



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Competitive Procedure with Negotiation Pre-Qualification Questionnaire

Cloud-Based Application Management System for International Student Admissions 2026 – 2032

Appendix A – Pre-Qualification Questionnaire Stage 1

QUALIFICATION QUESTIONNAIRE – Stage 1 (CPWN)

Single Party Framework Agreement

Title:	Single Party Framework Agreement for Provision of a Cloud-Based Application Management System for International Student Admissions
Contracting Authority:	Atlantic Technological University
Procedure:	Competitive Procedure with Negotiation
eTenders/OJEU Ref:	8392417
Issue Date:	13 th June 2026
Closing Date for Queries:	3 rd July 2026 12 noon (local time)
Closing date for Responses:	14 th July 2026 12 noon (local time)
Organisation Name:	
Contact Name:	
Contact Email:	

Appendix A: Pass/Fail Criteria

A1 – Applicant Summary

Weighting: Pass/Fail

Pass Requirement: Applicants must complete this Section

Organisation Name:		
Contact Name:		
Position:		
Address:		
Telephone (Office):		
Telephone (Mobile):		
Email:		
Website:		
VAT Registration Number:		
Companies Registration Number (or equivalent based on country of establishment)		
Country of Establishment if Outside Ireland		
Date of Establishment:		
Legal Status (Company, Sole Trader, etc.):		
Please answers the following questions with 'Yes' or 'No':		
1) Is the Applicant a Small and Medium-size Enterprise (SME) as defined in the European Commission's Recommendation 2003/361/EC ¹ ?	Yes ☐	No ☐
2) Is the Applicant a consortium / group of Economic Operators?	☐	☐
3) Is the Applicant a Lead Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	☐	☐
4) Is the Applicant relying upon another entity including sub-contractors to meet some/or all of the qualification requirements under the selection criteria?	☐	☐

¹ SMEs are enterprises which employ fewer than 250 persons, and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million.

5) Is the Applicant only relying on the other entity(s) to deliver services under the DPS(s)?	☐	☐
6) Does the Lead Applicant confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?	☐	☐
Please detail the contributions of other parties:		
If the answer to any of the above questions 4 and 5 is 'Yes', full details of the other parties relied upon must be provided below by the Lead Applicant. Please note that where this entity is being relied upon, this must be clearly identified, where relevant, throughout the Response Document.		
Name of Entity	Selection criterion where Applicant is relying on their resources to qualify: <i>and/or</i> Service to be delivered by third party:	Check the box to confirm third-party is clearly identified throughout the response
		☐
		☐

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance

A3 - Insurance

Weighting: Pass/Fail

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
Employer Liability	€13 million
Public Liability	€6.5 million
Product Liability	Covered under General Liability
Professional Indemnity and Cyber Security	€2.5 million combined

A4 – Financial

Weighting: Pass/Fail

Confirmation of financial stability for the most recent years of operation (up to a maximum of 3 years).

Rule: Applicants should confirm that their turnover was in excess of **€100,000.00** during each of the last three years of operation, or pro-rata if more recently established through completion of Section **A5 Self-Declaration Form**.

Confirmation of financial standing ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

- Evidence of both statements will be required prior to confirmation on a tender list.
- In the case of an applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead applicant. Where group members are relying on the lead applicant's financial capacity, self-declaration / evidence will only be required of the lead.

In the case of firms more recently established evidence of pro-rata turnover will suffice.

A5 – Self Declaration for Financial Information

Tax Compliance

Option 1:

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm:

Yes

No

Applicant Name:

Tax Reference Number (PPSN):

Access Number:

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)
To this end, please confirm:

Yes

No

Registration Number:

Certificate Number:

Option 3:

Yes

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		No	
Turnover			
I confirm that our turnover with regard to the provision of a Cloud-Based Application Management System for International Student Admissions exceeded €100,000.00 per annum during each of the last three financial years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months. Evidence of the foregoing will be required within 7 days of request prior to the award of any contract.: Applicants MUST provide turnover figures in table below.			
Financial Year	2025	2024	2023
Turnover	€	€	€
Month of financial year end			
I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: (evidence of turnover for the past three financial years by way of auditor's letter or audited accounts)	Yes		
	No		
I confirm that I will supply evidence of financial standing, by way of auditor's letter ensuring the tenderer party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.	Yes		
	No		
Insurances			
I confirm that we have the following insurances in place:			
Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Product Liability	€		
Professional Indemnity	€		
Cyber Insurance	€		
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 or framework 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	
Signed:		
Position:		
Date:		

A6 – Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

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.

Note: Where a consortium is successful at tender stage, each member of the consortium may be required to complete this Declaration of Bona Fides.

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
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	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;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	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;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations 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? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
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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. The Economic Operator:	Please indicate your answer by marking 'X' in the relevant box	
		Yes	No
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	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		
2.1i	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
(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.		
Declaration Re Personal Data			
We 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		YES	NO

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.			
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 application.	Yes	No
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:			
This Declaration is made for the benefit of Atlantic Technical University.			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

A7. Cyber Assurance

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate that appropriate measures are in place to ensure robust cyber assurance. This may include certification to an external standard (e.g., ISO 27001) or an equivalent internally managed Information Security Management System (ISMS).

Do you operate an Information Security Management System (ISMS)?	Yes		No	
Information Security Management System	Externally Certified		In-house	

If externally certified, please provide the following information:

Name of Certification Body:	
Date of most recent certification:	
Scope of Certification:	

If your ISMS is managed internally, please provide the following information

(i) Outline of Information Security Management Practices: <i>(Tenderers MUST describe the governance structure, risk management processes, controls framework, and key policies.)</i>				
(ii) Evidence of Independent Audits: <i>(Tenderers MUST provide details of recent third-party or internal audit activity demonstrating system effectiveness.)</i>				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

A8 – Environmental Systems

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Environmental legislation and guidelines. The Contracting Authority reserves the right to seek further information to verify compliance.

Do you comply with all relevant Environmental legislation?	Yes		No	
Manager responsible for Environmental Systems:				
Environmental management	Externally Certified		In-house	
If externally certified, please provide the following information:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

SECTION B: Weighted Criteria

B1 PREVIOUS EXPERIENCE

Weighting: 90% (Maximum 9000 points)

Minimum requirement to remain eligible in the competition: Applicants must provide details of three (3) contracts delivered within the last five (5) years which demonstrate successful delivery of services that are relevant and comparable in nature and/or scale to the requirements of this procurement.

The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.

The contracts referenced must contain sufficient detail to enable the Contracting Authority to reasonably assess their relevance, scale, complexity, and outcomes in comparison to the services required under this contract.

The contracts selected should demonstrate the Applicant Firm's capability, experience, efficiency, and reliability in delivering similar or aligned services. Applicants may demonstrate comparability across the three contracts collectively, where appropriate.

All fields MUST be completed in full. If 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.

This criterion will be evaluated in its totality. Additional appendices will not be considered unless explicitly permitted.

Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				

Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.	
Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.	
Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.	
Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	

Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent, CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	
Summary: Provide a brief summary outlining why this contract is relevant and comparable to the services required under this procurement.	

Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				
Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.				
Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.				
Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.				

Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	
Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent, CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	
Summary: Provide a brief summary outlining why this contract is relevant and comparable to the services required under this procurement.	

Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				
Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.				
Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.				
Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.				

Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	
Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent, CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	
Summary: Provide a summary outlining why this contract is relevant and comparable to the services required under this procurement.	

B2 QUALITY ASSURANCE MEASURES

Weighting: 10% (Maximum 1000 points)

Minimum requirement to remain eligible in the competition: Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.

Third-party certification(s)

Note: please duplicate where multiple third-party certified systems are operated

Please provide the following details (if the Applicant has multiple relevant certifications, please provide the requested information for all such certifications and duplicate table as required):

Reference title of certification:		
Name of Organisation Certified:		
Name of certified party:		
Name of accreditation body:		
Date of certification:		
Scope of certification:		
Locations to which certification refers:		
Date of first certification:		
Date of most recent renewal:		
Name of person responsible for quality management:		
Confirmation that a copy of third-party certificate(s) has/have been attached to the PQQ submission:	Yes	No
	☐	☐

In house quality management, best practice, standards adherence measures

If you do not have an externally certified system, please provide details of the processes and procedures for ensuring Quality Management in the delivery of the services relevant to this Framework Agreement.

Please detail what policies, practices and oversight you have currently in place, and what steps you take to verify and continuously improve your quality management.
Please provide up-to-date examples.

Applicant's response:

