



**Call for Tenders (CFT 8399980) to establish a Multi
Supplier Framework Agreement for the provision of
Contracted Training Services for Tipperary Education and
Training Board FET in 16 Lots:**

- Lot 1: Built Environment
- Lot 2: Engineering/Manufacturing
- Lot 3: Business and Administration
- Lot 4: Information and Technology
- Lot 5: Immersive Technology
- Lot 6: Healthcare and Family
- Lot 7: Health Services
- Lot 8: Hair and Beauty
- Lot 9: Food and Beverage
- Lot 10: Fashion and Design
- Lot 11: Pharma Essentials
- LOT 12: Tourism
- LOT 13: Transport Distribution and Logistics
- LOT 14: Warehousing
- LOT 15: Welding
- LOT 16: Green Skills

Procedure	Open
Issue Date	18th June 2026
Closing Date for Queries	4.00pm on 15th July 2026
Contact for Queries	Messaging Facility on www.etenders.gov.ie only.
Closing Date / Time for receipt of Tenders	4.00pm on 20th July 2026

Contents

Part 1:	Introduction
Part 2:	Instructions to Tenderers
Part 3:	Selection and Award Criteria
Appendix 1:	Requirements and Specifications
Appendix 2:	Costs
Appendix 3:	Tenderer's Statement
Appendix 4:	Declaration as to Personal Circumstances of Tenderer
Appendix 5:	Services Contract
Appendix 6:	Confidentiality Agreement

Part 1: Introduction

1.1	Tipperary Education and Training Board (the “Contracting Authority”) invites tenders (“Tenders”) to this Call for Tenders (“CFT”) from economic operators (“Tenderers”) for the provision of the services as described in Appendix 1 to this CFT (the “Services”).
1.2	In summary, the Services comprise: The provision of Contracted Training Services across 16 LOT’s

1.3	This public procurement competition will be divided into 16 Lots (each a “Lot”) as described below. Each Lot will result in a separate contract Tenderers can apply for one (1), multiple or all Lots. Scope of Lots: - Lot 1: Built Environment - Lot 2: Engineering/Manufacturing - Lot 3: Business and Administration - Lot 4: Information and Technology - Lot 5: Immersive Technology - Lot 6: Healthcare and Family - Lot 7: Health Services - Lot 8: Hair and Beauty - Lot 9: Food and Beverage - Lot 10: Fashion and Design - Lot 11: Pharma Essentials - LOT 12: Tourism - LOT 13: Transport Distribution and Logistics - LOT 14: Warehousing - LOT 15: Welding - LOT 16: Green Skills <i>Applicable to Lots 1 – 16: There may be occasions where course delivery is required through the medium of Irish.</i>
1.4	This public procurement competition (the “Competition”) will be conducted in accordance with the open procedure under the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the “Regulations”). Any contract that may result from the competition (the “Services Contract”) will be issued for a term of 12 months (“the Term”)

1.5	The Contracting Authority reserves the right to extend the Term of the contract for a period or periods of up to 12 months with a maximum of 1 such extension or extension on the same terms and conditions, subject to the Contracting Authority's obligations at law Optional contracts are contingent on on-going need and budget availability within the framework. Please note that the Contracting Authority reserves the right to terminate contracts and/or the framework agreement where a national procurement arrangement has been put in place which is mandated for use, and/or offers greater value for money in terms of pricing and/or quality/ services.
1.6	The Contracting Authority estimates that the expenditure on the Services to be covered by the combined proposed Service Contracts will not exceed €4.2 million (excl. VAT) over the duration of the Framework Agreement. Tenderers must understand that this figure is an estimate only based on current and future expected usage and does not represent a guarantee of spend.
1.7	Contracting Authority policy 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 paragraph 2.5, 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 Contract that may result from this Competition and therefore increase their social and economic benefits. Larger enterprises are also encouraged, subject to paragraph 2.5, 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.
--	--

2.1 IMPORTANT NOTICES	
2.1.1	While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this CFT and may wish to consult their legal advisers.
2.1.2	The Contracting Authority/Framework Client does not bind itself to accept the lowest priced Tender or any Tender. This CFT does not constitute an offer or commitment to enter into a Framework Agreement and/or a Services Contract. No contractual rights in relation to the Contracting Authority will exist unless and until a formal written Services Contract has been executed by or on behalf of the Contracting Authority. Any notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer. The Contracting Authority may cancel this Competition or, for the avoidance of doubt, any individual Lot at any time prior to a formal written Services Contract being executed by or on behalf of the Contracting Authority. In the case of the multi-party framework agreement contracts will be awarded as follows: Through application of the cascade system whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the respective framework agreement. Note: The first ranked will be considered as the sole Provider for the course in question including any expansion of service requirement for the course. On each occasion that the Contracting Authority proposes to award a Contract under this Framework Agreement, the Contracting Authority shall use one of the following method. Applicable to Lots 1 – 16 :The Cascade method may be used to call-off the service, the first ranked Framework Member will be contacted to conduct the required Services. If the first Framework Member is unavailable to carry out the work within the set time limits or in the event of underperformance, the request to provide services will be automatically sent to the next Framework member on the list, in descending order. Tipperary ETB reserves the right to run a mini-tender competition between the framework members of all the lots for any new training required during the life of the frameworks, or for a specific lot where both framework members for the lot in question can no longer perform the services for the course in question. On such occasions, a Request for Tender will be issued detailing the scope of requirements, the award criteria and a closing date and time

2.1.3	This CFT supersedes and replaces any and all previous documentation, communications and correspondence between the Contracting Authority and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence.
2.1.4	In this clause 2.1.4, “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”), and any guidelines and codes of practice issued by

	the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time. The Contracting Authority will be a Data Controller (where Data Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this CFT. The Tenderer, as Data Controller in respect of any Personal Data provided by it in its Tender, is required to confirm in the statement required under paragraph 2.4 below that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for
--	---

2.2 COMPLIANT TENDERS

2.2.1	If a Tenderer fails to comply in any respect with the requirements of this paragraph 2.2.1, the Contracting Authority reserves the right to reject their Tender as non-compliant or, without prejudice to this right and subject to its obligations at law, to take any other action it considers appropriate including but not limited to: • seeking written clarification from the Tenderer; • seeking further information from the Tenderer; or • waiving a requirement, which in the Contracting Authority's view, is non-material or procedural. Tenderers are required:
(a)	To submit all documentation which this CFT requires to be submitted <u>with their Tender</u> ;
(b)	To follow the format of this CFT and respond to each element in the order as set out in this CFT;
(c)	To conform to and comply with all instructions and requirements set out in this CFT;
(d)	To submit the statement required under paragraph 2.4 below,
(e)	Not to alter or edit this CFT in any way; and
(f)	Not to alter the tender response document (TRD) in any way.
2.2.2	Without prejudice to the generality of paragraphs 2.2.1, failure to comply with paragraph 2.6.1, 2.6.2 or 2.6.3 below will render the Tender non-compliant and it will be rejected.

2.3 SERVICES CONTRACT

2.3.1	Tenderers should note the terms and conditions of the Services Contract at Appendix 5 to this CFT.
2.3.2	Tenderers should note the terms and conditions of the Confidentiality Agreement at Appendix 6 to this CFT.

2.3.3	Tenderers are required to confirm their acceptance of the terms and conditions of the Framework Agreement and Services Contract by signing the Tenderer's Statement at Appendix 3. Tenderers may not amend the Framework Agreement or Services Contract.
-------	--

2.4 ACCEPTANCE OF CFT REQUIREMENTS

Each Tenderer is required to accept the provisions of this CFT. All tenderers should return, with their Tender, a scanned signed copy of the Tenderer's Statement, as set out in Appendix 3, printed on the Tenderer's letterhead. The Contracting Authority must be able to read the scanned signature of the Tenderer. If possible, please sign documents using blue ink. If the Contracting Authority cannot read the scanned signature, Tenderers may be requested to re-submit. Tenderers may not amend the Tenderer's Statement.

2.5 CONSORTIA

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this CFT, the Contracting Authority will deal with all matters relating to this Competition through a single nominated entity authorised to represent all members of the group of undertakings. The Tenderer must provide details of all members of the group of undertakings and their role in the Tender and clearly set out the contact details including name, title, telephone number, postal address, facsimile number and e-mail address of the nominated entity 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 will NOT be accepted, acknowledged or responded to.

Prior to and as a condition of appointment to any A, the successful Tenderer shall be required to designate a single entity who will carry overall responsibility for the Services Contract (the "Prime Contractor"), irrespective of whether or not tasks are to be performed by a consortium member. Notwithstanding, the Contracting Authority may, in accordance with Regulation 19(6) of the 2016 Regulations, require groups of economic operators to assume some other specific legal form if awarded the Goods and Services Contract to the extent that such a change is necessary for the satisfactory performance of the Goods and Services Contract.

Prior to and as a condition of award of any Framework Agreement, the successful Tenderer shall be required to re-confirm the single entity who will carry overall responsibility for the Goods and Services Contract (the "Prime Contractor").

2.6 TENDER SUBMISSION REQUIREMENTS

2.6.1	Tenders must be submitted via the electronic submission facility available on www.etenders.gov.ie. Only Tenders submitted to the electronic submission facility will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted. Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline (as defined in paragraph 2.6.2). Tenderers should take into account the fact that upload speeds vary. Tenderers must note that in the electronic tenderbox, there is a current file size limit of 250MB for each single file uploaded, with a maximum total limit of 2GB for all documentation (combined) in the Tender submitted. In order to submit a Tender to the electronic tenderbox, Tenderers must ensure that they follow the necessary steps on the eTenders platform to ensure that their tender has been submitted properly, which includes ensuring that the “Submit” button has been clicked. In the event that Tenderers need to modify or change any aspect of their Tender before the Tender Deadline, the Tender in its entirety will need to be re-submitted. Tenderers should be aware that the “Submit” button will be disabled automatically at the Tender Deadline.
-------	--

2.6.2	Tenders must be received not later than (Irish Standard Time) 4pm on 20/7/2026 (the “Tender Deadline”). Tenders that are received after this deadline WILL NOT be considered in this Competition.
2.6.3	Tenders must be submitted in English.
2.6.4	Subject to paragraph 2.14 and 2.18, each Tenderer is limited to submitting one Tender in its own capacity and one Tender as part of a consortium/group of undertakings under this CFT.
2.6.5	All Tenders submitted in soft copy must be compiled such that they can be read immediately using Microsoft Word, Standard PDF software. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt. Filenames should be kept short in length.

2.7 QUERIES AND CLARIFICATIONS

2.7.1	All queries relating to any aspect of this Competition or of this CFT must be directed to the messaging facility on www.etenders.gov.ie. Queries will be accepted no later than 4pm (Irish Standard Time) on 15th July 2026 unless otherwise published by the Contracting Authority. For the avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition.
-------	--

2.7.2	All responses to queries will be issued by the Contracting Authority via the messaging facility on www.etenders.gov.ie . Where appropriate, queries may be amalgamated. Tenderers should note that the Contracting Authority will not respond to individual Tenderers privately.
2.7.3	The Contracting Authority reserves the right to issue or seek written clarifications.
2.7.4	The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.
2.7.5	Tenderers should ensure that they register their interest in this Competition, by associating themselves/organisation on www.etenders.gov.ie , in order to receive all responses to queries and other updates in relation to this Competition.

2.8 TENDERING COSTS

2.8.1	All costs and expenses incurred by Tenderers relating to their participation in this Competition including, but not being limited to, site visits, field trials, demonstrations and/or presentations shall be borne by and are a matter for discharge by the Tenderers exclusively.
-------	---

2.9 CONFIDENTIALITY

2.9.1	All documentation, data, statistics, drawings, information, patterns, samples or material disclosed or furnished by the Contracting Authority to Tenderers during the course of this Competition:
(a)	are furnished for the sole purpose of replying to this CFT only;
(b)	may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Contracting Authority;
(c)	shall be treated as confidential by the Tenderer and by any third parties engaged or consulted by the Tenderer; and
(d)	must be returned immediately to the Contracting Authority upon cancellation or completion of this Competition if so requested by the Contracting Authority.

2.10 PRICING

2.10.1	All Tenderers must complete the Pricing Schedule in the Tender Response Document.
--------	---

2.10.2	1. All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, ancillary costs and all other costs/expenses), be expressed in Euro (€) only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately. Time spent travelling to or from learner locations is not billable as tutor time. M & A Fee to be calculated on Tutor hours only. Note on M and A fees Management and Administration (M and A) is inclusive of all costs for running, administering, delivering Quality Assurance requirements and general managing of the contract. M and A fees are calculated as percentage of tutor costs plus receipted expenditure. M and A fee excludes premises costs. M and A is a maximum budget at the contract design stage. The final M and A fee will be based on actual expenditure on tutors and receipted expenses.
2.10.3	Tenderers must confirm that all prices quoted in the Tender will remain valid for 12 months commencing from the Tender Deadline.

2.10.4	Any currency variations occurring over the term of the Services Contract shall be borne by the Tenderer.
2.10.5	Payments for Services provided pursuant to this CFT shall be subject to and made in accordance with the Services Contract at Appendix 6 to this CFT.
2.10.6	In the event the contracts are extended at the Contracting Authority's discretion beyond its initial Term (1 year), the prices quoted in the Pricing Schedule, as accepted by the Contracting Authority, may be subject to review. Upon request from the Framework Member, a price increase may only be considered on the second anniversary of the Effective Date of the Framework Agreement in line with the relevant Consumer Price Index (CPI) if the CPI has exceeded five percent [5%] in the edition of that index published by the Irish Central Statistics Office (CSO) most recently prior to that anniversary. a) Applications for a Price Review must be submitted by the Framework Member to the Contracting Authority not later than three [3] months prior to the expiry of the Service Contract Initial Term. b) The acceptance or rejection of the pricing shall be at the sole discretion of the Contracting Authority. The decision of the Contracting Authority in any Price Review shall be final and conclusive.
2.10.7	Brexit Changes and supply chain disruptions It shall be the responsibility of the tenderer (in the event of success) to fulfil the obligations under the contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise as a result of the withdrawal of the United Kingdom from membership of the EU. If customs declarations and VAT apply to imports from the UK following the withdrawal this too will be the responsibility of the successful tenderer. The costs provided by the tenderer in response to this competition will not be amended to incorporate any additional costs incurred by the implementation of Brexit. As a condition of award, it shall be the successful tenderer's sole responsibility to ensure they have taken account of all obligations under the Contract including supply chain and related risk factors.

2.11 ENVIRONMENTAL, SOCIAL AND LABOUR LAW

2.11.1	In the performance of any Services Contract awarded, the successful Tenderers, shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the services are provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the Regulations.
2.11.2	Tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

2.11.3	The Protection of Employees (Temporary Agency Work) Act 2012 (the “2012 Act”) provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the Contracting Authority of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The Contracting Authority shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.
--------	--

2.12 PUBLICITY

No publicity regarding this Competition or any Services Contract pursuant to this Competition is permitted unless and until the Contracting Authority has given its prior written consent to the relevant communication.

2.13 REGISTRABLE INTEREST

Any Registrable Interest involving any Tenderer and the Contracting Authority, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority and their relatives must be fully disclosed in the Tender or, in the event of this information only coming to the notice of the Tenderer after the submission of a Tender, must be communicated to the Contracting Authority immediately upon such information becoming known to the Tenderer.

The terms “Registrable Interest” and “Relative” shall be interpreted as per Section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.ie. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or terminating any Services Contract entered into by a Tenderer.

2.14 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.

2.15 INDUSTRY TERMS USED IN THIS CFT

Where reference is made to a particular item, make, source, process, trademark, or type in this CFT then all such references are to be given the meaning generally understood in the relevant industry and operational environment. Please note that this is not to be regarded as a *de facto* requirement. In all such cases it should be understood that the reference in question is accompanied by the words “or equivalent”.

2.16 FREEDOM OF INFORMATION

2.16.1	Tenderers should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.
2.16.2	Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or

	commercial sensitivity, Tenderers must, when providing such information, clearly identify the specific sections of their Tender containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt Tenderers may not assert confidentiality or commercial sensitivity over the entire Tender but must clearly identify the specific section containing such information. If Tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the Tenderer. The Contracting Authority will, where possible, consult with Tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.
--	--

2.17 TAX CLEARANCE

It will be a condition of any Services Contract pursuant to this Competition that the successful Tenderer(s) shall, for the term of such contract(s), comply with all applicable EU and domestic tax laws. Tenderers are referred to www.revenue.ie for further information. Prior to the award of any Services Contract arising out of this Competition the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online.

2.18 CONFLICTS OF INTEREST

Any conflict of interest or potential conflict of interest on the part of a Tenderer, individual employee(s) or agent(s) of a Tenderer must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict is or becomes apparent. Tenderers are required to declare that the preparation of their Tender was carried out independently. In the event of any actual or potential conflict of interest, the Contracting Authority may invite Tenderers to propose means by which the conflict of interest might be removed and in circumstances where there are links between Tenderers, the Contracting Authority may seek further information to confirm the Tenders have been prepared independently. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or any Mini-Competition or terminating any Framework Agreement or Services Contract entered into by a Tenderer.

2.19 WITHDRAWAL FROM THIS COMPETITION

Tenderers are required to notify the Contracting Authority immediately via the e-tenders website, if at any stage they decide to withdraw from this Competition.

2.20 SITE VISIT

2.20.1	<i>Not Used</i>
--------	-----------------

2.21 INSURANCE REQUIREMENTS FOR ALL LOTS

2.21.1	The successful Tenderer shall be required to hold for the term of the Framework Agreement, and any Services Contract awarded the following insurances: <table data-bbox="319 380 877 638"> <thead> <tr> <th>Type of Insurance</th><th>Indemnity Limit</th></tr> </thead> <tbody> <tr> <td>Employer's Liability:</td><td>€13 million</td></tr> <tr> <td>Public Liability:</td><td>€6.5 million</td></tr> <tr> <td>Professional Indemnity:</td><td>€1.5 million</td></tr> </tbody> </table> The successful tenderer will be required to provide a notation of indemnity to Tipperary Education and Training Board on their insurance.	Type of Insurance	Indemnity Limit	Employer's Liability:	€13 million	Public Liability:	€6.5 million	Professional Indemnity:	€1.5 million
Type of Insurance	Indemnity Limit								
Employer's Liability:	€13 million								
Public Liability:	€6.5 million								
Professional Indemnity:	€1.5 million								
2.21.2	By signing the Tenderer's Statement at Appendix 3, Tenderers confirm that, if awarded a Services Contract under this Competition, (i) they will, from the Effective Date of the Services Contract (as defined in the Services Contract), obtain and hold the types and levels of insurance as specified at paragraph 2.21.1, (ii) the territorial limits and jurisdiction of its insurance policies include the Republic of Ireland and (iii) they are not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Services Contract.								
2.21.3	The successful Tenderer will, during the term of the Services Contract, be required to: <table data-bbox="306 1332 1396 1534"> <tbody> <tr> <td>(a)</td><td>immediately advise the Contracting Authority of any material change to its insured status;</td></tr> <tr> <td>(b)</td><td>produce proof of current premiums paid upon request;</td></tr> <tr> <td>(c)</td><td>produce valid certificates of insurance upon request.</td></tr> </tbody> </table>	(a)	immediately advise the Contracting Authority of any material change to its insured status;	(b)	produce proof of current premiums paid upon request;	(c)	produce valid certificates of insurance upon request.		
(a)	immediately advise the Contracting Authority of any material change to its insured status;								
(b)	produce proof of current premiums paid upon request;								
(c)	produce valid certificates of insurance upon request.								

Part 3: Selection and Award Criteria

3.1 COMPLIANT TENDERS

3.1	Only those Tenderers who have:-
(a)	Submitted compliant Tenders pursuant to paragraph 2.2 above, and In accordance with Directive 2014/24/EU, tenderers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of compliance with <i>Section 3.2.A only</i>, on condition that all information self-declared will be provided promptly on request at any time prior to an award decision. ESPD completion is not mandatory and tenderers are required to complete the relevant questions in the Tender Response Document.

3.2 SELECTION CRITERIA – APPLICABLE TO ALL LOTS

3.2	Tenderers will either pass OR fail each of the Selection Criteria in this part 3.2. A Tenderer who fails a selection criterion will be excluded from participating in this Competition.
3.2.A	Economic and Financial Standing Tenderers must demonstrate that they satisfy the financial and economic standing requirement(s) set out below and that they are able, upon request and without delay, to provide the supporting documentation specified below to the Contracting Authority in each case. (i) Turnover – applicable to all Lots. Rule: <i>Tenderers must submit evidence of turnover of €250,000 for the last three (3) years.</i> (ii) Evidence of your insurances as per Section 2.21 – applicable to all Lots. Rule: <i>Tenderers must provide evidence of current insurances as per Section 2.21. Tenderers must have a minimum of €13 million Employers Liability Insurance, €6.5 million Public Liability Insurance and €1.5 million Professional Indemnity. (If successful you will be required to provide copies of all Insurance certificates).</i> (iii) Evidence of Tax Clearance. Rule: Tenderers must provide evidence of tax clearance. Tenderers must provide the supporting documentation specified above without delay when requested by the Contracting Authority. However, where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the Contracting Authority of the valid reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, their economic and financial capacity.

3.2.B	Technical and Professional Ability Tenderers must demonstrate that they satisfy the technical and professional requirement(s) set out below in respect of each Lot tendered for. (i) Previous Experience: Minimum requirements: Tenderers must be able to demonstrate that they have successfully delivered 2 Contracted Training projects of a similar size, nature and capacity to the Services set out in Appendix 1, over the last 2 years. Tenderers must furnish details of two (2) references, to demonstrate this. Note: when applying for more than one lot, two (2) references MUST be provided for each lot. Each reference must include the following information: a. Client Organisation Name b. Client Referee Information to include: - Name of Referee - Address - Email Address - Telephone Number c. Annual Contract Value, Duration of contractual relationship d. Volume and duration of courses delivered relevant to the subject matter Contract Description (including scope and nature of specified services) e. Outline how this reference contract is comparable with the Specification The Contracting Authority reserves the right to validate references prior to formal award. (ii) Health & Safety Minimum Requirements: Tenderers must provide details of health and safety policies and whether 3rd party certified. Provide evidence of the Health and Safety policies governing your training venues, including first aid provision, fire safety protocols and compliance with relevant statutory regulations. (iii) Location Minimum requirements: Tenders must confirm they can deliver courses throughout County Tipperary. Tenderers must provide the supporting documentation specified above without delay when requested by the Contracting Authority.
-------	--

3.3 AWARD CRITERIA – APPLICABLE TO ALL LOTS

3.3.1	Appointment to the framework will be awarded on the basis of the most economically advantageous tender(s) as identified in accordance with the following criteria:
-------	--

Criteria	Weighting	Maximum Score	Minimum Score Required
(A) Cost	40%	400	N/A
Tenderers are required to outline their cost proposal by completing the Pricing in the Tender Response Document for the relevant LOT's they wish to be considered for.			
(B) Relevant Delivery Experience	20%	200	100
Provide evidence of relevant experience including management structures, supported by a verifiable track record of delivering similar FET programs and learner outcomes.			
(C) Lead Tutor Qualification and Experience	15%	150	75
Provide comprehensive evidence of your proposed staff expertise and qualifications. Provide a single page CV for each tutor (Please focus on the lead tutor. If clarifications are required regarding the other tutors at evaluation stage, we will request further information.			
(D)Methodology for Quality Assurance including programme specific certification requirements and systems for managing courses	20%	200	100
Provide evidence of how your organisation manages and assures the quality of its training programmes. Include details of your quality assurance system, relationship with awarding bodies and how you ensure compliance with QA across all courses and delivery sites.			
(E) Environmental & Corporate and Social Responsibility	5%	50	25
Provide an Environmental Management Plan detailing specific measures to reduce carbon emissions, minimise waste during course delivery, and how sustainability principles will be communicated to learners. Describe your CSR strategy, specifically highlighting how this contract will support social inclusion, promote equality of opportunity for learners and delivers tangible benefits to the local community.			

A maximum word count of 500 words under each award criteria.

TOTAL:	100%	1000	n/a
---------------	-------------	------	-----

NOTE 1: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual criteria (B)-(E) in order to avoid elimination from the competition. Failure to achieve the minimum mark in any one of the qualitative criteria will result in the elimination of the Tender from the Competition.

Please note that in relation to criterion (A), tenders will be scored relative to the lowest cost tender not previously eliminated on qualitative grounds.

NOTE 2: The lowest cost tender that also meets all of the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender A

Cost for the tender being evaluated B

Maximum Points available for Cost 400*

Formula employed $\frac{400* \times A}{B}$

NOTE 2: Qualitative criteria (B) – (E) will be scored using the following baseline scoring system:

100%	Outstanding - A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
90%	Excellent - An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
80%	Very good - A very good response demonstrating very good understanding offering assurance to client – fully supported.
70%	Good - A good response demonstrating good understanding offering assurance to client – well supported.
60%	Acceptable - An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 60% is Unacceptable	
25 – 49%	Mediocre - Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail.
1 – 24%	Poor - Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and a fail
0%	No Response - Response completely fails to address the criterion under consideration. This is unacceptable and a fail.

Note 3: Tender Response Document

Tenderers MUST complete the documents "Tender Response Document" and "Pricing Schedule" in full. Failure to complete and submit these documents as per section 2.6 of this CFT will render your tender noncompliant.

Tender respondents should note that:

- Tipperary Education and Training Board are not bound to accept the lowest priced, or any, Tender. Tipperary Education and Training Board reserves the right not to award the contract, or place any orders as a result of this tender competition. No commitment of any kind, contractual or otherwise will exist unless and until a formal contract has been executed by or on behalf of Tipperary Education and Training Board. The award of the contract will not give rise to any enforceable rights by the successful Tenderer. Tipperary Education and Training Board may cancel this competition at any time prior to a contract being executed.
- Tenderers should elaborate on all points addressed in the requirements section in order to gain as many points as possible. Merely repeating the mandatory requirements set out in these specifications without going into detail or adding any value will result in a very low score.
- Tenderers will be required to ensure that their tenders provide detailed information on their offers for assessment against the award criteria stated above. This will enable Tipperary Education and Training Board to assess all tenders fully and score them appropriately.

Tipperary Education and Training Board reserves the right to interview individual Tenderers, and/or contact referees prior to awarding the contract.

3.3.2	Subject to paragraphs 2.1 (Important Notices) and 3.5 (Standstill Period) of this CFT, award of the Services Contract to the highest ranked Tenderer (as determined by paragraph 3.3.1) will be conditional upon: (a) the Tenderer submitting the following evidence in respect of the Tenderer to the extent not already provided, within seven (7) days of request by the Contracting Authority: (i) a Declaration in the form attached at Appendix 4; (ii) if applicable, evidence to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant Exclusion Ground; (iii) all or any of the supporting documents specified at paragraph 3.2; and (b) the evidence specified at paragraph 3.3.2(a) above demonstrating that each entity concerned meets the Selection Criteria and the compliance requirements specified at paragraph 3.1(b) and (c) above.
-------	---

3.4 PRESENTATION OF PROPOSALS

Tenderers may be required to make a presentation of the proposal contained in their Tender. The Contracting Authority will not be responsible for the cost of such presentations (in accordance with paragraph 2.8). Performance at presentations will NOT be evaluated.

3.5 STANDSTILL PERIOD

3.5.1	In circumstances where the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (Statutory Instrument 130 of 2010), as amended by the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulations 2015 (Statutory Instrument 192 of 2015) apply, no contract can or will be executed or take effect until at least fourteen (14) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this Competition (the "Standstill Period") if such notice is sent by electronic means. The Standstill Period shall be sixteen (16) calendar days if such notice is sent by other means. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.
3.5.2	Tenderers should note that the Contracting Authority may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by the Contracting Authority.

3.6 RETURN OF SIGNED CONTRACTS

3.6.1	The successful Tenderer should digitally sign and return the Contract Agreement and the Confidentiality Agreement, to the Contracting Authority no later than 7 calendar days from the date of expiry of the Standstill Period unless notified otherwise in writing by the Contracting Authority. A signed Framework Agreement returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Services Contract in accordance with paragraph 2.1.2 above.
3.6.2	Where the signed Framework Agreement and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified at paragraph 3.6.1 then the Contracting Authority may proceed to award the Services Contract to the next highest-ranked Tenderer in accordance with paragraph 3.6.1 above.

3.7 RETURN OF SIGNED CONTRACTS

3.7.1	The successful Tenderer should digitally sign and return the Services Contract to the Contracting Authority no later than 7 calendar days from the date of Contract Award unless notified otherwise in writing by the Contracting Authority. A signed Services Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Services Contract in accordance with paragraph 2.1.2 above. Framework Members awarded contracts through cascade will be required to sign a Client Performance Agreement (CPA).
3.7.2	Where the signed Services Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified at paragraph 3.6.1 then the Contracting Authority may proceed to award the Services Contract to the next highest-ranked Tenderer in accordance with paragraph 3.6.1 above.

Appendix 1: Requirements and Specifications

Tenderers must address each of the issues and requirements in this part of the CFT and submit a detailed description in each case which demonstrates how these issues and requirements will be dealt with / met and their approach to the proposed delivery of the Services. A mere affirmative statement by the Tenderer that it can/will do so or a reiteration of the tender requirements is NOT sufficient in this regard.

Tipperary Education and Training Board (ETB) is one of 16 ETBs established under the Education and Training Boards Act 2013. The introduction of this legislation in 2013 saw both North Tipperary Vocational Education Committee and South Tipperary Vocational Education Committee amalgamate becoming one Education and Training Board (ETB). The remit of Tipperary Education and Training Board, as the statutory provider of education for the County is the provision of a comprehensive range of quality education programmes to meet the needs of the community we serve.

These include Second Level Education, Post Leaving Certificate Programmes, Further Education, Second Chance Learning, Adult & Community Education and Training Services. In addition, Tipperary ETB plays a significant role in the Strategic Development of the County through a variety of inter-agency programmes.

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, coordinate 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) cooperate 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, coordination, 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.

Go on to www.tipperaryetb.ie for more information.

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition. SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

1 Requirements

Tipperary Education and Training Board invites tenders from training providers for the provision of training services. The services concerned will be required at locations across County Tipperary

Tenderers may apply for 1 or all Lots.

In the case of a multi-party framework agreement, contracts will be awarded in accordance with the process outlined herein.

Indeed, Tipperary ETB 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.

1.1 Numbers Admitted to the Framework Agreement

The framework agreements will be established for each Lot as a multi-party framework agreement with up to three (3) Providers, subject to that number meeting the minimum criteria and rules.

1.2 Awarding Contracts under the Framework Agreements

In the case of the multi-party framework agreement contracts will be awarded as follows:

Through application of the cascade system whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the respective framework agreement.

Note: The first ranked will be considered as the sole Provider for the course in question including any expansion of service requirement for the course.

On each occasion that the Contracting Authority proposes to award a Contract under this Framework Agreement, the Contracting Authority **shall use one of the following method.**

Applicable to Lots 1 – 16 :The **Cascade** method may be used to call-off the service, the first ranked Framework Member will be contacted to conduct the required Services. If the first Framework Member is unavailable to carry out the work within the set time limits or in the event of underperformance, the request to provide services will be automatically sent to the next Framework member on the list, in descending order

1.2.2 Use of a Mini Tender Process

Tipperary ETB reserves the right to run a mini-tender competition between the framework members of all the lots for any new training required during the life of the frameworks, or for a specific lot where both framework members for the lot in question can no longer perform the services for the course in question. On such occasions, a Call for Tender will be issued detailing the scope of requirements, the award criteria and a closing date and time.

This is structured into 16 distinct Lots (See Separate Appendix 7)

LOT 1 – BUILT ENVIRONMENT.

LOT 2 – ENGINEERING/MANUFACTURING

LOT 3 – BUSINESS AND ADMINISTRATION

LOT 4 – INFORMATION AND TECHNOLOGY

LOT 5 – IMMERSIVE TECHNOLOGY

LOT 6 – HEALTHCARE AND FAMILY

LOT 7 – HEALTH SERVICES

LOT 8 – HAIR AND BEAUTY

LOT 9 – FOOD AND BEVERAGE

LOT 10 – FASHION DESIGN

LOT 11 – PHARMA ESSENTIALS

LOT 12 – TOURISM

LOT 13 – TRANSPORT DISTRIBUTION AND LOGISTICS

LOT 14 -WAREHOUSING

LOT 15 – WELDING

LOT 16 – GREEN SKILLS

Applicable to Lots 1 – 16: There may be occasions where course delivery is required through the medium of Irish.

Please note: Courses may run once, more than once or not at all depending on demand and availability of funding.

Note: Courses listed above are non-exhaustive and subject to change.

The delivery of courses may be required through various means including, in person, online or hybrid.

It is the responsibility of successful providers to provide learners with all equipment necessary to deliver a course.

Additional course costs will be requested at a later stage upon issuance of the CPA (Course Plan Approval) for each course.

2. Account Manager:

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

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

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

3. Performance Review

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

- Tenderers are required to provide a proposed draft Service Level Agreement (SLA) for the Contracting Authority which will describe in detail how they propose to address the execution and performance monitoring of the service provision. (See draft SLA , a separate document accompanying this CFT).

At a minimum, the proposed SLA should provide a detailed strategy for handling the following aspects of service delivery:

- Recruitment Process Methodologies and Management
- Key Performance Indicators that will be measured and reported on and future KPI's included, if required
- Service Credits for non-performance of agreed service levels
- Communication Plan and Escalation Procedures
- Formal Complaints Procedure
- Notify HR and location of employment of expiry of contract, in a timely manner, a minimum of one month in advance of expiry date.
- Communicate with other relevant stakeholders and the Contracting Authority's Finance Team.

- Standard response times to requests received, including response times to regular queries and your approach to urgent queries. This should also give an indication of the approximate length of time for projects based on various research methods.

Financial / Management Information Reports

The Contracting Authority requires **automatic** quarterly management reports, or more frequent if required, without reminders from the Contracting Authority.

- Provide quarterly management reports to the Contracting Authority
- Management and any other bespoke reports must be provided, by the Successful Tenderer, to the Contracting Authority, electronically and presented in Microsoft Excel or an equivalent agreed format.
- Providing statistics on each course at the request of the contracting authority, to include number of applicants, numbers meeting essential criteria, numbers shortlisted, etc
- Quality Reports
- Invoice Queries
- Any other reports as requested by Contracting Authority

4. Replacement Personnel

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

5.Award to Runner Up

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

6.Tie-Break

If the evaluation outcome results in a tie between two or more Tenders, the tender with the highest score for Criteria B shall be deemed the Most Economically Advantageous Tender.

7.Data Protection/ Data Access Requests

Responding to data access requests will be the responsibility of Tipperary ETB and the successful Tenderer will need to agree appropriate processes to ensure GDPR compliance. Therefore, contract award will be subject to the agreement of appropriate data protection processes between Tipperary ETB and the successful tenderer, see Schedule E at Appendix 5 below. The successful tenderer will be expected to show that they comply with all obligations under the General Data Protection Regulations (GDPR), Data Protection Acts 2018 and Data Protection Acts 1988 and 2003. The Contracting Authority will finalise the data protection / processing requirements, and / or relevant agreements, with the successful tenderer.

While it is not a requirement to include data protection information in the tender, tenderers can provide information in their tender around their data protection policy and procedures addressing;

- privacy notices
- procedures for managing data access requests
- procedures for reporting breaches
- data processing agreements / arrangements

8. ETB and Solas Requirements

Compliance with ETB and SOLAS requirements will be ensured through robust systems and controls that support accurate, secure, and auditable records, while meeting governance, reporting, learner protection, and statutory obligations for ETB-contracted and SOLAS-funded provision.

This includes the use of appropriate systems to record learner details, attendance, assessments, and certification, with controls to ensure records are complete, up to date, securely stored, and available for inspection or audit. Clear procedures are in place for course setup, approval, delivery monitoring, and close-out in line with contractual requirements, with full readiness to operate ETB-mandated systems and processes.

Arrangements also cover secure data storage, controlled access, defined retention periods, and compliance with data protection legislation. Safeguarding and learner protection measures appropriate to the provision are implemented, supported by clear incident reporting and escalation procedures. Ongoing internal checks identify errors or non-compliance, with defined processes for reporting issues to the Contracting Authority and implementing corrective actions as required.

9. Course Contract Amendments

Amendments to contracts are permitted where operational adjustments are required to facilitate the general needs of Learners. For example, course extension, change of location etc. When amendments are necessary:

- The Amendment to Contract must be approved and signed by the authorised person before it is sent to the Contractor for signature.
- The Contractor must sign the Amendment to the contract before it is updated in the appropriate payment management system.

10. Record Retention

Digital records are the preferred option. The Contractor must retain a copy of all financial records, training records, health and safety records, and trainee resource materials for a period notified by the ETB (or as required by law), unless otherwise stated in the Contract. Documentation must be returned to the ETB upon completion of the course.

Appendix 3: Tenderers' Statement

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

TENDERERS' STATEMENT

TO: Tipperary Education and Training Board (the "Contracting Authority")

RE: Call for Tenders for the Provision of Contracted Training Services for Tipperary Education and Training Board

Having examined your Call for Tenders (the "CFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Framework Agreement and Service Contract, we hereby declare the following:

1.	We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications at Appendix 1 to the CFT.
2.	We accept all of the Terms and Conditions of the CFT, the Framework Agreement, Service Contract, and the Confidentiality Agreement and agree, if awarded a Framework Agreement to execute the Framework Agreement at Appendix 5 to the CFT and the Confidentiality Agreement at Appendix 7 to the CFT. It is further agreed, if awarded a Service Contract, to execute the Service Contract at Appendix 6 to the CFT.
3.	We accept all the Selection and Award Criteria as set out in Part 3 of the CFT.
4.	We agree to provide the Contracting Authority with the Services in accordance with the CFT and our Tender.
5.	We agree that, if awarded any Services Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social and labour law.
6.	We confirm that we have complied with all requirements as set out at Part 2 of the CFT.
7.	We confirm that all prices quoted in our Tender will remain valid for the period of time commencing from the Tender Deadline, as specified at paragraph 2.10.3 of the CFT.
8.	We shall, if awarded any Framework Agreement under the CFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the CFT.
9.	We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.
10.	We do not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).
11.	The origin of goods connected to our Tender, if any, are not subject to the prohibitions set out in Regulation (EU) No 833/2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

SIGNED (Authorised Signatory)	Company
--	----------------

Print name	Address
Date	

Appendix 4: Declaration as to Personal Circumstances of Tenderer

Re: Call for Tenders for the Provision of Contracted Training Services for Tipperary Education and Training Board

NAME: [\[Click here and insert name\]](#)

ADDRESS: [\[Click here and insert address\]](#)

I, [\[Click here and insert name of Declarant\]](#), having been duly authorised by [\[Click here and insert name of entity\]](#) sincerely declare that [\[Click here and insert name of entity\]](#) itself or any person who has is a member of the administrative, management or supervisory body of [\[Click here and insert name of entity\]](#) or has powers of representation, decision or control in [\[Click here and insert name of entity\]](#):

- (a) Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
- (b) Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or [\[Click here and insert name of entity\]](#).
- (c) Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.
- (d) Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
- (e) Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
- (f) Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (g) Is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.
- (h) That the preparation of the Tender was carried out independently.
- (i) Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
- (j) Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (k) Is not guilty of grave professional misconduct.
- (l) Has not entered into agreements with other economic operators aimed at distorting competition.
- (m) Is not aware of any conflict of interest due to its participation in the Competition;
- (n) Has not had any prior involvement in the preparation of the Competition;

- (o) Has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
- (p) Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) .
- (q) Has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

Signature of Declarant

Name of Declarant in print or block capitals

Declared before me by _____ who is personally known to me

(or who is identified to me by _____ who is personally known to me)

at _____ this _____ day of _____ 20__

(signed)

Practising Solicitor/Commissioner for Oaths

Appendix 5: Services Contract

Tipperary Education and Training Board

and

[Insert successful Tenderer's full legal name]

AGREEMENT

Relating to the provision of Services pursuant to

Call for Tenders for the provision of Contracted Training Services for Tipperary Education and Training Board Schools and Centres – Lot XX

THIS AGREEMENT is made on the [date e.g. 2nd] day of [month] 20[year] BETWEEN:

Tipperary Education and Training Board, of ("the Client");

and

[Contractor's full legal name], of [address] ("the Framework Member")

(each a "Party" and together "the Parties").

WHEREAS:

A.	By Call for Tender entitled _____ advertised in the supplement to the Official Journal of the European Union, OJEU Notice Number _____ of _____ dated insert date of CFT ("the CFT") the Contracting Authority invited tenders from economic operators ("Tenderers") for the provision of the services described in Appendix 1 to the CFT (the "Services"). References to the CFT shall include any clarifications issued by the Contracting Authority via the messaging facility on www.etenders.gov.ie between [insert date] and [insert date] (the "CFT Clarifications"). The CFT (including the CFT Clarifications) is hereby incorporated by reference into this Agreement.
B.	The Contractor submitted a response to the CFT dated [insert date of Tender] ("the Submission"). References to the Submission shall include any clarifications issued by the Contractor in writing to the Contracting Authority between [insert date] and [insert date] (the "Submission Clarifications"). The Submission (including the Submission Clarifications) is hereby incorporated by reference into this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

1.	This Agreement consists of the following documents, and in the case of conflict of wording, in the following order of priority:
	i. This Agreement and Schedules A to E attached hereto;
	ii. The CFT;
	iii. The Submission.
2.	The Contractor agrees to provide the Services described in Schedule B ("the Services") to the Client in accordance with this Agreement ("Agreement"). Schedule B details the nature, quality, time of delivery, key personnel and functional specifications of the Services in accordance with the CFT and the Submission ("the Specification").
3.	Subject to the terms and conditions of this Agreement, the Client agrees to pay to the Contractor the charges as stipulated in Schedule C ("the Charges"). The Charges are exclusive of VAT which shall be due at the rate applicable on the date of the VAT invoice.
4.	For the purposes of this Agreement, the Client's Contact is [name of contact person] of [address of contact person]; the Contractor's Contact is [Contractor contact name] of [Contractor contact address].
5.	This Agreement shall take effect on the date of this Agreement ("the Effective Date") and shall expire on [Insert date], unless it is otherwise terminated in accordance with the provisions of this Agreement or otherwise lawfully terminated or otherwise lawfully extended as agreed between the Parties ("the Term"). The Client reserves the right to extend the Term for a period or periods of up to 12 months with a maximum of 1 such extensions permitted subject to its obligations at law
6.	Unless otherwise specified herein, a defined term used in this Agreement shall have the same meaning as assigned to it in the CFT.
7.	Headings are included for ease of reference only and shall not affect the construction of this Agreement.

8.	Unless the context requires otherwise, words in the singular may include the plural and vice versa.
9.	References to any statute, enactment, order, regulation or other legislative instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended, unless specifically indicated otherwise.
10.	In the event that any ambiguity or question of intent or interpretation arises in relation to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favouring or disfavouring any Party by virtue of the authorship of any of the provisions of this Agreement.

SIGNED for and on behalf of the Client	SIGNED for and on behalf of the Contractor
_____	_____
(being a duly authorised officer)	
Witness	Witness

Schedule A: Terms and Conditions

1. Contractor's Obligations

A.	The Contractor undertakes to act with due care, skill and diligence in the provision of the Services and generally in the carrying out of its obligations under this Agreement. The Contractor shall require its agents to exercise due care, skill and diligence in the provision of the Services and generally in the carrying out of obligations allocated by the Contractor to its agents under this Agreement.	
B.	In consideration of the payment of the Charges and subject to clause 3 the Contractor shall:	
	1.	provide the Services in accordance with the Specification, the CFT, the Client's directions and the terms of this Agreement;
	2.	comply with and implement any policies, guidelines and/or any project governance protocols issued by the Client from time to time and notified to the Contractor in writing;
	3.	comply with all local security and health and safety arrangements as notified to it by the Client; and
	4.	provide the Services in accordance with good industry practice and comply with all applicable laws including but not limited to all obligations in the field of environmental, social and labour law that apply at the place where the Services are provided, that have been established by EU law, national law, collective agreements and by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the "Regulations") . The Contractor shall be responsible for compliance with all statutory requirements of an employer and without prejudice to the generality of the foregoing shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained for the purposes of complying with this Agreement.
C.	The Contractor is deemed to be the prime contractor under this Agreement and the Contractor assumes full responsibility for the discharge of all obligations under this Agreement and shall assume all the duties, responsibilities and obligations associated with the position of prime contractor.	
D.	During this Agreement the Contractor shall be an independent contractor and not the employee of the Client. Neither Party shall have any authority to bind or commit the other. Nothing herein shall be deemed or construed to create a joint venture, partnership, and/or fiduciary or other relationship between the Parties for any purpose. The officers, employees or agents of the Contractor are not and shall not hold themselves out to be (and shall not be held out by the Contractor as being) servants or agents of the Client for any purposes whatsoever.	
E.	The Client acknowledges that the Contractor may from time to time be dependent on the Client to facilitate the Contractor in the carrying out of its duties under this Agreement. The Client agrees to use its reasonable endeavours to so facilitate the Contractor within the timescales and in the manner agreed by it in writing in accordance with clause 10.	
F.	The Contractor agrees that any information relating to this Agreement and / or the performance of this Agreement may be passed by the Client to the Office of Government Procurement ("OGP") and that the OGP may use this information in the analysis and reporting of spend data including the preparation and publishing of reports.	
G.	The Contractor shall comply with all applicable obligations arising pursuant to the European Communities (Protection of Employees' Rights on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003) and Council Directive 2001/23/EC (together the "TUPE Regulations") and failure to so comply shall constitute a serious breach of this Agreement. The Contractor shall indemnify, save harmless and keep the Client indemnified from and against any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligation under the said TUPE Regulations.	

2. Key Personnel

The Contractor undertakes and acknowledges that it is responsible for ensuring that all key personnel as specified in the Submission ("Key Personnel"), assigned by it to provide the Services shall be available for the Term of this Agreement. The Contractor acknowledges that the Key Personnel are essential to the proper provision of the Services to the Client. In the event that any of the Key Personnel assigned by the Contractor to provide the Services under this Agreement becomes unable to provide the Services for whatever reason then, the Contractor acknowledges and undertakes that it shall immediately notify the Client in writing of the inability of any Key Personnel and replace that person with a person of equivalent experience and expertise ("Replacement Personnel"). The Contractor shall provide to the Client such details as the Client may reasonably require in writing regarding any Replacement Personnel. The Client shall have absolute discretion as to the suitability of any proposed Replacement Personnel.

3. Payment

A.	Subject to the provisions of this clause 3 the Client shall pay and discharge the Charges (plus any applicable VAT), in the manner specified at Schedule C. Invoicing arrangements shall be on such terms as may be agreed between the Parties.
B.	Discharge of the Charges is subject to:
1.	Compliance by the Contractor with the provisions of this Agreement including but not limited to any milestones, compliance schedules and/or operational protocols in place pursuant to clause 10A from time to time;
2.	The furnishing by the Contractor of a valid invoice and such supporting documentation as may be required by the Client from time to time. Any Contractor pre-printed terms and conditions are hereby disallowed;
3.	Invoices being submitted to the Client's Contact (as set out in this Agreement or such other alternative contact as may be agreed between the Parties). All and any queries relating to the invoice and/or the Services for any billing period (including whether or not Services have been accepted, rejected, satisfactorily re-performed or as the case may be) must be raised by the Client's Contact within 14 calendar days of receipt of invoice. In circumstances where no queries are raised within the said 14 day period the invoice shall be deemed accepted. Upon resolution of any queries on the invoice to the satisfaction of the Client or upon such deemed acceptance the invoice shall be payable by the Client. Payment is subject to any rights reserved by the Client under any other provision of this Agreement; and
4.	The Client being in possession of the Contractor's current Tax Clearance Certificate. The Contractor shall comply with all applicable EU and domestic taxation law and requirements.
C.	The European Communities (Late Payment in Commercial Transactions) Regulations, 2012 shall apply to all payments. Incorrect invoices will be returned for correction with consequential effects on the due date of payment.
D.	Wherever under this Agreement any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to the Client in respect of any breach of this Agreement), the Parties may agree to deduct that sum from any sum then due, or which at any later time may become due to the Contractor under the Agreement or under any other agreement or contract with the Client. Any overpayment by either Party, whether of the Charges or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.
E.	The Charges shall include any and all costs or expenses incurred by the Contractor, its employees, servants and agents in the performance of its obligations under this Agreement.
F.	The Charges shall be discharged as provided for in this clause subject to the retention by the Client in accordance with section 523 of the Taxes Consolidation Act, 1997 of any Professional Services Withholding Tax payable to the Contractor. Any and all taxes applicable to the provision of the Services will be the sole responsibility of the Contractor and the Contractor so acknowledges and confirms.

4. Warranties, Representations and Undertakings

A.	The Contractor acknowledges, warrants, represents and undertakes that:	
	1.	it has the authority and right under law to enter into, and to carry out its obligations and responsibilities under this Agreement and to provide the Services hereunder;
	2.	it is entering into this Agreement with a full understanding of its material terms and risks and is capable of assuming those risks;
	3.	it is entering into this Agreement with a full understanding of its obligations with regard to taxation, employment, social and environmental protection and is capable of assuming and fulfilling those obligations;
	4.	it has acquainted itself with and shall comply with all legal requirements or such other laws, recommendations, guidance or practices as may affect the provision of the Services as they apply to the Contractor;
	5.	it has taken all and any action necessary to ensure that it has the power to execute and enter into this Agreement;
	6.	the status of the Contractor, as declared in the "Declaration as to Personal Circumstances of Tenderer" dated [insert date] , which confirms that none of the excluding circumstances listed in Regulation 57 of the Regulations apply to the Contractor, remains unchanged;
	7.	it owns, has obtained or is able to obtain, valid licences for all Intellectual Property Rights (as defined in clause 6 below) that are necessary for the performance of its obligations under this Agreement and for the Client to obtain the benefit of the Services for its business purposes;
	8.	Not Used it has inspected the Client's premises, lands and facilities before submitting its Submission and has made appropriate enquiries so as to be satisfied in relation to all matters connected with the performance of its obligations under this Agreement;
	9.	it retains and shall maintain for the Term insurances for the nature and amount specified in the CFT. The Contractor undertakes to advise the Client forthwith of any material change to its insured status, to produce proof of current premiums paid upon written request and where required produce valid certificates of insurance for inspection. The Contractor shall carry out all directions of the Client with regard to compliance with this clause 4A.9; and
	10.	the Client shall be under no obligation to purchase any minimum number or value of Services.
B.	The Contractor undertakes to notify the Client forthwith of any material change to the status of the Contractor with regard to the warranties, acknowledgements, representations and undertakings as set out at clause 4A and to comply with all reasonable directions of the Client with regard thereto which may include termination of this Agreement.	

5. Remedies

A.	The Contractor shall be liable for and shall indemnify the Client for and in respect of all and any losses, claims, demands, damages or expenses which the Client may suffer due to and arising directly as a result of the negligence, act or omission, breach of contract, breach of duty, insolvency, recklessness, bad faith, wilful default or fraud of the Contractor, its employees, agents or any of them or as a result of the Contractor's failure to exercise skill, care and diligence as outlined in clause 1. The terms of this clause 5A shall survive termination of this Agreement for any reason.
B.	Save in respect of fraud (including fraudulent misrepresentation), personal injury or death or in respect of the Contractor's indemnity under clause 6(G), neither Party will be liable for any indirect losses (including loss of profit, loss of revenue, loss of goodwill, indirectly arising damages, costs and expenses) of any kind whatsoever and howsoever arising even if such Party has been advised of their possibility.

C.	Should the Client find itself obliged to order elsewhere in consequence of the failure of the Contractor to deliver Services, the Client shall be entitled to recover from the Contractor any excess prices which may be paid by the Client.
D.	Except as otherwise expressly provided by this Agreement, all remedies available to either Party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
E.	Not Used Save in respect of fraud, personal injury or death or in respect of the Contractor's indemnity under clause 6(G) (for which no limit applies), the limit of the Contractor's aggregate liability to the Client under this Agreement whatsoever and howsoever arising shall not under any circumstances exceed [insert amount – eg: [number] per cent of the Charges paid or projected to be paid (whichever is higher) under this Agreement] regardless of the number of claims.
F.	If for any reason the Client is dissatisfied with the performance of the Contractor, a sum may be withheld from any payment otherwise due calculated as follows: [Insert] ("the Retention Amount") which Retention Amount shall not at any given time exceed 5 per cent of the Charges. In such event the Client shall identify the particular Services with which it is dissatisfied together with the reasons for such dissatisfaction. Payment of the Retention Amount will be made upon replacement and/or remedy of the said Services as identified by the Client or resolution of outstanding queries. The Client shall hold the Retention Amount on behalf of the Contractor but without any obligation to invest. The terms of this clause 5F shall be without prejudice to and not be in substitution for any remedy of the Client under this Agreement.
G.	Time of delivery shall be of the essence and if the Contractor fails to deliver the Services within the time period promised or specified in the Specification, the Client may by notice in writing to the Contractor's Contact release itself from any obligation to accept and pay for the Services and / or terminate this Agreement in either case without prejudice to any other rights and remedies of the Client.
H.	Not Used Without prejudice to any general right to damages under this Agreement where the Contractor does not provide the Services within delivery dates or lead times in accordance with this Agreement, the Client may, at his discretion, deduct [insert amount] per week/day, or part thereof, for each week/day of late delivery as liquidated damages up to a maximum amount of [insert amount] (the "Liquidated Damages Threshold"). Where the Liquidated Damages Threshold is met or exceeded (being that delivery continues not to be performed after the Liquidated Damages Threshold is met), the Client shall be entitled to: 1. claim any remedy available to it (whether under this Agreement or otherwise) for loss or damage incurred or suffered by it after the end of the Liquidated Damages Period; and 2. without prejudice to sub-clause (1), the Client shall be entitled to terminate the Agreement with immediate effect by giving notice in writing to the Contractor

6. Intellectual Property

A.	Intellectual Property Rights ("IPR") means all patents and patent rights, trademarks and trademark rights, trade names and trade name rights, service marks and service mark rights, service names and service name rights, brand names, copyrights and copyright rights, trade dress, business and product names, logos, slogans, trade secrets, industrial models, utility models, design models, designs, rights in confidential information, know-how, rights in the nature of unfair competition rights and rights to sue for passing off, and all pending applications for and registrations of patents, trademarks, service marks, and copyrights together with all connected and similar or analogous rights in any country or jurisdiction for the full term thereof.
----	--

B.	Pre-existing IPR means all IPR existing prior to the date of this Agreement and all IPR in any materials, acquired or developed by or for Contractor or Client independently of this Agreement, and any IPR in Contractor's standard hardware and software products or modifications or updates to such products.
C.	All IPR title and interest in all reports, data manuals and/or other materials (other than software) (including without limitation all and any audio or audio visual recordings, transcripts, books, papers, records, notes, illustrations, photographs, diagrams) produced for the purposes of this Agreement (collectively "the Materials") (or any part or parts thereof) shall vest in the Client and the Contractor so acknowledges and confirms. For the avoidance of doubt the Contractor hereby assigns all Intellectual Property Rights, title and interest in the Materials (including by way of present assignment of future copyright) to the extent that any such Intellectual Property Rights title or interest may be deemed by law to reside in it in the Materials to the Client absolutely.
D.	The Client grants to the Contractor a royalty-free non-exclusive licence to use the Client's Pre-existing IPR for the Term to the extent necessary to enable the Contractor to fulfil its obligations under this Agreement. Save as expressly set out in this clause 6 all Pre-Existing IPR shall remain the sole property of the party who owned, acquired or developed such intellectual property.
E.	The Contractor shall waive or procure a waiver of any moral rights subsisting in copyright produced under or in performance of this Agreement.
F.	Nothing in this Agreement shall prohibit or be deemed to prohibit the Contractor from providing services similar to the Services to any party other than the Parties hereto. In no event shall the Contractor be precluded from independently developing for itself, or for others, materials which are competitive with, or similar to, the Services and to use its general knowledge, skills and experience, and any ideas, concepts, know-how, formats, templates, methodologies and techniques that are acquired or used in the course of providing the Services.
G.	The Contractor shall ensure that all and any necessary consents and/or licences for any software, instrument, modality or methodology are obtained and in place before use for the purposes of this Agreement (to include but not be limited to ensuring that the Client shall be vested with all necessary rights so as to enable the Client to enjoy the benefit of the Services for its business purposes). The Contractor hereby indemnifies the Client and shall keep and hold the Client harmless from and in respect of all and any losses (whether direct, indirect or consequential) liability, damages, claims, costs or expenses which arise by reason of any breach of third party Intellectual Property Rights in so far as any such rights are used for the purposes of this Agreement. At the request of the Client for and in respect of any such breach, the Contractor shall at its expense and option:
	(i) procure the necessary rights for the Client to continue use;
	(ii) replace the relevant deliverable with a non-infringing equivalent;
	(iii) replace the relevant deliverable to make it non-infringing while giving equivalent performance; or
	(iv) if the Contractor cannot obtain the remedies in (i), (ii) or (iii) above, it may direct the return of the deliverable and refund to the Client Charges paid for such deliverable less a reasonable amount for the Client's use of the deliverable up to the time of return, provided such reasonable amount is due to the owner of the said deliverable, TOGETHER with all losses (whether direct, indirect or consequential) thereby accruing to the Client as a result of the breach.
H.	Upon the termination of this Agreement for whatever reason, the Contractor shall immediately deliver up to the Client all the Materials prepared up to the date of termination. The provisions of this clause 6 will survive the expiration or termination of this Agreement for any reason.

7. Confidentiality

A.	Each of the Parties to this Agreement agrees to hold confidential all information, documentation and other material received, provided or obtained arising from their participation in this Agreement ("Confidential Information") and shall not disclose same to any third party except to:-	
	1.	its professional advisers subject to the provisions of this clause 7; or
	2.	as may be required by law; or
	3.	as may be necessary to give effect to the terms of this Agreement subject to the provisions of this clause 7; or
	4.	in the case of the Client by request of any person or body or authority whose request the Client or persons associated with the Client (including but not limited to the Legislature and/or the Executive and/or the Civil Service) considers it necessary or appropriate to so comply.
B.	The Contractor undertakes to comply with all reasonable directions of the Client with regard to the use and application of all and any of its Confidential Information and shall comply with the confidentiality agreement as exhibited at Appendix 7 to the CFT ("the Confidentiality Agreement"). The obligations in this clause 7 will not apply to any Confidential Information:	
	1.	in the receiving Party's possession (with full right to disclose) before receiving it from the other Party; or
	2.	which is or becomes public knowledge other than by breach of this clause; or
	3.	is independently developed by the disclosing Party without access to or use of the Confidential Information; or
	4.	is lawfully received by the disclosing Party from a third party (with full right to disclose).
C.	The Contractor acknowledges that the security of the State and its information is of paramount importance to the Client. Accordingly the Contractor confirms that it will, if requested by the Client, from time to time, submit full personal details who are assigned to provide the Services (or any part thereof) under this Agreement. The Contractor further acknowledges that checks may be carried out in relation to all such personnel by police authorities and the Contractor shall comply with all reasonable directions of the Client arising therefrom.	
D.	In circumstances where the Client is subject to the provisions of the Freedom of Information Act 2014 or the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, then in the event of the Client receiving a request for information related to this Agreement, the Client shall consult with the Contractor in respect of the request. The Contractor shall identify any information that is not to be disclosed on grounds of confidentiality or commercial sensitivity, and shall state the reasons for this sensitivity. The Client will consult the Contractor about this confidential or commercially sensitive information before making a decision on any request received under the above legislation. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.	
E.	The terms of this clause 7 shall survive expiry, completion or termination for whatever reason of this Agreement.	

8. Force Majeure

A.	A 'Force Majeure Event' means an event or circumstance or combination of events and/or circumstances not within the reasonable control of the Affected Party (as defined in clause 8B below) which has the effect of delaying or preventing that Party from complying with its obligations under this Agreement including but not limited to acts of God, war, out-break of disease, insurrection, riot, civil disturbance, rebellion, acts of terrorism, government regulations, embargoes, explosions, fires, floods, tempests, or failures of supply of electrical power, or public telecommunications equipment or lines, excluding industrial action of whatever nature or cause (strikes, lockouts and similar) occurring at the Contractor (or agent) places of business.	
B.	In the event of any failure, interruption or delay in the performance of either Party's obligations (or of any of them) resulting from any Force Majeure Event, that Party ("the Affected Party") shall promptly notify the other Party in writing specifying:	
	1.	the nature of the Force Majeure Event;
	2.	the anticipated delay in the performance of obligations;
	3.	the action proposed to minimise the impact of the Force Majeure Event;
	and the Affected Party shall not be liable or have any responsibility of any kind for any loss or damage thereby incurred or suffered by the other Party, provided always that the Affected Party shall use all reasonable efforts to minimise the effects of the same and shall resume the performance of its obligations as soon as reasonably possible after the removal of the cause.	
C.	If the Force Majeure Event continues for 30 calendar days either Party may terminate at 14 days notice.	
D.	In circumstances where the Contractor is the Affected Party, the Client shall be relieved from any obligation to make payments under this Agreement save to the extent that payments are properly due and payable for obligations actually fulfilled by the Contractor in accordance with the terms and conditions of this Agreement.	

9. Termination

A.	This Agreement may be terminated by the Client, without liability for compensation or damages, by serving 1 month written notice to the Contractor. This Agreement may be terminated by the Contractor, without liability for compensation or damages, by serving 1 month written notice to the Client.	
B.	Either Party shall have the right (in addition to its rights under clause 9(a) and any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages on the happening of any of the following:	
	1.	if the other Party commits any serious breach or a series of breaches of any provision of this Agreement and fails to remedy such breach(es) (if the breach(es) are capable of remedy) within 30 days after receipt of a request in writing from the other Party;
	2.	if the other Party becomes insolvent, becomes bankrupt, enters into examinership, is wound up, commences winding up, has a receiving order made against it, makes any arrangement with its creditors generally or takes or suffers any similar action as a result of debt, or an event having an equivalent effect;
	3.	in circumstances where the Client becomes aware of any conflict of interest on the part of the Contractor which cannot, in the opinion of the Client, be removed by other means; and
	4.	in circumstances where the Client becomes aware of any registrable interest on the part of the Contractor.
C.	The Client shall have the right, in addition to any other rights which it has at law, to terminate this Agreement immediately and without liability for compensation or damages	

	in circumstances where the Client becomes aware that any of the exclusion grounds set out in Regulation 57 of the Regulations apply to the Contractor.
D.	Termination of this Agreement shall not affect any antecedent and accrued rights, obligations or liabilities of either Party, nor shall it affect any provision of this Agreement which is expressly or by implication intended to come into or continue in force on or after such termination.
E.	If requested by the Client, the Contractor shall promptly furnish such anonymised information relating to the terms and conditions of the employment of all persons providing the Services as may be required by the Client ("Employment Information"). The Contractor agrees that the Client may release the Employment Information to third parties for the purposes of any procurement competition for the provision of the Services upon expiry of the Term or earlier termination of this Agreement for whatever cause.

10. Contract Management

A.	The Client's Contact and the Contractor's Contact shall liaise on a regular basis to address any issues arising which may impact on the performance of this Agreement and to agree milestones, compliance schedules and operational protocols as required by the Client from time to time. If requested in writing by the Client the Contractor shall meet formally with the Client to report on progress and shall comply with all written directions of the Client.
B.	The Contractor agrees to:
1.	liaise with and keep the Client's Contact fully informed of any matter which might affect the observance and performance of the Contractor's obligations under this Agreement;
2.	maintain such records and comply with such reporting arrangements and protocols as required by the Client from time to time;
3.	comply with all reasonable directions of the Client; and
4.	comply with the service levels and performance indicators set out in Schedule D.
C.	The Client or its authorised representative may inspect the Contractor's premises, lands and facilities (or such part or parts thereof relating solely to this Agreement) with due access to relevant personnel and records upon reasonable notice in writing to ensure compliance with the terms of this Agreement. The Contractor shall comply with all reasonable directions of the Client thereby arising. The cost of inspection shall be borne by the Client.

11. Disputes

A.	In the event of any dispute arising out of or relating to this Agreement (the "Dispute"), the Parties shall first seek settlement of the Dispute as set out below.
B.	The Dispute shall be referred as soon as practicable to [insert Contractor contact] within the Contractor and to [insert Client contact] within the Client respectively.
C.	If the Dispute has not been resolved within fifteen (15) Business Days (or such longer period as may be agreed in writing by the Parties) of being referred to the nominated representatives, then either Party may refer the Dispute to an independent mediator, the identity of whom shall be agreed in advance by the Parties.
D.	If the Parties are unable to agree on a mediator or if the mediator agreed upon is unable or unwilling to act, either Party may within twenty-one (21) days from the date of the proposal to appoint a Mediator or within twenty-one (21) days of notice to either Party that the mediator is unable to act, apply to CEDR Ireland to appoint a mediator.
E.	Any submissions made to and discussions involving the mediator, of whatever nature, shall be treated in strict confidence and without prejudice to the rights and/or liabilities of the Parties in any legal proceedings and, for the avoidance of doubt, are agreed to be without prejudice and legally privileged. The Parties shall make written submissions to the mediator

	within ten (10) Business Days of his/her appointment.
F.	The Parties shall share equally the cost of the mediator. The costs of all experts and any other third parties who, at the request of any Party, shall have been instructed in the mediation, shall be for the sole account of, and shall be discharged by that Party.
G.	For the avoidance of doubt, the obligations of the Parties under this Agreement shall not cease, or be suspended or delayed by the reference of a dispute to mediation. The Contractor shall comply fully with the requirements of the Agreement at all times.

12. Governing Law, Choice of Jurisdiction and Execution

A.	This Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Parties hereby agree that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.
B.	This Agreement shall be executed in duplicate and each copy of the Agreement shall be signed by all the Parties hereto. Each of the Parties to this Agreement confirms that this Agreement is executed by their duly authorised officers.

13. Notices

A.	Any notice or other written communication to be given under this Agreement shall either be delivered personally or sent by registered post or email. The Parties will from time to time agree primary and alternative contact persons and details for the purposes of this clause 13.
B.	All notices shall be deemed to have been served as follows:
	1. if personally delivered, at the time of delivery;
	2. if posted by registered post, at the expiration of 48 hours after the envelope containing the same was delivered into the custody of the postal authorities (and not returned undelivered); and
	3. if communicated by email, on the next calendar day following transmission.

14. Assignment

- A. Subject to a Party's obligations at law, any assignment to a third party or other transfer of a Party's rights or obligations under this Agreement (the "Assignment") requires the prior written consent of the other Party. Prior to any such Assignment, the assignee will be obliged to sign an undertaking to comply with all obligations under this Agreement. Any attempted Assignment not complied with in the manner prescribed herein shall be null and void.

15. Entire Agreement

This Agreement constitutes the entire agreement and understanding of the Parties, and any and all other previous agreements, arrangements and understandings (whether written or oral) between the Parties with regard to the subject matter of this Agreement (save where fraudulently made) are hereby excluded.

16. Severability

If any term or provision herein is found to be illegal or unenforceable for any reason, then such term or provision shall be deemed severed and all other terms and provisions shall remain in full force and effect.

17. Waiver

No failure or delay by either Party to exercise any right, power or remedy shall operate as a waiver of it, nor shall any partial exercise preclude further exercise of same or some other right, power or remedy.

18. Non-exclusivity

Nothing in this Agreement shall preclude the Client from purchasing services (or Services) from a third

party at any time during the currency of the Agreement.

19. Media

No media releases, public announcements or public disclosures relating to this Agreement or its subject matter, including but not limited to promotional or marketing material, shall be made by the Contractor without the prior written consent of the Client.

20. Conflicts, Registrable Interests and Corrupt Gifts

A.	The Contractor confirms that it has carried out a conflicts of interest check and is satisfied that neither it nor any agent as the case may be has any conflicts in relation to the Services and its obligations undertaken under this Agreement. The Contractor hereby undertakes to notify the Client immediately should any conflict or potential conflict of interest come to its attention during the currency of this Agreement and to comply with the Client's directions in respect thereof. In the event of such notification, the Client shall have the right (in addition to any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages.
B.	Any registrable interest involving the Contractor (or agent as the case may be) and the Client, the Ceann Comhairle (Speaker), or any member of the Government, or any member of the Oireachtas, or their relatives must be fully disclosed to the Client immediately upon such information becoming known to the Contractor (agent as the case may be) and the Contractor shall comply with the Client's directions in respect thereof, to the satisfaction of the Client. In the event of such disclosure, the Client shall have the right (in addition to any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages. The terms "registrable interest" and "relative" shall be interpreted as per section 2 of the Ethics in Public Office Act, 1995 (as amended) a copy of which is available on request.
C.	The Contractor shall not offer or agree to give any public servant or civil servant any gift or consideration or commission of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this or any other public contract. Any breach of this clause 20C or the commission of any offence by the Contractor, agent or employee under the Criminal Justice (Corruption Offences) Act 2018 shall entitle the Client to terminate this Agreement immediately and without liability for compensation or damages and to recover the amount of any loss resulting from such cancellation, including but not limited to recovery from the Contractor of the amount or value of any such gift, consideration or commission.

21. Access to Premises

A.	Any of the Client's premises made available from time to time to the Contractor by the Client in connection with this Agreement, shall be made available to the Contractor on a non-exclusive licence basis and shall be used by the Contractor solely for the purpose of performing its obligations under this Agreement. The Contractor shall have use of such premises as licensee and shall vacate the same on completion, termination or abandonment of this Agreement.
B.	The Contractor shall upon reasonable notice by the Client allow the Client access to its premises (including the premises of any agent) where the Services are being performed for the Client under this Agreement.

22. Equipment

A.	The Contractor shall provide all equipment and materials necessary for the provision of the Services ("Equipment").
B.	All Equipment brought onto the Client's premises shall be at the Contractor's own risk and the Client shall have no liability for any loss of, caused by or damage to any Equipment. The Contractor shall provide for the haulage or carriage thereof to the Client's premises and the removal of Equipment when no longer required at its sole cost. Unless otherwise agreed, Equipment brought onto the premises will remain the property of the Contractor.

C.	The Contractor shall maintain and store all items of Equipment within the Client's premises in a safe, serviceable and clean condition.				
D.	The Contractor shall, at the Client's written request, at its own expense and as soon as reasonably practicable:				
	<table> <tr> <td>i.</td><td>remove from the Client's premises any Equipment which in the reasonable opinion of the Client is either hazardous, noxious or not in accordance with this Agreement; and</td></tr> <tr> <td>ii.</td><td>replace such item with a suitable substitute item of Equipment.</td></tr> </table>	i.	remove from the Client's premises any Equipment which in the reasonable opinion of the Client is either hazardous, noxious or not in accordance with this Agreement; and	ii.	replace such item with a suitable substitute item of Equipment.
i.	remove from the Client's premises any Equipment which in the reasonable opinion of the Client is either hazardous, noxious or not in accordance with this Agreement; and				
ii.	replace such item with a suitable substitute item of Equipment.				
E.	On completion of the Services the Contractor shall remove the Equipment used by the Contractor to provide the Services and shall leave the Client's premises in a clean, safe and tidy condition. The Contractor is solely responsible for making good any damage to the Client's premises or any objects contained thereon, other than fair wear and tear, which is caused by the Contractor or any of its employees.				

23. Non Solicitation

A.	For the Term and for a period of 12 months thereafter (and save in respect of publicly advertised posts) neither the Client nor the Contractor shall employ or offer employment to any of the other Party's employees without that other Party's prior written consent.
----	---

24. Change Control Procedure

A.	At any time during the Term of this Agreement, either Party may propose a change or changes to any part or parts of this Agreement.
B.	The change control procedures set out in this Schedule will apply to all changes irrespective of whether the Contractor or the Client proposes the change.
C.	A change control notice ("Change Control Notice") shall be prepared for all change requests. The Change Control Notice will provide an outline description of the change requested, the rationale for the change, the effect that the change will have on the Services (where known) and an estimate of the effort and cost required to prepare an impact assessment ("Impact Assessment").
D.	All Change Control Notices proposing changes to this Agreement must be submitted for review to the other Party's Contact.
E.	The Parties must indicate their acceptance or rejection of the change control request and/or Impact Assessment within a reasonable timeframe of its completion and Tender Submission for review, subject to a maximum of twenty (20) calendar days or such other period agreed between the Parties.
F.	On approval of an Impact Assessment, this Agreement and/or the Schedules should be updated and revised as appropriate and in writing.
G.	In the event that either Party rejects the Impact Assessment, the change(s) shall not take place and the Parties shall continue to perform their obligations under this Agreement.
H.	The Contractor and the Client will agree a reasonable charge in advance for investigating each proposed variation and preparing each estimate, whether or not the variation is implemented. If the Client's request for any variation is subsequently withdrawn but results in a delay in the performance of the Services then the Contractor will not be liable for such delay and will be entitled to an extension of time equal to not less than the period of the delay.

25. DATA PROTECTION AND SECURITY

A. In this Agreement the following terms shall have the meanings respectively ascribed to them:
 "Data" means all Confidential Information, whether in oral or written (including electronic) form, created by or in any way originating with the Client (including but not limited to his employees, agents, independent contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Client provided under this Agreement and includes any Personal Data;

"Data Controller" has the meaning given under the Data Protection Laws;

“Data Processor” has the meaning given under the Data Protection Laws;

“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”), and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland.

“Data Subject” has the meaning given under the Data Protection Laws;

“Data Subject Access Request” means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;

“Personal Data” has the meaning given under Data Protection Laws;

“Processing” has the meaning given under the Data Protection Laws;

- B. The Contractor shall comply with all applicable requirements of the Data Protection Laws.
- C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Client is the Data Controller and the Contractor is the Data Processor in respect of Data which is Personal Data. Schedule E sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject.
- D. Without prejudice to the generality of clause 25B, the Contractor shall, in relation to any Personal Data processed in connection with the performance by the Contractor of its obligations under this Agreement:-
 - (1) process that Personal Data only on the written instructions of the Client;
 - (2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
 - (3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;
 - (4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled;
 - i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);
 - ii. the data subject has enforceable rights and effective legal remedies;

- iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and
 - iv. The Contractor complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;
- E. The Contractor shall promptly notify the Client if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Client's obligations under the Data Protection Laws and provide full co-operation and assistance to the Client in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).
- F. The Contractor shall without undue delay report in writing to the Client any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.
- G. The Contractor shall assist the Client in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.
- H. The Contractor shall at the written direction of the Client, amend, delete or return Personal Data and copies thereof to the Client on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.
- I. The Contractor shall permit the Client, the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland, and/ or their nominee to conduct audits and or inspections of the Contractor's facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the Services. The Contractor shall comply with all reasonable directions of the Client arising out of any such inspection, audit or review.
- J. The Contractor shall fully comply with, and implement policies which are communicated or notified to the Contractor by the Client from time to time.
- K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 25 and allow for inspections and contribute to any audits by the Client or the Client's designated auditor.
- L. The Contractor shall:-
 - (1) take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;
 - (2) ensure that a back-up copy of any and all such Personal Data is made [insert frequency] and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and
 - (3) in such an event and if attributable to any default by the Contractor, promptly restore the

Personal Data at its own expense or, at the Client's option, reimburse the Client for any reasonable expenses it incurs in having the Personal Data restored by a third party.

- M. The Client does not consent to the Contractor appointing any third party processor of Personal Data under this agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially similar to those set out in this clause 25 as between the Client and the Contractor, the Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 25.
- N. Save for clauses 25B, 25C, 25D(4) and 25E, all the obligations on the Contractor in this clause 25 relating to the processing of Personal Data shall apply to the processing of all Data.
- O. The provisions of this clause 25 shall survive termination and or expiry of this Agreement for any reason.

26. ADDITIONAL CONDITION(S)

"Not Used"

Schedule B: Services: The Specification

[Insert when completing contract]

Schedule C: Charges

[Insert when completing contract]

Schedule D: Service Levels

This will be finalised at contract award stage between the successful tenderer designate and the contracting authority

Schedule E: Data Protection

[complete when completing the contract]

Processing, Personal Data and Data Subjects

- 1. Processing by the Contractor**
 - 1.1 Subject matter of processing**
 - 1.2 Nature of processing**
 - 1.3 Purpose of processing**
 - 1.4 Duration of the processing**
- 2. Types of personal data**
- 3. Categories of data subject**

Appendix 6: Confidentiality Agreement

THIS AGREEMENT is made on the [date] day of [month] 20 [year] BETWEEN:

The [insert name of Contracting Authority], of [insert address] (hereinafter “the Contracting Authority”) of the one part;

and

[Contractor’s legal name: to be completed on signing.], of [address: to be completed on signing.] (hereinafter called “the Contractor”) of the other part.

WHEREAS

A.	By Call for Tenders dated [insert date] entitled [insert title] (the “CFT”) the Contracting Authority invited tenders (“Tenders”) for the provision of the Goods/Services described in Appendix 1 to the CFT (the “Goods” “Services”) (“the Competition”). The Contractor submitted a response to the CFT dated the [insert date of Tender]. The Contractor has been identified as the preferred bidder in the Competition.
B.	For the purposes of the Competition and any subsequent contract awarded thereunder (if any) (“the Contract”), certain confidential information as defined at clause 2 of this Agreement, will be furnished to the Contractor. The Confidential Information is confidential to the Client.

NOW IT IS HEREBY AGREED in consideration of the sum of €2.00 (the receipt of which is hereby acknowledged by the Contractor) as follows:

1.	The Contractor acknowledges that Confidential Information may be provided to them by the Contracting Authority and that each item of Confidential Information shall be governed by the terms of this Agreement.
2.	For the purposes of this Agreement "Confidential Information" means:
	2.1 unless specified in writing to the contrary by the Contracting Authority all and any information (whether in documentary form, oral, electronic, audio-visual, audio-recorded or otherwise including any copy or copies thereof and whether scientific, commercial, financial, technical, operational or otherwise) relating to the Contracting Authority, the supply of Goods/Services under the Contract and all and any information supplied or made available to the Contractor (to include employees, agents, and other suppliers) for the purposes of the Contract(s) including personal data within the meaning of the Data Protection Laws; and
	2.2 any and all information which has been derived or obtained from information described in sub-paragraph 2.1.
3.	For the purposes of this Agreement “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”), and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time
4.	Save as may be required by law, the Contractor agrees in respect of the Confidential Information:
	4.1 to treat such Confidential Information as confidential and to take all necessary steps to ensure that such confidentiality is maintained;
	4.2 not, without the prior written consent of the Contracting Authority, to communicate or disclose any part of such Confidential Information to any person except:
	i to those employees, agents and other suppliers on a need to know basis; and/or
	ii to the Contractor’s auditors, professional advisers and any other persons or

		bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the Contractor
		PROVIDED ALWAYS that the Contractor shall ensure that all such persons and bodies are made aware, prior to disclosure, of the confidential nature of the Confidential Information and that they owe a duty of confidence to the Contracting Authority; and shall use all reasonable endeavours to ensure that such persons and bodies comply with the provisions of this Agreement.
5.	The obligations in this Agreement will not apply to any Confidential Information:	
	i	in the Contractor's possession (with full right to disclose) before receiving it from the Contracting Authority; or
	ii	which is or becomes public knowledge other than by breach of this clause; or
	iii	is independently developed by the Contractor without access to or use of the Confidential Information; or
	iv	is lawfully received from a third party (with full right to disclose).
6.	The Contractor undertakes:	
	6.1	to comply with all directions of the Contracting Authority with regard to the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Laws);
	6.2	to comply with all directions as to local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities;
	6.3	upon termination of the Competition (or the Contract) for whatever reason to furnish to the Contracting Authority all Confidential Information or at the written direction of the Contracting Authority to destroy in a secure manner all (or such part or parts thereof as may be identified by the Contracting Authority) Confidential Information in its possession and shall erase any Confidential Information held by the Contractor in electronic form. The Contractor will upon request furnish a certificate to that effect should the Contracting Authority so request in writing. For the avoidance of doubt "document" includes documents stored on a computer storage medium and data in digital form whether legible or not.
7.	The Contractor shall not obtain any proprietary interest or any other interest whatsoever in the Confidential Information furnished to them by the Contracting Authority and the Contractor so acknowledges and confirms.	
8.	The Contractor shall, in the performance of the Contract, access only such hardware, software, infrastructure, or any part of the databases, data or ICT system(s) of the Contracting Authority as may be necessary for the purposes of the Competition (and obligations thereunder or arising therefrom) and only as directed by the Contracting Authority and in the manner agreed in writing between the Parties.	
9.	The Contractor agrees that this Agreement will continue in force notwithstanding any court order relating to the Competition or termination of the Contract (if awarded) for any reason.	
10.	The Contractor agrees that this Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Contractor hereby further agrees that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.	
11.		
	A.	In this Agreement, the following terms shall have the meanings respectively ascribed to them: "Data Controller" has the meaning given under the Data Protection Laws; "Data Processor" has the meaning given under the Data Protection Laws; "Data Subject" has the meaning given under the Data Protection Laws; "Data Subject Access Request" means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data; "Personal Data" has the meaning given under Data Protection Laws; "Processing" has the meaning given under the Data Protection Laws;

	B. The Contractor shall comply with all applicable requirements of the Data Protection Laws. C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Client is the Data Controller and the Contractor is the Data Processor in respect of Confidential Information which is Personal Data. Schedule A sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject. D. Without prejudice to the generality of clause 10(B), the Contractor shall, in relation to any Confidential Information which is Personal Data:- (1) process that Personal Data only on the written instructions of the Client; (2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it); (3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; (4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled; i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation); ii. the data subject has enforceable rights and effective legal remedies; iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and iv. The Contractor complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data; E. The Contractor shall promptly notify the Client if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Client's obligations under the Data Protection Laws and provide full co-operation and assistance to the Client in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).
--	---

- F. The Contractor shall without undue delay report in writing to the Client any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.
- G. The Contractor shall assist the Client in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.
- H. The Contractor shall at the written direction of the Client, amend, delete or return Personal Data and copies thereof to the Client on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.
- I. The Contractor shall permit the Client, the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland, and / or their nominee to conduct audits and or inspections of the Contractor's facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the services. The Contractor shall comply with all reasonable directions of the Client arising out of any such inspection, audit or review.
- J. The Contractor shall fully comply with, and implement policies which are communicated or notified to the Contractor by the Client from time to time.
- K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 11 and allow for inspections and contribute to any audits by the Client or the Client's designated auditor.
- L. The Contractor shall:-
1. take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;
 2. ensure that a back-up copy of any and all such Personal Data is made [insert frequency] and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and
 3. in such an event and if attributable to any default by the Contractor, promptly restore the Personal Data at its own expense or, at the Client's option, reimburse the Client for any reasonable expenses it incurs in having the Personal Data restored by a third party.

(IF YOU ARE NOT CONSENTING TO A THIRD PARTY PROCESSOR - DELETE IF NOT IN USE)

- M. The Client does not consent to the Contractor appointing any third party processor of Personal Data under this agreement

(OR IF USING A THIRD PARTY PROCESSOR - DELETE IF NOT IN USE)

the Client consents to the Contractor appointing [insert third-party processor] as a third-party processor of Personal Data under this Agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially similar to those set out in this clause 11 as between the Client and the Contractor, the Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 11.

	N. Save for clauses 11B, 11C, 11D(4) and 11E, all the obligations on the Contractor in this clause 11 relating to the processing of Personal Data shall apply to the processing of all Confidential Information.
--	--

SIGNED for and on behalf of the Contracting Authority _____ (being a duly authorised officer)	SIGNED for and on behalf of the Contractor _____
Witness	Witness

Schedule A to the Confidentiality Agreement: Data Protection

Processing, Personal Data and Data Subjects

1. Processing by the Contractor

1.1 Subject matter of processing

All information, whether in oral or written (including electronic) form, created by or in any way originating with the Client (including but not limited to his employees, agents, independent contractor and/or Sub-contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Client provided under the Agreement which relates to an identified or identifiable natural person;

1.2 Nature of processing

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

1.3 Purpose of processing

To allow the Contractor to provide the services under the agreement;

1.4 Duration of the processing

The term of the Agreement;

2. Types of personal data

Employee data such as: PPSN, name, job title, birth date, passport data, private address, private telephone number, private email address, emergency contact, employee number, birth date, department ID, work location, days of absence and cause, education details, CV, work history with the firm, performance data, compensation data, payroll data, bank account data, credit card data, transaction data from credit cards.

Customer data such as: Name, address, telephone number, email address, contractual details, contract history, bank details, passport or driving licence details, PPSN, record of health or employment, educational details, criminal record, social welfare details, tax details. Supplier data such as: Name, address, telephone number, email address, contractual details, contract history, bank details.

3. Categories of data subject

A data subject is a natural person whose personal data is process by a controller or processor. Data subjects may be categorised into groups with a common theme. For example:

- Current employees
- Former employees
- Pensioners
- Job candidates
- Customers
- Suppliers

Appendix 2: Costs

Tenderers are required to complete the pricing in the Tender Response document attached

Tenderers are reminded that the prices quoted must be in compliance with the requirements set out in paragraph 2.10 of this CFT.

Schedule B: Services: The Specification

[Insert when completing contract]

Schedule C: Charges

[Insert when completing contract]

Schedule D: Service Levels

This will be finalised at contract award stage between the successful tenderer designate and the contracting authority

[complete when completing the contract]

Processing, Personal Data and Data Subjects

- 1. Processing by the Contractor**
 - 1.1 Subject matter of processing**
 - 1.2 Nature of processing**
 - 1.3 Purpose of processing**
 - 1.4 Duration of the processing**
- 2. Types of personal data**
- 3. Categories of data subject**

Appendix 7: Confidentiality Agreement

THIS AGREEMENT is made on the [date] day of [month] 20 [year] BETWEEN:

The [insert name of Contracting Authority], of [insert address] (hereinafter “the Contracting Authority”) of the one part;

and

[Contractor’s legal name: to be completed on signing.], of [address: to be completed on signing.] (hereinafter called “the Contractor”) of the other part.

WHEREAS

A.	By Call for Tenders dated [insert date] entitled [insert title] (the “CFT”) the Contracting Authority invited tenders (“Tenders”) for the provision of the Goods/Services described in Appendix 1 to the CFT (the “Goods” “Services”) (“the Competition”). The Contractor submitted a response to the CFT dated the [insert date of Tender]. The Contractor has been identified as the preferred bidder in the Competition.
B.	For the purposes of the Competition and any subsequent contract awarded thereunder (if any) (“the Contract”), certain confidential information as defined at clause 2 of this Agreement, will be furnished to the Contractor. The Confidential Information is confidential to the Client.

NOW IT IS HEREBY AGREED in consideration of the sum of €2.00 (the receipt of which is hereby acknowledged by the Contractor) as follows:

1.	The Contractor acknowledges that Confidential Information may be provided to them by the Contracting Authority and that each item of Confidential Information shall be governed by the terms of this Agreement.
2.	For the purposes of this Agreement "Confidential Information" means:
2.1	unless specified in writing to the contrary by the Contracting Authority all and any information (whether in documentary form, oral, electronic, audio-visual, audio-recorded or otherwise including any copy or copies thereof and whether scientific, commercial, financial, technical, operational or otherwise) relating to the Contracting Authority, the supply of Goods/Services under the Contract and all and any information supplied or made available to the Contractor (to include employees, agents, and other suppliers) for the purposes of the Contract(s) including personal data within the meaning of the Data Protection Laws; and
2.2	any and all information which has been derived or obtained from information described in sub-paragraph 2.1.
3.	For the purposes of this Agreement “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”), and any guidelines and codes of practice issued by the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time
4.	Save as may be required by law, the Contractor agrees in respect of the Confidential Information:
4.1	to treat such Confidential Information as confidential and to take all necessary steps to ensure that such confidentiality is maintained;

	4.2	not, without the prior written consent of the Contracting Authority, to communicate or disclose any part of such Confidential Information to any person except:	
		i	to those employees, agents and other suppliers on a need to know basis; and/or
		ii	to the Contractor's auditors, professional advisers and any other persons or bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the Contractor
		PROVIDED ALWAYS that the Contractor shall ensure that all such persons and bodies are made aware, prior to disclosure, of the confidential nature of the Confidential Information and that they owe a duty of confidence to the Contracting Authority; and shall use all reasonable endeavours to ensure that such persons and bodies comply with the provisions of this Agreement.	
5.	The obligations in this Agreement will not apply to any Confidential Information:		
	i	in the Contractor's possession (with full right to disclose) before receiving it from the Contracting Authority; or	
	ii	which is or becomes public knowledge other than by breach of this clause; or	
	iii	is independently developed by the Contractor without access to or use of the Confidential Information; or	
	iv	is lawfully received from a third party (with full right to disclose).	
6.	The Contractor undertakes:		
	6.1	to comply with all directions of the Contracting Authority with regard to the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Laws);	
	6.2	to comply with all directions as to local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities;	
	6.3	upon termination of the Competition (or the Contract) for whatever reason to furnish to the Contracting Authority all Confidential Information or at the written direction of the Contracting Authority to destroy in a secure manner all (or such part or parts thereof as may be identified by the Contracting Authority) Confidential Information in its possession and shall erase any Confidential Information held by the Contractor in electronic form. The Contractor will upon request furnish a certificate to that effect should the Contracting Authority so request in writing. For the avoidance of doubt "document" includes documents stored on a computer storage medium and data in digital form whether legible or not.	
7.	The Contractor shall not obtain any proprietary interest or any other interest whatsoever in the Confidential Information furnished to them by the Contracting Authority and the Contractor so acknowledges and confirms.		
8.	The Contractor shall, in the performance of the Contract, access only such hardware, software, infrastructure, or any part of the databases, data or ICT system(s) of the Contracting Authority as may be necessary for the purposes of the Competition (and obligations thereunder or arising therefrom) and only as directed by the Contracting Authority and in the manner agreed in writing between the Parties.		
9.	The Contractor agrees that this Agreement will continue in force notwithstanding any court order relating to the Competition or termination of the Contract (if awarded) for any reason.		
10.	The Contractor agrees that this Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Contractor hereby further agrees that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.		
11.			
	A.	In this Agreement, the following terms shall have the meanings respectively ascribed to them:	

	“Data Controller” has the meaning given under the Data Protection Laws; “Data Processor” has the meaning given under the Data Protection Laws; “Data Subject” has the meaning given under the Data Protection Laws; “Data Subject Access Request” means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data; “Personal Data” has the meaning given under Data Protection Laws; “Processing” has the meaning given under the Data Protection Laws; B. The Contractor shall comply with all applicable requirements of the Data Protection Laws. C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Client is the Data Controller and the Contractor is the Data Processor in respect of Confidential Information which is Personal Data. Schedule A sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject. D. Without prejudice to the generality of clause 10(B), the Contractor shall, in relation to any Confidential Information which is Personal Data:- (1) process that Personal Data only on the written instructions of the Client; (2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it); (3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; (4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled; i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation); ii. the data subject has enforceable rights and effective legal remedies; iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and iv. The Contractor complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;
--	---

	E. The Contractor shall promptly notify the Client if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Client's obligations under the Data Protection Laws and provide full co-operation and assistance to the Client in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data). F. The Contractor shall without undue delay report in writing to the Client any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data. G. The Contractor shall assist the Client in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators. H. The Contractor shall at the written direction of the Client, amend, delete or return Personal Data and copies thereof to the Client on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data. I. The Contractor shall permit the Client, the Office of the Data Protection Commission or other supervisory authority for data protection in Ireland, and / or their nominee to conduct audits and or inspections of the Contractor's facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the services. The Contractor shall comply with all reasonable directions of the Client arising out of any such inspection, audit or review. J. The Contractor shall fully comply with, and implement policies which are communicated or notified to the Contractor by the Client from time to time. K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 11 and allow for inspections and contribute to any audits by the Client or the Client's designated auditor. L. The Contractor shall:- 1. take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data; 2. ensure that a back-up copy of any and all such Personal Data is made [insert frequency] and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and 3. in such an event and if attributable to any default by the Contractor, promptly restore the Personal Data at its own expense or, at the Client's option, reimburse the Client for any reasonable expenses it incurs in having the Personal Data restored by a third party. <i>(IF YOU ARE NOT CONSENTING TO A THIRD PARTY PROCESSOR - DELETE IF NOT IN USE)</i>
--	--

	M. The Client does not consent to the Contractor appointing any third party processor of Personal Data under this agreement <i>(OR IF USING A THIRD PARTY PROCESSOR - DELETE IF NOT IN USE)</i> the Client consents to the Contractor appointing [insert third-party processor] as a third-party processor of Personal Data under this Agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially similar to those set out in this clause 11 as between the Client and the Contractor, the Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 11. N. Save for clauses 11B, 11C, 11D(4) and 11E, all the obligations on the Contractor in this clause 11 relating to the processing of Personal Data shall apply to the processing of all Confidential Information.
--	---

SIGNED for and on behalf of the Contracting Authority _____ (being a duly authorised officer)	SIGNED for and on behalf of the Contractor
Witness 	Witness

Schedule A to the Confidentiality Agreement: Data Protection

[complete when completing the confidentiality agreement]

Processing, Personal Data and Data Subjects

1. Processing by the Contractor
 - 1.1 Subject matter of processing
 - 1.2 Nature of processing
 - 1.3 Purpose of processing
 - 1.4 Duration of the processing
2. Types of personal data
3. Categories of data subject

End of Document