of Framework

Multi-Operator Framework

The Framework Agreement will be established as a multi-operator framework with 3 economic operators. Thereafter contracts will be awarded in accordance with the rules contained herein.

2.2 Scope of Requirements under the Framework

Brief Description of Initial Contract

The Local Enterprise Office Kerry is setting up a framework of consultants to deliver the Lean For Business Programme for the Kerry, Cork City, South Cork, Cork North & West Local Enterprise Offices

Details of contracts under the Framework

Local Enterprise Office Kerry on behalf of Kerry, Cork City, South Cork, Cork North & West Local Enterprise Offices invites you to tender to join a framework of consultants to deliver the Lean For Business Programme.

Purpose of the Lean For Business Programme

The Local Enterprise Offices of Cork & Kerry recognise the importance of the development of management skills for people managing their own Micro or Small Enterprises. It also recognizes the very substantial improvements in productivity and profitability that can result from the application of Lean principles in an organisation and aims to support managers in effectively embracing Lean methodologies in their businesses.

The Contracting Authority now seeks quotes from suitable consulting and training organisations to deliver a Lean Business Programme for owner/ managers in Cork and Kerry. The programme participants will be owner/managers and senior staff members of micro and small businesses across a variety of sectors who wish to gain an introduction to Lean concepts and allow them to gain a practical understanding of Lean principles by undertaking a short focused in-company assignment with mentoring support.

Clients will be small businesses with 50 or less employees. The Consultant will prepare an Action Plan for the Client and submit an online project report to the Local Enterprise Office.

See Section 2.3 for Detail Specification of Requirements.

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There is no guarantee of additional contracts, but where they arise, the Contracting Authority will consult the members of the framework agreement in accordance with the rules of operation outlined in this Request for Tender.

2.3 Detailed Specification of Requirements

The standard Lean programme will consist of two parts.

The initial workshop

An initial single half day, one to one, introductory workshop to introduce Lean concepts, to those participating in the programme. This introductory workshop should be delivered in person unless agreed otherwise with the relevant Local Enterprise Office.

The workshop training should cover:

- Introduction, overview and benefits of Lean principles
- Lean tools and techniques and how they relate to your business
- Road map for Lean in your business
- Understanding the nature and scope of Lean projects
- Project selection and scoping for your business.

The full Lean assignment:

Following the initial one-to-one workshop, the client may apply for a full in-company assignment. It is envisaged that each participant will receive a minimum of 3 half days direct Lean Consultancy and up to maximum of 5 half days. Participants will receive regular support in their assignment from the appointed Lean mentor over a twenty (20) week period to bring their assignment to a successful conclusion.

Programme Outcomes:

On completion of the programme participants should have:

- a. Gained a sound understanding of Lean concepts.
- b. Know how to identify suitable Lean projects
- c. Have implemented their initial Lean assignment in their businesses
- d. Identified base cost improvement figure (to be used as KPIs for monitoring and outcome of Lean Business Programme)

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The daily/half day rate is subject to a maximum fee of €900/€450 (ex vat) and (fee is inclusive of travel and expenses).

The Consultant must submit an online project report at the project conclusion to the Local Enterprise Office. The link will be provided. The report includes Dates and times, Objectives, Activities, Challenges, Impacts and Cost savings/Capacity Increases identified. The consultant will be paid upon receipt of a final report deemed satisfactory by the LEO and submission of an invoice. A policy with regard to invoicing when clients fail to attend scheduled meetings with the Lean Consultant may be included in the final contract.

2.4 Contract Management

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

- Overall responsibility for a good working relationship with the Contracting Authority;
- Provide regular reports on performance as agreed with the Contracting Authority;
- Meet as and when required to review and examine performance;
- Deal with disputes, complaints or concerns that cannot be adequately resolved;
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings;

NOTE: Tenderers will note that contract management activities will be non-billable.

2.5 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue RFT	Friday 13 th of June 2026
Closing date for Queries	16:00 Monday 6th of July 2026
Closing date for Receipt of Tenders	16:00 Monday 13th of July 2026
Clarification meetings (if anticipated)	
Award decision	
Framework Agreement Commencement	

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The dates provided above are estimates at the time of publication of the Request for Tender. The Contracting Authority will endeavor to run the process to this timetable but this cannot be guaranteed.

3. ESTABLISHMENT AND OPERATION OF THE FRAMEWORK

The Contracting Authority proposes to engage in a competitive process for the establishment of a framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

3.1 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a multi-operator framework agreement with 3 operators, subject to that number meeting the minimum criteria and rules.

3.2 Duration of the Framework Agreement

The framework agreement will be for a period of 24 months with an option to extend by a period of 12 months. The Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

3.3 Estimated Value of the Framework Agreement

It is envisaged that maximum spend under this framework agreement will not exceed €500,000.00.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

3.4 Awarding Contracts under the Framework Agreement

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

Use of Direct Invitation from the list of framework members

Kerry, Cork City, South Cork, Cork North & West LEOs reserve the right to operate a system of direct award for all contracts should the relevant LEO deem it necessary to match a potential client with a particular framework member where it believes the circumstances and the necessary skillset of a particular framework member are deemed a best fit for the Client company.

Should this approach be used Kerry, Cork City, South Cork, Cork North & West LEOs will ensure that all framework members are provided with an equal opportunity to provide services in a fair and transparent manner over the lifespan of the framework.

Please note that the direct invitation method will only be used in the following circumstances:

- Where the client company has requested specific skills and experience that a particular framework member possess
- By selection of the most suitable tenderer available for the particular assignment on the basis of their expertise as set out in their Application.
- Where it is believed for operational and interpersonal engagement that a particular framework member is more suitable based on company size, specific requirements and expertise

Use of Cascade Method

Kerry, Cork City, South Cork, Cork North & West LEOs reserve the right to award contracts on the basis of a cascade system. In this scenario the highest-ranking framework member for the lot in question will be offered a potential contract. Only in the situation where the framework member is unable to deliver the service the contract to the satisfaction of the relevant LEO will the contract be offered to the next ranked member.

- Where the nominated person is not available due to existing commitments then the relevant LEO will allocate the assignment to the next most appropriate person, based on their Application.

3.5 Right to Tender outside of the Framework

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

3.6 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions (Appendix 1).

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission. Any reservation about these terms should be submitted as a query in accordance with the procedure described in the Instructions to Tenderers.

3.7 Award to Runner Up

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

If, following the award of any contract under this framework agreement, the Framework Member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the contract to the next highest-ranked tenderer emerging from the process at any time during the contract tender validity period.

4. SELECTION CRITERIA

The Contracting Authority is using the **open** procedure for the award of this framework agreement, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderers' qualifications, tenderers are required to provide the information set out below in the Tender Response Document (TRD) which is based on a self-declaration model, however tenderers are required to provide the minimum information required.

4.1 Relying on the Standing of Other Entities

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.

Tenderers are reminded that they may rely on the resources of other entities to establish the 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 tender is from a consortium / joint venture Tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

4.2 General, Legal and Financial Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.

General Information	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Legal Compliance	
<ul style="list-style-type: none"> • Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 2814 of May 2016 as contained in the Tender Response Document. • Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required. 	
Financial	
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
Turnover	Confirmation that the tendering party turnover exceeded €50,000 during one of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.
Insurance	Confirmation of the following insurances being in place: <ul style="list-style-type: none"> • Employer’s Liability - €13 million • Public Liability - €6.5 million • Professional Indemnity - €1 million

4.3 Technical Capacity Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.

The following are PASS/FAIL and are to be answered in the TRD.	
Previous Contracts	
<p>Tenderers must provide information clearly demonstrating successful delivery of 2 previous comparable contracts.</p> <p>Provide 2 examples which demonstrate they have the level and depth of experience to provide high quality services in relation to the requirements of working with a small/micro enterprise in relation to Lean. Each example should be no more than 1 A4 page. Refer to template in TRD document.</p>	PASS/FAIL
Organisation Profile	
<p>Tenderer must submit a statement showing details of your organisational structure, profile of your company, current manpower levels, staff turnover level, skills base (including a breakdown of the key positions/skills)</p>	PASS/FAIL
References	
<p>Contact details of 2 clients that may be contacted on a confidential basis in relation to the contracts chosen above to confirm satisfactory delivery of the contracts must be submitted. Details should include names, addresses and telephone numbers.</p>	PASS/FAIL
Evaluation & Progress Report :	
<p>Confirmation that you will submit relevant LEO Lean For Business Report upon completion of each client assignment. Dates and times will be included in the report to the relevant Local Enterprise Office.</p>	PASS/FAIL

5. AWARD CRITERIA

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

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

Please note that the maximum marks available is 1,000.

Tenderers must also score a minimum of 70% in Criterion B and C in order to be eligible for the framework.

There is no minimum requirement for Criterion A & D to be eligible.

Criterion A	Weighting	Maximum Marks	Minimum Required Marks
	25%	250	N/A
Title	THE COST CRITERION		
Description	Please note the daily/half day maximum rate is €900/€450 (ex vat) and (inclusive of travel and expenses). <u>Please note the maximum rate of €900.00 per day/€450 per half day exclusive of VAT must not be exceeded. Any tender submission exceeding this amount will be deemed inadmissible</u>		
Criterion B	Weighting	Maximum Marks	Minimum Marks – 70%
	40%	400	280
Title	Proposed content of consultancy work		
Description	Tenderers must describe in detail how they intend to deliver the services. Responses to this criterion must address in particular the requirements as detailed in section two of this document including but not limited to the delivery of the consultancy programme, resourcing proposals and project management.		

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Criterion C	Weighting	Maximum Marks	Minimum Marks – 70%
	30%	300	210
Title	Qualifications, Background and Experience		
Description	Applicants must provide a C.V. and information which demonstrates they hold a strong business degree qualification and/or significant Lean mentoring or advisory experience in the small business sector. Evidence of this is required.		

Criterion D	Weighting	Maximum Marks	Minimum Marks
	5%	50	N/A
Title	GREEN PUBLIC PROCUREMENT (GPP)		
Description	Please provide a statement outlining what measures and commitments you have in place or plan to put in place to ensure your delivery of the services required are environmentally sound and socially responsible.		

NOTE 1: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

5.2 Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.

70% is the minimum score to be eligible for the framework		
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.

5.3 Clarification and Verification Meetings

Award of contract/membership of the framework may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

A visit to the Tenderer’s premises may be required to clarify any questions or queries regarding the tender offer.

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

5.4 Clarification of Abnormally Low Tenders

If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic considering the tendered price or any other financial matter (including proposed indicative hours), the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority’s concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question based on it being considered abnormally low.

INSTRUCTIONS FOR TENDERERS

(a) Submission of Tenders via www.etenders.gov.ie

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

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

To submit a document to the electronic postbox, please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

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

(b) Closing date for Tenders

The closing date for tenders	16:00 Monday 6th of July 2026
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It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline.

(c) Queries

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie, including any omissions which would prevent you from submitting a comprehensive tender. Please submit your query as soon as possible.

The closing date for queries	16:00 Monday 29th June 2026
Process for submitting queries	Via www.etenders.gov.ie only

In circulating responses, queries will be edited to avoid disclosing the identity of the querist, and will be circulated to all parties who have expressed an interest in the procurement on the etenders website.

(d) Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing (by post or electronic means) to all parties who

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have expressed an interest in the notice via eTenders no later than six days before the original closing date.

Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

(e) Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of 6 months is required, this period commencing on the closing date by which the Tenders are to be returned.

(f) Amendment of Tender Documentation

Tenderers are prohibited from amending any text or content of forms or declarations or templates provided as part of this tender competition in their tender responses. Where amendments have been identified, the Contracting Authority may at its discretion eliminate the tenderer from further consideration.

(g) 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.

(h) Confidentiality

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

(i) Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

(j) Anti-Competitive Conduct

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

(k) Freedom of Information Acts

All responses to this Request for Tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(l) Data Protection

Tenderers are required to comply with all directions of the Contracting Authority with regard to:

- (i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);
- (ii) local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities
- (iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
 - Data Protection Acts, 1988 and 2003 and
 - All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

(m) Publicity

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word "media" includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

(n) Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form or as between the hard copy and electronic versions of the tender. Where a discrepancy arises between any figure submitted on the pricing element of eTenders versus the content of the Tender Submission, the Tender Submission figures will be used in the assessment.

In the case of manifest errors - where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

(o) Notification of Tender Evaluations

All tenderers will be informed of the outcome of their tenders following tender evaluation and any necessary clarifications. The Contracting Authority will issue a Letter of Regret with the name of the winning tenderer(s) and the scores of the tenderer and the winning tenderer.

GENERAL INFORMATION RELEVANT TO SUCCESSFUL TENDERERS

(i) Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

Invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

(ii) 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: +353-67-63400).

(iii) Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract[s] awarded on foot of this tender process will be governed by Irish law.

(iv) Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

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) Change in Law

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfill 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.

Appendix 1

The quote/price should be broken down as follows when submitting your all-inclusive costs in EURO and ex VAT:	
All-inclusive fee for 1 half day one to one workshop:	€
All-inclusive fee for Full Programme. Mentoring rate per half day, per client (Minimum 3 days, Maximum 5 days):	€