

CALL FOR TENDER

Establishment of a Single Party Framework for	The provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB).
Procedure	OPEN
eTenders CFT ID	8551877
Issue Date	01/07/2026
Closing Date for Queries	21/07/2026
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Tenders	31/07/2026
Please note that information relating to this Call for Tender (CFT), 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 Longford and Westmeath Education and Training Board cannot accept responsibility for information relayed (or not relayed) via third parties.	

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1. Summary

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 Longford and Westmeath Education and Training Board (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 Longford and Westmeath Education and Training Board 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, expressed or implied, in relation to such information. Longford and Westmeath Education and Training Board’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.

Longford and Westmeath Education and Training Board reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority:	Longford and Westmeath Education and Training Board (LWETB)
Nature of procurement:	The provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB).
Type:	Service
Procedure:	Open Procedure
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.

3. About Longford and Westmeath Education and Training Board

Education and Training Boards (ETBs) are statutory authorities, which have responsibility for education and training, youth work and a range of other statutory functions. ETBs manage and operate primary schools, second-level schools, further education colleges, and a range of adult and further education centres delivering education and training programmes.

The establishment of Longford and Westmeath Education and Training Board (LWETB) came about by the passing of the Education and Training Board Act 2013.

Roles, Responsibilities and Functions

The general functions of an Education and Training Board, stated under the Education and Training Boards Act 2013, are to:

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister:
 - i. establish and maintain recognised schools in its functional area,
 - ii. establish and maintain centres for education in its functional area,
 - iii. maintain centres for education or recognised schools in its functional area, and
 - iv. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, co-ordinate and review the provision of education and training, including education and training for employment, and services ancillary thereto in its functional area in:
 - i. recognised schools or centres for education maintained by it,
 - ii. education or training facilities maintained or resourced by it,
 - iii. children detention schools,
 - iv. prisons, and
 - v. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers,
- e) establish scholarships,
- f) adopt a strategy statement,
- g) adopt an annual service plan,
- h) co-operate with anybody nominated to carry out internal audit functions,
- i) provide education and training at the request of, and on behalf of, anybody which funds training out of money provided to that body by the Oireachtas,
- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the way it performs its functions is economical, efficient and effective.

ETBs are active in local communities through the direct provision of training and education programmes delivered in training centres, colleges and other training and educational settings. In this way, ETBs seek to make a real difference to the lives of the people they serve.

Such responsiveness continues to be the hallmark of the education and training boards sector, looking outward nationally and internationally, while servicing education and training locally and individually.

Log on to www.lwetb.ie for more information.

3.1 Athlone Community College (ACC)

Athlone Community College (ACC), which is a part of Longford and Westmeath Education and Training Board (LWETB), is a co-educational, multicultural and student centred post-primary school delivering educational excellence within Athlone and the wider community. The school is situated on Retreat Road in Athlone. It consists of a student body of over 1,100 students and employs more than 100 staff.

Athlone Community College, Retreat Road, Athlone, N37 Y985

Proposals are now being sought from competent Food Caterers for the supply and distribution of school meals through a concession catering service. It is intended to award a contract to a single service provider.

A designated canteen area is already in place.

There are kitchen facilities but not a complete and fully stocked kitchen available on site; therefore, meals may have to be freshly prepared off-site and delivered hot and ready to serve. Pre-packaged meals are not acceptable. The current supplier has equipped the kitchen, and the successful tenderer will need to do the same. All students are required to stay on campus at lunch and break times.

3.2 BAM

Existing Facilities Management Arrangements

Athlone Community College (ACC) operates from a building delivered under a Public Private Partnership (PPP) arrangement. The building and associated facilities are subject to an existing facilities management contract. As a result, certain alterations, modifications or additions to the building fabric, plant, equipment or utility services may require the approval of the Facilities Management Provider and/or the National Treasury Management Agency (NTMA) before works can proceed.

Tenderers shall satisfy themselves that the existing utility services and facilities are suitable for their proposed service delivery. Where a Tenderer considers that additional or modified services (including, but not limited to, gas, electricity, water, drainage, ventilation, extraction, communications or other building services) are required, this shall be clearly identified in their tender submission.

Tenderers should note that any approvals required under the PPP arrangements may result in additional lead times before such works can be undertaken. Tenderers shall make due allowance for these requirements in their proposed mobilisation programme.

Longford and Westmeath education and Training Board (LWETB) cannot guarantee that any requested alterations or additions will be approved or completed before the proposed service commencement date. Unless expressly stated otherwise in the Contract, the costs associated with any additional services, alterations or specialist installations required to facilitate the Tenderer's proposed solution shall be borne by the successful Tenderer.

3.3 Small and Medium Enterprise Participation

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

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

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

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

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

If your Company intends to subcontract any of this service, the Tenderer must clearly set out:

- a) The names of all subcontractors and/or consortium members who will be involved in the provision of the Services;
- b) A description of the role to be fulfilled by each subcontractor;
- c) The name, title, telephone number, postal address, and e-mail address of the nominated contact personnel authorised to represent the Prime Contractor, within the organisation of the Prime Contractor, to whom all communications shall be directed and accepted until this public procurement competition has been completed or terminated. Correspondence from any other person (including from any subcontractor and/or consortium member) will NOT be accepted, acknowledged or responded to;
- d) Confirm each subcontractor will submit an eESPD and a signed Declaration of Personal Circumstances at the Framework establishment stage or during the lifetime of the Framework

A Tenderer is deemed non-compliant if they rely on the assistance of a sub-contractor for whom No eESPD or signed Declaration of Personal Circumstances was submitted at the Framework establishment stage, or during the lifetime of the Framework. Longford and Westmeath Education and Training Board (LWETB) reserve the right to seek written undertakings from any nominated subcontractor.

4. Scope/specification of the Framework Agreement

Longford and Westmeath Education & Training Board proposes to engage in a competitive process for the establishment of a single party framework agreement for The Provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB).

No specific volumes are listed, this is a draw down tender requesting suppliers for the period of this framework agreement.

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

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, Longford and Westmeath Education & Training Board reserves the right to operate outside of the framework agreements 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 in order to leverage efficiencies and maximise cost savings over the duration of the frameworks.

In order to meet the demand for The Provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB), LWETB invites responses to this Call for Tender (CFT) from economic operators for The Provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB).

Athlone Community College, Retreat Road, Athlone, N37 Y985

Proposals are now being sought from competent Food Caterers for the supply and distribution of school meals through a concession catering service. It is intended to award a contract to a single service provider.

A designated canteen area is already in place.

There are kitchen facilities but not a complete and fully stocked kitchen available on site; therefore, meals may have to be freshly prepared off-site and delivered hot and ready to serve. Pre-packaged meals are not acceptable. The current supplier has equipped the kitchen, and the successful tenderer will need to do the same. All students are required to stay on campus at lunch and break times.

*A concession or concession agreement, generally, is a grant of rights, by legal entity to an operator under license, or other such instrument which grants access to a facility or other commercial opportunity (Schools Canteen areas and kitchenettes) wherein the licensee may carry out a business activity or provide a service under its own commercial direction.

The owner of a concession, (School Canteen Company) the concessionaire, typically pays either a fixed sum or a percentage of revenue to the owner (ETB/School) of the entity from which it operates.

4.1 Requirements for the service

The successful tenderer must comply with;

- Food Quality and Food Management section page 12
- Food Choice section page 13

Please note no nuts or nut based meals to be provided as some students have a nut allergy

- Operational Information section page 14
- Service Disruptions section page 14
- Distribution and servicing of meals section page 15
- Pre-ordering section page 15
- Packaging section page 15
- Cleaning & Disinfecting section page 16
- Waste prevention & Environmental Management section page 16
- Heat, Light, Gas & water Contribution section page 17
- Delivery location & requirement section page 17
- Special Functions section page 17

- Pricing section page 22.
Card, cash and tap payment service must be the available methods of payment for all transactions daily.
- Communication
- Overall Satisfaction
- Reliability of Delivery

Concession Based Service

There are kitchen facilities but not a complete and fully stocked kitchen available on site; therefore, meals may have to be freshly prepared off-site and delivered hot and ready to serve. Pre-packaged meals are not acceptable. The current supplier has equipped the kitchen and the successful tenderer will need to do the same. All students are required to stay on campus at lunch and break times.

This tender process provides a concession arrangement whereby other canteen users can purchase products directly. A full list of offerings will be required with pricing for all items offered for sale to staff and students (recognizing that this is agreed with the School Principal) other than the products available under the School Meals Scheme. Examples of typical offerings could include the following:

	Possible options
Hot Dinners	Curry and Rice, Spaghetti Bolognese, Chicken Pasta, Shepherd's Pie and Vegetables, vegetarian curry, vegetarian lasagne
Hot Lunches	Choice of hot ciabattas, wraps
Soup	Homemade Soup and Brown Bread\Roll
Snacks	Cereal Bars, Protein Bars, yoghurt, fruit (no junk food) Junk foods are foods that lack nutrients, vitamins and minerals, and are high in kilojoules (energy), salts, sugars, or fats. <u>Not to be made available:</u> Crisps, Fizzy Drinks, Sweets, Nuts. Please note no nuts or nut based meals to be provided as some students have a nut allergy
Cold Lunches	Choice of filled rolls, sandwiches, wraps and bagels

Please note the above are suggestions only. LWETB would ask that the provider considers keeping price points somewhat aligned to the School Meals Scheme price points. All menus, portion sizes and affordable price points must be agreed in advance with Athlone Community College (ACC) School Principal.

Ensure the canteen costs are fair and reasonable and that all price points encourage healthy eating and offer good balanced menu. All prices and menus are to be prominently displayed in the canteen as agreed with Athlone Community College (ACC).

All products offered must be in accordance with the HSE Healthy Eating Guidelines and the Department of Health guidelines for healthy eating.

LWETB requires the provision of a sustainable (evolving process) healthy, balanced and nutritious catering service to its students, staff and visitors at affordable prices using the existing School canteen areas and kitchenette ancillary areas. A high quality, responsive and flexible service is required in providing a range of hot and cold foods and beverages. The menu should reflect the needs of the school community, their background, and their capacity to learn healthy and sustainable food behaviours.

Tenderers are requested to ensure they understand the nuanced needs of the school community and should use the site visit as an opportunity to gain an understanding of what works for the school.

LWETB welcomes all proposals on the selling of food in the canteen, however, it should be noted that the menu must be in line with the HSE Healthy Eating Guidelines and the Department of Health guidelines for healthy eating.

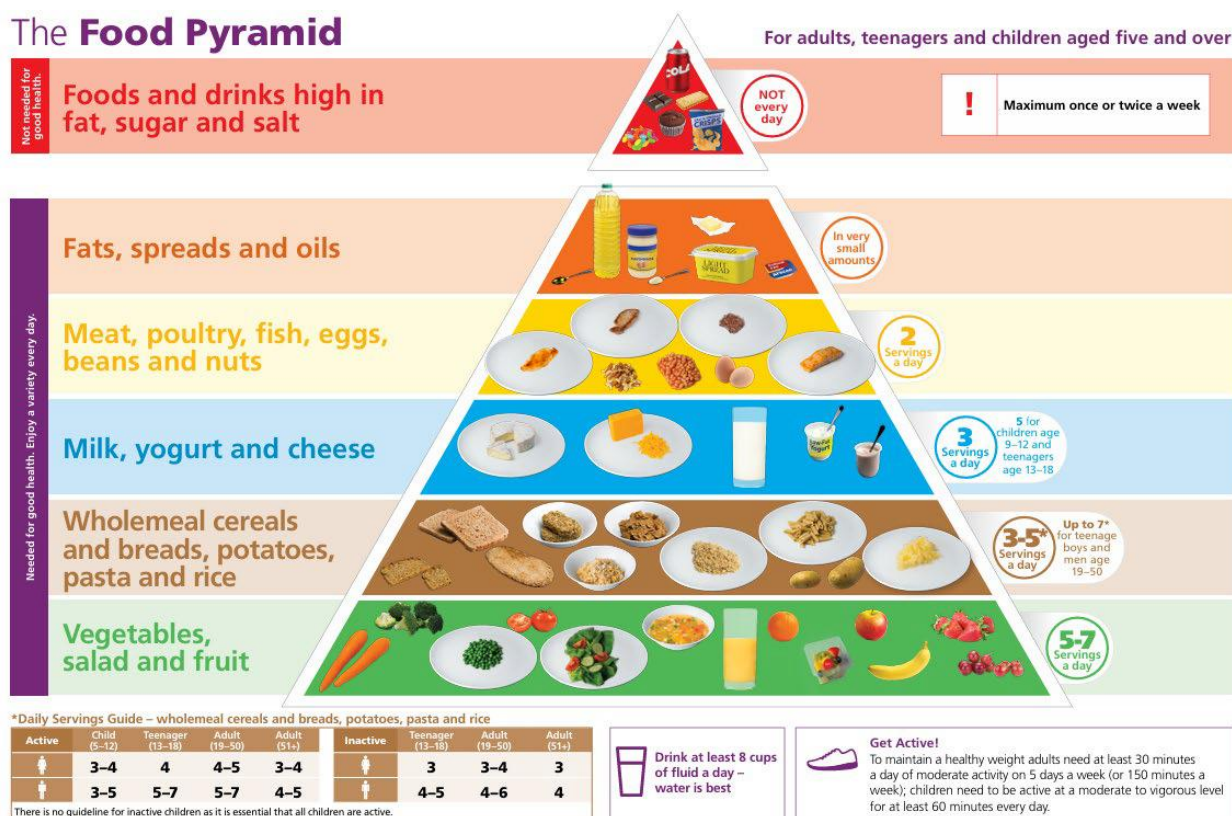
In order to prevent menu fatigue a varied choice of meals should be provided and seasonality of produce considered. The successful tenderer will be asked to demonstrate innovation and flair in the creation of value for money menus taking into consideration the socioeconomic conditions of the area and must also provide a number of 'special theme' catering days as the occasion demands. Lunch meal deals are also encouraged i.e. hot lunch, fruit and drink package etc. Consideration should also be given for the range of dietary needs (cultural/health) and all information on the menus and labelling of all products should reflect same. The successful tenderer is to check with the school the details of any potential customers with particular dietary needs and accommodate same. The successful Tenderer must notify the school Principal in advance of their intention to change their menus during the school term (or for the next academic year) and supply the Principal with the new proposed menu for approval. The Principal reserves the right to refuse a menu if it does not comply with the school's Healthy Eating Policy.

Continuous improvement and innovation of the service is expected over the approximately 33 weeks of the school year. Users of the canteen will mainly comprise of staff and student population but may include ancillary staff and visitors to the school. The successful tenderer should market the area to entice new users, however the school retains the right for students and staff that bring in their own lunch/meals to eat them in the dedicated school canteen areas.

Students travelling on school trips should, wherever reasonable and during normal school hours, be facilitated to collect their lunch before leaving the school premises and/or after returning from the trip or match (usually within one hour of the agreed-upon break and lunch times). This arrangement will be organised in advance between the successful tenderer and Athlone Community College, with adequate notice provided prior to any trip.

The Department of Health has indicated that the Food Pyramid should be followed in the case of healthy eating for children in schools/centres. This can be accessed at <https://assets.gov.ie/7650/f3249ad0c7284211b3fa41c69b33c8e2.pdf>

The Food Pyramid



Longford and Westmeath Education and Training Board endorses this approach in The Provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB) for its students, staff and visitors and will require the successful tenderer to ensure that all meals provided are in keeping with the Department of Health guidelines for healthy eating

4.2 Food Quality and Safety Management

There are kitchen facilities but not a complete and fully stocked kitchen available on site; therefore, meals may have to be freshly prepared off-site and delivered hot and ready to serve. Pre-packaged meals are not acceptable. The current supplier has equipped the kitchen and the successful tenderer will need to do the same.

The successful tenderer will be responsible for compliance with Food Safety Authority Ireland and the National Standards Authority of Ireland's standards (or equivalent) in relation to the Food Preparation, Food Storage, Hygiene, Cooking, Waste etc. The successful tenderer must comply with Food Standards Act, 1974 (No.11 of 1974), I.S. 341:2007 Hygiene in Food Retailing and Wholesaling. Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29th April 2004 on the hygiene of foodstuffs (HACCP) or updated legislation and any other relevant regulations applicable.

The successful tenderer must register the School Food Business with the Health Service Executive as soon as feasible following award of contract and comply fully with all EU and National Food & Hygiene Regulations and must be registered prior to providing the service onsite. The successful tenderer will be responsible for ensuring that the existing designated school kitchen and associated areas are sufficiently equipped to meet all standards required in order to prepare and deliver a hot food Catering Service for the school. The winning tenderer will be responsible for, preparation, distribution and waste management (disposal) including the management of food wastage (reduction). This can be validated by tenderers at the mandatory site visit.

All food provided to the School should be fresh, nutritious and of a high quality. **Processed foods will not** be accepted in the school canteen. All food must also be stored in compliance with all relevant

statutory Food Safety and Health and Safety requirements including I.S.340:2007 Hygiene in the Catering Sector or equivalent, I.S. 22000:2005 Food Safety Management incorporating HACCP and S.I.369:2006 European Commission (Hygiene of Foodstuff) Regs. 2006.

Tenderers are also required to comply with Reg 178/2002/EC which requires that a Traceability System is in place. This information should be provided in the TRD and submitted with the tender.

The successful tenderer will be expected to operate in accordance with all legislation and regulations regarding food management. Longford and Westmeath Education and Training Board accepts no liability or responsibility for any breach in legislation or standards in the delivery of this service. The successful tenderer will be expected to implement up to date and ongoing recommendations to food preparation as advised by the various Nutritional and Medical Advisory Boards of the Government

In addition, the Tenderer should demonstrate how they intend to implement a Hazard Analysis and Critical Control Point (HACCP) or equivalent system, and who will be responsible for overseeing the effective operation of HACCP on the premises. They should also outline what such a system will include and what specific training will be undertaken to provide same.

4.3 Food Choice

The menu options **must** accommodate students with special dietary requirements, food intolerances, allergies and/or religious observance, including lactose-free, gluten-free, vegetarian, vegan and halal options and provide variety of options to these students;

The menu should include a range of locally sourced items along with a greater use of sustainable food, for example, in season produce, high animal welfare standards on meat, free range eggs, marine conservation certified fish, fair trade produce, produce from certified organic source.

Sufficient variety should be provided to avoid menu fatigue while maintaining the healthy eating focus and complying with the requirement. Fresh, seasonal nutritious meals, such as fruits, vegetables, grains, and other healthy food items that may be new to students;

Meals descriptions which should include details of appropriate portion sizes

Have both hot and cold meal options available

Hot Meals which are high in saturated fat, sugar and salt must not be served;

The provision of clear information regarding menu options with allergens list;

Menus reflect the school community, their background, and their capacity to learn healthy and sustainable food behaviours through different human development stages; · Food supplied is produced according to fair trade principles as defined by the World Fair Trade Organisation (WFTO)

Food will comply with regulation (EU) 2018/848 as amended, on organic production and labelling of organic products;

Food must be safe, i.e. it must not be injurious to health or unfit for human consumption. Unsafe food must be withdrawn from delivery or recalled if it has already been dispatched to the school.

Ensure that the quality of food, presentation and service is to be monitored by Longford and Westmeath Education and Training Board (LWETB)

Must be able to identify the businesses from whom you have obtained food, ingredients or food producing animals and the businesses they have supplied with products and produce this information on demand

Be responsible for managing menu fatigue, nutritious foods with the healthy eating focus

LWETB may decide to arrange a taste testing of a sample of foods prior to making an award of contract and/or during the term of any contract awarded.

It shall be a condition of the Service Level Agreement and Services Contract that the successful Tenderer must notify the principal of the school two weeks in advance of their intention to change their menus during the school term (or for the next academic year) and supply the Principal with the new proposed menu for approval (especially any option that is not proving popular with students). Any change must be agreed by Athlone Community College (ACC) Principal.

Arrangements for the communication of weekly menus will be agreed between the successful Tenderer and the School Principal.

Tenderers must at a minimum provide Hot School Meals in line with the published Nutrition Standards for School Meals and Nutrition Standards for Hot School Meals and as updated over the Term of the Contract, developed for the Department of Social Protection by the Department of Health, Safe food and the Health Service Executive for the School Meals Scheme.

Tenderers should familiarise themselves with the content of the school's Healthy Eating Policy (see above) and published Nutrition Standards for School Meals and Nutrition Standards for Hot School Meals, which must be used as a guide to the successful Tenderer regarding menu plans and ideas of best options for the students.

Define communication channels between all parties in relation to the selection of School Meals, the ordering process, timelines, dealing with changes, queries or complaints.

Flexibility around quantities required

Provision of Water Coolers and water in the canteen area

Note: that unsafe food must be withdrawn from sale or recalled from consumers if it has already been sold

4.4 Operational Information

The school year will generally run from August to June and will consist of approximately thirty-three (33) weeks (Monday to Friday inclusive) excluding holiday periods, but this may vary with local arrangements. Service shall not be required during holiday periods or any other days on which the school remain closed. A school calendar will be issued to the successful tenderer and the exact service commencement date confirmed closer to the beginning of the school year.

School times are listed below

The school is open to students, staff and visitors from 8.00am until 6.00pm Monday to Thursday and Friday from 8.00am until 3.00pm. The successful tenderer will provide catering to the students and staff at the following times during normal school days -

- Morning Breaks: 10.45a.m. – 11.00 a.m.
- Lunchtime: 13.00 p.m. - 13.40 p.m. (no lunch required on Friday, only break/snack)

These times may be subject to change temporarily at times during the year and may change/vary during exam times, pre-exams and State Commission Exams and the successful tenderer will be expected to co-operate fully with the wishes of the school at this time.

It shall be the responsibility of the Catering Service provider to provide queuing barriers and signage to enable a managed and orderly queuing system so that food can be delivered satisfactorily in the time allocated for each service.

4.5 Service Disruptions

Longford and Westmeath Education and Training Board may be required, consequent upon epidemics, to close a school/centre for a period or periods. In that event the supply of goods for such school may not be required. If a school is closed for any reason delivery of goods to it must not be made by the contractor during such closed period or periods for example adverse weather conditions, epidemics etc.

Note: In the event of unscheduled school closures beyond the control of Longford and Westmeath Education and Training Board (LWETB), all reasonable attempts will be made to communicate same prior to delivery times. Longford and Westmeath Education and Training Board will not be held accountable for services delivered on those dates.

Longford and Westmeath Education and Training Board (LWETB) may be required, consequent upon epidemics, to alter the means by which school meals are provided to its student body. In this instance the quantity and type of food, as well as the delivery method and delivery location, must be agreed in advance with the school Principal.

Tenderers should note that the times are correct at time of advertising but are subject to change at the request of the Board of Management of the school with approval of the Contracting Authority.

4.6 Distribution and Serving of Meals

In relation to distribution and serving of meals, the successful Tenderer must:

Be fully responsible for the staffing, management and operation of the food service.

Be responsible for fully equipping the Canteen

Portable Appliance Testing (PAT) – The Contractor shall carry out portable appliance testing (PAT) on all equipment supplied by them during the Term of the Services Contract in accordance with the Safety, Health and Welfare at Work (General Application) Regulations (SI.299 of 2007).

Provide all necessary catering utensils, delph and cutlery to provide a full service. All containers and utensils used by students must be food safe. No disposable/single use containers/plates/cutlery are to be used, in line with the Sectoral Target T4 from Buying Greener and Directive (EU) 2019/904;

The successful Tenderer delivers the ordered School Meals to the designated area(s).

Longford and Westmeath Education and Training Board (LWETB) will agree with the successful Tenderer on the most appropriate distribution system for Hot Meals to the students. Distribution of meals to all students must be undertaken in a timely manner before the lunch break.

Before service of the Hot Meals, the successful Tenderer must verify that the correct temperature has been achieved, in compliance with Food legislation.

Meet HSE requirements in the delivery of a food service.

Collaborate with teaching staff in relation to food education provide / support teachers with lesson plans and project activity packs in conjunction with the school curriculum.

Undertake regular customer satisfaction surveys which will show uptake for students and Staff and other reports required by the Department or as agreed locally with the School Management.

Provide evidence that management systems in place support the linking of customer feedback and other observations to improvements in customer satisfaction.

Note : Not to be made available: **Crisps, Fizzy Drinks, Sweets, Nuts.**
Please note no nuts or nut based meals to be provided as some students have a nut allergy

4.7 Pre-ordering (if applicable)

LWETB and Athlone Community College (ACC) do not wish to use a pre ordering system or pre-order food. The introduction of a pre-ordering system will need to be approved by Athlone Community College (ACC) in the first instance.

4.8 Packaging

Where possible packaging is to be from recycled, compostable or renewable sources which can be reused or recycle after use. The packaging must allow the items to remain within appropriate temperature levels. Temperature control records and delivery records must be available for inspection when requested.

The successful tenderer will be responsible for providing separate containers for food waste and packaging. The successful tenderer will be responsible for the safe removal and disposal of the contents of the containers, and all costs associated with same on a daily basis, or on a schedule to be agreed by school management.

Note: single use plastics are not permitted. The successful tenderer should provide compostable / sustainable, recyclable alternatives and be fully supportive of incentivising customers to reduce plastic use (keep cups, etc.)

4.9 Cleaning & Disinfecting

The successful Tenderer will:

- a) be responsible for the daily cleaning and disinfection to the relevant standards of all preparation and server areas, including counter surfaces, equipment, furniture, fittings, utensils, floors and windows required to maintain the standards of hygiene required by law;
- b) provide environmentally appropriate bin bags for the segregation and/or disposal of waste;
- c) collect and clean on a daily basis, re-useable and washable items, where provided.

The successful Tenderer must ensure that cleaning chemicals are stored in a locked, secured storage area away from food and not accessible to students. Chemicals should be clearly identified with their content.

Be responsible for the clean-up of all cooking and dining areas each day, free of litter and food debris always and that the tables are cleaned after each sitting. Daily cleaning and maintenance of food

preparation area, canteen area and atrium dining area (to include tables, floors need to be swept and cleaned and segregated waste removal to external bins).

Cleaning products and equipment for example dishwashers must meet the most up-to-date environmental standards

NOTE: Inspections may be carried out by Longford and Westmeath Education and Training Board (LWETB), its agents or independent auditors on their behalf at any time to ensure that the highest standards of hygiene and cleanliness are maintained at all times and that proper methods are applied in food supply, preparation, cooking and the provision of the Services.

4.10 Waste Prevention and Environmental Management

The successful Tenderer will be responsible for operating policies which progressively address environmental considerations, with a specific focus on food waste prevention and food waste segregation.

The successful Tenderer will be responsible for the management of all waste, created during its delivery of the Service, in accordance with [Waste Management \(Food Waste\) Regulations 2009](#) as amended, [School Sector Climate Action Mandate 2024](#), and all applicable waste management legislation including relevant EU Directives. Further information can be found on Environmental Protection Agency's website www.epa.ie and on My Waste's website www.mywaste.ie, Ireland's official guide to managing waste, which includes guidance and resources on how to reduce and manage waste, including for example food waste recycling.

The successful Tenderer will provide their own bins.

Provision of external and internal bins for food waste and general canteen waste – waste, recycling and compost to be segregated. Be responsible for the safe removal of all waste and recyclable material in a sustainable way from the school on a routine basis at their own cost.

The successful tenderer should ensure that all waste streams are segregated. Ensure that the operation is fully compliant with all Health and Safety regulations. A food waste minimisation plan describing what actions will be undertaken shall be put in place by the service provider. They shall review and revise the actions they are taking with suitable regularity to continue to reduce food waste wherever possible and feedback to the school representative on progress and results with suitable regularity

The successful Tenderer will be responsible for the safe removal of all waste and recyclable material in a sustainable way from Athlone Community College (ACC) on a daily basis. Please note obligations regarding collection and transportation of waste under the [Waste Management Act 1996](#) as amended.

The successful Tenderer should ensure that all waste is segregated into the appropriate waste streams for recycling/recovery e.g. residual, recyclable and organic/food waste. The receptacles should be appropriately labelled. Fully compostable liners should be used for food waste (for example, liners that indicate the Cré Ireland logo, the EN 13432 standard or equivalent).

A food waste minimisation plan describing what actions will be undertaken shall be put in place by the successful Tenderer. They shall review and revise the actions they are taking with suitable regularity to continue to reduce food waste wherever possible and feedback to the Contracting Authority on progress and results with suitable regularity.

The successful Tenderer **must** also:

- Support the European Commission (EC) published European Strategy for Plastics in a Circular Economy (January 2018) and associated measures, those that reduce unnecessary plastic packaging of goods; maximise the reuse and recycling of plastic packaging waste and promote goods that contain recycled plastic;

- Support the Environmental Protection Agency's Food Waste Charter, by signing up to the Charter and commit to reducing food waste, in order to meet the United Nations Sustainable Development Goals, including By 2030, halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses (www.foodwastecharter.ie);
- Support the attainment of Government objectives that aim to minimise the disposal of waste to landfill.

4.11 Heat, Light, GAS & Water Contribution

Where meals are prepared or re-heated on-site and school utilities are used, a contribution agreement will be negotiated between the school and successful Tenderer which shall cover the full energy usage (including Electricity and Gas) and any water charges incurred in the provision of the Services.

Accept full responsibility for the utilities gas, electricity and water, used to perform the contract. The school has assessed the weekly average rent to be 5% of the Concession Fee Calculation and Athlone Community College (ACC) and Longford and Westmeath Education and Training Board (LWETB) ask that you propose a nominal contribution towards the cost of the utilities such as light, heat, Gas, Electricity and water. This cost should form part of the Concession Fee expected in the Tender Response Document.

The tendered rates shall remain fixed for the first [12] months. Thereafter, adjustments may be applied annually in line with changes in the Consumer Price Index (CPI), subject to mutual agreement with LWETB and supported by published index data.

4.12 Delivery Location and Requirements

Athlone Community College, Retreat Road, Athlone, N37 Y985

Given the available storage space for food items it is anticipated that daily deliveries will be required, but the schedule will be agreed with the successful tenderer.

Where food is served, it must be served at a time agreed with the school.

All staff serving food must be Garda vetted by Longford and Westmeath Education and Training Board.

4.13 Special Functions (If applicable)

Athlone Community College (ACC) may on occasion require the catering company to provide services at special functions such as staff meetings, student graduations, college exhibitions, board meeting etc hosted by Athlone Community College (ACC), some of which may be outside of normal operating hours. Athlone Community College (ACC) will provide a minimum notice of 24 hours to the catering company of any such function they are hosting.

Longford and Westmeath Education and Training Board (LWETB) reserves the right to seek quotes for such events from the Tenderer and from other Providers to ensure it is achieving value for money.

Setting up for these functions shall be the responsibility of the catering company and so shall the Clean up afterwards.

4.14 Volumes

Please note these volumes are indicative only as student numbers availing of the scheme are subject to fluctuation. Flexibility is required around actual volumes ordered and delivered.

The school year will generally run from August to June and will consist of approximately thirty-three weeks (Monday to Friday inclusive) excluding holiday periods, but this may vary with local arrangements. Service shall not be required during holiday periods or any other days on which the school remain closed. A school calendar will be issued to the successful tenderer and the exact service commencement date confirmed closer to the beginning of the school year.

Longford and Westmeath Education and Training Board may be required, consequent upon epidemics, to close a school/centre for a period or periods. In that event the supply of goods for such school may not be required. If a school is closed for any reason delivery of goods to it must not be made by the contractor during such closed period or periods.

Note: In the event of unscheduled school closures beyond the control of Longford and Westmeath Education and Training Board (LWETB), all reasonable attempts will be made to communicate same prior to delivery times. Longford and Westmeath Education and Training Board will not be held accountable for services delivered on those dates.

4.15 Numbers Admitted to the Framework

Success under this competition will result in appointment to a Single Supplier Framework Agreement through application of the cascade system whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the framework agreement. Where they are not in a position to deliver the full contract due to availability, conflict of interest, etc. the next ranked firm will be approached moving in ranked order through the framework members until the contract is awarded.

4.16 Estimated Value of the Framework Agreement

The combined estimated total value of the framework agreement is in the region of €8,000,000 over the lifetime of the framework agreement (assuming the framework agreement runs for four years). It is emphasised, however that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under any of the framework agreements.

The indicative budget for the contract (excl. VAT) based on previous spend over the Term and is as follows:

Approximately 166 Days per annum

Athlone Community College, Athlone €8,000,000

Tenderers must understand that these figures are an estimate only based on current and future expected usage and will vary in accordance with student enrolment numbers.

4.17 Application of Variants (where applicable)

Variants are not permitted for this contract.

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.

4.18 Review of Performance

Supplier performance will be continually monitored over the term of the framework agreement. The format will be agreed between Longford & Westmeath Education and Training Board and the successful Respondent. Cost competitiveness, quality of service and turnaround time will be the main criteria for measuring performance.

It is expected that the successful respondent will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary for continuous improvement.

The school and/or Longford and Westmeath Education and Training Board will assess the performance and quality of services delivered under the following Key Performance Indicators

- Menu, as per Healthy Eating Initiatives
- Quality and Freshness of Food
- Choice and Variety of Food
- Reliability of Delivery
- Flexibility around Quantities required
- Accuracy of invoicing
- Communication
- Overall Satisfaction

4.19 Account Management

4.19.1 Account Manager

Longford and Westmeath Education and Training Board requires Respondents 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 Account Manager will be notified to Longford and Westmeath Education and Training Board (LWETB) and to Athlone Community College (ACC) and any changes made to the Account Manager during the Contract will be notified to both Longford and Westmeath Education and Training Board (LWETB) and Athlone Community College (ACC).

The duties of the account manager will include the following:

- Overall responsibility for a good working relationship with Longford and Westmeath Education and Training Board.
- 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 Longford and Westmeath Education and Training Board ways of improving efficiency regarding service delivery in general.

NOTE: Tenderers will note that account management activities will be non-billable (i.e., Longford and Westmeath Education and Training Board will not pay separately for account management activities). Longford and Westmeath Education and Training Board will nominate authorised staff from Athlone Community College (ACC) and LWETB Procurement Department to liaise with the successful Respondent and delegate as required

4.20 Garda Vetting

To comply with Garda Vetting requirements schools and centres may require that any maintenance work will be undertaken outside school hours.

Section 12 of the Vetting Act 2012 requires; “that a school authority must not, other than where certain exemptions apply, contract, permit or place a person to undertake relevant work or activities prior to the school authority receiving a vetting disclosure from the Bureau in respect of that person”.

If work must be completed during school hours, and if deemed necessary by the school principals or their representatives, each organisation must, if requested by LWETB, supply relevant details of the staff proposed to carry out the maintenance to enable LWETB to obtain Garda Vetting for these staff members. Failure to provide relevant details for staff members will result in the immediate removal of the organisation from the maintenance panel.

If LWETB or its representatives request the removal of any person from its premises the contractor must immediately comply with this request or else face immediate removal from the maintenance panel.

Failure to satisfy LWETB that the above requirements have been fully complied with will result in the Company being immediately removed from the panel.

You must, if required by the ETB, maintain satisfactory vetting throughout employment with the ETB. Failure to do so will result in termination of employment. The Employer reserves the right to re-vet employees in line with the ETB’s re-vetting policy. All Garda vetting disclosures will be retained by the ETB in line with our Records Retention Schedule, which is available upon request.

In addition, an employee who is convicted of any criminal offence (or given the benefit of the Probation Act 1907) must report that fact to their Head of HR within 1 business day of conviction, in order for an assessment to be conducted under Garda Vetting regulations. In certain circumstances this could have implications for his/her position of employment. Such information will be treated in strict confidence and no record of it will be kept unless the information is considered relevant to the official position of the employee in the ETB.

4.21 Replacement Personnel

Notification must be sent in writing as soon as possible to Longford and Westmeath Education and Training Board (LWETB) and Athlone Community College (ACC) and any proposed change of nominated personnel, such change to be subject to the written approval of Longford and Westmeath Education and Training Board.

Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

4.22 TUPE Regulations

Tenderers are reminded that the assessment of whether or not the TUPE Regulations are applicable and responsibility for compliance with any and all obligations arising pursuant to the TUPE Regulations are matters solely for the Tenderer/Framework Member and LWETB shall have any liability for same.

However; where information has been provided by the incumbent to LWETB, such information in relation to the terms and conditions of employment of all persons currently engaged by the incumbent is provided such that LWETB are acting as a conduit in providing such information and cannot warrant the accuracy and completeness of the information, and on this basis disclaims its accuracy and completeness.

LWETB reserves the right to seek additional information from the Tenderer/Framework Member in order to verify compliance with this requirement. Under the terms of any Services Contract awarded, the Framework Member shall be required to comply with all applicable obligations arising pursuant to the TUPE Regulations and Council Directive 2001/23/EC and failure to so comply shall constitute a material breach of the Services Contract.

The Tenderer/Framework Member shall be required to indemnify, save harmless and keep LWETB indemnified from and against all liabilities (including the cost of wages, salaries and other remuneration or benefits, expenses, taxation, PRSI payments, health contributions, levies, losses, claims, demands, actions, fines, penalties, awards, (including legal expenses on an indemnity basis)) from, or incurred by reason of, any claims made against LWETB under the TUPE Regulations by any Affected Employees.

Affected Employees shall mean those employees in respect of whom the TUPE Regulations may be deemed to apply in connection with the Services Contract.

Where information has been provided by the incumbent to the client, such information in relation to the terms and conditions of employment of all persons currently engaged by the incumbent and that Longford and Westmeath Education and Training Board (LWETB) are acting as a conduit in providing such information cannot warrant the accuracy and completeness of the information, and on this basis disclaims its accuracy and completeness.

Longford and Westmeath Education and Training Board (LWETB) reserves the right to seek additional information from the tenderer in order to verify compliance with this requirement.

Prior to the award of any contract arising out of this competition, the successful Tenderer/Framework Member shall be required to supply a copy of their Private Security Authority (“PSA”) Organisations licences required to provide the Service. For the avoidance of doubt, evidence of the PSA licences held by individual staff will be requested from the successful Tenderer prior to the award of (and shall be a condition of) any contract. The Client reserves the right to confirm compliance with the “PSA”.

Longford and Westmeath Education and Training Board (LWETB) shall require from the successful tenderer all (anonymised) TUPE information relevant to the new contract – this information should be furnished on request.

Tenderers should be aware that there is a significant possibility that the application of Acquired Rights Directive and Irish Regulations may result in the transfer of current staff to the successful tenderer (TUPE).

4.23 Invoicing

All official invoices must quote a Longford & Westmeath Education & Training Board purchase order number and must be sent to Education Shared Business Services (ESBS) Centre by Email to LWETB_Finance@esbs.gov.ie. All invoices which do not quote the relevant order number(s) will be returned to the supplier. Payment will be made within 30 days of receipt of a valid invoice.

Successful contractors may be required to submit PEPPOL compliant electronic Invoices to a site specific level of detail to the satisfaction of Longford & Westmeath Education and Training Board. Invoices must match purchase orders.

4.24 Right to Tender outside of the Framework

Longford and Westmeath Education and Training Board 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.

4.25 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of Longford and Westmeath Education and Training Board's Framework Terms and Conditions.

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 - Instructions to Tenderers Section (b) of this document.

All queries relating to tenders competitions **must** be submitted through the tender portal **only**. Any queries emailed directly to LWETB will not be responded to in the interest of fairness to all interested parties in the tender.

4.26 Award to Runner Up (If applicable)

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

4.27 Changes

It shall be the responsibility of the tenderer (in the event of success) to fulfill the obligations under the framework agreement, 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 Specification of Requirements for Initial Contract under the framework (if applicable) OR requirements under the framework agreement.

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

4.28 Site Locations

See Appendix 3 for a list of all current LWETB schools/centres. Please note additional centres or schools may be added or removed during the term of the Framework at the discretion of LWETB.

4.29 Site Visits

Longford and Westmeath Education and Training Board considers that it may be necessary for Tendering Supplier to undertake a site visit. However, site visits are not a mandatory requirement.

To arrange this visit please complete Appendix 4 in the CFT – Site Visit Notification and email it to procurement@lwetb.ie no later than 14.00 hrs on **Tuesday 07/07/2026**

Site visits will be accommodated on **Friday 10/07/2026 between 10.00 – 13.00pm.**

A single representative from each Tendering Supplier may attend. Please note attendance at LWETB premises will be subject to compliance with local security and Health & Safety arrangements and school/centre hours/timetables.

Longford and Westmeath Education and Training Board considers that it is necessary for Tenderers to undertake a site visit.

As a BAM School any equipment proposed or needed for the successful completion of the Contract needs to be approved by BAM and Athlone Community College (ACC) before installation and commencement of the Contract.

A timeline must be provided by the Tenderer in advance outlining the installation/integration process step by step.

4.30 Pricing (not applicable)

Pricing will be agreed as outlined in the Tender Response Document of the successful respondent.

Pricing must be quoted and charged for in euros (€) ex vat.

Charges will be calculated each day based on the specific requirement of the students and staff of Athlone Community College (ACC). Flexible pricing options must be available depending on food ordered.

Card, cash and tap payment service must be the available methods of payment for all transactions daily.

Competitive Pricing, with student meal deals and special pricing for students.

Have the ability to select and purchase food at the counter

Ensure the canteen costs are reasonable and that all price points encourage healthy eating and offer good balanced menu with a tight control on the options available to minimise waste and balance the selection available daily

The tendered rates shall remain fixed for the first [12] months. Thereafter, adjustments may be applied annually in line with changes in the Consumer Price Index (CPI), subject to mutual agreement with LWETB and supported by published index data.

5. Evaluation Process

In responding to the Evaluation Criteria tenderers must complete the LWETB Tender Response Document (TRD) covering both the Selection Criteria and the Award Criteria as part of their tender submission.

The TRD is a separate document with this Call for Tender (CFT) and must be completed in full by tenderers.

The OPEN procedure is being used by Longford & Westmeath Education and Training Board for the award of this framework agreement.

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.

Please note that information supplied by tenderers will be treated as contractually binding. However, Longford and Westmeath Education and Training Board (LWETB) reserves the right to seek clarification or verification of any such information. Tenderers will be required to provide such clarification in writing. Clarification responses may not materially change elements of the tenders submitted. Tenderers should note that Longford & Westmeath Education and Training Board (LWETB) 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.

No unsolicited communications from Tenderers will be entertained during the evaluation process. All communications must be entered through eTenders platform.

5.1 Part 1 – Selection Criteria - Pass/Fail – General, Legal and Financial Requirements

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

General Information	Please provide company name, address and contact details as requested for individual responsible for this tender and company overview. CRN number (Company registration number). Issued on your Certificate of Incorporation by the CRO.
Legal Compliance	Please complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016 at Section 2 of TRD. The declaration also covers compliance with relevant Statutory Obligations relating to labour law, employment law, etc.
Financial Capacity Information	
(i) Tax	Please confirm that you meet the following financial requirements: 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) Turnover	Confirmation that your turnover exceeded €500,000 annually over a period of three years or pro-rata if more recently established firms Must be stated in EURO
(iii) Insurance	Confirmation of the following insurances being in place for inspection if required as applicable: Employers Liability - €13m Public Liability - €6.5m

	Products Liability - €6.5m Professional Indemnity - €2.6m
(iv) Data Protection	Confirmation that all Data subjects whose personal data is provided have consented to the processing of such data by LWETB, the evaluation team and supplier of eTenders website for the purpose of this competition.
Technical and Professional Capacity	
(i) Details of Company experience	Tenderers should outline details of at least two previous contracts (excluding LWETB) within the last three years in which they have successfully delivered services of a similar nature, size, and range to those required in this CFT. LWETB reserve the right to contact any of the above to verify the successful delivery of services.
(ii) Access to Adequate Workforce	Tenderers must demonstrate access to the minimum number of skilled personnel (minimum of four) with sector knowledge and relevant skills in order to ensure the provision of services that meet the requirements of LWETB and as set out in the detailed specification of Requirements. Tenderers should include an organisational chart with their tender response.
(iii) Quality Assurance	Details of Quality Assurance policies and systems and whether 3rd party certified or in-house certified.
(iv) Health and Safety	Details of Health and Safety policies and whether 3 rd party certified or in-house certified.
(v) Environmental Systems	Details of Environmental Management policies and whether 3 rd Party certified or in-house certified.
Status of European Single Procurement Document (ESPD)	Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section 5. 1 Legal and Financial. However, Longford and Westmeath Education and Training Board requires evidence by completing the relevant section of Tender Response Document (TRD) – Financial and Technical Capacity relating to Technical Capacity. Mere confirmation <u>will not be</u> sufficient under these headings.

NOTE 1: 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 may 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.

Note 2: Tenderers are asked to demonstrate their legal, financial and technical capacity by responding to all the information requested above.

Note 3: 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.

Note 4: Tenderers may be required to make a presentation on the proposal contained in their response. Longford and Westmeath Education and Training Board (LWETB) will not be liable for any costs involved in such presentation.

NOTE 5: For certain contracts, Tenderers will have to comply with Government Contracts Committee for Construction (GCCC) forms of contracts and associated insurances.

Prior to the award of any framework agreement / contract, Longford and Westmeath Education and Training Board (LWETB) 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.

5.2 Part 2 - Award Criteria

Only responses meeting the selection criteria (Part 1) and confirmed as valid and responsive to the specifications set out in this document will be evaluated against the following 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 separately attached Tender Response Document (TRD). Full details for each criterion are included in the Tender Response Document (TRD).

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

Failure to complete this part of the tender response document will deem your tender inadmissible.

The evaluation committee will only consider Tenders provided in the format set out in this CFT.

Any additional pages or information will not be considered in the evaluation and no marks will be awarded for information included on pages outside of the page allowance.

For the avoidance of doubt, LWETB will not read or evaluate any part of a Tender which exceeds the page limit / word count for that award criterion. This is necessary in order to ensure concise relevant answers which will in turn facilitate an efficient evaluation process.

Please note: Any information given/submitted under the above selection criteria will not be considered/awarded marks in the evaluation of the award criteria, 5.2 of this CFT, and vice versa.

These are two criterions in their own right.

Criterion A	Weighting	Maximum Marks	Minimum Marks Required
	20%	20	10
Title	Quality and Range of Service Proposed.		
Instructions	➤ Tenderers should provide information on the full range of service proposed. The food items must be healthy, take into consideration special dietary needs, offer a level of variety and meet good nutritional standards, as well as complying with the Department of Health guidelines for healthy eating. ➤ Information must also be provided on how your organisation will measure and manage the nutritional aspects of its service provision including quality guarantees in term of nutrient-preserving cooking methods, use of short distribution channels, freshness and traceability of food origin, farm to fork. Tenderers will be assessed on their demonstrated understanding of the specific needs of the contract, the range and variety of items proposed and the health and nutritional make- up of the items ➤ Describe how you ensure the best quality products are used. ➤ Please include samples of food that will be offered, and this will be used to assess the quality of your food proposal. Maximum word count : 2000 words		

Details of Break/snack offered by Tenderer:

Please supply minimum 5 items

Description	Detail	Price

Details of **Hot** Lunch/Dinner offered by Tenderer:

Please supply minimum of 5 items

Description	Detail	Price

Details of **Cold** Lunch/Dinner offered by Tenderer:

Please supply minimum of 5 items

Description	Detail	Price

You should include photographic evidence of meals/portions and quality as well as completing the tables above.

Criterion B	Weighting	Maximum Marks	Minimum Marks Required
	20%	20	10
Title	Proposed methodology for ensuring the successful delivery of the services required and continuity of supply		
Instructions	Tenderers must outline in detail their proposed methodology for delivering the services envisaged under this agreement. In particular they must describe the approach and methodology to be employed to deliver these services with particular reference to the processes and procedures they propose to adopt		

in managing the delivery of the services to a high-quality standard. In particular, Tenderers should detail how their approach will address the following:

Each point below must be addressed within your answer.

- Understanding the service requirement for this particular project
- Experience and competence relevant to the project
- Background details of Company, size, number of employees, and Organisation Structure
- The process and procedures your company has in place to carry out Garda Vetting of your staff contracted to LWETB. In your response demonstrate how you will notify LWETB every time there is a change in staff providing the service.
- Speed of response to general (non-urgent) queries, urgent queries and multiple queries
- Cost Control: Proposals as to how the Tenderer would keep project costs down
- Details of the Tenderer's measures for ensuring quality and the Tenderer's policy towards total quality management
- Details of any quality qualifications/accreditation held or standards that the Tenderer works to, including the name of the accreditation body, date achieved and the relevant standard
- Service Levels and Contract Management to include detailed timelines for commencement of this contract, moving equipment into ACC.
- The operational and mobilisation plan **must** include but **may not** be limited to the Tenderer's approach to the following:
 - Contract commencement procedures including communication
 - A sample mobilisation plan including key milestones, as an appendix (max 2 pages, may be in A4 format)
 - Staff induction and staff engagement
 - The key management team responsible as appendix (max 1 A4 page per person)
 - Proposed menus, sample menus
 - Site survey, including the identification of key challenges and their mitigations, equipment required to run and manage the service
 - Client and public communications, including any social media tools
 - Staff training and a process of continuous improvement and development
- Details of proposed equipment to be used, including any innovation

Maximum word count : 2000 words

Criterion C	Weighting	Maximum Marks	Minimum Marks Required
	15%	15	7.5
Title	Proposed Service Team - Quality, quantity and balance of the human resources proposed to deliver the services required		
Instructions	Tenders must have access to minimum levels of manpower and skills required to carry out the service being tendered for. Tenderers must set out the personnel proposed for the initial contract agreement. This will facilitate LWETB in assessing the quantity and balance of the resources allocated to the performance of the service. An Account Manager, who will act as point of contact for LWETB must be nominated. Each point below must be addressed within your answer. ➤ Tenderers must demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with this requirement. ➤ Frequency of and means of communication of Management Information Details of the pre-ordering system and flexibility of same ➤ System for reporting on deliveries. expenditure, invoicing and payment arrangements and ability to customise reports to meet specific customer requirements ➤ Customer complaints procedures, incident reporting mechanisms, and escalation procedures in relation to any issues that may arise ➤ Tenderer must set out their proposed approach to dealing with, managing and resolving complaints/incidents including but not limited to the following critical areas of the services: - product recall - food contamination e.g. foreign bodies/chemicals - customer complaints - incidents <u>of a medical nature</u> (e.g. food borne illness, allergies, food poisoning) - food quality. ➤ Tenderers should clearly indicate each team member's precise roles and responsibilities and time commitment (including confirmation of compliance with Garda vetting for all staff assigned to this contract). ➤ Minimum number of skilled personnel (minimum of four) with sector knowledge and relevant skills to ensure provision of services that meet the requirements of LWETB as set out in the Call for Tender (CFT). A brief CV must be submitted for at least four (4) staff. ➤ Tenderers should state the number of back-up personnel available to provide the requirements of LWETB outside of the designated contract team (including confirmation of compliance with Garda vetting for all back-up staff assigned to this contract) ➤ What measures are proposed for succession planning and skillset/experience replacement in the event of resource losses/sick and annual leave.		

	Maximum word count : 2000 words
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Criterion D	Weighting	Maximum Marks	Minimum Marks Required
	15%	15	7.5
Title	Health & Safety Criteria		
Instructions	Each point below must be addressed within your answer. ➤ Outline how your company will manage Health & Safety for the duration of this contract. ➤ How it proposes to manage food safety in the provision of the required service to ensure compliance with all Food Safety Authority Ireland and the National Standards Authority of Ireland's legislation (or equivalent.) ➤ Advise how you will identify, assess and manage risks associated with this contract. ➤ Tenderers must include details of any audit programmes which will be used to manage food safety and hygiene, procedures used in food traceability and how suppliers are accredited. ➤ Provide details of how you will co-ordinate and implement safe working procedures for the duration of each contract. LWETB reserves the right to carry out site visits to the food preparation location if it deems such visits to be appropriate in accordance with this criterion. ➤ The Tenderer must also outline how it proposes to manage and resolve any complaints/incidents in relation to (but not limited to) food products, foreign materials or customer complaints of a medical nature (e.g. food borne illness) Tenderers will be assessed on compliance with relevant statutory obligations, their complaints procedure and the outcome of the site visit (if considered necessary). Maximum word count : 2000 words		

Criterion E	Weighting	Maximum Marks	Minimum Marks Required
	15%	15	7.5
Title	Green Procurement Initiatives & Innovation/Value Add		
Instructions	Each Point below must be addressed within your answer. ➤ 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. ➤ Details on how they propose to minimise food packaging in an effort to reduce waste while still ensuring the safety and preservation of food, eliminate the use of single-use plastics and incorporate recycled and renewable materials into the service provision. The tender will be responsible for the daily waste. ➤ Include details on waste management and appropriate strategies for dealing with any leftover food. Details of food waste segregation, monitoring and measuring food waste and how this is reported ➤ Sustainable Purchasing Policy. Tenderers are required to detail how their purchasing policy contributes to environmental and social sustainability. This may include (but not be limited to), for example: Including waste minimisation as a factor in purchasing decisions, favouring products and suppliers that produce minimal waste, ordering optimum quantities to avoid stock-build, minimise storage requirements and reduce spoilage, favouring local suppliers to reduce transport miles and to support the local economy, favouring seasonal and local produce, farm to fork. ➤ Include details of how they will incorporate recycled and renewable materials into the service provision ➤ Tenderers should detail evidence if any, of environmentally friendly initiatives which support and promote an inclusive community response to protecting the environment. ➤ Tenderers should provide details of any additional services or added value mechanisms that they will provide in performing the contract. E.g. Tenderers should outline any cost saving innovations that will result in real savings to LWETB e.g. - 1) Support School Events e.g. Open Evenings and 6th Year Graduation 2) Provision of Water Coolers and water in the canteen area Maximum word count : 2000 words		

Criterion F	Weighting	Maximum Marks	Minimum Marks Required
	15%	15	N/A
Title	Cost		
Instructions	➤ Please complete the separate Pricing Document attached. Please note this is for evaluation purposes only and is not indicative of the services required.		

NOTE 1: Tenderers should ensure in their response that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable Longford and Westmeath Education and Training Board (LWETB) to assess fully the extent of their offers.

NOTE 2: Award of admission to framework may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting.

NOTE 3: Tenderers should note that Longford and Westmeath Education and Training Board (LWETB) 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.

NOTE 4: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual qualitative criterion unless stated otherwise in the TRD in order to avoid elimination from the competition. Qualitative criteria will be scored using the following baseline system:

90 – 100%	Exceptional (Very Comprehensive) The Tenderer has provided a thorough and very comprehensive response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions.
80 – 89%	Excellent (Comprehensive) The Tenderer has provided a strong and comprehensive response addressing most of the requirements in detail, providing confidence that the requirements can be met in full.
70 – 79%	Very Good The Tenderer has provided a very good response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met.
60 – 69%	Good The Tenderer has provided a good and satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met.
50 – 59%	Acceptable

	The Tenderer has provided an acceptable response addressing some of the requirement with partial detail. There are a few concerns about whether or not the requirements can be met, which requires further clarification.
Less than 50%	Unacceptable The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met.

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

NOTE 5: (IF APPLICABLE) 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:

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

APPENDIX 1 – INSTRUCTIONS TO TENDERERS

(a) Submission of Tenders

Longford and Westmeath Education and Training Board (LWETB) is using the tender post-box facility and tenders must be submitted electronically via the e-Tenders post-box facility on www.etenders.gov.ie **only**. Tenderers must ensure that they give sufficient time to upload their tender response. All Tenders submitted in soft copy must be compiled such that they can be read immediately using PDF readers. Longford and Westmeath Education and Training Board (LWETB) 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 CFT. Tenders must produce their response as a **SINGLE UPLOADED FILE, which is clearly labelled, page numbered and indexed**.

Tenderers must complete the LWETB Tender Response Document (TRD) covering both the Selection Criteria and the Award Criteria as part of their tender submission. For the purposes of clarity, the LWETB Tender Response Document (TRD) is the only document that will be evaluated – no other uploads will be evaluated for this competition.

Please strictly adhere to word counts where applicable as outlined in the Tender Response Document. LWETB reserve the right to evaluate to the maximum word count for each criteria and therefore additional wording in excess of the stated maximum word count will not be evaluated.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the tender closing date/time. Tenderers should take into account the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic post-box and a one-hour limit for upload. In order to submit a document to the electronic post-box, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process. LWETB have uploaded a separate document with information on submitting tender documents on eTenders. Please review this document in advance of uploading and submitting your response.

The closing date for receipt of tender applications is **14.00 hours (Local Time) on 31st July 2026 (31/07/2026)**.

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.**

Tenders must be submitted in English.

Please note: guidance for submission of tenders has been uploaded to assist with completing a tender submission. Please refer to this document for further assistance.

(b) 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 Longford and Westmeath Education and Training Board (LWETB) should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. Longford and Westmeath Education and Training Board (LWETB) 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 is **14.00 hours (Local Time) on 21st July 2026 (21/07/2026)**.

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 Longford and Westmeath Education and Training Board (LWETB) cannot accept responsibility for information relayed (or not relayed) via third parties.

(c) 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 Longford and Westmeath Education and Training Board (LWETB), be referred back to the tenderer for correction. Any subsequent adjustment(s) must be confirmed in writing.

Longford and Westmeath Education and Training Board (LWETB) reserves the right to disqualify incomplete tenders.

(d) 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.

(e) Extension of Tender Period

Longford and Westmeath Education and Training Board (LWETB) reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing via eTenders to all parties who have expressed an interest in the notice no later than six days before the original closing date.

(f) 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 e-tenders post-box 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.

(g) Cost of Preparation of Tender

Longford and Westmeath Education and Training Board (LWETB) 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 or provide samples of their products.

(h) 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.

(i) Currency and Payments

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

A schedule of payments will be agreed with the successful tenderer. Longford and Westmeath Education and Training Board (LWETB) operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by Longford and Westmeath Education and Training Board (LWETB) is normally Electronic Funds Transfer.

Note: Longford and Westmeath Education and Training Board (LWETB) will be rolling 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.

(j) Conflict of Interest

It will be a condition of award of this contract, and any subsequent contract that the successful tenderer(s) are awarded, that any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to Longford and Westmeath Education and Training Board (LWETB). Any registrable interest involving the tenderer and Longford and Westmeath Education and Training Board (LWETB) or employees of Longford and Westmeath Education and Training Board (LWETB), or their relatives must be fully disclosed in the tender submission or should be communicated to Longford and Westmeath Education and Training Board (LWETB) 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.

(k) Freedom of Information Acts

All responses to this call for tender (CFT) 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 call for tender (CFT) 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. Longford and Westmeath Education and Training Board (LWETB) 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 Longford and Westmeath Education and Training Board (LWETB)'s obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. Longford and Westmeath Education and Training Board (LWETB) accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(l) 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. Longford and Westmeath

Education and Training Board (LWETB) 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, tenderers acknowledge and agree that Longford and Westmeath Education and Training Board (LWETB) has the permission to verify its tax cleared position at any time during the term of the framework agreement.

(m) 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).

(n) Irish Legislation and Law

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

(o) Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer Longford and Westmeath Education and Training Board (LWETB) is committed to a policy of equality opportunity for all personnel.

(p) Clarification of Tenders

Longford and Westmeath Education and Training Board (LWETB) 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 Longford and Westmeath Education and Training Board (LWETB).

(q) 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 Longford and Westmeath Education and Training Board (LWETB) 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.

(r) Change in the Composition of a Tender

Longford and Westmeath Education and Training Board (LWETB) reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

(s) Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence Longford and Westmeath Education and Training Board (LWETB), 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.

(t) 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 Longford and Westmeath Education and Training Board (LWETB) undertakes that no framework agreement will be signed or take effect until at least fourteen (14) 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 bidder will be notified of the decision of Longford and Westmeath Education and Training Board (LWETB) and of the expiry date of the Standstill Period.

(u) Award Notices

Following the award of contract, award notices will be published on a quarterly basis in www.etenders.gov.ie for all national contracts exceeding €25k in value. This notice will state the name(s) of the successful tenderer(s).

(v) Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints Longford and Westmeath Education and Training Board (LWETB) will not be offering individual debriefing meetings to unsuccessful bidders.

(w) Copyright

Longford and Westmeath Education and Training Board (LWETB) will have copyright ownership of any material developed for use by Longford and Westmeath Education and Training Board (LWETB) 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)

(x) 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, 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".

(y) Payment

A schedule of payments will be agreed with the successful tenderer. Longford and Westmeath Education and Training Board (LWETB) 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 LWETB is normally Electronic Funds Transfer

(z) Right Not to Award

Longford and Westmeath Education and Training Board (LWETB) 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 (CFT) is issued in good faith; however, Longford and Westmeath Education and Training Board (LWETB) 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.

(aa) Environmental Aspects

Longford and Westmeath Education and Training Board (LWETB) 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.

(bb) Accessibility

In line with the Disability Act 2005, accessibility requirements should be clearly stated in the call for tender (CFT) / quotations where applicable. Under Section 27 of the Act Longford and Westmeath Education and Training Board (LWETB) is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

(cc) 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 LWETB staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

(dd) 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.

(ee) Consortia and Prime Subcontractors

Longford and Westmeath Education and Training Board (LWETB) 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 LWETB 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.

(ff) 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.

(gg) Data Protection

"Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to 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 repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Data Protection Act, 2018 and any

guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

Longford and Westmeath Education and Training Board (LWETB) will be a Controller (where 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 Tender (CFT).

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Tender Response Document (TRD) 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, Longford and Westmeath Education and Training Board (LWETB), 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 Longford and Westmeath Education and Training Board (LWETB) for the purposes of its participation in this 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.

(ii) Publicity

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

Longford and Westmeath Education and Training Board (LWETB) will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

APPENDIX 2 – Framework Requirements / Specifications

Please note these are **Non Exhaustive Lists** and may include other services.

Includes all details listed in Section 3 - Scope/specification of the Framework Agreement and requirements of the service section.

General List

Without prejudice to the generality of the Services required and set out in Appendix 1 the Services shall include but not limited to the following:

- Provision of Hot & Cold Meals
- ensuring all staff are supervised, instructed and trained in food hygiene and all other matters, including Child Protection, commensurate with their work activity
FSAI Guidelines on food hygiene training are available on FSAI.ie
- compliance with the Garda Vetting process for all staff. Only staff who have completed their Garda Vetting to the satisfaction of the Contracting Authority will be permitted to work on the school campus
- compliance with the Department of Education Technical Note Guidance SDG02 TN-06
- the supply, operation and maintenance of all necessary food preparation, serving and delivery equipment
- providing a healthy, nutritionally balanced comprehensive menu. It is preferable that food items are prepared fresh from raw ingredients and sourced locally where possible.
- ensuring the correct food temperature in compliance with food legislation, from the point of delivery up to the time of serving
- the delivery and distribution of the Hot Meals and Cold meal options in the school
- compliance generally with all food legislation
- serving/handling of the meals to all students & staff
- cleaning and disinfection of all equipment, utensils/crockery and the food preparation area and/or servery facility each day, keeping the areas free of litter and food debris at all times
- waste prevention
- daily waste management including but not limited to food waste and packaging and the daily removal of same from the school campus. The Contractor shall comply with all relevant waste transportation licencing requirements
- pest control within waste areas, food storage, preparation and services areas
- Utility costs as set out in the CFT

The contract involves the tasks outlined in this specification with respect to the operation and protection of the premises of Athlone Community College (ACC) and Longford & Westmeath Education and Training Board (LWETB).

The Contractor must be able to accommodate special dietary requirements such as nut allergy, vegetarian and coeliac.

The containers used for the food must consider Health & Safety guidelines. Menu options must allow students to change choices.

Menu options will be set in consultation with Athlone Community College (ACC), the students and in line with the Department of Education Healthy Eating policy and guidelines.

Particular emphasis must be given to waste and minimal use of non-recyclable packaging in keeping with the Green Schools Criteria

Special Conditions

In the event of unscheduled school closures beyond the control of Athlone Community College (ACC) and Longford and Westmeath Education and Training Board (LWETB), all reasonable attempts will be made to communicate same prior to delivery times. Athlone Community College (ACC) and Longford and Westmeath Education and Training Board (LWETB) will not be held accountable for services delivered on those dates.

Healthy Eating:

All schools operate a Healthy Eating Policy. The contractor must offer healthy food options each day and use a pricing structure that promotes healthy options. Please refer to the following for guidelines:

Department of Social Protection website

<http://www.welfare.ie/en/Pages/School-Meals-Programme.aspx#>

Food and Nutrition Guidelines for Primary Schools

http://www.fooddudes.ie/Primary_Schools_Food_Nutrition.pdf

A Good Practice Guide for School Food Initiatives

<http://www.safefood.eu/Publications/Consumer-info/A-Good-Practice-Guide-for-School-Food-Initiatives.aspx>

Green Schools Initiative

Green-Schools, known internationally as Eco-Schools, is an international environmental education programme, environmental management system and award scheme that promotes and acknowledges long-term, whole school action for the environment. It is a long-term programme that introduces participants (students, teachers, parents and the wider community) to the concept of an environmental management system. Particular emphasis must be given to waste and minimal use of non-recyclable packaging in keeping with the Green Schools Criteria.

Not to be made available: Crisps, Fizzy Drinks, Sweets, Nuts.

Please note no nuts or nut based meals to be provided as some students have a nut allergy

The service provider will be responsible for the staffing, management and operation of the food service, and be responsible for the use of all materials and equipment used in the performance of the services. The Service Provider shall maintain and store all items of equipment within Longford and Westmeath Education and Training Service (LWETB) premises in a safe, serviceable and clean condition and in accordance with manufacturer's instructions and should ensure that the serving kitchen is fit for purpose and meets all standards required for catering.

The winning tenderer will install and maintain any additional equipment that is required (with consultation and prior approval of school management). The tenderer will be responsible for the maintenance/replacement of existing equipment (consultation with school management required).

APPENDIX 3 – LIST OF LWETB SCHOOLS / CENTRES/ ADMIN OFFICES

Post Primary Schools	Address	Eircode
Ard Scoil Phádraig, Granard	Granard, Co Longford	N39 RR79
Athlone Community College	Retreat Road, Athlone, Co Westmeath	N37 Y985
Ballymahon Vocational School	Main Street, Ballymahon, Co Longford	N39 HK23
Castlepollard Community College	Mullingar Road, Castlepollard, Co Westmeath	N91 EF89
Columba College Killucan	Killucan, Co Westmeath	N91 ET78
Lanesboro Community College	Ballymahon Road, Lanesboro, Co Longford	N39 NN52
Mullingar Community College	Millmount Road, Mullingar, Co Westmeath	N91 TC59
Templemichael College, Longford	Templemicheal, Longford, Co Longford	N39 DA02
St Anthony's Athlone	St Mary's Hall Community Centre, Northgate Street, Athlone, Co Westmeath	N37 N1W3

Primary Schools	Address	Eircode
Cornamaddy Community National School	Cornamaddy, Athlone, Co Westmeath	N37 TR23

FET Centres/Campuses	Address	Eircode
Ballymahon Campus	Old Convent Building, Main Street, Ballymahon, Co Longford	N39 D9P3
Ball Alley Lane Athlone	Business Development Centre, Ball Alley Lane, Athlone, Co Westmeath	N37 C8W6
Belvedere Campus	Mullingar, Co Westmeath	N91 EF80
Clonown Road Campus	Unit 1, Deerpark Commercial Centre, Clonown Road, Athlone Co Westmeath	N37 T6X0
Connolly Campus, Block A,	Church Street, Longford, Co Longford	N39 HR68
Connolly Campus, Block B,	Battery Road, Longford, Co Longford	N39 N880
Connolly Campus, Block C	Battery Road, Longford, Co Longford	N39 YV90

(Longford Admin Office/College)		
Connolly Campus, (Longford YouthReach)	Battery Road, Longford, Co Longford	N39 K7W4
Connolly Campus, (Longford College of Further Education)	Battery Road, Longford, Co Longford	N39 RK72
Delvin Campus, Main Building	The Courtyard, Main Street Delvin, Co Westmeath	N91 C8CP
Delvin Campus, Training (Shop Units)	Main Street Delvin, Co Westmeath	N91 T634
Garrycastle Campus	Garrycastle, Athlone, Co Westmeath	N37 X985
Granard Campus	Main Street, Granard, Co Longford	N39 Y952
Kilbeggan Campus	Unit 2A, Midlands Gateway Business Park, Comagh Road, Kilbeggan, Co Westmeath	N91 NX98
Marlinstown Campus	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 W5NN
O'Growney Drive Campus	O'Growney Drive, Ashe Road, Mullingar, Co Westmeath	N91 H292

Admin Buildings	Address	Eircode
LWETB Head Office	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 RW96

Please note additional schools/centres/admin offices may be added/removed in the term of the Framework at the discretion of LWETB.

APPENDIX 4 – SITE VISIT NOTIFICATION



The provision of School Meals Services (with concession) to Athlone Community College (ACC) for Longford and Westmeath Education and Training Board (LWETB).

Site visits will be restricted to one representative per tenderer. Tenderers should indicate their intention to attend the Site visit by returning this Site Visit Notification.

Site	Location	Date & Time of Site Visit
1	Athlone Community College (ACC) Retreat Road, Athlone, Co Westmeath N37 Y985 LWETB Contact Person:	Friday 10 th July 2026 10.00am – 13.00 hours Josephine Gallagher 090 647 2625 Jgallagher.ACC@lwetb.ie

I confirm that I wish to avail of a Site Visit. Please tick yes or no.	Yes	
	No	
Nominated Attendee (Block Capitals)		
Attendee contact telephone number		
Attendee contact email Address		

Site visits are not a mandatory requirement.

To arrange a site visit please complete the Notification to attend site visit – Appendix 4 of the CFT and email it to procurement@lwetb.ie no later than **14.00 hrs on Tuesday 07/07/2026**

Site visits will be accommodated on **Friday 10/07/2026 between 10.00 – 13.00 hrs.**

Please note attendance at Longford and Westmeath Education and Training Board (LWETB) premises will be subject to compliance with local security and Health & Safety arrangements and school/Campus hours/timetables.