



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Request for Tenders

Contracting Authority	Galway and Roscommon Education and Training Board (GRETb)
Nature of Procurement	Multi-party Framework Agreement for the Provision of Sound, Lighting and Staging Services to GRETb – 3 Lots
Type	Services
Procedure	Open - OJEU
Stage in Procedure	Single Stage Tender Procedure
eTenders CFT ID	8432775
Issue Date	Wednesday 17 June 2026
Closing Date for Queries	Monday 13 July 2026 12:00
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Deadline for receipt of Tenders	Monday 20 July 2026 – 12:00

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 cannot accept responsibility for information relayed (or not relayed) via third parties.

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1. Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Tenderers are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority	Galway and Roscommon Education and Training Board
Nature of Procurement	Multi-party Framework Agreement for the Provision of Sound, Lighting, Staging Services to GRET B - 3 Lots
Type	Services
Procedure	OPEN - OJEU
Stage in Procedure	Single stage tender procedure whereby all interested parties may tender, but only those meeting the selection criteria (financial and technical capacity) will be deemed eligible for evaluation against the award criteria.

3. About the Contracting Authority

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training, youth work and a range of other functions. Formerly known as Vocational Education Committees (VECs) ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult, further education and training centres delivering education and training programmes, including 19 (former FÁS) training centres. There are 16 Education and Training Boards spread throughout Ireland with over 650 sites under their remit. The Chief Executive (CE) of each ETB carries out the executive functions of the ETB, including those in relation to procurement.

Galway and Roscommon Education and Training Board (GRETB) offers an extensive range of education and training services across locations in Galway and Roscommon including Primary Education, Post Primary Education, Further Education and Training, Outdoor Education, Music Education and Youth Services.

For more information visit www.gretb.ie and www.etbi.ie.

4. Scope of the Framework Agreement

The Contracting Authority proposes to engage in a competitive process for the establishment of a multi-party framework agreement for the Provision of Sound, Lighting, Staging Services to GRETB – 3 Lots.

This public procurement competition will be divided into lots (each a “Lot”) as described below. Each Lot will result in a separate framework. These services are described in more detail in sections 5.1, 5.2, 5.3 and 5.4 below.

Lot No	Lot Description
Lot 1	Sound, Lighting, Staging Services for GRETB
Lot 2	Sound, Lighting, Staging Services for Music Generation
Lot 3	Sound, Lighting, Staging Services for Communication and Corporate Service

Tenderers may submit a tender response document (TRD) for one, two or all three lots. If tendering for two lots or all three lots, tenderers must complete a separate tender response document (TRD) and pricing schedule for each lot, ensuring that they address the unique features and requirements for each lot.

Indeed, the Contracting Authority reserves the right to operate outside of the framework agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the framework agreement approach has been adopted to leverage efficiencies and maximise cost savings over the duration of the framework.

4.1. Numbers Admitted to the Framework

The framework agreement will be established as a **multi-party framework agreement** with a minimum of two (2) operators, subject to that number meeting the minimum criteria and rules.

4.2. Duration of Framework

Each framework lot agreement will be for two (2) years duration, with the option to extend for 2*12 months, totalling a maximum of four (4) years subject to satisfactory performance, business needs and budgetary constraints.

For the avoidance of doubt, the GRETB confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

4.3. Estimated Value of the Framework

The estimated total value of purchases pursuant to the framework agreement (ex VAT) is in the region of €400,000 for the duration of the framework. This figure is provided strictly for indicative purposes only, based on current and future expected provisions and there is no guaranteed expenditure under the framework agreement.

4.4. Awarding Contracts under the Framework

In the case of a multi-party framework agreement contracts may be awarded directly on foot of the original tenders or by consultation with the framework member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

1. Direct Draw-down

Without re-opening competition amongst framework members, on foot of the original tenders received using a Cascade 'call-off' approach - according to the ranking of the suppliers on the framework. Initial contract offered to the first ranked tenderer. If the party is not able to perform the contract, the next ranked firm will be approached moving in ranked order through the framework members until the contract can be awarded.

OR

2. Mini Competition

Based on further competition where multiple suppliers have been appointed to each category Lot inviting all the members of the category to participate for new requirements as they arise. Request for Quotation will be issued detailing a more precise scope of requirements, the award criteria and a closing date and time for responses.

e.g. Mini Competition - Indicative Award Criteria/Terms	Sub-Criteria	Weighting
Cost		100%
Lead Time	Pass / Fail	
Confirmation of Standards as set out in the specifications	Pass / Fail	

Note: On occasions and at the discretion of the Contracting Authority additional scoring criteria may be used.

4.5. Review of Performance

Supplier performance will be continually monitored over the term of the framework agreement. The format will be agreed between the Contracting Authority and the framework member. The Service Level Agreement and agreed Key Performance Indicators will be the main criteria for measuring performance.

The precise KPIs for performance monitoring will be agreed with the framework members. It is expected that the successful tenderer(s) will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary for continuous improvement.

4.6. Account Management

4.6.1. Account Manager

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

- Overall responsibility for a good working relationship with the Contracting Authority.
- Meet as and when required to review the relationship and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Regularly give and receive both formal and informal feedback on the relationship, workloads, processes, areas and suggestions for improvement and cost savings.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general.

NOTE: Tenderers will note that account management activities will be non-billable (i.e. the Contracting Authority will not pay separately for account management activities). The Contracting Authority will nominate authorised staff to liaise with the successful tenderer and delegate as required.

4.6.3. Replacement Personnel

Notification must be sent in writing as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

4.6.4. Invoicing

Invoices shall be submitted on completion of order by the supplier monthly for all costs incurred in the preceding month. All official invoices must quote a Contracting Authority purchase order number, and the Contracting Authority's Site Ordering/Manager Name and

email address. All invoices which do not quote the relevant order number(s) will be returned to the supplier.

The Contracting Authority operates a decentralised purchasing system; therefore, it is critical that the supplier has the ability to invoice each of the Contracting Authority's individual sites with these terms.

4.6.5. Award to Runner Up

If for any reason it is not possible to establish the framework or award an initial contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful tenderer has not met its obligations, 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. 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.

4.6. 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.

Admission to the framework will be conditional upon acceptance of the Contracting Authority's framework terms and conditions (Appendix 2).

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 Appendix 1 Section (c) of this document.

5. Specification of Requirements

The framework agreement will be established on foot of this tender competition.

5.1. Detailed Specification of Requirements

GRETB has a requirement for the provision of professional **Sound, Lighting and Staging services** for many hosted event/s e.g., Open Days, school musicals, graduations, fashion shows, performances by Orchestras or large ensemble, conferences (non-exhaustive) at schools and centres and other venues in **both Counties Galway and Roscommon**.

The successful tenderer will have a track record of delivering high quality Sound, Lighting and Staging Services within an educational or training environment. Key elements for each event: Survey the venue, liaise with contracting authority nominated delegate regarding their requirements, access restrictions, timings, risk assessments, comply with Health and Safety. The successful tenderer shall work with the relevant Principal, Centre Manager or others as required in providing stand-alone event facilities.

It is proposed that this Framework Agreement will take effect from Quarter 3 2026 and will be subject to yearly performance reviews.

5.1.1. Detailed Specification of Requirement for Lot 1 - Sound, Lighting and Staging services to GRETB

All services required will need to include full setup, installation and transport costs.

Typical events (non-exhaustive) where these services will be required include;

- School Musicals
- Graduations
- Fashion Shows
- Ceol Drama
- Youthreach Events
- Adhoc events

Sound Services: Full setup of small sound systems to large concert venues. Sound services required may involve the following elements, but not limited to;

- PA system/speakers/amplifiers
- Head Set Mic/wired/wireless microphone rentals
- Playback and replay devices
- Digital Sound Desk
- Sound Technicians

High Quality Stage Services: Full installation. Staging must meet all safety specifications and include stage steps and handrails. Portable stages may also be required occasionally e.g temporary indoor stage or a platform for a catwalk. Some events may also require drape hire to transform venue (e.g. pipe & drape.)

Lighting Services: Full installation and operation may include, but not limited to, programmable LED Lights, intelligent lights, FX Lighting to include moving heads, theatre lighting. Provision of Lighting Engineer, if required.

Digital Presentation Services: Projectors, Provision of LED Screens on Stands ranging from 23" to 80"

5.1.2. Detailed Specification of Requirement for Lot 2 - Sound, Lighting and Staging services for Music Generation

This lot covers the provision of professional sound, lighting and staging services for small, medium and large-scale performances, concerts, festival and public-facing events. It is intended to support events that are strategic, informational, promotional or stakeholder-focused in nature.

Music Generation delivers events from small-scale school or theatre-based concerts to large-scale TV events featuring over 100 performers.

Events may take place in GRETB centres, schools, or in external venues such as hotels, conference centres, theatres or public spaces.

Depending on the venue, not all elements may be required for every event. For example, some venues (such as hotels or conference centres) may already provide staging or screens, while GRETB may require additional sound, lighting or technical support to enhance delivery and audience experience

All services required will need to include full setup, installation and transport costs.

1. Typical events (non-exhaustive) where these services will be required include;

- Performances by Orchestras or large ensemble
- Choral performances
- Theatrical performances
- Band performances
- Festival Concerts
- TV & Radio Broadcasting
- Music Generation Live Events
- Adhoc events

Sound Services: Full setup of small sound systems to large concert venues. Sound services required may involve the following elements:

- Loudspeaker systems/Amplifiers/Stands/Hardware/Cabling/Stage Racks
- Playback and replay devices
- Digital Sound Desk
- Line array system (flown)
- Backline
- Power Distribution
- In-ear monitoring system
- Wired/wireless microphone rentals & wireless headsets
- Multi-track recording
- Communication/talkback systems
- Tap Mics
- Individual mic'ing and mixing of individual orchestra or choir members (up to 100 performers)

- Sound Technicians

High Quality Stage Services: Full installation. Staging must meet all safety specifications and include stage steps and handrails. Portable stages may also be required occasionally e.g temporary indoor stage or a platform for a catwalk. Some events may also require drape hire to transform venues (e.g. pipe & drape.)

Rigging/Riggers may be required to facilitate aerial artists and/or to fly PA & lighting systems.

Track Mats for Ground Protection may also be required.

Lighting Services: Full installation and operation may include, but not limited to, programmable LED Lights, intelligent lights, FX Lighting to include moving heads, theatre lighting. Provision of Lighting Engineer, if required. .

Digital Presentation Services: Projectors, Provision of LED Screens on Stands ranging from 23" to 80", Projection Screens 12ft x 7.5ft, Projector of 6500lumens+ and LED stage walls 5 x 2 metres.

Technical support for presentations, videos and branded content.

2. General Service Expectations

The successful tenderer should be capable of delivering professional, reliable and high-quality solutions appropriate to high-end concert and broadcast standard.

This may include:

- Surveying venues and advising on suitable technical and creative approaches
- Liaising with the GRETB nominated contact in advance of each event
- Managing access, setup, live delivery and breakdown as required (including establishing clear timelines with regard to get-in, get-out)
- Providing equipment, transport, installation and de-installation where applicable
- Working in line with relevant health and safety standards
- Provision of high-end audio & lighting systems for bespoke high-end events (Nexo, L-Acoustics, D&B, Meyer, Robe, Martin, Chauvet, Avolites etc)

Services should be proportionate to the scale and nature of each event and suitable for public-facing and professional audiences.

3. Creativity and Added Value

Creativity and Technical Expertise is an important feature of this lot.

Suppliers may demonstrate their ability to:

- Enhance events through thoughtful and creative use of sound, lighting and staging
- Contribute ideas that improve audience experience and visual impact

- Adapt designs to suit the purpose and tone of each event
- Provide engineers and technicians with extensive experience delivering complex, high-profile concert productions and renowned live music venues - not solely corporate or school-oriented events.

Creative proposals should be realistic, cost-effective and aligned with GRETB/Music Generation brand and communications needs.

5.1.3. Detailed Specification of Requirement for Lot 3 - Sound, Lighting and Staging services for Communication and Corporate Service

This lot covers the provision of professional sound, lighting and staging services for corporate, communications and public-facing events. It is intended to support events that are strategic, informational, promotional or stakeholder-focused in nature.

Events under this lot may vary in scale, ranging from small meetings or briefings to medium-sized public events, through to large-scale conferences, launches or open days.

Events may take place in GRETB centres, schools, or in external venues such as hotels, conference centres, theatres or public spaces.

Depending on the venue, not all elements may be required for every event. For example, some venues (such as hotels or conference centres) may already provide staging or screens, while GRETB may require additional sound, lighting or technical support to enhance delivery and audience experience

Where venues provide existing technical infrastructure, suppliers may be required to integrate with or supplement these systems rather than replace them.

1. Typical Events (Non-Exhaustive)

Services under this lot may be required for the following types of events:

- Official launches and announcements
- Conferences, seminars and briefings
- Open Days and public engagement events
- Exhibitions, showcases and information events
- Awards ceremonies and formal celebrations
- Staff events and stakeholder receptions
- Media, community or partner-facing events

2. General Service Expectations

The successful tenderer should be capable of delivering professional, reliable and high-quality solutions appropriate to corporate and communications events.

This may include:

- Surveying venues and advising on suitable technical and creative approaches
- Liaising with the GRETB nominated contact in advance of each event
- Managing access, setup, live delivery and breakdown as required
- Providing equipment, transport, installation and de-installation where applicable
- Working in line with relevant health and safety standards

Services should be proportionate to the scale and nature of each event and suitable for public-facing and professional audiences.

3. Creativity and Added Value

Creativity is an important feature of this lot.

Suppliers may demonstrate their ability to:

- Enhance events through thoughtful and creative use of sound, lighting and staging
- Contribute ideas that improve atmosphere, audience experience and visual impact
- Adapt designs to suit the purpose and tone of each event (for example, a formal launch versus a celebratory event or open day)

Examples of creative input may include (but are not limited to):

- Creative lighting design to shape spaces and support wayfinding
- Use of colour, effects or subtle branding through lighting or projection
- Stage and set layouts that support flow, visibility and audience engagement
- Small creative touches that help events stand out while remaining appropriate to a corporate setting

Creative proposals should be realistic, cost-effective and aligned with GRETB brand and communications needs.

4. Accessibility and Inclusive Design

Services under this lot should be approached with accessibility and inclusive design in mind.

Suppliers may be expected to:

- Consider accessible audience and participant experiences when designing technical setups

- Support clear sightlines, safe access routes and appropriate lighting levels
- Accommodate assistive technologies or identified accessibility requirements where requested
- Adapt technical solutions to suit diverse audiences and venue constraints

GRETB will work with suppliers on an event-by-event basis to identify any specific accessibility considerations.

5. Sound Services

Sound services may include the provision, installation and operation of:

- PA systems suitable for small, medium or large corporate events
- Wired, wireless and headset microphones
- Playback equipment and audio feeds for presentations or video content
- Digital sound desks and mixing solutions
- Sound technicians for live events, where required

6. Staging Services

Staging services may include:

- Safe and compliant staging solutions
- Stage steps, handrails and edge protection where appropriate
- Temporary or modular stages suitable for indoor or outdoor venues
- Pipe and drape or similar systems to define or transform spaces

All staging should comply with relevant safety standards and be suitable for public-facing use.

7. Lighting Services

Lighting services may include:

- Lighting design, installation and operation
- LED and programmable lighting
- Intelligent or moving lights suitable for corporate environments
- Theatrical or architectural lighting to enhance venues
- Lighting engineers, where required

Lighting should support visibility, atmosphere and accessibility, and suit the tone of the event.

8. Digital and Presentation Support

Where required, the tenderer may provide:

- Projectors and projection support
- LED or display screens with stands
- Technical support for presentations, videos and branded content

The successful Tenderer will be required to provide a detailed budget breakdown for all costs associated with the providing the services in accordance with the GRETB payment approvals system prior to commencement of service and provide GRETB with periodical, timely and accurate reporting of work in progress and costs for all projects, offering effective resource allocation, value for money and are client centred.

GRETB will require service providers to comply fully with Garda Vetting procedures for all staff proposed by the successful tenderer to deliver services at GRETB specified campuses.

Notification must be sent in writing as soon as possible to the Contracting Authority on any proposed change of the personnel nominated to perform this work. Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

Pricing

All Tenderers must complete the Tender Response Document (TRD) attached separately to this Request for Tender. Tenderers are required to complete in full a Pricing Schedule for each individual lot being tendered for: Appendix 2 – Pricing schedule for Lot 1, Appendix 2 – Pricing Schedule for Lot 2, Appendix 2 – Pricing Schedule for Lot 3.

The pricing proposal must remain valid for the contract period. The granting of any contract extension will be subject to agreement on pricing.

The tender shall include details regarding all the following elements:

- Daily Costs
- 3rd party costs incurred
- All Quotations must be presented in Euro and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.
- Prices quoted must be all - inclusive (i.e. including but not being limited to travel costs, travel time, subsistence and other incidental expenses).
- Where a specification quoted is for greater than 1 item, the price quoted shall be for the total number of items
- The attached Pricing Schedule must be completed in full.
- All items on the pricing schedules Table 1 and Table 2 in Appendix 2 for each Lot tendered for must be populated.

- The figures are notional volumes and provide no guarantee of work to be awarded under this framework agreement. It is being used purely to enable assessment.

5.2. Application of Variants

Where variant offers are acceptable under the terms of this tender competition, tenderers must note that they must comply with the minimum requirements laid down in the specification. The Contracting Authority is open to looking at alternative methods of delivery of the contract under the variant rule.

5.3. Delivery Locations

The overall scope of the framework will be to provide Sound, Lighting, Staging services as and when required at all GRETB Sites. This tender encompasses all elements of the supply, delivery, full setup, installation and transport costs, including the support of experienced skilled staff both pre and post event. GRETB reserves the right to add/remove any new locations or sites to the framework. Below is a list of current GRETB sites – this list may change slightly from time to time.

List of Schools					
1	Coláiste na bPiarsach	An Gort Mór	Ros Muc	Co. na Gaillimhe	H91 R838
2	Coláiste Cholmcille	Aille	Indreabhán	Co. na Gaillimhe	H91 YH30
3	Coláiste Ghobnait	Inis Oírr	Oileáin Árann	Co. na Gaillimhe	H91 V215
4	Coláiste Naomh Eoin	Ceathrú an Teampaill	Inis Meáin, Oileáin Árann	Co. na Gaillimhe	H91 V2R4
5	Coláiste Naomh Éinne	Cill Ronáin	Inis Mór, Oileáin Árann	Co. na Gaillimhe	H91 K5K8
6	Coláiste an Chreagáin	Mountbellew	Ballinasloe	Co. Galway	H53 XT54
7	St Brigid's College	Mount Pleasant	Loughrea	Co. Galway	H62 XF63
8	St Killian's College	New Inn	Ballinasloe	Co. Galway	H53 KW93
9	Merlin College		Doughiska Road	Galway	H91 309Y
10	Galway Technical Institute	Fr. Griffin Road	Claddagh	Galway	H91 KA49

11	Coláiste na Coiribe	Bóthar Bhaile na mBúrcách	Cnoc na Cathrach	Gaillimhe	H91 RC97
12	Galway Community College	Moneenageisha	Wellpark Road	Galway	H91 K642
13	Coláiste Naomh Feichín		Corr na Móna	Co. na Gaillimhe	F12 YV84
14	Archbishop McHale College	Athenry Road	Tuam	Co. Galway	H54 KC66
15	Coláiste Bhaile Chláir		Claregalway	Co. Galway	H91 XY8V
16	Clarín College	Newford	Athenry	Co. Galway	H65 KC65
17	Coláiste an Eachréidh	Bóthar Thuama	Baile Átha an Rí	Co. Galway	H65 WD54
18	Abbey Community College	Marian Road	Boyle	Co. Roscommon	F52 HK46
19	Elphin Community College		Elphin	Co. Roscommon	F45 NF83
20	Roscommon Community College		Lisnamult	Co. Roscommon	F42 P959
21	Ábalta Special School,	Parkmore East Business Park	Parkmore	Co. Galway	H91V9K4
22	Lecarrow Community National School		Lecarrow	Co. Roscommon	F42 HC83

GRETB Training Centre					
1	GRETB Training Centre	Mervue Business Park	Wellpark Road	Galway	H91 CDW6

GRETB Administrative Offices					
1	Headquarters	Coilear Ban	Athenry	Co. Galway	H65 AT81
2	Roscommon Office	Lanesboro Street	Roscommon	Co. Roscommon	F42 WK07

GRETB's Further Education Centres					
1	Breacadh		Casla	Co. na Gaillimhe	H91 E76C
2	Adult Education Centre – Ballaghderreen	Convent Road	Ballaghaderreen	Co. Roscommon	F45 RX89
3	Adult Education Centre – Portumna	Old Vocational School	Portumna	Co. Galway	H53 A263
4	Adult Education Centre – Dunmore	Tuam Road	Dunmore	Co. Galway	H54 Y827
5	Adult Education Centre – Tuam	Weir Road	Tuam	Co. Galway	H54 X938
6	Adult Basic Education Service – Tuam	Chapel Lane	Tuam	Co. Galway	H54 YC42
7	Adult Education Centre – Loughrea	Abbey Street	Loughrea	Co. Galway	H62 T262
8	Adult Education Centre – Clifden	4/5 Sweeney Oil Complex, Galway Road	Clifden	Co. Galway	H71 HD68
9	Adult Education Centre – Oughterard	Faugh Ind. Est. Camp St	Oughterard	Co. Galway	H91 ADW7
10	Galway Adult Basic Education Service	2nd Floor Seville House	New Dock Street	Galway City	H91 CKV0
11	Adult Education Centre – Headford	Main Street	Headford	Co. Galway	H91 DD29

12	Adult Education Centre – Moycullen	An Fuarán	Moycullen	Co. Galway	H91 PXK4
13	Adult Education Centre – Gort	Ennis Road	Gort	Co. Galway	H91 W443
14	Adult Education Centre – Casla		Casla	Co. Galway	H91 XP6E
15	Petersburg Outdoor Education Centre		Clonbur	Co. Galway	F12 X589
16	Ballinasloe College of Further Education	Sarsfield Road	Ballinasloe	Co. Galway	H53 A5F1
17	Adult Education Centre – Athenry	An Coilear Ban	Athenry	Co. Galway	H65 X051

GRETB's Youthreach Centres

1	Youthreach – Roscommon		Lisnamult	Co. Roscommon	F42 H985
2	Youthreach – Ballaghaderreen	Old Vocational School	Ballaghaderreen	Co. Roscommon	F45 TX97
3	Youthreach – Portumna		Portumna	Co. Galway	H53 VW99
4	Youthreach – Ballinasloe	Unit 3, Poolboy	Ballinasloe	Co. Galway	H53 X9X0
5	Youthreach – Tuam	Airglooney Business Park, Airglooney	Tuam	Co. Galway	H54 YD59
6	Youthreach – Galway City	Centre 22a Liosbán Estate	Tuam Road	Co. Galway	H91 E7DV
7	Youthreach – Letterfrack		Letterfrack	Co. Galway	H91 PA89
8	Youthreach – Liosban				

GRETB's VTOS Centres

1	VTOS – Tuam	Airglooney House	Tuam	Co. Galway	H54 C597
2	VTOS – Letterfrack		Letterfrack	Co. Galway	H91 FY9W
3	VTOS – Rosmuc	Glinn Chata	Ros Muc	Co. na Gaillimhe	H91 K761
4	VTOS – Galway City		Tuam Road	Galway	H91 Y8C2
5	VTOS – Roscommon	Lanesboro Street	Roscommon	Co. Roscommon	F42 NA72
6	VTOS – Boyle	Marion Road	Boyle	Co. Roscommon	F52 X580
7	VTOS – Castlerea		Castlerea	Co. Roscommon	F45 X431

6. Evaluation Criteria

6.1. Selection Criteria

All interested parties may submit a tender, only those demonstrating that they can comply with the required level of financial and technical competence will be eligible for full tender evaluation.

To demonstrate a tenderers' suitability, tenderers must respond to the information set out in this tender by completing the Tender Response Document (TRD). Tenderers will either Pass or Fail the Selection Criteria. A tenderer who fails a criterion will be excluded from participating further in the tender process. The purpose of these criteria is to assess the capability of each tenderer to carry out the requirements as specified. The pass/fail criteria concern the capabilities of the contractor, rather than the work to be carried out. Those who do not meet the requirements will not be evaluated against the award criteria.

6.2. General Information relating to the Tenderer

- (i) Please provide company name, address, and contact details for individual responsible for this tender and company overview. If the Tenderer is a grouping, then separate information must be completed for each group member.
- (ii) Tenderers must complete and sign the Form of Tenderers' Statement.

6.3. Legal Compliance

Tenderers must complete the Declaration of Bona Fides as per Article 57 of Council Directive 2014 / 24 / EC as implemented by SI 284 of May 2016. The declaration also covers compliance with relevant Statutory Obligations relating to labour law, employment law etc.

6.4. Financial Capacity

Tenderers must declare below that they satisfy the financial and economic standing requirements set out below and they are able, upon request and without delay, to provide the supporting documentation to the Contracting Authority.

- (i) Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
- (ii) Insurance - Tenderers must declare below that they satisfy the minimum insurance requirements set out below and they are able, upon request and without delay, to provide the supporting documentation to the Contracting Authority in each case:

Insurance Type	Minimum Indemnity Limit
(i) <i>Public Liability Insurance</i>	€6,500,000
(ii) <i>Product Liability Insurance</i>	€6,500,000
(iii) <i>Professional Indemnity Insurance</i>	€1,000,000
(iv) <i>Employer's Liability Insurance</i> not required for a sole trader.	€13,000,000

NOTE: Tenderers must be willing to provide evidence of the self-declared information within seven (7) working days of request, which will be made prior to any award decision. If the evidence required is not provided by the deadline date, then the tenderer in question will be eliminated. Furthermore, tenderers should note that the provision of inaccurate or misleading information in this declaration may lead to exclusion from participation in this and future tenders.

6.5. Technical Capacity

Tenderers must demonstrate that they have at their disposal effective and efficient technical systems to deliver the service.

(i) Technical Systems - Tenderers must demonstrate that they have at their disposal effective and efficient technical systems to deliver the service.

(ii) Previous Experience - Provide information demonstrating the successful delivery of three (3) previous contracts within the past three years that correspond to the scope of each Lot. Each example must clearly outline the scope, scale, and complexity of the services delivered, and must demonstrate your organisation's capability to provide services similar to those required under this contract. For each Lot, include details of the specific Sound, Lighting, and Staging Services delivered.

- Lot 1: GRET B - School Musicals and other education-sector events.
- Lot 2: Music Generation - TV/Broadcast Presenting, Festivals, and youth-music-programme events.
- Lot 3: Communication and Corporate Services - Corporate, communication, and public-facing events.

Be very clear what your organisation delivered under this contract.

(iii) Health and Safety - Tenderers must demonstrate that they are fully compliant with Health and Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Applications) Regulations 2007. Tenderers must demonstrate that they have adequate measures (policies, procedures and systems) in place to ensure the delivery of a quality service in line with legislation and whether 3rd party certified.

(iv) Quality Assurance Measures Tenderers must demonstrate that they have adequate measures in place to ensure the delivery of a quality service.

(v) Environmental Management Systems - Tenderers must demonstrate that they have adequate environmental management systems in place and whether third party certified.

6.6. Status of Electronic European Single Procurement Document (optional)

Under the 2014 Directives, suppliers may have compiled an eESPD which will be accepted as evidence of compliance with the Legal and Financial Capacity.

Tenderers must complete the **Electronic European Single Procurement Document (eESPD)** provided separately and return with Tender Submission or submit online via the Response Page on www.eTenders.gov.ie.

Tenderers are asked to demonstrate their legal, financial, and technical capacity by responding to all the information requested above. In addition, Tenderers must ensure that they have completed and signed the Declaration of Bona Fides. Failure to supply the required information may result in elimination from detailed tender evaluation.

Prior to the award of any contract, the Contracting Authority will request evidence of self-declared information prior to award decision. Failure to provide appropriate evidence within the required timeframe will result in the tenderer being deemed inadmissible for formal award.

7. Award Criteria

Only tenders meeting the selection criteria and 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. Responses are required through completion of the Tender Response Document.

The tender for the requested services will be awarded on the basis of Most Economically Advantageous Tender. Scores will be awarded according to the award criteria outlined in the table below:

Criteria	Weighting	Maximum Score	Minimum Score Required
Qualitative Criteria			
A Cost	30%	3,000	N/A
B Methodology of proposed service solution	25%	2,500	1,250
C Qualifications & Expertise of the Proposed Team	20%	2,000	1,000
D Resources / Contract Management	15%	1,500	750
E Green Procurement Initiatives	10%	1,000	500
TOTAL	100%	10,000	n/a

Award Criterion A - Cost (30%)

Tenderers must complete the Form of Tender:

- **Appendix 2 Lot 1** which includes pricing tables 1 and 2;
- **Appendix 2 Lot 2** which includes pricing tables 1 and 2;
- **Appendix 2 Lot 3** which includes pricing tables 1 and 2;

Award Criterion B - Methodology of proposed service solution (25%)

Tenderers should provide sufficient information to enable GRET B to assess their offer under this criterion with **specific reference to the requirements set out at section 5** of this document. Tenderers should outline how they will respond to and approach the delivery of sound, lighting, staging services with particular emphasis on the following elements:

- Demonstrated understanding of the requirements of GRET B and how they would ensure they would meet the brief provided by GRET B in the delivery of the services.
- Provided a robust approach to the preparation and delivery of the required sound, lighting and related services.

- Outline timelines from request for service to implementation
- Identify potential risks to the project and how these risks will be managed and mitigated.

Please note: The detailed specification **for each lot** can be found in **Section 5**, and tenderers should refer to this section when preparing their methodology.

This criterion will be evaluated in its totality

Page Count: Maximum 2 pages. Font in Arial 11pt, single spacing. Appendices should not be included and will not be evaluated.

Award Criterion C - Qualifications & Expertise of the Proposed Team (20%)

Tenderers should address the following elements in their response.

- Tenderers should provide comprehensive information regarding the proposed team to be assigned to GRETB including up to date CVS for all personnel for the duration of the Framework.
- Details of the team's skills, qualifications and experience working on projects of a similar nature.
- Demonstrate the availability of an appropriate team to deliver the types of tasks that may be contracted, as specified in this request for tender paying particular attention to the geographical spread of GRETB's sites.

Tenderers must also confirm their willingness to undergo Garda Vetting procedures should that be required.

Note: This criterion will be evaluated in its totality.

Page Count: Maximum 2 pages. Font in Arial 11pt, single spacing. Appendices should not be included and will not be evaluated.

Award Criterion D – Resources / Contract Management (15%)

Tenderers should in their response to this section include specific proposals on how the contract will be managed on a daily basis and include reference to their approach to relationship management for the specific environment in which this contract will be delivered. Tenderers should address the following elements in their response.

- Proposed and clearly defined communications protocol.
- Proposed escalation procedures.
- Proposed customer service supports.
- Proposed response times for dealing with client issues.
- Details of proposed billing procedures for the multi-site contracts – tenderers should provide sample invoices as part of their response.
- The plan must include an explanation and operational plan giving details of how the contract will be capable of invoicing per individual centre location for GRETB.
- Details of the assigned point of contact with GRETB.
- Procedure for providing replacement staff or transitions plan around the change of resources (if they occur) without significant impact to the provision and quality of services.

Note: This criterion will be evaluated in its totality.

Page Count: Maximum 2 pages. Font in Arial 11pt, single spacing. Appendices should not be included and will not be evaluated.

Award Criterion E – Green Procurement Initiatives (10%)

Tenderers should outline their approach to minimising environmental impact. Tenders will be assessed on their demonstrated commitment to work practises that limit environmental impact and promote sustainability.

Note: This criterion will be evaluated in its totality.

Page Count: Maximum 2 pages. Font in Arial 11pt, single spacing. Appendices should not be included and will not be evaluated.

NOTE 1: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (A) to (E) in order to avoid elimination from the competition. Qualitative criteria will be scored using the following baseline scoring system:

Meaning		Weighting
A very comprehensive outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations	Outstanding	90 – 100%
An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.	Excellent	80 – 89%
A very good response demonstrating very good understanding offering assurance to client – fully supported.	Very Good	70 – 79%
A good response demonstrating good understanding offering assurance to client – well supported	Good	60 – 69%
An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.	Acceptable	50 – 59%
Unacceptable tenderers who do not meet the minimum score required to pass any one if the qualitative criteria will be eliminated from the competition.	Unacceptable	Less than 50%

Marks between the base lines outlined above can be awarded where responses so merit additional marks.

NOTE 2: The lowest cost tender that also meets all of 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:

Maximum Points available for Cost	3,000
Lowest Cost from a Bona Fide Tender	B
Cost for the tender being evaluated	C
Formula employed	$\frac{3,000 \times B}{C}$

NOTE 3: 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.

NOTE 4: Award of contract 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.

NOTE 5: 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.

APPENDIX 1 - INSTRUCTIONS TO TENDERERS

(a) Submission of Tenders

The Contracting Authority is using the Tender Post-box facility and tenders must be submitted electronically via the eTenders post-box facility on www.etenders.gov.ie only. Only Tenders submitted to the electronic post-box 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. It is not advisable to wait until the last moment to upload documents in case of internet connection difficulties or other technical problems. The Contracting Authority takes no responsibility for documents which are not submitted by the Closing Date, for any reason. We advise that you should give sufficient time to upload all documents. Tenderers are fully responsible for the safe and timely delivery of the Tender via the eTenders platform.

In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

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

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

Email : irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

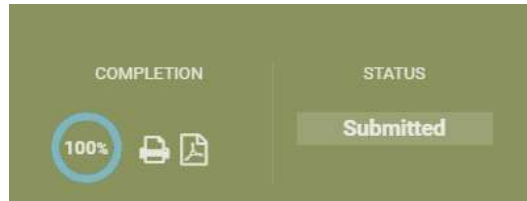
Accessing documents

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

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop-down menu
- (e) Complete the "Association with the CfT" tab.
- (f) This will then provide you with a link to "Tender" under the Show CfT Menu

Submitting your Response

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



If you do not receive a message like above, you have not submitted your response.

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

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

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

(b) Closing date for Tenders

The closing date for tender submission is specified on the title page.

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded / submitted by the designated deadline.

Tenders that are received late or via other means will not be considered in this public procurement competition.

It is important to note that only persons who have downloaded and accepted a document can upload a submission

(c) Queries

If you consider that you are missing any documents which would prevent you from submitting a comprehensive tender, please contact us as soon as possible.

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. The Contracting Authority will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie The closing date for receipt of queries as shown on Page 1 of this document.

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order to ensure that no party has an unfair advantage over any other.

For the purpose of circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

(d) Sufficiency & Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tenderers are cautioned to check the accuracy of their tender prior to submission. A tender found containing any clerical errors or omissions may, at the sole discretion of the Contracting Authority, be referred back to the tenderer for correction. Any subsequent adjustment(s) must be confirmed in writing.

The Contracting Authority reserves the right to disqualify incomplete tenders.

(e) Qualification of Tenders and Referential Bids

Please note that qualifications to a Tender may be considered a counteroffer and may render the tender invalid. Tenders made by reference to other tenders are not valid and cannot be considered.

(f) 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 to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

(g) Modifications to Tenders prior to the Closing Date for Receipt of Tenders

Modifications to Tenders will be accepted in the form of supplementary information and/or addenda, provided they are submitted before the closing date for receipt of tenders and clearly marked as part of the tender. Any modifications received, by whatever means, after the closing time for receipt of tenders will not be considered.

(h) Cost of Preparation of Tender

The Contracting Authority will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of proposals or any associated efforts. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down 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.

(i) Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of 12 months is required, this period commencing on the closing date by which the Tenders are to be returned.

(j) 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.

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by the Contracting Authority is Electronic Funds Transfer.

(k) Conflict of Interest

It will be a condition of award of this contract and any subsequent contract that the successful tenderer(s) that 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. 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.

(l) Freedom of Information Acts

All responses to this invitation to 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.

(m) Tax Clearance

It will be a condition of award of this framework and any subsequent contract that the successful tenderer(s) comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie>. Non-resident tenderers should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie. the Contracting Authority will satisfy themselves that any tenderers being considered for award of a framework are appropriately tax compliant by checking their status via the online system for which **tenderers are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification**. By supplying these numbers of tenderers acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of the framework agreement.

(n) 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).

(o) Irish Legislation and Law

The contract[s] awarded on foot of this tender process will be governed by Irish law.

(p) 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.

(q) Clarification of Tenders

The Contracting Authority is entitled, but not obliged, to seek clarification of tenders, including pricing breakdowns in the course of the evaluation process. No change in the price or substance of the Tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with the Contracting Authority.

(r) 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. In general, the following approach will be applied to 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.

(s) Change in the Composition of a Tender

The Contracting Authority reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

(t) Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(u) Notification of Tender Evaluations

All tenderers will be informed of the outcome of their proposals following tender evaluation and any necessary clarifications.

On a voluntary basis the Contracting Authority undertakes that no framework agreement will be signed or take effect until at least seven (7) calendar days after the day on which the unsuccessful Tenderers have been sent the appropriate notice informing them of the result of

this public procurement competition (“Standstill Period”). The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.

(v) Award Notices

Following the award of contract, award notices will be dispatched to eTenders announcing the results of the competition.

(w) Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful bidders.

(x) Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this tender. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful tenderer).

(y) Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

(z) Payment

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with S.I. 580 of 2012 which transposes EU Directive 2011/7/EU on combating Late Payment in commercial Transactions. The method of payment used by the Contracting Authority is normally Electronic Funds Transfer

(aa) Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and to source the requirement with more than one service provider.

The invitation to tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the procurement process.

(bb) Environmental Aspects

The Contracting Authority is committed to the principles of environmental management in its activities, and it encourages the implementation of sustainability principles in its procurement practices. Tenderers/contractors should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used.

(cc) Accessibility

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.

(dd) Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the Tender/Tender's staff to the Contracting Authority staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

(ee) 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.

(ff) Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises ("SMEs") in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this RFT the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the Services Contract only (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the "Subcontractor"). The Tenderer must clearly and comprehensively set out the name, title, telephone number, postal address, facsimile number and email address of the nominated contact personnel of the Prime Contractor authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) will NOT be accepted, acknowledged or responded to.

(gg) 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.

(hh) Changes in Legislation

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.

APPENDIX 2 Lot 1 – Pricing Schedule Table 1, 2

APPENDIX 2 Lot 2 – Pricing Schedule Table 1, 2

APPENDIX 2 Lot 3 – Pricing Schedule Table 1, 2

APPENDIX 3 – Tender Response Document

Tenderers are requested to clearly identify any information within their tender response document which they consider to be commercially sensitive and provide justification for its sensitivity. This is in order to facilitate GRETB's compliance with its obligations under the Freedom of Information Act IF an FOI request is received.

APPENDIX 4 – THE CONTRACTING AUTHORITY’S CONDITIONS OF PURCHASE

Appendix 5 - SAMPLE Multi-Party Framework Agreement Terms