

20FIFTY

PARTNERS

RFT

Training Services

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1. INTRODUCTION

20FIFTY Partners is a programme management company focussed on the design and delivery of best-in-class sustainability programmes at national, international and enterprise levels in partnership with national agencies, industry groups, individual enterprises, service providers and other stakeholders. We assist national agencies develop and deliver innovative and turnkey support programmes which help their clients achieve sustainability and climate leadership positions in their target sectors. 20FIFTY Partners is the delivery partner for national programmes including: Skillnet Climate Ready Academy, Sustainable Enterprise Skillnet.

Central Solutions Ltd. is trading as 20FIFTY Partners.

20FIFTY Partners now invites tender responses from suitably experienced and qualified providers to form panels to support our training and education offerings.

2. OBJECTIVES OF REQUEST FOR TENDER (RFT)

The objective of this Request for Tender (RFT) is:

Establish panels of suitably qualified organisations, from which providers may be selected for contract award for assistance with the design, development, customisation, accreditation and/or delivery of workshops, training programmes and masterclasses.

We are establishing open panels in two separate Lots (which new providers will be added to during the year, subject to assessment). Submissions – completed questionnaires – can be submitted throughout the duration of a panel, i.e., even after the administrative submission date, specified in Section 4 of this RFT.

3. RFT – LOTS

This RFT consists of two (2) separate Lots. A panel of providers will be established under each Lot. Indicative scope/activities of each Lot are set out as follows (note – list is indicative only and not exhaustive).

LOT 1 – Panel of Trainers/SMEs (Subject Matter Experts)

20FIFTY Partners now invites tender responses from suitably qualified and experienced training suppliers to form a panel of providers (Trainers/SMEs/Advisors) across the following indicative topic areas:

- Management & Leadership (Sustainability Leadership, Behavioural Change, Procurement Management etc.)
- Environmental & Climate (Energy, Water, Waste, Circular Economy, Biodiversity, Net Zero etc.)
- Lean Six Sigma (Lean Quality Systems, Lean Yellow/Green/Black Belt Training etc.)

LOT 2 – Teaching and Learning Support

20FIFTY Partners now invites tender responses from suitably qualified and experienced suppliers to form a panel of providers across the following indicative areas:

- Instructional Design
- Training Facilitation / Moderation
- E-Learning Project Management
- Training & Education Quality Assurance
- Certification and Accreditation

4. TENDERER INSTRUCTIONS

This Tender is being conducted as an Open Procedure.

Tenderers are required to complete a questionnaire for each Lot for which they want to be considered. Tenderers may submit proposals for one or both lots – note: the relevant questionnaire must be submitted for each lot. Tenderers must use the relevant Questionnaire template as provided in the Appendices of this RFT.

4.1. Instructions for completion of the Questionnaire

- This questionnaire is designed to provide 20FIFTY Partners with the information necessary to assess the applicant's suitability to be admitted to the panel and to become a prospective service provider.
- The term "organisation" refers to a sole trader, partnership, incorporated company or any other business entity operating within or outside Ireland.
- The questionnaire must be fully completed in English, stating "no" or "not applicable" where appropriate. All information provided must be accurate and up to date. 20FIFTY Partners reserves the right to refuse to consider an application if the questionnaire is not fully completed or is found to be inaccurate.
- Any information submitted must relate to the applicant only. The term "applicant" refers to the organisation that will enter into a formal contract with 20FIFTY Partners if awarded a contract following any subsequent mini-competition process.
- Where any of the questions refer to the relevant Irish legislation, applicants operating outside Ireland shall answer such questions on the basis of applicable laws in their own country.
- Where a word count is indicated for a particular response, any response submitted beyond this word count will not be considered for review and evaluation.

- Tenderers can choose to apply for one or both of the Lot categories. Tenderers should clearly state the type of services they are proposing through the relevant section of the questionnaire.
- Topics/activities included under each lot are for indicative purposes only and may not be run throughout the duration of the panel. Furthermore, additional training programmes / work activities that do or do not fall under these categories may be run throughout the duration of the panel.

4.2 Tender Submission

One completed, signed and dated digital copy of the Tender Response Document (per lot) is to be **submitted to the following e-mail address** to confirm a submission for entry to the relevant Panel: **tenders@20fiftpartners.com**

Administrative deadline for submission: **Initial deadline for submission of tenders is 12.00 (noon) on Wednesday 21st August 2026.** The panel will remain open until 31st Dec 2029, and providers may apply for inclusion to panel at any time after the initial deadline by submitting the TRD to the above email.

Submissions to the panels will be periodically evaluated monthly or quarterly depending upon business needs.

Submissions must contain all of the items, using the templates provided and completed in the order indicated.

Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the interests of equity for all tenderers, requests for additional information, clarification on the contents of this RFT and all other queries of substance (other than those relating to purely factual or procedural matters) must be posted on the Questions & Answers facility on the eTenders website (www.etenders.gov.ie).

5. AWARDING CRITERIA

Responses to each Lot will be audited for their completeness and to determine applicants' eligibility under EU rules.

Qualifying submissions shall be evaluated using the following criteria. The evaluation criteria will apply to each of Lot 1 and Lot 2.

Criterion	Maximum Score Available	
Experience & Achievement	500	50%
References	200	20%
Proposed Personnel	300	30%
Total Maximum Score Available	1000	100%

Note:

- The purpose of the qualification questionnaire is to obtain sufficient information in order to determine the applicants' capacity to meet the requirements as outlined. Tenders must achieve a minimum total score of 70% in order to be admitted to a panel(s).
- 20FIFTY Partners may shortlist tenderers for interview based on the written tender before making a final decision of panel selection.
- Information supplied by tenderers will be treated as contractually binding. However, 20FIFTY Partners reserve the right to seek clarification or verification of any such information.

6. DURATION AND SCOPE OF PANEL

The panel under each Lot will be established and remain open for a duration of up to three years, with the option of extending the panel for a further two years, subject to requirements.

The scope of each panel or the volume of the training or work activities to be run over its duration will depend on demand and business requirements.

Under each Lot, when specific training and or training support needs arise, a maximum of three service providers (if such a number is available) admitted to the panel shall be invited to participate in a mini-competition and their selection will be conducted randomly, using specific criteria, or by rotation, or by applying a mix of these selection methods. A single provider may be engaged within certain circumstances.

The specifics and awarding criteria of each mini-competition will be communicated to those invited to tender and generally will include qualifications and experience of proposed individual/team, method statement, and cost, although additional requirements may be necessary depending on the activity in question. At the end of each mini-competition, the highest scoring/most economically advantageous tender (MEAT) will be awarded a contract.

7. INELIGIBILITY UNDER EU RULES

Tenderers, to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (coordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security contributions.)

8. TERMS & CONDITIONS

7.1. Tenders must be completed in accordance with the format specified in Appendix I and Appendix II. Incomplete tenders will be rejected.

7.2. 20FIFTY Partners require that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

7.3. 20FIFTY Partners will endeavour to hold confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act.

Should the tenderer wish that any of the information supplied in this tender not be disclosed because of its sensitivity, the tenderer should, when providing the information, identify the sensitive information and specify the reason for its sensitivity. 20FIFTY Partners will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.

If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

7.4. Any potential conflicts-of-interest involving a tenderer must be fully disclosed to 20FIFTY Partners. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light.

20FIFTY Partners will not be liable in respect of any costs incurred by applicants in the preparation of tenders, or any associated work effort.

7.5. An Official TCC (Tax Clearance Certificate) is a pre-requisite for all Training providers at time of delivery of training.

7.6. 20FIFTY Partners reserve the right to:

- a. cancel this tender process at any time;
- b. republish this notice
- c. expand/reduce the scope of the panels
- d. close the panel before its envisaged duration expires
- e. Run tender competitions and engage with suppliers for training and support services outside of any panel formed under this RFT

8.7. The admission to a panel does not give rise to any enforceable rights to the service provider. No contractual relationship will arise until such time as a written contract is signed on behalf of 20FIFTY Partners, as part of a mini-tender process.

8.8. 20FIFTY Partners reserves the right to procure providers of the services indicated in the two Lots of this Tender by undertaking a separate procurement process should it see fit.

8.9. 20FIFTY Partners may shortlist tenderers for interview based on the written tender before making a final decision of panel selection.

8.10. Information supplied by tenderers will be treated as contractually binding. However, 20FIFTY Partners reserve the right to seek clarification or verification of any such information.

APPENDIX I – LOT 1 SUBMISSION DOCUMENTS

LOT 1 : QUESTIONNAIRE

Applicants must fill the questionnaire in its entirety.
Include “no” or “not applicable” where appropriate.

The questionnaire must be submitted in the same sequence as presented in this document.
Incomplete or inaccurate applications may be rejected.

1.1: COVER PAGE			
a) Company details			
Company Name			
Address:			
Website		Telephone	
b) Primary contact person details			
First Name		Surname	
Telephone		Email	
Title/position in the organisation:			
c) Secondary/alternative contact person details			
First Name		Surname	
Telephone		Email	
Title/position in the organisation:			
d) Training Categories			
Please indicate the training categories you are interested in delivering (use the indicative areas outlined within the RFT detail, add additional areas as appropriate).			
e) Training Category			
Please indicate one or more Training Categories in this section that you are proposing to supply. For example: Lean Six Sigma Training, with details if necessary			

1.2: ORGANISATION PROFILE			
f) Registered Office Address			
g) What is the legal status of your organisation? (Please tick one box only)			
a) A sole trader		b) Partnership	
c) Private Limited Company		d) Other	
h) Executives/Directors/Partners/Proprietors/Associates:			
Name		Responsibility	
i) Brief history of your organisation (Max 500 words - years in operation, core business			

1.3: PRIME CONTRACTOR	
j) Please indicate the basis on which you are making this application (tick one box only)	
a) your organisation would deliver the indicated training programmes under the categories applied for, if awarded a contract (Section 1.2 of this questionnaire)	
b) your organisation would act as the prime contractor, using third parties to provide some of the training programmes indicated under the categories applied for (Section 1.2 of this questionnaire), if awarded a contract.	

1.4: EXPERIENCE AND ACHIEVEMENT		
k) Recent Assignments		
Please provide details of a minimum of 3 assignments that your organisation has delivered within the last 5 years for public and/or private sector clients in relation to the design/delivery of the training categories/ topics you are applying for. Please indicate training domain and topics the assignment is relevant to.		
Client name & Project Title	Domain and Topics addressed	Description of the assignment (Including its nature / scope/ duration, and your role)

EXPERIENCE AND ACHIEVEMENT (continued)		
I) References		
Please provide a summary of testimonials/references and client contact details in respect of each assignment listed in Section 1.4 K. You may include copies of references at this time. Note, that the contracting authority may elect to contact any of these clients to confirm the references provided.		
Client name and address	Contact Details	Brief outline of the clients' testimonial/references

1.5: PROPOSED PERSONNEL

m) Proposed Personnel

Please outline the details, including qualifications and relevant experience, of proposed delivery personnel.

1.6: DECLARATION

Applications will only be considered from applicants that are of good standing. You are asked to make a declaration on behalf of your organisation and, where relevant, on behalf of subcontractors, that this is the case. The Contracting Authority partners may seek the evidence at a later date, in confirmation of your declaration. In terms of Tax Clearance Certificate (TCC), The Contracting Authority will seek a copy of current TCC at the mini-competition stage.

n) Declaration of good standing

I hereby declare that none of the parties to this application:

- a) is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or is subject to relevant proceedings
- b) has been convicted of a criminal offence concerning professional conduct
- c) has committed an act of serious misconduct in the course of business
- d) has been convicted of involvement in organised crime, of fraud, corruption or money laundering

Signed:

o) Tax clearance

I hereby declare that all parties to this application:

- a) have fulfilled their obligations relating to the payment of taxes or social security contributions in their country of establishment or any other State in which the applicant is located
- b) are in a position to provide a valid Tax Clearance Certificate when requested

Signed:

p) Statutory provisions

This section must be filled by all applicants who employ staff. If you do not have any employees, please state “not applicable” in the signature box below.

I hereby declare that all parties to this application are compliant with statutory provisions relating to:

- a) minimum pay
- b) health and safety regulations
- c) legally binding industrial or sectoral agreements, where applicable

Signed (or not applicable):

q) Insurance

I hereby declare that all parties to this application:

- a) hold professional indemnity insurance
- b) are covered by / hold public liability insurance, where applicable
- c) are in a position to provide copies of the professional insurance and (where applicable) public liability insurance when requested

Signed:

DECLARATION continued

1.7: ATTACHMENT INDEX

Please list the attachments/additional documents enclosed with your application. In case of additional pages used to answer questions, please clearly indicate on each page the question to which the answer relates.

Attachment Number/Title	Section and/or question attachment relates to	No. of

r) Potential conflict of interests

I hereby declare that:

- a) none of the parties to this application is aware of any potential conflict of interest in completing this assignment
- b) the applicant will advise the contracting authority of any such conflicts of interest if they should arise.

Signed:

s) Acceptance of terms and conditions of this procurement process

I hereby declare that in submitting the application for admission into the panel for 20FIFTY Partners, I am aware of and accept the terms and conditions as set out in Section 1.6 of this document.

I further declare that I am duly authorised to make this application and that the information provided in my application is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this or future procurement processes

Name (block capitals)	
Position	
Company	
Email address	
Telephone number	
Signed	
Date	

APPENDIX II – LOT 2 SUBMISSION DOCUMENTS

LOT 2: QUESTIONNAIRE

Applicants must fill the questionnaire in its entirety.
Include “no” or “not applicable” where appropriate.

The questionnaire must be submitted in the same sequence as presented in this document.
Incomplete or inaccurate applications may be rejected.

2.1: COVER PAGE			
a) Company details			
Company Name			
Address:			
Website		Telephone	
b) Primary contact person details			
First Name		Surname	
Telephone		Email	
Title/position in the organisation:			
c) Secondary/alternative contact person details			
First Name		Surname	
Telephone		Email	
Title/position in the organisation:			
d) Training Support Categories			
Please indicate the training support categories you are interested in delivering (use the indicative areas outlined within the RFT detail, add additional areas as appropriate).			
e) Training Support Category			
Please indicate one or more Training Support Categories in this section that you are proposing to supply. For example: Instructional Design Services, with details if necessary			

2.2: ORGANISATION PROFILE			
f) Registered Office Address			
g) What is the legal status of your organisation? (Please tick one box only)			
e) A sole trader		f) Partnership	
g) Private Limited Company		h) Other	
h) Executives/Directors/Partners/Proprietors/Associates:			
Name		Responsibility	
i) Brief history of your organisation (Max 500 words - years in operation, core business)			

2.3: PRIME CONTRACTOR	
j) Please indicate the basis on which you are making this application (tick one box only)	
c) your organisation would deliver the indicated training programmes under the categories applied for, if awarded a contract (Section 2.2 of this questionnaire)	
d) your organisation would act as the prime contractor, using third parties to provide some of the training programmes indicated under the categories applied for (Section 2.2 of this questionnaire), if awarded a contract.	

2.4: EXPERIENCE AND ACHIEVEMENT		
k) Recent Assignments		
Please provide details of a minimum of 3 assignments that your organisation has delivered in the last 5 years for public and/or private sector clients in relation to the design/delivery of the training categories/ topics you are applying for. Please indicate training support domain and topics the assignment is relevant to.		
Client name & Project Title	Domain and Topics addressed	Description of the assignment (Including its nature / scope/ duration, and your role)

EXPERIENCE AND ACHIEVEMENT (continued)		
I) References		
Please provide a brief summary of testimonials/references and client contact details in respect of each assignment listed in Section 2.4 K. You may include copies of references at this time. Note, that the contracting authority may elect to contact any of these clients to confirm the references provided.		
Client name and address	Contact Details	Brief outline of the clients' testimonial/references

2.5: PROPOSED PERSONNEL

m) Proposed Personnel

Please outline the details, including qualifications and relevant experience, of proposed delivery personnel.

2.6: DECLARATION

Applications will only be considered from applicants that are of good standing. You are asked to make a declaration on behalf of your organisation and, where relevant, on behalf of subcontractors, that this is the case. The Contracting Authority partners may seek the evidence at a later date, in confirmation of your declaration. In terms of Tax Clearance Certificate (TCC), The Contracting Authority will seek a copy of current TCC at the mini-competition stage.

n) Declaration of good standing

I hereby declare that none of the parties to this application:

- e) is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or is subject to relevant proceedings
- f) has been convicted of a criminal offence concerning professional conduct
- g) has committed an act of serious misconduct in the course of business
- h) has been convicted of involvement in organised crime, of fraud, corruption or money laundering

Signed:

o) Tax clearance

I hereby declare that all parties to this application:

- c) have fulfilled their obligations relating to the payment of taxes or social security contributions in their country of establishment or any other State in which the applicant is located
- d) are in a position to provide a valid Tax Clearance Certificate when requested

Signed:

p) Statutory provisions

This section must be filled by all applicants who employ staff. If you do not have any employees, please state “not applicable” in the signature box below.

I hereby declare that all parties to this application are compliant with statutory provisions relating to:

- d) minimum pay
- e) health and safety regulations
- f) legally binding industrial or sectoral agreements, where applicable

Signed (or not applicable):

q) Insurance

I hereby declare that all parties to this application:

- d) hold professional indemnity insurance
- e) are covered by / hold public liability insurance, where applicable
- f) are in a position to provide copies of the professional insurance and (where applicable) public liability insurance when requested

Signed:

DECLARATION continued**2.7:****ATTACHMENT INDEX**

Please list the attachments/additional documents enclosed with your application. In case of additional pages used to answer questions, please clearly indicate on each page the question to which the answer relates.

Attachment Number/Title	Section and/or question attachment relates to	No. of

r) Potential conflict of interests**I hereby declare that:**

- c) none of the parties to this application is aware of any potential conflict of interest in completing this assignment
- d) the applicant will advise the contracting authority of any such conflicts of interest if they should arise.

Signed:**s) Acceptance of terms and conditions of this procurement process**

I hereby declare that in submitting the application for admission into the panel for 20FIFTY Partners, I am aware of and accept the terms and conditions as set out in Section 2.6 of this document.

I further declare that I am duly authorised to make this application and that the information provided in my application is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this or future procurement processes

Name (block capitals)	
Position	
Company	
Email address	
Telephone number	
Signed	
Date	