

Tender Response Document

XXXXXX

Tenderer Details
Name
Contact
Phone No
Email Address

Issue Date: 08/07/2026

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Candidates must complete all sections of this Tender Response Document (TRD).

Font size used should be no smaller than size 11.

Section 1 – Instructions to Tenderers

1	All fields in the Request for Tender Response Document ("TRD") where applicable should be completed by the Tenderer.
2	Tenderers must complete and submit all documentation requested in this CFT Response in full.
3	Tenderers should not include a cover sheet and/or an executive summary in the Tender Response Document ("TRD") document. Please note a cover sheet and/or an executive summary WILL NOT BE EVALUATED by the Teaching Council as part of the selection or award criteria.
4	Tenderers are reminded that each award criteria has a maximum page limit. Any pages over the award criteria limit WILL NOT BE EVALUATED by the Teaching Council as part of the selection or award criteria.
5	The Teaching Council will ONLY consider the information provided in the relevant award criteria section of the Tender Response Document ("TRD") when evaluating that specific award criteria. i.e. the Teaching Council will NOT consider responses in other award criteria when evaluating a specific award criterion.
6	Tenderers are reminded that additional information provided as appendices is NOT permitted in response to the award criteria. Any such information provided WILL NOT BE EVALUATED by the Teaching Council as part of the selection of award criteria if relevant. Note: Tenderers must use the Teaching Council's TRD template document in their tender submission in order to be deemed compliant (any alternative version of the TRD document will be deemed non-compliant)
7	The Tender Response Document ("TRD") must be submitted in English.

Section 2: Tenderer Information

Full Legal Name of Candidate (Firm)	
Trading Name (if different)	
Registered Company Address	
Telephone Number	
Email Address	
VAT Number	
Withholding Tax Number	
Company Registration Number	
Date of Registration	
Country of Registration	
Legal Status (if any) (e.g. Limited Company, Partnership, Sole Trader etc.)	

Section 3: Selection Criteria

Tax Clearance Details

Tenderers must supply current tax clearance certificate details.

Rule: Pass/Fail

Applicant Name	
Applicant PPSN/Tax Registered Number	
Access Number	

Annual Turnover Requirement

Tenderers must demonstrate a minimum annual turnover (ex. VAT) of at least €300,000 relevant to the services outlined in this RFT, for each of the last three (3) financial years or where the date of establishment of the Tenderer is more recent, Tenderers should provide information on turnover details for each year(s) of establishment below. Candidates must provide in the table below details of turnover for their organisation in respect of the past 3 financial years as appropriate.

Rule: Pass/Fail

Financial Year	2025	2024	2023
Financial Year Turnover			

Insurance

Tenderers must confirm that they will have the following insurance in place if successful.

Insurance Type	Requirements	Levels held by Tenderer
Employer's Liability	€12.7m for any one claim or series of claims arising out of a single occurrence	
Public Liability	€6.5m for any one claim or series of claims arising out of a single occurrence	
Professional Indemnity	€2.5m for any one claim or series of claims arising out of a single occurrence	

I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly.

Yes ☐ No ☐

**Evidence of Previous Experience providing
Temporary Agency Staff
Client Reference 1**

Contracting Party/Client Name:	
Contract Contact Name:	
Position in Company:	
Email Address:	
Telephone Number:	
Address at which the Contract was delivered:	
Value of the Contract:	
Date of Commencement of the Services:	
Date of Completion of the Services:	
Nature and description of services provided:	

**Evidence of Previous Experience providing
Temporary Agency Staff
Client Reference 2**

Contracting Party/Client Name:	
Contract Contact Name:	
Position in Company:	
Email Address:	
Telephone Number:	
Address at which the Contract was delivered:	
Value of the Contract:	
Date of Commencement of the Services:	
Date of Completion of the Services:	
Nature and description of services provided:	

Section 4: Award Criteria

Criterion 1: Cost

Mark Available: 300

The tenderer must provide the pricing in the tables below. Changing the table/failing to provide the price in the format requested may result in disqualification from the competition. For evaluation purposes, the total in Table 4 will be used.

Table 1

Clerical Officer (New Entrant) 1 st Point of Salary Scale €31,921 <i>(Circular 22-2026 - Application of 01 June 2026 Pay Adjustment)</i> 35 hours per week and 22 days Annual Leave	
Description	Cost
Hourly Rate Paid to employee:	
Employer PRSI:	
Holiday Pay (22 Days):	
Agency Fee:	
Other Employers Costs:	
Total Weekly Cost to Teaching Council (Excluding VAT)	

Table 2

Executive Officer (New Entrant) 1 st Point of Salary Scale €38,803 <i>(Circular 22-2026 - Application of 01 June 2026 Pay Adjustment)</i> 35 hours per week and 23 days Annual Leave	
Description	Cost
Hourly Rate Paid to employee:	
Employer PRSI,:	
Holiday Pay (23 Days):	
Agency Fee:	
Other Employers Costs:	
Total Weekly Cost to Teaching Council (Excluding VAT)	

Table 3

Higher Executive Officer (New Entrant) 1 st Point of Salary Scale €60,029 <i>(Circular 22-2026 - Application of 01 June 2026 Pay Adjustment)</i> 35 hours per week and 29 days Annual Leave	
Description	Cost
Hourly Rate Paid to employee:	
Employer PRSI:	
Holiday Pay (29 Days):	
Agency Fee:	
Other Employers Costs:	
Total Weekly Cost to Teaching Council (Excluding VAT)	

Table 4

Weekly Salary 2 x Clerical Officers	€
Weekly Salary 1 x Executive officer	€
Weekly Salary 1 x Higher Executive Officer	€
Weekly Total	€

Criterion 2: Quality of the proposed recruitment process methodology including advertising strategy to meet Teaching Council requirements as outlined in Appendix 1 of CFT

Mark Available: 300

Minimum Marks: 150

1,000-word limit applies.

Tenderers should provide information to enable the Teaching Council to assess their offer under service delivery. Please address how you propose to provide the service detailing your planned methodology by covering at least the following:

- Demonstrated understanding of the Teaching Council requirements and the public sector recruitment policies and procedures.
- Propose a timeline for submitting suitable candidates to the Teaching Council, tenderer should include their procedure for providing personnel at short notice;
- Proposals for ensuring candidates are pre-screened /assessed, suitably qualified, experienced and appropriate for the roles

Word Count: [to be completed by Tenderer]

Criterion 3: Contract Management and Customer Support

Mark Available: 300

Minimum Marks: 150

1,500-word limit applies.

Tenderers should provide all appropriate information to enable the Teaching Council to assess their submission in relation to Contract Management and Customer Support, as outlined in the CFT Document including:

- Clearly identify how you propose to manage the client relationship including information on the roles and responsibility of the nominated Account Manager. Tenders must identify the Account Manager and a minimum of one support individual, their qualifications and experience, and include the CV's (max 4) in respect of these individuals (CV's not included in word count)
- Detail a comprehensive Account Management Plan detailing their plan for service delivery, continuous improvement, and the proactive resolution of performance issues, sick leave and/or absences throughout the life of the contract.
- Proposals for communication with Agency staff placed on site to ensure they are effectively managed and supported;

Word Count: [to be completed by Tenderer]

Criterion 4: Environmental Management

Mark Available: 100

Minimum Marks: 50

300-word limit applies.

Tenderers should provide summary information here to demonstrate to the Teaching Council how their organisation:

- Promotes ongoing sustainable working practices within their organisation
- Reduces the environmental impact of their business services on an ongoing basis
- Monitors their environmental management success in these areas annually

Word Count: [to be completed by Tenderer]

Appendix 3: Tenderers' Statement

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

TENDERERS' STATEMENT

TO: The Teaching Council (the "Contracting Authority")

RE: Request for Tenders for the Supply of an enter type of service

Having examined your Request for Tenders (the "RFT") including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Services 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 RFTs.
2. We accept all of the Terms and Conditions of the RFT, the Services Contract and the Confidentiality Agreement and agree if awarded a Services Contract to execute the Services Contract at Appendix 5 to the RFT and the Confidentiality Agreement at Appendix 6 to the RFT.
3. We accept all the Selection and Award Criteria as set out in Part 3 of the RFT.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFT 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 RFT.
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 RFT.
8. We shall, if awarded any Services Contract under the RFT, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.21.1 of the RFT.
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).
12. The subcontractor(s) on whose capacity we rely as part of our Tender (where the value of that subcontract exceeds 10% of the value of the Services Contract) does 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).

SIGNED

Company

(Authorised Signatory)

Print name

Address

Date

Appendix 4: Declaration as to Personal Circumstances of Tenderer

Re: Request for Tenders for the Provision of an enter type of service

NAME: [Click here and insert name]

ADDRESS: [Click here and insert address]

I, [Click here and insert name of Declarant], of [Click here and insert name of entity] do solemnly and sincerely declare that:

1. I am a [insert role of Declarant] of [Click here and insert name of entity] and am authorized by [Click here and insert name of entity] to make this declaration which relates to a tender ("the Tender") submitted by [Click here and insert name of entity] in response to an RFT dated titled [insert description of competition] published by [insert name of contracting authority] ("the Contracting Authority").
2. Neither [Click here and insert name of entity] nor any person who is a member of the administrative, management or supervisory body of [Click here and insert name of entity] nor any person who has powers of representation, decision or control in [Click here and insert name of entity] has:
 - a. ever 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. ever 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 the law of the state in [Click here and insert name of entity] is established.
 - c. ever 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. ever 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. ever 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. ever 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.
3. [Click here and insert name of entity]:
 - a. is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.
 - b. has carried out the preparation of the Tender independently.

4. [Click here and insert name of entity]:

- a. 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).
- b. 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.
- c. is not guilty of grave professional misconduct.
- d. has not entered into agreements with other economic operators aimed at distorting competition.
- e. is not aware of any conflict of interest due to its participation in the Competition;
- f. has not had any prior involvement in the preparation of the Competition;
- g. 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.
- h. 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) .
- i. 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.

5. [Click here and insert name of entity] does 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);

6. The origin of goods connected to the 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);

7. Any subcontractor, supplier or other entity on whose capacity [Click here and insert name of entity] relies as part of the Tender does 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).

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

Declared before me by _____ who is personally known to me

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

at _____ this _____ day of _____ 20__

(signed)

Practising Solicitor/Commissioner for Oaths

****Please include such other form of identification used to identify the Declarant as permitted by the Statutory Declarations Act, 1938 (as amended)***