



INVITATION TO TENDER

Establishment of a Single Party Framework Agreement for	The Provision of an Ambulance Pre-Hospital Emergency Care Simulation to Cork Education & Training Board – Cork College of FET
Procedure	Open Procedure OJEU
eTenders Ref:	CFT: 8503980
Issue Date	Friday, 26th June 2026
Closing Date / Time for Queries	Friday, 24th July 2026 at 4pm
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Tenders	Tuesday, 4th August 2026 at 3pm

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

Please note that the contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority have provided a Tender Response Document as a separate document for tenderers to use in preparing their response to this tender. This document and format must be used.



TABLE OF CONTENTS

Disclaimer.....	6
Summary	1
1. Small and Medium Enterprise Participation	1
2. About the Contracting Authority	2
3. Scope of the Framework Agreement.....	3
3.1 The Scope of the Framework	3
3.2 Numbers Admitted to the Framework Agreement	3
3.3 Duration of the Framework Agreement	3
3.4 Estimated Value of the Framework Agreement	4
3.5 Awarding Contracts under the Framework Agreement	4
3.6 Compliance with the Terms and Conditions of the Framework Agreement	4
3.7 Review of Performance.....	4
3.8 Account Management.....	4
3.8.1 Account Manager.....	4
3.8.2 Replacement Personnel	5
3.8.3 Invoicing	5
3.8.4 Award to Runner Up	5
3.9 Right to tender outside of the Framework	5
3.10 Changes.....	6
3. Overview of Requirements under the Framework.....	7
3.1 Overview of General Requirements for Initial Contract	7
3.2 Initial Contract.....	8
3.2 Application of Variants.....	8
3.5 Anticipated Timelines	8
3.6 Delivery Commitment and Timelines for Initial Contract	9
3.7 Pricing.....	9
4. Detailed Specification of Requirements for Initial Contract under the Framework.....	10
4.1 Detailed Specification of Requirements for Initial Contract	10
4.2 Educational and Operational Objectives	11
4.2.1 Educational Simulation Objectives	11
4.2.2 Operational Objectives	11
4.2.3 Future Technology Integration	12
4.3 Functional Requirements.....	12



4.3.1	General Requirements	12
4.3.2	Modular Construction	13
4.3.3	Ambulance Access and Egress	14
4.3.4	Internal Clinical Environment.....	14
4.3.5	Environmental Simulation Features.....	15
4.3.6	Electrical Infrastructure	15
4.3.7	Accommodation for Future AV Systems	15
4.4	Technical Specifications	16
4.4.1	Construction Standards.....	16
4.4.2	Structural Requirements.....	16
4.4.3	Surface Finishes.....	17
4.4.4	Flooring	17
4.4.4	Lighting.....	17
4.4.5	Ventilation and Environmental Conditions.....	17
4.5	Installation & Commissioning	18
4.6	Warranty, Lifecycle & Sustainability	18
4.6.1	Warranty	18
4.6.2	Lifecycle Requirements	18
4.6.3	Sustainability	19
4.7	Site Visits	19
4.8	Delivery Commitment	19
5.	Selection Criteria.....	20
5.1	Use of the European Single Procurement Document.....	20
5.2	Relying on the standing of Entities	20
5.3	General Declarations and Financial Capacity Requirements	20
5.4	Technical Capability	22
5.5	Compliance & Standards.....	22
5.6	Quality Assurance System.....	23
5.7	Health & Safety	23
5.8	Site Visit (Pass/Fail)	23
5.9	Mandatory Requirements (Pass/Fail)	23
6.	Award Criteria	24
6.1	Methodology for calculating the Cost Score.....	27
6.2	Post Tender Clarification.....	27
6.3	Verification.....	27
6.4	Clarification of Abnormally Low Tenders.....	28



6.5 Right to Confirm Suitability	28
APPENDIX 1 – INSTRUCTIONS TO TENDERERS	29
(a) Submission of Tenders	29
(b) Language	30
(c) Queries	30
(d) Sufficiency & Accuracy of Tender	30
(e) Qualification of Tenders and Referential Bids	31
(f) Extension of Tender Period	31
(g) Modifications to Tenders prior to the Closing Date for Receipt of Tenders	31
(h) Cost of Preparation of Tender	31
(i) Tender Validity Period	31
(j) Currency and Payments	31
(k) Conflict of Interest	32
(l) Freedom of Information Acts	32
(m) Tax Clearance	33
(n) Withholding Tax	33
(o) Irish Legislation and Law	33
(p) Dignity at Work	34
(q) Clarification of Tenders	34
(r) Correction of Errors	34
(s) Change in the Composition of a Tender	34
(t) Interference and Inducement to Purchase	34
(u) Notification of Tender Evaluations	35
(v) Award Notices	35
(w) Policy on Personal Debriefings	35
(x) Copyright	35
(y) Brand Names, etc.	35
(z) Payment	36
(aa) Right Not to Award	36
(bb) Environmental Aspects	36
(cc) Accessibility	36
(dd) Knowledge and Skills Transfer	36
(ee) Collusive Tendering	36
(ff) Confidentiality	37
(gg) Consortia and Prime Subcontractors	37
(hh) Anti-Competitive Conduct	37



(ii) Changes in Legislation	37
(jj) Data Protection	38
(kk) Return of Signed Contracts	38
APPENDIX 2–PRICING SCHEDULE.....	39
APPENDIX 3–TENDER RESPONSE DOCUMENT (TRD).....	39
APPENDIX 4A–FRAMEWORK AGREEMENT TERMS & CONDITIONS.....	39
APPENDIX 4B–CONTRACT TERMS & CONDITIONS.....	39
APPENDIX 4C–CONFIDENTIALITY AGREEMENT	39
APPENDIX 5–FLOOR PLAN.....	39



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 does not bind itself to accept the lowest priced or any Tender.
- This Call for Tender (‘CFT’) does not constitute an offer or commitment to enter a Framework or Contract.
- No contractual rights in relation to the Contracting Authority will exist unless and until a formal written Framework Agreement has been executed by or on behalf of the Contracting Authority.
- Any notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer.
- The Contracting Authority may cancel this Competition at any time prior to a formal written Framework Agreement being executed by or on behalf of the Contracting Authority.
- The award of a Framework does not confer exclusivity on the successful Tenderer.
- This CFT supersedes and replaces any and all previous documentation, communications and correspondence between the Contracting Authority and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence.
- The Contracting Authority reserves the right to discontinue the procurement process at any time for any reason.



Summary

Contracting Authority:	Cork Education and Training Board
Nature of procurement:	Single Party Framework Agreement for The Provision of an Ambulance Pre-Hospital Emergency Care Simulation to Cork ETB, Cork College of FET
Type:	Supplies
Procedure:	Open Procedure OJEU
Stage in procedure:	This is a 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.

1. Small and Medium Enterprise Participation

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

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

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping, consortium or combination of entities may be required to establish legal personality in order to enter into a contract. The Contracting Authority may also:

- contract with one member of the grouping, consortium or combination of entities on the basis that party will carry overall responsibility for the performance of services required under the contract;
- contract with each member of the grouping, consortium or combination of entities based on joint and several liabilities; or
- contract with one member of the grouping, consortium or combination of entities with the other members being sub-contractors.

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 tenderer is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested



separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, manpower, previous experience) and/or to deliver the contract. The consortium must appoint a single point of contact who will assume overall responsibility for participating in this procurement process and who is authorised to act on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. About the Contracting Authority

Cork Education and Training Board (hereinafter referred to as Cork ETB) was established under the Education and Training Boards Act 2013 and is responsible and accountable for the proper direction and control of its functions in the Cork City and Cork County Councils' local authority areas.

Cork ETB is a statutory body in Cork with the responsibility to provide education and training across a broad range of services and is responsible for:

- 24 post-primary schools and colleges
- 3 Community National Schools
- 4 Community Special Schools
- The Cork ETB School of Music
- CCFET Bishopstown Campus (inc Westside Campus and Life Sciences Centre Carrigaline)
- CCFET Morrison's Island Campus (inc CCFET West Cork Campus Skibbereen, Youghal Campus, CCFET Kinsale Campus and Macroom Centre)
- CCFET Douglas Street Campus
- CCFET Tramore Road Campus
- CCFET Mallow Campus
- Further Education and Training Centres across Cork City and County
- 2 Outdoor Education Centres
- Prison Education Service
- Youthreach Centres
- 2 Creches
- Music Generation

Tenderers should note that this is not an exhaustive list of education and training services and locations as both service provision and locations may change over time.

Visit www.corketb.ie for more information on Cork ETB.

Cork College of FET Morrison's Island Campus is a City Centre Campus of Cork Education and Training Board (Cork ETB). Morrison's Island Campus also runs courses in Youghal Campus, Macroom Centre, Kinsale Campus and West Cork Campus in Skibbereen. The campus provides a broad range of courses across a range of disciplines in a truly inclusive and supportive environment.

Visit www.morrisonsislandcampus.ie for more information on Morrison's Island Campus.



3. Scope of the Framework Agreement

The Contracting Authority proposes to engage in a competitive process for the establishment of a Single Party Framework Agreement for The Provision of an Ambulance Pre-Hospital Emergency Care Simulation to Cork ETB, Cork College of FET.

The initial contract is for **The Provision of one (1) Ambulance Pre-Hospital Emergency Care Simulation to Cork ETB, Cork College of FET – Morrison’s Island Campus, Morrison’s Island, Cork City T12H685.**

Please note that any further purchases will be dependent on budget approval.

3.1 The Scope of the Framework

In the context of a single-party framework agreement, the successful framework member **does not** have to compete for each new contract. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of supplies or services from a particular economic operator.

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.

3.2 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a single party framework agreement with the tenderer selected following the tender stage and the application of the award criteria. Thereafter they will be considered for the award of all contracts within the scope of the framework agreement.

3.3 Duration of the Framework Agreement

The framework agreement will be for a period of four (4) years, with the initial contract being for a period of one (1) with options to award additional contracts for 3 x twelve (12) month durations over the lifetime of the framework. The Contracting Authority reserves the right at its sole discretion to extend the framework agreement, subject to satisfactory performance, business needs and budgetary constraints.

Should market conditions change, or alternative centralised procurement arrangements present better value for money opportunities, the framework agreements may be terminated with 3 months’ notice.



3.4 Estimated Value of the Framework Agreement

The estimated total value of purchases pursuant to the framework agreement is in the region of **seven hundred and fifty thousand euros [€750,000] (ex. VAT)** over the lifetime of the agreement. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

The indicative budget for the Initial Contract is **one hundred and ninety thousand euros [€190,000] (ex. VAT)** over the term of the contract.

Tenderers must understand that this figure is an estimate only, subject to approval and budget.

3.5 Awarding Contracts under the Framework Agreement

In the case of a single 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.

3.6 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions as appended at Appendix 4A. Appendix 4B contains the contract terms and conditions which will apply to each contract awarded under the framework agreement. As a condition of award and membership of the framework agreement, the successful framework member will be required to sign both the framework agreement and the contract terms and conditions.

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission.

3.7 Review of Performance

Supplier performance will be monitored over the term of the Contract. The format will be agreed between the Contracting Authority and the Successful Tenderer.

3.8 Account Management

3.8.1 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.

3.8.2 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.

3.8.3 Invoicing

All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the provider.

3.8.4 Award to Runner Up

If for any reason it is not possible to establish the framework agreement or award the initial contract to the designated successful tenderer emerging from this competitive process; the Contracting Authority reserves the right to establish the framework with the next highest scoring tenderer on the basis of 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.

3.9 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. Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the member the right to be consulted in respect of, or tender for, any contract.



3.10 Changes

It shall be the responsibility of the tenderer (in the event of success) to fulfil the obligations under the contract, notwithstanding any changes in EU and national circulars, laws, regulations, taxation, duties or other factors.



3. Overview of Requirements under the Framework

3.1 Overview of General Requirements for Initial Contract

Cork College of FET seeks the design, manufacture, supply, delivery, installation and commissioning of a modular immersive Ambulance Pre-Hospital Emergency Care Simulation Environment for use within healthcare, emergency response and multidisciplinary education programmes at Morrison's Island Campus, Cork.

The solution shall comprise a high-fidelity modular simulated ambulance environment installed internally within an existing educational facility and designed specifically for intensive educational and simulation-based usage.

The Environment shall support:

- pre-paramedic education
- nursing education
- emergency response training
- healthcare assistant training
- rescue and recovery training
- multidisciplinary simulation exercises
- scenario-based immersive learning
- practical demonstration and assessment
- communication and teamwork simulation
- manual handling and stretcher transfer training
- digitally enabled simulation pedagogy

The contracting authority seeks a durable commercial-grade educational infrastructure solution capable of supporting intensive daily educational operation within a Further Education and Training environment.

The Proposed Solution must:

- replicate the spatial and ergonomic characteristics of a contemporary frontline emergency ambulance environment used by the Irish National Ambulance Service (HSE)
- provide realistic clinical workflow simulation
- support future educational and technological expansion



- support future integration with audiovisual capture, simulation management and debrief systems
- operate as a long-term strategic educational asset
- Be cognisant of the needs for light weight construction methods as it will be installed in an upper floor.

3.2 Initial Contract

The framework agreement will be established on foot of this tender competition. The initial contract will be awarded to the successful tenderer shortly after the formal establishment of the framework agreement.

The initial contract is for **The Provision of one (1) Ambulance Pre-Hospital Emergency Care Simulation to Cork ETB, Cork College of FET – Morrison’s Island Campus, Morrison’s Island, Cork City T12H685.**

Please note that any further purchases will be dependent on budget approval.

3.2 Application of Variants

The authority expressly requires a modular off-site fabrication and on-site assembly approach suitable for installation within an existing educational building using standard building access routes and without major structural alteration works.

Equivalent or alternative modular construction methodologies delivering equal or greater operational functionality, durability, realism, maintainability and educational usability may be proposed.

Tenderers must clearly demonstrate equivalence where alternative approaches are proposed.

3.5 Anticipated Timelines

The following indicative timeline is envisaged for this procurement:

Issue RFT	As specified on title page
Closing Date for Queries	As specified on title page
Closing Date for Tender Submission	As specified on title page
Clarification/verification meetings (if anticipated)	July / August 2026
Award decision	August / September 2026
Framework Agreement Commencement	September 2026
Initial Contract Commencement	September 2026

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



The Contracting Authority reserves the right, in its sole discretion, to extend the timelines identified above by giving notice in writing via www.etenders.gov.ie to tenderers at any point. Without prejudice to the foregoing, the Contracting Authority reserves the right, in its sole discretion, to extend the closing date for receipt of tenders by giving notice via eTenders to all parties who have expressed an interest in the competition.

3.6 Delivery Commitment and Timelines for Initial Contract

Provision shall include:

All aspects of this project **must** be delivered, completed and installed with full handover completed by **Friday 27th November 2026**.

3.7 Pricing

All Tenderers must complete the Pricing Schedule (***Appendix 2***)

You must complete and sign the Form of Tender (Section 3.1 in TRD)

All prices quoted must be all-inclusive (i.e., including but not being limited to shipping, packaging, delivery, ancillary costs and all other cost/expenses), be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.

Tenderers must confirm that all prices quoted in the Tender will remain valid for the duration of the contract.

Any currency variations occurring over the term of the Contract shall be borne by the Tenderer.



4. Detailed Specification of Requirements for Initial Contract under the Framework

4.1 Detailed Specification of Requirements for Initial Contract

The contract shall include:

- Full design development
- Detailed shop drawings and construction drawings
- Structural design and engineering certification
- Manufacture of modular simulation environment
- Delivery to site
- Internal transportation and assembly
- Full installation and commissioning
- Integrated internal electrical distribution systems
- Internal lighting systems
- Internal environmental simulation systems
- Internal cabinetry and clinical storage systems
- Seating and restraint systems
- Simulated ambulance access systems
- Stretcher compatibility systems
- Flooring systems
- Internal wall and ceiling finishes
- Simulated emergency service visual systems
- Trainer communication systems
- Internal acoustic treatment where required
- Integrated cable management pathways
- Future AV infrastructure accommodation
- Future simulation equipment accommodation
- Testing and commissioning
- Staff orientation and familiarisation
- Operational handover



- Removal of all installation waste
- Provision of as-built drawings
- Provision of operation and maintenance manuals

The solution must be delivered as a complete turnkey installation.

4.2 Educational and Operational Objectives

4.2.1 Educational Simulation Objectives

The environment must support:

- immersive simulation-based teaching
- scenario-based learning
- practical assessment
- multidisciplinary healthcare simulation
- emergency response simulation
- communication and teamwork training
- manual handling and transfer training
- patient assessment exercises
- clinical workflow simulation
- simulation-first pedagogical approaches

4.2.2 Operational Objectives

The solution must:

- support intensive daily educational use
- support rapid reset between teaching sessions
- support easy cleaning and maintenance
- support future equipment replacement and upgrading
- support future digital integration
- minimise ongoing operational disruption
- support long-term lifecycle sustainability



4.2.3 Future Technology Integration

The proposed environment must be capable of accommodating future installation of:

- audiovisual capture systems
- simulation recording systems
- digital debrief systems
- integrated microphone systems
- ceiling-mounted camera systems
- simulation control systems
- simulation networking infrastructure
- patient monitor simulation systems
- immersive audio systems
- future AI-supported simulation review systems

The current procurement does not include AV capture or debrief systems, but the infrastructure must be designed to accommodate future installation without major structural modification.

4.3 Functional Requirements

4.3.1 General Requirements

The proposed solution must:

- replicate the operational layout and ergonomics of a frontline emergency ambulance patient compartment as operated by the Irish National Ambulance Service (HSE)
- provide realistic circulation and workflow environments
- support stretcher movement and patient transfer simulation
- support seated and standing training scenarios
- support safe movement within the simulation environment
- provide durable educational-grade construction
- support relocation or reconfiguration where feasible
- support replacement of damaged or worn components



The environment must provide realistic:

- cabinetry
- handrails
- grab points
- seating arrangements
- storage arrangements
- access and egress arrangements
- lighting environments
- spatial dimensions

4.3.2 Modular Construction

The system must

- be modular in construction
- be fabricated primarily off-site
- be assembled internally on-site
- be capable of installation using standard building access routes
- minimise on-site construction disruption
- minimise wet trades where practical
- Light weight in design to minimise weight upon existing floor structure.

Tenderers must provide:

- proposed assembly methodology
- module dimensions
- access requirements
- lifting requirements
- assembly sequencing
- indicative installation duration



4.3.3 Ambulance Access and Egress

The Solution must provide:

- simulated rear ambulance access
- simulated side ambulance access
- realistic stretcher loading access
- realistic rear loading ramp or equivalent system
- safe learner access and egress

All doors and access systems must:

- operate safely
- be durable under repeated educational use
- incorporate anti-trap protection where required
- support emergency egress

4.3.4 Internal Clinical Environment

The environment must provide:

- realistic internal ambulance cabinetry
- integrated storage systems
- simulated clinical storage arrangements
- durable healthcare-grade finishes
- easy-clean surfaces
- slip-resistant flooring
- realistic seating systems
- realistic handrails and grab systems
- realistic ceiling and wall configurations
- realistic stretcher



4.3.5 Environmental Simulation Features

The solution should provide:

- simulated emergency lighting systems
- realistic scene lighting
- environmental audio capability
- realistic internal illumination
- realistic operational ambience

Any emergency-style lighting systems provided must comply with all applicable safety regulations and must not create external operational confusion with real emergency vehicles.

4.3.6 Electrical Infrastructure

The proposed solution must include:

- integrated internal electrical distribution
- accessible power outlets
- maintenance access provisions
- concealed cable routing systems
- overload protection
- compliance with Irish electrical regulations

Tenderers must clearly specify:

- electrical loading requirements
- connection requirements
- required upstream infrastructure
- maintenance access methodology

4.3.7 Accommodation for Future AV Systems

The solution must accommodate future installation of:

- ceiling cameras
- wall-mounted cameras
- microphones
- speakers



- recording systems
- simulation control systems
- observation systems

Provision shall include:

- containment pathways
- access panels
- mounting provisions
- service voids
- cable routing capacity

4.4 Technical Specifications

4.4.1 Construction Standards

The solution shall comprise:

- commercial-grade structural systems
- durable modular framing systems
- healthcare-grade internal finishes
- impact-resistant surfaces
- replaceable components where practical

4.4.2 Structural Requirements

Tenderers must provide:

- structural calculations
- load distribution details
- floor loading requirements
- structural certification
- stability certification

The proposed structure must safely support:

- learner occupancy
- equipment loads
- stretcher systems
- repeated operational use



4.4.3 Surface Finishes

All surfaces shall:

- be easy to clean
- be resistant to educational wear and tear
- be suitable for healthcare simulation environments
- minimise maintenance requirements
- resist staining and damage

4.4.4 Flooring

Flooring systems must:

- provide slip resistance
- support stretcher movement
- support intensive daily use
- be easy to clean
- resist impact damage

4.4.4 Lighting

Lighting systems must:

- provide realistic simulation lighting
- support teaching visibility
- support safe operation
- utilise energy-efficient LED technology
- permit maintenance access

4.4.5 Ventilation and Environmental Conditions

Tenderers must specify:

- ventilation requirements
- heat output
- cooling requirements
- acoustic characteristics
- environmental operating ranges



4.5 Installation & Commissioning

Tenderers must:

- conduct a mandatory site survey and engagement meeting prior to tender submission
- verify access routes and installation feasibility
- coordinate with the contracting authority's facilities representative(s)
- provide full RAMS documentation
- comply with campus safety procedures
- minimise disruption to campus operations
- fully commission the installation
- provide operational familiarisation training

The installation must be:

- level
- structurally secure
- fully operational
- safe for immediate educational use

4.6 Warranty, Lifecycle & Sustainability

4.6.1 Warranty

Minimum requirements:

- 5-year structural warranty
- 3-year warranty on fixtures and fittings
- 2-year warranty on moving components
- replacement part availability
- maintenance support arrangements

4.6.2 Lifecycle Requirements

Tenderers must specify:

- expected operational lifecycle
- maintenance schedules



- replacement component lead times
- upgrade pathways
- refurbishment capability

4.6.3 Sustainability

Tenderers should identify:

- recycled material content
- repairability
- modular replacement capability
- waste reduction measures
- lifecycle sustainability considerations
- packaging reduction measures

4.7 Site Visits

NOTE: Morrison's Island Campus will host a site visit. To arrange an appointment, please contact Brian Stokes at bstokes@morrisonsislandcampus.ie

Failure to visit sites will disqualify your tender

4.8 Delivery Commitment

MANDATORY

Provision shall include:

- all aspects of this project must be delivered, completed and installed with full handover completed by **Friday 27th November 2026.**

This is a mandatory requirement.



5. Selection Criteria

The **OPEN** procedure at national level is being used by the Contracting Authority for the award of this contract. While 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.

In order to demonstrate a tenderer's qualifications, tenderers are required to provide the information set out below in the Tender Response Document (**Appendix 3**) which is based on a self-declaration model. However, tenderers are required to provide the minimum information required.

5.1 Use of the European Single Procurement Document

In accordance with Directive 2014/24/EU, tenderers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of compliance with **Section 5.3** on condition that all information self-declared will be provided promptly on request at any time prior to an award decision.

5.2 Relying on the standing of Entities

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

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

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

5.3 General Declarations and Financial Capacity Requirements

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

Declaration of Bona Fides & Statutory Obligations (*Complete Section 1 – Compliance TRD*)

Please complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016 included in the Tender Response Document. The declaration also covers compliance with relevant Statutory Obligations relating to labour law, employment law, etc.



General Information (Complete Section 2.1 TRD)	
Provide contact and general information on the tendering organisation – company name, address and contact details for the individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Financial Capacity Information (Complete Section 2.2 TRD)	
Tax Compliance	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners. Please refer to the tax rules contained in the Tender Response Document (TRD)
Financial Capacity	Tenderers must provide confirmation that your turnover exceeded €380,000 for the past three (3) years, or pro-rata if more recently established firms. Confirmation of financial standing, ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due will also be required. Evidence of the statement above will be required prior to the award of any contract.
Insurances Information (Complete Section 2.2 TRD)	
Confirmation of the following insurances being in place and that if successful you agree to implement the following levels, promptly on award where these are not currently available.	
Insurance Type (Complete Section 2.2 TRD)	Required Level
Employer's Liability	€13 million
Public Liability	€6.5 million
Product Liability	€6.5 million

By submitting a tender, Tenderers confirm that, if awarded a Contract under this Competition, (i) they will, from the Effective Date of the Contract (as defined in the Contract), obtain and hold the types and levels of insurance as specified above,

(ii) the territorial limits and jurisdiction of its insurance policies include Ireland and (iii) they are not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above.

A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of the Contract.

The successful Tenderer will, during the term of the Contract, be required to:

(a) immediately advise the Contracting Authority of any material change to its insured status;



- (b) produce proof of current premiums paid upon request;
- (c) produce valid certificates of insurance upon request.

NOTE: Tenderers **must** provide evidence of the self-declared information within seven (7) calendar 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.

5.4 Technical Capability

Tenderers must demonstrate comparable educational or healthcare simulation installations. In this regard, Tenderers must provide evidence of comparable installations within education or comparable high-usage learning environments.

Please complete Section 2.3 in the Tender Response Document (Appendix 3)

5.5 Compliance & Standards

All proposed systems must comply with:

- The specifications as detailed are durable and safe for Further Education & Training use.
- Relevant EU construction and safety standards
- Irish and EU Electrical Safety Regulations
- Applicable Fire Safety Regulations
- European Standards and CE marking as appropriate
- Workplace Safety Legislation
- Accessibility Legislation where applicable
- Manual Handling Considerations
- Educational Environment Safety Requirements

Tenderers must clearly identify:

- standards complied with
- certifications held
- test documentation available

Please complete Section 2.4 in the Tender Response Document (Appendix 3)



5.6 Quality Assurance System

Tenderers must provide information which demonstrates a commitment to quality assurance and provides details of quality assurance policies and systems and whether externally certified.

Please complete Section 2.5 in the Tender Response Document (Appendix 3)

5.7 Health & Safety

Tenderers must provide information which demonstrates operation of Health & Safety systems and procedures in line with all relevant Safety, Health & Welfare at Work legislation. Details of policies and systems in place and whether 3rd party certified must be provided.

Please complete Section 2.6 in the Tender Response Document (Appendix 3)

5.8 Site Visit (Pass/Fail)

Mandatory Requirement - Tenderers must attend a mandatory site visit and engagement meeting with local management prior to submission

Failure to meet any mandatory requirement will result in exclusion from further evaluation.

Please complete Section 2.7 in the Tender Response Document (Appendix 3)

5.9 Mandatory Requirements (Pass/Fail)

Tenderers must review and complete the Mandatory Requirement section in Tender Response Document. Failure to meet any mandatory requirement shall result in exclusion from further evaluation.

Please complete Section 2.8 in the Tender Response Document (Appendix 3)



6. 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. Tenderers must use the documentation provided by the Contracting Authority including the Tender Response Document (**Appendix 3**) and the Pricing Document. (**Appendix 2**)

THE DOCUMENTS AND THE ASSOCIATED APPENDICES PROVIDED BY CORK ETB MUST BE USED IN PREPARATION OF YOUR TENDER RESPONSE. FAILURE TO COMPLY WILL RESULT IN YOUR ELIMINATION.

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

A	Ultimate Cost	15%	1,500	n/a
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Tenderers are required to outline their cost proposal by completing **Appendix 2** Pricing Document and **Section 3.1** Form of Tender in the Tender Response Document **Appendix 3**

Cost for evaluation purposes will be the total cost of **Tab "Ultimate Cost Criteria A" Cell C9** on **Appendix 2** Pricing Document

The lowest compliant tender will receive full marks. Other compliant tenders will be scored proportionally

B	Functional & Technical Compliance	25%	2,500	1,250
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Response must demonstrate the understanding of the requirements of Cork College of FET and how the tenderer would ensure that they will meet the specification in **Section 5 Detailed Specification of Requirements**.

Tenderers must demonstrate the following:

- Realism
- Operational Functionality
- Durability
- Safety
- Ergonomics
- Maintainability
- Modularity
- Educational Suitability

This criterion will be evaluated based on the totality of the Tenderer's response.



C	Educational Usability & Realism	15%	1,500	750
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Tenderers must demonstrate the following considerations:

- Immersive Realism
- Educational Workflow
- Learner Usability
- Clinical Authenticity
- Flexibility of Teaching Use
- Multidisciplinary Applicability

This criterion will be evaluated based on the totality of the Tenderer's response.

D	Project Delivery & Implementation Methodology	15%	1,500	750
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Tenderers must detail their approach to delivering the project, demonstrating a structured and logical Installation Methodology to ensure timely delivery of the requirements.

Tenderers must demonstrate the following:

- Evidence that the proposed project delivery plan is aligned with Cork ETB's requirements and priorities
- Installation Methodology
- Identification of key project risks and proposed mitigation measures
- Sequencing
- Disruption Minimisation
- Project Governance

This criterion will be evaluated based on the totality of the Tenderer's response.

E	Lifecycle, Durability & Maintenance	10%	1,000	500
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Tenderers must provide details of the following:

- Lifecycle Durability
- Replacement Part Availability



- Maintenance Access
- Operational Sustainability
- Upgrade Potential

This criterion will be evaluated based on the totality of the Tenderer's response.

F	Modularity & Future Adaptability	10%	1,000	500
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Tenderers must provide details of the following:

- Future Relocation Capability
- Reconfiguration Capability
- Expansion Potential
- AV Integration Readiness
- Technology Integration Readiness

This criterion will be evaluated based on the totality of the Tenderer's response.

G	Environmental & Sustainability	10%	1,000	n/a
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Tenderers must demonstrate the environmental and sustainability measures incorporated into their proposal, including the following:

- Measures proposed to minimise environmental impact during production, delivery, implementation and operation
- How goods / components or systems are designed to be repaired, maintained and upgraded
- Use of recyclable or recycled materials where feasible
- Compliance with relevant EU Environmental and Waste Management legislation
- Measures to minimise packaging volumes and materials
- Consideration of environmental impacts across the full lifecycle

This criterion will be evaluated based on the totality of the Tenderer's response.

NOTE: 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: 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.

6.1 Methodology for calculating the Cost Score

Score	Category	Description
90 – 100%	Exceptional	An exceptional 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 – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly 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 and considered ineligible from further consideration		

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

6.2 Post Tender Clarification

At the discretion of the Contracting Authority, tenderers may be invited, in writing, to clarify certain aspects of their tender, particularly where information or documentation to be submitted appears to be incomplete or erroneous. However, all such requests will be made in full compliance with the principles of equal treatment and transparency and avoid any distortion of competition.

Responses to requests for clarification must not materially change any of the elements of the tenders submitted and the Contracting Authority will not accept any additional submissions, other than clarifications, as part of that process. Tenderers who do not provide the clarifications sought within a specified time period of receipt of such a request via email/eTenders from the Contracting Authority may be excluded from the competition. No unsolicited communications from tenderers will be entertained during the evaluation period.

6.3 Verification

Award of contract may be subject to attendance at a verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at



this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

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

6.4 Clarification of Abnormally Low Tenders

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

6.5 Right to Confirm Suitability

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 Postbox facility, and tenders must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Tenderers must ensure that they give sufficient time to upload their tender response.

The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

In responding to this tender all tenders must follow the format of the tender document and respond to each element of the tender document in the order as set out in this RFT. Tenders should produce their response as a **SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.**

Tenders must be submitted via the 'electronic tenderbox' available on www.etenders.gov.ie. Only Tenders submitted to the electronic tenderbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post, hand delivery, etc.) will NOT be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation in their Tender before the Tender Deadline (as detailed below). Tenderers should take into account the fact that upload speeds vary.

Tenderers must note that in the electronic tenderbox, there is a current file size limit of 250MB for each single file uploaded, with a maximum total limit of 2GB for all documentation (combined) in the Tender submitted.

In order to submit a Tender to the electronic tenderbox, Tenderers must ensure that they follow the necessary steps on the eTenders platform to ensure that their tender has been submitted properly, which includes ensuring that the "Submit" button has been clicked. In the event that Tenderers need to modify or change any aspect of their Tender before the Tender Deadline, the Tender in its entirety will need to be re-submitted. Tenderers should be aware that the "Submit" button will be disabled automatically at the Tender Deadline.

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

The closing date for tenders is **Tuesday, 4th August 2026 at 3pm**

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline. **Tenders that are received late or via other means WILL NOT be considered in this public procurement competition.**



(b) Language

Tenders must be submitted in English.

(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 messaging facility on www.etenders.gov.ie. The closing date for receipt of queries is **Friday, 24th July 2026 at 4pm**

For the avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition.

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.

The Contracting Authority reserves the right to issue or seek written clarifications.

The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.

Tenderers should ensure that they register their interest in this Competition, by clicking on the "Accept" button on www.etenders.gov.ie, in order to receive all responses to queries and other updates in relation to this Competition.

(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 seven (7) calendar 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 electronically via the etenders postbox facility on www.etenders.gov.ie only 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 normally Electronic Funds Transfer.

Note: The Contracting Authority may roll out e-Invoicing during the term of the contract / framework and tenderers may be required to issue their invoices to the sector in an e-Invoice format that is compliant with the PEPPOL directive.

(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 or subcontractor 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 Acts, 1995 and 2001*. Failure to disclose a conflict of interest may, at the absolute discretion of the Contracting Authority 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 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. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. 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, or to those under EU and Irish Government Procurement rules. 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.

Please note the following statement which outlines the actions which will be undertaken by the Contracting Authority on foot of a Freedom of Information request.



Cork Education and Training Board is subject to the provisions of the Freedom of Information Acts 1997, 2003 and 2014.

Cork Education and Training Board propose that the following information relating to this tender competition will be published on our website in line with the Government's commitment in the Public Sector Reform Plan.

- (i) The total amount of the contract
- (ii) The name of the Contractor
- (iii) The purchase order number
- (iv) The date of the award

Cork Education and Training Board undertakes to hold confidential any information provided by you in this tender, subject to:

- (i) Disclosure of the information specified at 1 above as liable for release to the public.
- (ii) Cork Education and Training Board's obligations under law, including the Freedom of Information Act, which came into force for ETBs on 14th April 2015.

(m) Tax Clearance

It will be a condition of award of this contract 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 contract 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, 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 contract.

(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 in accordance with section 523 of the *Taxes Consolidation Act 1997*. Any and all taxes applicable to the supply of the goods / services will be the sole responsibility of the Contractor and the Contractor so acknowledges and confirms.

(o) Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters including, employment and health and safety matters and includes, but is not limited to, the *Employment Equality Acts 1998-2015*, *National Minimum Wages Act 2000 (as amended)*, *Safety, Health and Welfare at Work Act 2005 (as amended)*, *Data Protection Act 2018* and *Official Secrets Act 1963 (as amended)*. 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 and construed in accordance with 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. The presumptions (including as to any gift, consideration or advantage) and other provisions under the *Criminal Justice Act 2018*, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.



(u) Notification of Tender Evaluations

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

In circumstances where the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (Statutory Instrument 130 of 2010), as amended by the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulations 2015 (Statutory Instrument 192 of 2015) and the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulation 2017 (Statutory Instrument 327 of 2017) apply, no contract can or will be executed or take effect until at least fourteen (14) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this Competition ("Standstill Period") if such notice is sent by electronic means. The Standstill Period shall be sixteen (16) calendar days if such notice is sent by other means. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.

Tenderers should note that the Contracting Authority may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by the Contracting Authority.

(v) Award Notices

Following the formal conclusion of a contract, an award notice will be despatched 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 call for 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 Call 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 party shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.



(ff) Confidentiality

After the official opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations will not be disclosed to tenderers or other persons not officially concerned with such process until the award decision with the successful tenderer has been announced and in conformity with national laws.

Tenderers shall treat the details of all documents supplied to them in connection with this contract as private and confidential and shall not disclose the contents to a third party without the permission of the Contracting Authority.

Any effort by the tenderer to influence the Contracting Authority or their staff in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the award of the contract may result in the rejection of that tender.

(gg) 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 CFT 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 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.

(hh) Anti-Competitive Conduct

Tenderers attention is drawn to the Competition Act 2002 to 2017 (as amended, the “2002 Act”) which makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

(ii) 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.

(jj) Data Protection

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to the *Irish Data Protection Acts 1988 to 2018*, the *General Data Protection Regulation (EU) 2016/679* on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and any other applicable law or regulation relating to the processing of personal data and to privacy, including the *E-Privacy Directive and European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communities) Regulations 2011*, as such legislation may be supplemented, amended, revised or replaced from time to time.

The Contracting Authority will be a Data Controller (where Data Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the tenderer in response to this call for tenders.

The tenderer, as Data Controller in respect of any Personal Data provided by it in its tender, is required to confirm in its tender that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the tenderer have consented to the processing of such Personal Data by the tenderer, the Contracting Authority, the evaluation team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the tenderer in this competition or that the tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this competition. The tenderer shall comply with all of its obligations under the Data Protection Laws.

(kk) Return of Signed Contracts

The successful Tenderer must sign and return the Contract and the Confidentiality Agreement, to the Contracting Authority no later than seven (7) calendar days from the date of expiry of the Standstill Period unless notified otherwise in writing by the Contracting Authority. A signed Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Contract.

Where the signed Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified above then the Contracting Authority may proceed to award the Services Contract to the next highest-ranked Tenderer in accordance with the above.



APPENDIX 2—PRICING SCHEDULE

Please refer to separate Appendix 2 uploaded on eTenders. This document must be used for pricing and must be submitted in excel format as part of your tender submission

APPENDIX 3—TENDER RESPONSE DOCUMENT (TRD)

Please refer to separate Appendix 3 uploaded on eTenders. This document must be used for pricing and must be submitted in excel format as part of your tender submission.

It is a requirement that the Tender Response Document be completed in full.

The Form of Tender (Section 3.1 on TRD) must be signed

APPENDIX 4A—FRAMEWORK AGREEMENT TERMS & CONDITIONS

Please refer to separate files uploaded on eTenders. Available for download as a PDF document – **provided for information, only to be completed by winning tenderer**

APPENDIX 4B—CONTRACT TERMS & CONDITIONS

Please refer to separate files uploaded on eTenders. Available for download as a PDF document – **provided for information, only to be completed by winning tenderer**

APPENDIX 4C—CONFIDENTIALITY AGREEMENT

Please refer to separate files uploaded on eTenders. Available for download as a PDF document – **provided for information, only to be completed by winning tenderer**

APPENDIX 5—FLOOR PLAN

Please refer to Appendix 5 uploaded on eTenders. This floor plan can be used as a suggested configuration. Please note that alternative approaches will be considered.

The proposed room presently is room 203