



Comhairle Chontae Liatroma
Leitrim County Council



Leitrim County Council

OPEN PROCEUDRE REQUEST FOR TENDER

Scope of Contract

PEACEPLUS 2.4 Smart Towns and Villages

Leitrim County Council is inviting proposals from those with relevant skills, experience, qualifications and capacity to deliver External Consultancy Services for Digital Diagnostics, Workshops and One-to-One Mentoring under the DS3 PEACEPLUS Project (Work Package 1) for counties Leitrim, Sligo and Donegal.

Open Procedure – National Level

Key Dates

Issue Date	16 June 2026
Closing Date for Queries	12pm 13 July 2026
Closing Date for Tender Submissions	12pm 21 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

Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to 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.

Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents.

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

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1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Leitrim County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our website www.leitrim.ie

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

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 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. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF THE CONTRACT

2.1 Background

PEACEPLUS is a cross-border funding Programme supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration. It represents the EU's commitment to supporting the peace process across the region building upon the work of the previous PEACE and INTERREG Programmes. After successful adoption of the Programme by the EU, the Special EU Programmes Body (SEUPB) launched PEACEPLUS in October 2023.

The programme has been divided into six themes with the aim of addressing longstanding social and economic challenges which have and continue to have an impact on our communities.

Theme 2, entitled *Delivering Socio-Economic Regeneration and Transformation*, focuses on small businesses and technology. The aim is to connect people by finding new ways to do things using technology and the internet, as well as learning new skills.

Under this theme *Investment Area 2.4, Smart Towns and Villages*, aims to provide greater access to and awareness of telecommunications. An area-based approach will be adopted to the creation of Smart Towns and Villages. In 2024 a successful application was made to this investment area for the *DS3 Project-Digital Service, Supports and Spaces*.

Leitrim County Council are a partner on this project and are leading the management and delivery of Work Package 1 for Leitrim, Sligo and Donegal.

The DS3 Project (Funded under Investment Area 2.4 Smart Towns and Village)

The DS3 Project is a transformative cross-border initiative designed to boost digital inclusion and innovation in rural communities across the Central Border Region of Ireland and Northern Ireland. Led by the Irish Central Border Area Network (ICBAN) and supported by a partnership of local authorities, educational institutions, and development agencies, DS3 aims to empower individuals, businesses, and community organisations through access to digital tools, skills, and infrastructure.

At its core, DS3 addresses the digital divide by delivering three key work packages:

1. **Learning**– A comprehensive digital mentoring programme will support 500 community members and 250 SMEs with tailored training, one-to-one mentoring, and action learning workshops. This will build digital confidence and capacity, enabling participants to adopt and benefit from ICT solutions in their daily lives and operations.
2. **Interventions**– Two state-of-the-art Mobile Labs (one focused on digital fabrication, the other on multimedia) will travel across the region, bringing hands-on digital experiences directly to rural areas. A new digital platform will also be co-designed with 14 communities, enabling them to promote local services, events, and products online.
3. **Legacy**– The project will develop three Smart Place Frameworks to guide long-term digital transformation in selected towns and villages, ensuring the sustainability of DS3's impact.

Work Package 1 – Learning:

Provision of Digital Diagnostics, Workshops and One-to-One Mentoring Services for Leitrim, Sligo and Donegal

As part of the PEACE PLUS DS3 initiative, which promotes cross-border cooperation and innovation, a comprehensive Digital Skills Mentor Programme is being delivered across Leitrim, Sligo and Donegal to support SMEs and community groups in rural towns and villages (defined as towns and villages with a population of 18,000 or less). This programme combines early-stage digital diagnostics, one-to-one mentoring, and targeted workshops to enhance digital capability, confidence and competitiveness.

Across Leitrim, Sligo and Donegal a total of 260 digital diagnostics (130 SMEs and 130 community groups) will be undertaken over two years, providing participants with structured assessments, tailored recommendations and signposting to relevant supports. Building on this, 172 participants will progress to one-to-one mentoring, receiving bespoke, expert guidance to implement practical digital improvements, including areas such as AI adoption, digital marketing, e-commerce and productivity tools.

In parallel, a series of 10 workshops will be delivered for both SMEs and community groups, engaging over 360 participants through a blended approach of in-person and online learning. Through this integrated model of diagnostics, mentoring and skills development, the initiative aims to drive digital transformation, strengthen local enterprise resilience, and empower communities to fully participate in the digital economy.

Note: The Interventions can only be carried out in Rural Areas- Town and Villages with a population of less than 18,000.

Collaboration

In line with the objectives of the PEACE PLUS DS3 initiative, all programme elements are designed to actively foster cross-border collaboration, with delivery supported through strong co-ordination between Local Enterprise Offices (LEOs) across Leitrim, Sligo and Donegal. This collaborative approach facilitates the inclusion of participants from border regions, promotes shared learning and peer exchange, and ensures that programme activities—such as diagnostics, one-to-one mentoring and workshops—reflect relevant cross-border priorities and opportunities.

Through joint planning and outreach by the three LEOs, the programme will maximise participation from across the region while embedding cross-border themes and perspectives throughout delivery, supporting greater regional cohesion and knowledge transfer.

Monitoring & Evaluation

All programmes will have a target number of participants. It is recommended that, in tendering, providers consider an 'attrition rate' i.e. build in an over-achievement of participant numbers to allow for any dropout during delivery. All programmes will be required to comply with evaluation and monitoring requirements. This will include but may not be limited to:

- Attendance sheets for activities delivered illustrating the range of participants
- Pre and post activity evaluation forms tracking qualitative measures of attitude and perception
- Case studies of activity types and participant feedback

- Participant tracking

Monitoring and Evaluation templates will be provided to the successful Tenderer.

Horizontal Principles

In the context of EU funded work, the Horizontal Principles are core principles of importance that cut across and have relevance to all areas of work of programmes and projects supported by the EU. These are:

- Sustainable Development
- Equal opportunities and non-discrimination
- Equality between women and men
- Compliance with the EU Charter of Fundamental Rights

2.2 Overview of the Requirement

Leitrim County Council is inviting proposals from those with relevant skills, experience, qualifications and capacity to deliver External Consultancy Services for Digital Diagnostics, Workshops and One-to-One Mentoring under the DS3 PEACEPLUS Project (Work Package 1) for counties Leitrim, Sligo and Donegal.

2.3 Details of Options

N/A

2.4 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue ITT	16 June 2026
Closing date for Queries	12pm 13 July 2026
Closing date for Receipt of Tenders	12pm 21 July 2026
Clarification meetings (if anticipated)	N/A
Award decision	July 2026
Contract Commencement	August 2026

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

2.5 Termination of Contract – replicate across all documents

The Contracting Authority reserves the right at its sole discretion to terminate any contract and any framework where, due to matters outside its control, including but not limited to, increased costs arising from any changes in the Customs Union, which render the commercial arrangement uncompetitive.

3. DETAILED SPECIFICATION OF REQUIREMENTS

The Contracting Authority proposes engaging in a competitive process for the award of a contract as specified hereunder.

3.1 Specification

3.1.1 Aim of DS3 – Strengthening Digital Capacity and Capability

The aim of this activity is to enhance digital capability, confidence, and competitiveness across SMEs and community groups in the Central Border Region through a structured programme of digital diagnostics, one-to-one mentoring, and targeted workshops. This initiative supports the PEACE PLUS DS3 objective of fostering cross-border collaboration, economic resilience, and social inclusion by enabling organisations to assess their digital maturity, adopt new technologies, and implement practical digital improvements.

3.1.2 Title of Project

DS3 Digital Skills Programme Leitrim, Sligo and Donegal

3.1.3 Description

This project will deliver a comprehensive Digital Skills Programme across Leitrim, Sligo, and Donegal, targeting SMEs and community groups in rural towns and villages (defined as towns and villages with a population of 18,000 or less). The programme will follow a structured pathway, commencing with early-stage digital diagnostics to assess current digital capability and identify development needs.

Participants will then be supported through tailored one-to-one mentoring, providing practical, expert guidance aligned to their specific digital priorities, including areas such as digital strategy, AI adoption, e-commerce, cybersecurity, and digital marketing.

In addition, a series of workshops will be delivered to support broader skills development, peer learning, and knowledge exchange. The programme will be delivered through collaboration between the Local Enterprise Offices (LEOs) across the three counties, and external specialist providers, ensuring a coordinated and consistent approach.

A strong emphasis will be placed on inclusive participation, cross-border engagement, and supporting organisations at varying levels of digital maturity, while also ensuring signposting to wider DS3 and local supports.

3.1.4 Age Range of Participants

Adults (including SME owners, employees, community group representatives, volunteers, and local stakeholders).

3.1.5 Result Indicators

- Improved digital capability, confidence, and competitiveness among SMEs and community groups
- Increased adoption of digital tools, including AI-enabled solutions
- Enhanced cross-border and cross-community collaboration and knowledge sharing
- Implementation of practical digital improvements and business process changes
- Increased awareness and utilisation of enterprise and community support mechanisms

3.1.6 Output Indicator

- Number of SMEs and community participants completing digital diagnostics, mentoring, and workshop activities.
- Case Studies to demonstrate impact of participation

3.1.7 Project Management Requirements

1. Appointment of a qualified and experienced service provider(s) to deliver digital diagnostics and one-to-one mentoring
2. Ongoing coordination with the Leitrim County Council DS3 Programme Team
3. Strong collaboration with Local Enterprise Offices across Leitrim, Sligo and Donegal, and Local Authority Community/PPN teams
4. Stakeholder engagement with DS3 partners and associate partners, including:
 - **Partners:** ICBAN, Leitrim, Cavan and Sligo County Councils, Southern Regional College, Mid Ulster District Council, and Ulster University
 - **Associate Partners:** Western Development Commission, Donegal and Monaghan County Councils and Armagh City, Banbridge and Craigavon Borough Council
5. Compliance with PEACE PLUS branding, communication, and reporting requirements
6. Delivery of programme elements that ensure:
 - Appropriate geographic spread across rural areas
 - Alignment with participant needs (SMEs and community groups)
 - Effective recruitment and engagement of participants
7. Provision of regular updates for DS3 reporting and communications.
8. Robust monitoring and evaluation of programme delivery and participant outcomes
9. Accurate recording of diagnostics, mentoring sessions, attendance, and referrals/signposting activity

3.1.8 Recording of Participant Numbers

- Delivery of **260 digital diagnostics** (130 SMEs and 130 community groups) from counties Leitrim, Sligo and Donegal
- Progression of **172 participants to one-to-one mentoring** (86 SMEs and 86 community groups)
- Delivery of **20 workshops** (10 SMEs and 10 community groups) engaging a minimum of:
 - 160 SME participants
 - 200 community participants
- All participants must complete required registration and monitoring documentation

- Activities must demonstrate meaningful cross-border and cross-community engagement

3.1.9 Project Timeframe

- Delivery across **Year 1 and Year 2 of the DS3 programme**
- Diagnostics and mentoring delivered over a 24-month period
- Workshops delivered across both years in line with programme scheduling

3.1.10 Project Budget

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This is a fixed priced contract. Given the anticipated percentage time spend on each of the required elements Leitrim County Council suggest that contractors time and budget is proportioned accordingly.

The suggested breakdown of time is as follows:

- - 15% for digital diagnostics
 - 80% for one-to-one mentoring
 - 5% for workshops (inclusive of VAT and all related expenses)
- Expenditure relating to room hire for workshop delivery will be supported through existing LEO and Local Authority resources

3.1.11 Project Outputs & Targets

Work Package	Output	Indicative Actions
WP1 – Digital Skills Programme	Digital Diagnostics, Mentoring and Workshops	- Promote programme Recruit participants through LEOs and Local Authorities Management the programme Deliver programme in line with metrics set out

- Review Expression of Interest and complete suitability assessments
- Deliver 260 digital diagnostics (SMEs and community groups)
- Provide tailored reports with recommendations and signposting to supports

- Deliver 172 one-to-one mentoring sessions (one full day per participant and 6-month check-in)
- Support implementation of digital actions identified in diagnostics
- Deliver 20 workshops (SMEs and communities) using blended learning approaches
- Monitor engagement, progression, and outcomes across all participants

3.2 Duration

The contract will be for a period of **Twenty -four (24)** months.

The Contracting Authority reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs.

3.3 Indicative budget

The indicative budget for the contract is €230,000.00 inclusive of VAT or 187,00 exclusive of VAT.

- All costs provided must be in euro and exclude VAT (indicating the relevant VAT rate). Tenderers from NI/UK should be aware that even though they may not be including VAT in their tender sum per above, that Leitrim County Council is obligated under tax rules to self-account for VAT at a rate of 23% and therefore to factor this into their quotation.
- The contractor shall cover all costs of the items stated in the RFT within the allocated budget. A detailed budget should be provided to cover project delivery and include reporting and monitoring and evaluation.
- The budget is inclusive of all planning and development of the programme as well as travel and expenses that may be incurred throughout the campaign.

3.4 Contract Management

3.4.1 Account Management

The successful contract will be with Leitrim County Council and the main point of contact is the DS3 Programme Manager. A high level of liaison will be required between the successful tenderer(s) and the Contracting Authority throughout this project. Tenderers will be required to nominate a dedicated Contract Manager who will act as the main point of contact for the duration of the contract. The duties of the Contract Manager will include the following:

- Overall responsibility for maintaining a good working relationship with the Contracting Authority.
- Provide regular reports on progress as agreed with the Contracting Authority.
- Meet as and when required to review and examine progress.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.

NOTE: Contract management activities will be non-billable.

3.4.2 Invoicing

Payments will be made as per contract payment schedule and upon submission of an invoice to the Contracting Authority. All official invoices must quote an official purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier.

A report is to be provided on outputs/outcomes/performance indicators with each invoice with back up supporting documentation attached. You will be provided with a template. The successful tenderer will also have to undertake a Post Project Evaluation to be submitted with the final invoice.

3.5 Compliance with the Terms and Conditions

Award of contract will be subject to the successful tenderer agreeing to the Contract Terms and Conditions.

3.6 Award to Runner Up

If for any reason, it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded a contract, the successful tenderer fails to deliver the contract in accordance with the terms and conditions, the Contracting Authority reserves the right to award the contract to the next highest scoring tenderer based on the terms advertised at any time during the tender validity period. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

4. STAGE 1: SELECTION CRITERIA

The Contracting Authority is using the **open** procedure for the award of this contract, 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. Leitrim County Council is using a 2-stage approach to the Selection and Award of this tender.

In order to demonstrate a tenderers' qualifications, tenderers are required to provide the information set out in the Tender Response Document (TRD) which is based on a self-declaration model, however tenderers are required to provide the minimum information required.

Alternatively, tenderers may have compiled a European Single Procurement Document (ESPD) which will be accepted as evidence of compliance.

4.1 Relying on the Standing of Other Entities

If required SMEs, Social Partners and Community Organisations are encouraged to explore the possibilities of forming relationships with other SMEs, Social Partners and Community Organisations 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 contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

5. STAGE 2: 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. Tenders will be assessed by an Assessment Committee which will be determined by Leitrim County Council and who are not obliged to accept the lowest or indeed any tender.

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

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

Criterion A	Weighting	Maximum Marks	Minimum Marks Required
	45%	450	225
Title	Approach & Methodology for Service Delivery		
Description	The tender should demonstrate the following: • Collaborative Planning: Co-design delivery schedules with stakeholders across the counties to align with local needs and DS3 goals. • Inclusive Outreach: Target SMEs, community groups, and enterprise hubs, especially in rural and underrepresented areas. • Tailored Programmes: Adapt workshops for accessibility and diverse audiences. • Expert Delivery: Engage skilled facilitators and technicians for hands-on digital training. • Monitoring & Evaluation: Track participation, assess outcomes, and gather feedback for improvement. • Safety & Accessibility: Comply with regulations and ensure fully accessible venues. • Sustainability & Legacy: Embed long-term skills and innovation capacity in communities. • Reporting & Compliance: Maintain records and submit progress reports per PEACE PLUS requirements.		

Criterion B	Weighting	Maximum Marks	Minimum Marks Required
	30%	300	150

Title	Project Team & Implementation
Description	Team Composition & Expertise Provide detailed information about the organisation and the qualifications and experience of staff assigned to the contract. Include professional profiles for all key team members, outlining their roles, skills, and expected level of involvement. Demonstrate access to skilled personnel and technical resources essential for project delivery. Provide evidence of suitably qualified personnel with expertise in digital strategy, AI-enabled tools and technologies, business advisory and mentoring, and training and facilitation. Please confirm that relevant personnel possess a class B license and have no motoring claims/convictions outstanding. Note: Any changes to proposed staff must be communicated to the Contracting Authority to ensure consistent quality Tenderers must demonstrate: ○ Experience delivering digital transformation supports to SMEs and/or community groups ○ Expertise in digital diagnostics, mentoring, and advisory services ○ Knowledge of rural enterprise and community development contexts ○ Capacity to deliver services across multiple geographic locations Understanding of Project Objectives Demonstrate a clear understanding of the project brief and the challenges it aims to address. Propose innovative approaches or enhancements that will add value and distinguish the project from standard delivery models. Project Delivery Plan Submit a comprehensive plan detailing how the proposed schedule will achieve project outcomes. Include: • Clear outputs and timelines • Monitoring and evaluation mechanisms • A communications and publicity strategy to promote engagement and visibility Sub-Contracting If sub-contractors are engaged, the Contracting Authority will liaise solely with the primary quotation applicant. At no point will the Authority mediate between the applicant and any sub-contracted parties.

Criterion C		Weighting	Maximum Marks	Minimum Marks Required
		25%	250	125
Title	Cost			
Description	Quotations should include a detailed breakdown of the cost structure for the project in the table included in the TRD, including but not limited to: • Completion of 260 Digital Diagnostics - Completion of 172 One to one mentoring - Completion of 10 workshops - Planning and development for the full programme - Promotion of programme through networks - Stakeholder management - Monitoring and evaluation throughout the programme			

5.1 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	250
Formula employed	$\frac{250 \times A}{B}$

5.2 Methodology for Calculating Scoring of Award 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.
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.
Less than 50% is unacceptable		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail.
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 a fail.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and a fail.

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

5.3 Clarification / Verification Meetings

Award of contract may be subject to attendance at a clarification and verification meeting. If such a meeting is required 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 in light of 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 on the basis of it being considered abnormally low.

6. 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.

The closing date for tenders	is 12pm 21 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.

(b) 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	is 12pm 13 July 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.

(c) 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 have expressed an interest in the notice via eTenders no later than six days before the original closing date in this document. 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

(i) 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.

(j) 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.

(k) 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.

(l) Child Protection

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

Tenderers should also give due consideration to Children First Guidance and Legislation, EU Child Guarantee Ireland's National Action Plan. Tenderers are encouraged to incorporate these principles and practices within their submission.

Tenderers are required to inform the parents/guardians of children and young people under the age of 18, and the child/young person themselves as appropriate, that by participating in the project,

their image/material including their personal data will be captured and shared with SEUPB in line with the [Privacy Notice](#).

If the successful tenderer wishes to engage with schools/colleges as part of programme delivery, they must obtain relevant authorisation *i.e.* letter from Principle or relevant education body.

(m) 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.

(n) 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.

(o) 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.

(p) 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.

(q) 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.

(r) 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.

(s) 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.