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Request for Tenders (RFT) for the Delivery of Project Management Training Programmes

Contracting Authority	Ibec CLG trading as Irish Medtech Skillnet
Tender Reference:	RFT202602
Closing Date for Queries:	30 th July 2026, 12 noon (Irish local time)
Tender Submission Deadline:	12 th August 2026 , 12 noon (Irish local time)
Competition Procedure:	Open

Irish Medtech Skillnet is co-funded by Skillnet Ireland and network companies. Skillnet Ireland is funded from the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science.



An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science



Co-funded by
the European Union

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Part 1: Introduction

1.1 Ibec CLG trading as Irish Medtech Skillnet – Background Information

Ibec CLG trading as Irish Medtech Skillnet (“the Network”) is a training network supported by Irish Medtech - an Ibec, Medtech Sector trade association which represents over 300 companies employing almost 100,000 employees across the multinational and indigenous sectors.

The Network is funded by member companies and by the Training Networks Programme, an initiative of Skillnet Ireland, funded from the National Training Fund (NTF) through the Department of

Further and Higher Education, Research, Innovation and Science (DFHERIS). Funding is also made available by The European Union (specifically under the European Social Fund / ESF+ programme)

The mission of this national network is to secure and enhance Ireland’s position as a global medical technology hub by developing a highly skilled talent base and delivering specialised, industry-led training.

1.2 This Public Procurement Competition – Executive Summary

- 1.2.1 This public procurement competition (“the **Competition**”) relates to the delivery of **Project Management Training Programmes** (“the **Programmes**”) and provision of related services as described in Part 4 of this Request for Tenders (“**RFT**”) document - (“the **Services**”).
- 1.2.2 The objective of the Competition is to establish a single-party framework for the provision of the Services (“the **Framework**”).
- 1.2.3 The Network invites responses (“**Tenders**”) to this RFT from economic operators (“**Tenderers**”) for the admission to the Framework for the provision of the Services.
- 1.2.4 Tenders must be submitted in line with the instructions set out in Part 2 of this RFT and in particular with the requirements of clause 2.2 (Compliant Tenders).
- 1.2.5 Compliant Tenders will be assessed in line with the procedures set out in Part 3 of this RFT with the objective of identifying the Tenderer for admission to the Framework - the “**Successful Tenderer**”.
- 1.2.6 Any framework agreement that may result from this Competition (“the Framework Agreement”) will be established for a term of 12 months (“the Initial Framework Agreement Term”).
- 1.2.7 The Network reserves the right to extend the Initial Framework Agreement Term by up to 12 months with a maximum of 3 such extensions (each the “Extended Framework Agreement Term”) on the same terms and conditions for a maximum Framework duration of 48 months.
- 1.2.8 Any contract that may be awarded throughout the Framework Agreement Term shall be awarded in line with the methodology set out in clause 2.3 of this RFT.
- 1.2.9 The duration of a contract awarded under this Framework may be longer than the Framework Agreement Term.

Part 2: Instructions to Tenderers

2.1 This RFT

- 2.1.1 While every effort has been made to provide comprehensive and accurate information and requirements and specifications, Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT. Tenderers and recipients of this RFT may wish to consult their own legal advisers in relation to this RFT or the subject matter thereof.
- 2.1.2 All information supplied by the Tenderers may be treated as contractually binding on the Tenderers if accepted by the Network.
- 2.1.3 This RFT does not constitute an offer to enter into the Framework Agreement or any contract. Furthermore, the conclusion of the Framework Agreement with the Tenderer admitted to the Framework ("**Framework Supplier**") does not guarantee the award of any contract whatsoever. For avoidance of doubt, no commitment of any kind (contractual or otherwise) shall exist unless and until a contract for the delivery of the Services has been awarded to a Framework Supplier by or on behalf of the Network. Any notification of preferred bidder status by the Network shall not give rise to any enforceable rights by the Tenderer. The Network may cancel this Competition and/or choose not to proceed with some elements of the Services at any time prior to the Framework Agreement being executed by or on behalf of the Network. The Network does not bind itself to accept the lowest priced or any Tender.
- 2.1.4 This RFT supersedes and replaces all previous documentation, communications and correspondence between the Network and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence. Tenderers to this RFT should study the contents of this RFT carefully, including the information and documents contained in the Appendices (attached to this RFT as separate documents).

2.2 Compliant Tenders

- 2.2.1 Tenderers are required to complete and submit the following documents as part of their Tender:
- the Form of Tender attached to this RFT as Appendix 1;
 - the Pricing Schedule attached to this RFT as Appendix 2;
 - the Tenderer's Statement attached to this RFT as Appendix 3;
 - the Article 57 Declaration attached to this RFT as Appendix 4.
- 2.2.2 Please note that the Appointment Letter at Appendix 5 of this RFT and the Data Processing Agreement at Appendix 6 of this RFT do not need to be submitted as part of a Tender and will only be required from the Successful Tenderer at the Framework Agreement execution stage.
- 2.2.3 The Tender and all supporting documentation (if any) must be in English or Irish

languages only. All supporting documentation should be page numbered and cross referenced to the RFT where appropriate and be fully indexed.

- 2.2.4 Tenderers **are not permitted to make any alternation whatsoever** to the Form of Tender, the Pricing Schedule, the Tenderer's Statement, and the Article 57 Declaration, other than filling in the required information.
- 2.2.5 Tenders must not include or be accompanied by any statement that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders.
- 2.2.6 All documents requiring a signature must be signed by a duly authorised officer of the Tenderer.
- 2.2.7 All prices set out in the Pricing Schedule must be fully priced in euros (€), inclusive of all fees and expenses and exclusive of VAT. VAT must be shown separately.
- 2.2.8 Tenders must be submitted in accordance with the requirements set out in paragraph 2.6 of this RFT.
- 2.2.9 Received Tenders will be initially reviewed for completeness and for compliance with the requirements set out in the RFT.
- 2.2.10 If a Tenderer fails to comply in any respect with the requirements set out in the RFT (including by failure to provide sufficient detail or adequate explanation), or is ambiguous or unclear, or exceeds the specified budget, the Network may in its absolute discretion:
 - a) reject the relevant Tender as non-compliant;
 - b) without prejudice to the Network's right to reject the Tender, seek clarification from the Tenderer in respect of the relevant Tender including requesting the Tenderer to provide the Network with information or items which have not been provided or have been provided in an incorrect form; and/or
 - c) without prejudice to the Network's right to reject the Tender, waive a requirement which, in the opinion of the Network, is minor, procedural or non-material.
- 2.2.11 Tenderers should note that the onus is on Tenderers to fully respond to this RFT (including, without limitation, to demonstrate compliance). The Network is under no obligation to seek clarifications or supplemental information but has the right, at its absolute discretion, to do so.
- 2.2.12 Any Tender that is rejected for non-compliance will not be evaluated further. The Network's decision on whether a Tender is compliant will be final.
- 2.2.13 The compliant Tenders shall be assessed in line with procedures set out in Part 3 of this RFT to identify the Tenderer for admission to the Framework.

2.3 The Establishment and Operation of the Framework

- 2.3.1 The Network will, subject to the right to cancel this Competition (as set out at paragraph 2.1.3 of this RFT), establish the Framework with the top scoring Tenderer that complies with the requirements set out in this RFT – (“the **Successful Tenderer**”).
- 2.3.2 The Successful Tenderer shall be required to enter into a Framework Agreement with the Network by signing and submitting to the Network the Appointment Letter and Data Processing Agreement in line with provisions of clause 3.7 of this RFT.
- 2.3.3 If, following the establishment of the Framework, the Network wishes to run the Programme via this Framework, it shall contact the Framework Supplier to confirm the necessary details (such as date, location, number of attendees, delivery methodology, and other specifics of the Programme). Once the requirements of the Programme have been agreed, the Network shall issue a confirmation email to the Framework Supplier which shall constitute an award of the contract to deliver the Programme.
- 2.3.4 Following an award of contract (if any) under the Framework, the Framework Supplier shall provide the Services in accordance with this RFT and their Tender, as accepted by the Network, and in adherence to the instructions of the Network.
- 2.3.5 If a Framework Supplier fails to deliver the Services in line with agreed parameters (which shall be within those set out in this RFT and the Framework Supplier’s Tender submission), the Network shall issue a written notification to this effect to facilitate the improvement of their performance. Where a Framework Supplier fails to improve its performance within the timelines specified by the Network, the Network reserves the right to terminate the Framework Agreement with the Framework Supplier by giving 30 calendar day notice.
- 2.3.6 Tenderers should note that in line with clause 3.8, the appointment to the Framework does not confer exclusivity on Framework Supplier and there is no guarantee that the Network will use the Framework. The use, if any, of the Framework will be at the sole discretion of the Network.

2.4 Acceptance of RFT Requirements

Each Tenderer is required to accept the provisions of this RFT. ALL TENDERERS MUST RETURN, with their Tender, the signed Tenderer’s Statement, as set out in Appendix 3. Tenderers MUST NOT amend the Tenderer’s Statement other than fill in the required information.

2.5 Consortia and Subcontractors

- 2.5.1 Tenders may be submitted by groups of companies (a consortium) or individually. Should a contract under this Framework Agreement be awarded to a consortium, each company in the consortium shall be jointly and severally liable to the Network for the fulfilment of the contract. Tenderers must make clear which companies are proposed to be members of the consortium and which are to be sub-contractors. Any change in

relation to consortia and sub-contracting after the Tenderer has submitted its Tender must be notified to the Network. Tenderers should note that such changes may result in disqualification of that group.

2.5.2 In the case of a consortium, the Tender must be submitted as a single integrated Tender which will be evaluated and marked as a single Tender. The entity/person who will deal with all matters relating to this Competition and who will carry overall responsibility for the provision of the Services if awarded a contract (the “**Prime Tenderer**”) must be identified at Section A of the Form of Tender. Please note that the Network will only deal with the Prime Tenderer regarding all matters related to this Competition.

2.5.3 Relevant information must also be provided in respect of consortium members and/or sub-contractors who will play a significant role in the provision of the Services if awarded a contract.

2.6 Tender Submission Requirements

2.6.1 Tenderers must submit one soft copy of their Tender via the electronic post-box available on eTenders website (www.etenders.gov.ie) by **12 noon (Irish local time) on Wednesday 12th August 2026 (“Tender Submission Deadline”)**.

2.6.2 The Network may, at its absolute discretion, extend the Tender Submission Deadline. Any extension will be notified by the Network via eTenders before the original Tender Submission Deadline.

2.6.3 The onus is on Tenderers to ensure that their Tenders reach the eTenders post-box on time. It is not advisable to wait until the last moment to upload documents in case of internet connection difficulties or other technical problems. Tenderers should also note that after the Tender Submission Deadline has passed, the uploading facility will be closed by eTenders. Accordingly, after the Tender Submission Deadline has passed, it will not be possible to upload Tenders to the eTenders post-box.

2.6.4 Please note there is a maximum of 10MB limit for each document sent to the eTenders post-box.

2.6.5 Neither the Network nor eTenders take responsibility for documents which do not reach them by the Tender Submission Deadline, for any reason. It is advised that Tenderers give sufficient time to upload all documents.

2.6.6 Tenders should be submitted in PDF format to ensure their compatibility.

2.6.7 Tenderers must ensure that the documents are legible and that they are not corrupt. Neither the the Network nor eTenders take responsibility for corruption or illegibility of documents.

2.6.8 Faxed, emailed, posted or late Tenders will be rejected.

2.6.9 Each Tenderer is limited to submitting one Tender in his/her own capacity and one Tender as part of a consortium/group of undertakings in response this RFT. If more than one Tender is submitted, the Network shall randomly select one Tender for the inclusion

in the Competition.

2.7 Queries and Clarifications

- 2.7.1** All queries or requests for clarification relating to any aspect of this Competition or to this RFT **must be** directed to the Network through the Questions and Answers facility on eTenders website.
- 2.7.2** An approach to any person within or associated with the Network in respect of this Competition in a manner other than that set out in 2.7.1 may, at the absolute discretion of the Network, result in the elimination of the Tenderer from further participation in this Competition.
- 2.7.3** Queries must be submitted not later than **12 noon** Irish local time on **Thursday 30th July 2026** (“**Deadline for Queries**”). Queries received after the Deadline for Queries may not be responded to.
- 2.7.4** The reply shall be issued via the eTenders website by 5pm Irish local time on **Friday 31st July 2026**.
- 2.7.5** Where appropriate, questions may be amalgamated. Tenderers should note that the Network will endeavor to respond to reasonable queries but does not undertake to respond to all queries received. Tenderers should also note that the Network will not make responses or clarifications to individual Tenderers privately.
- 2.7.6** If a Tenderer believes a query and/or its response is confidential or commercially sensitive it must mark the query as “confidential” or “commercially sensitive”. If the Network, at its absolute discretion, is satisfied that the query and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response will be kept confidential (subject to the Network’s obligations under law).
- 2.7.7** If the Network is of the opinion that it would be inappropriate to answer the query on a confidential basis, it will notify the Tenderer accordingly and require the Tenderer to either withdraw the query or to raise any objection within three calendar days of such notification and to state the grounds for its objection.
- 2.7.8** If the Tenderer does not withdraw the query or raise any objection within the specified period, or the Network is of the opinion that, notwithstanding the objection of the Tenderer, the query is not confidential or commercially sensitive, the Network may issue the query and its response to all Tenderers.
- 2.7.9** The Network reserves the right to update or alter the information contained in this document at any time prior to the Tender Submission Deadline. Participating Tenderers will be so informed through the eTenders website. In the event of such updates or alterations the Network reserves the right (but is not obliged) to postpone the deadline for the receipt of Tenders to allow Tenderers sufficient time to respond.

2.8 Tendering Costs

All costs and expenses incurred by Tenderers relating to their participation in this Competition, including but not being limited to 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 Network to Tenderers during the course of this Competition:
- a. are furnished for the sole purpose of replying to this RFT;
 - b. may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Network;
 - c. shall be treated as confidential by the Tenderer and by any third parties (including subcontractors) engaged or consulted by the Tenderer; and
 - d. must be returned immediately to the Network upon cancellation or completion of this Competition if so requested by the Network.
- 2.9.2 In addition, the Framework Supplier shall be required to hold confidential all information, documentation and other material received, provided, or obtained arising from their participation in this Framework Agreement and shall not disclose same to any third party except to its professional advisers as necessary for the delivery of the Services.

2.10 Pricing

- 2.10.1 All prices quoted **must be** fixed and all-inclusive (i.e. including but not being limited to costs, expenses and indexation), be expressed in Euro only and exclusive of VAT. The applicable VAT should be indicated separately. **Prices quoted in response to this RFT shall not increase over the Framework Agreement Term, unless approved by the Network in line with provisions of clause 2.11 below.**
- 2.10.2 Any currency variations occurring over the Framework Agreement Term shall be borne by the Tenderer.
- 2.10.3 Payments for the Services provided throughout the Framework Agreement Term shall be made within 30 days of receipt by the Network of a valid invoice along with **full completion of all participant paperwork** as required. The invoice shall be submitted in line with the approach agreed between the Parties on completion of the Programme.
- 2.10.4 Tenderers must confirm (in the Tenderer's Statement furnished at Appendix 3) that all prices quoted in the Tender will remain valid for six months commencing from the Tender Submission Deadline ("**Tender Validity Period**"). Tenderers are required to further confirm that, if admitted to the Framework, the fees quoted in the Pricing Schedule at Appendix 2 **shall not increase over the Framework Agreement Term**, unless approved by the Network as per provisions of clause 2.11 below.

2.11 Price Review

- 2.11.1 Framework Supplier may request a review of fees quoted in response to this RFT ("**Price Review**") *on or after* the second anniversary of the Framework Agreement.
- 2.11.2 The Price Review must clearly set the grounds for the request and provide vouched evidence in support of this request; such evidence must demonstrate to the satisfaction of the Network that the reasons for the Price Review are outside the Framework Supplier's control (e.g. inflation; price / wage increases in the market).
- 2.11.3 Approval, in whole or in part (if any), of any requested price increase will be at the sole discretion of the Network.
- 2.11.4 In the event that the prices are revised, they shall apply from the next Contract awarded under the Framework Agreement (if any) for the remainder of the Framework Agreement Term. For avoidance of any doubt, only one revision of fees /rates is permissible per contract year.
- 2.11.5 If the prices are revised, the Framework Supplier shall invoice the Network in line with the revised fees and in the manner set out in 2.10.3.
- 2.11.6 If the Network accepts the Framework Supplier's invoice it shall discharge the relevant amount within 30 days of receipt by the Network of such invoice (assuming all other necessary participant/trainer paperwork is on file).

2.12 Environmental, Social and Labour Law

- 2.12.1 In the performance of the Services the Framework Supplier including their sub-contractors (if any), shall be required to comply with all applicable obligations arising 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 Annex X of Directive 2014/24/EU.
- 2.12.2 The Framework Supplier shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained for the purposes of providing the Services.
- 2.12.3 Tenderers must, in the Tenderer's Statement at Appendix 3 confirm that they have taken account of their legal obligations relating to employment protection and working conditions relating to the provision of the Services sought under this RFT, including compliance with any applicable statutory terms relating to minimum pay and to any legally binding sectoral agreements and must take these into account when preparing Tenders. Failure to make the said statement will render the Tender non-compliant.

2.13 Publicity

No publicity regarding this Competition, admission to the Framework, or award of a contract is

permitted unless and until the Network has given its prior written consent to the relevant communication.

2.14 Conflicts of Interest

- 2.14.1 Any conflict of interest or potential conflict of interest on the part of a Tenderer, individual employees, agents, or subcontractors of a Tenderer must be fully disclosed to the Network as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, the Network may invite Tenderers to propose means by which the conflict might be removed.
- 2.14.2 The Network will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from the competition or terminating any contract entered into by a Tenderer.
- 2.14.3 Tenderers are required to confirm, in the Tenderer's Statement at Appendix 3 to this RFT, their situation in respect of actual or potential conflict of interest.

2.15 Anti-Competitive Conduct

- 2.15.1 Tenderers' attention is drawn to the application of the Competition Act 2002. The Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.
- 2.15.2 Tenderers are required to confirm, in the Tenderer's Statement provided at Appendix 3 to this RFT, that their Tender is a bona fide tender.

2.16 Canvassing

Any effort by a Tenderer (or anyone acting on behalf of a Tenderer with or without its knowledge) to influence the personnel of the Network in the process of examination, evaluation and comparison of Tenders and recommendations concerning the admission to the Framework may result in the rejection of the Tender.

2.17 Industry Terms Used in this RFT

Where reference is made to a particular item, source, process, trademark, or type in this RFT then all such references are to be given the meaning generally understood in the relevant industry and operational environment.

2.18 Tax Clearance

- 2.18.1 It will be a condition of the admission to the Framework that the Framework Supplier complies with all EU and domestic taxation laws and requirements. Tenderers are referred to www.revenue.ie for further information.
- 2.18.2 Prior to the admission to the Framework, the Successful Tenderer shall be required to supply their Tax Clearance Access Number and Tax Reference Number to facilitate on-line verification of the Tenderer's tax status by the Network.
- 2.18.3 Where the Successful Tenderer is non-resident in Ireland, an up-to-date statement of

suitability on tax grounds from the Irish Revenue Commissioners may be provided to the Network in lieu of a tax clearance certificate. The application form and other information relating to this may be obtained at www.revenue.ie.

- 2.18.4 Unless otherwise specified by the Network, the Successful Tenderer will be given seven calendar days to produce the details specified at clause 2.18.2 or clause 2.18.3, as applicable. If a Tenderer fails to produce the required details within the said period, the Network reserves the right (but is not obliged) to offer the place in the Framework to the next highest ranked Tenderer.
- 2.18.5 By providing the details specified in clauses 2.18.2 or 2.18.3 the Tenderer acknowledges and agrees that the Network has the permission of the Tenderer to verify its tax cleared position online.
- 2.18.6 The Framework Supplier shall ensure their compliance with the applicable tax laws for the Framework Agreement Term.

2.19 Intellectual and Other Property Rights

- 2.19.1 The Tenderers must undertake to ensure that all and any necessary consents and/or licenses are obtained and in place for any possible contract that may be awarded under this Framework Agreement. The Framework Supplier will indemnify the Network and hold the Network harmless from and in respect of all and any liability, loss, damages, claims, costs or expenses which may arise by reason of any breach of third-party Intellectual Property Rights in so far as any such rights are used for any contract which may emanate from this Competition and this Framework Agreement.
- 2.19.2 Tenderers must confirm in the Tenderer's Statement furnished at Appendix 3 to this RFT, that they undertake to comply with the provisions of this clause 2.19 if successful.

2.20 Data Protection

- 2.20.1 Tenderers are referred to the Privacy Statement at <https://www.ibec.ie/privacy> in respect of the information provided in response to this RFT.
- 2.20.1 To the extent that the Framework Supplier processes personal data on behalf of the Network, they must do so in compliance with all requirements of data protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time including but not limited to the EU General Data Protection Regulation (Regulation 2016/679) and in accordance with the Data Processing Agreement set out at Appendix 6 to this RFT.
- 2.20.2 Tenderers must confirm in the Tenderer's Statement furnished at Appendix 3 to this RFT, that if successful, they shall comply with the provisions of the Data Protection Law.
- 2.20.3 Successful Tenderers must also complete Appendix 6 Data Protection agreement as outlined above

2.21 Insurance

- 2.21.1 Tenderers must have appropriate and adequate insurance cover and be able to submit insurance details if/when required by the Network.
- 2.21.2 The Network does not accept any liability whatsoever arising from the acts or omissions by the Successful Tenderer. Any and all claims (if any) arising directly or indirectly in relation to Services provided shall be the responsibility of the Successful Tenderer.

2.22 Language

All correspondence or documentation submitted in response to or in relation to this RFT shall be in the English or Irish language. In circumstances where an original document which is to form part of the response or correspondence with the Network is not in the English or Irish language, Tenderers must provide an English translation certified as accurate by the translator, together with a copy of the original document.

2.23 Law

Irish law is applicable to this Competition. The Irish courts will have exclusive jurisdiction in relation to any dispute(s) arising from this Competition.

2.24 Withdrawal from this Competition

- 2.24.1 If at any stage following the submission of their Tender Tenderers decide to withdraw from this Competition, they must immediately notify the Network via eTenders messaging facility.
- 2.24.2 In the event where the Successful Tenderer withdraws their Tender from the Competition, the Network has the right to (but is not obliged to) award the Framework Agreement to the next highest-ranked Tenderer identified in line with procedures set out in this RFT.

Part 3: Tender Evaluation

3.1 Overview

Only those Tenders that have not been eliminated for non-compliance with paragraph 2.2 above and have not been excluded under Article 57 (1) of Directive 2014/24/EC as implemented into Irish law by Regulation 57 of the European Communities (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) will be evaluated in accordance with the Award Criteria and scoring methodology set out in this Part 3.

3.2 Award Criteria

3.2.1 The award of the Framework Agreement will be determined on the basis of the most economically advantageous tender identified using the following award criteria and weighting:

Criteria	Maximum Score Available	Minimum Score Required
1. Cost	250	n/a
2. Quality of Resources	350	210
3. Training Programme Quality	350	210
4. Sustainability & Environmental Considerations	50	30
Total Maximum Score Available	1000	n/a

3.2.2 Tenderers must achieve the above set out Minimum Score Required which equates 60% of the Maximum Score Available under criteria 2 and 3 ("**Quality Criteria**").

3.2.3 Tenders that fail to achieve the Minimum Score Required in any of the Quality Criteria will be eliminated from the Competition and will not be assessed further. Such Tender's Pricing Schedule will not be included in the calculation for the purpose of determining Cost scores.

3.2.4 Explanation of Award Criteria

3.2.4.1 Cost

- i. Cost means the *Total Cost*, as calculated from the fees quoted in the Pricing Schedule furnished at Appendix 2 of this RFT.
- ii. *Tenderers* are required to submit the Pricing Schedule furnished at Appendix 2

which must be completed in line with instructions provided in the said Appendix 2.
An incomplete or incorrectly completed Pricing Schedule may lead to the elimination of such Tender from the Competition.

- iii. Tenderers are requested to keep their bids within the budget allocated for the Programme (see clause 4.2.8 of this RFT). A Tender in excess of the said budget may be rejected by the Network.

3.2.4.2 **Quality of Resources**

- i. Quality of Resources refers to the expertise of the individual(s) proposed to deliver the Services and will be assessed in terms of their qualifications, experience, individual specialist knowledge and expertise, and in terms of the overall relevancy and suitability of the proposed resources to deliver the Services in line with required parameters.
- ii. Please note that proposed trainer(s) are **required** to possess all of the following:
 - ✓ Project Management Qualification/s, it is desirable but not essential that instructors are certified Project Management Professionals (PMPs)®
 - ✓ Experience in Delivery of Project Management Training Programmes specifically both **Project Management Essentials and PMI® Authorised PMP® Exam Preparation Course**
 - ✓ Experience in the delivery of aforementioned programmes to industry, specifically medtech, manufacturing and/or engineering industries
 - ✓ Experience delivering aforementioned programmes via online learning experiences;
 - ✓ Experience delivering aforementioned programmes via in-person classroom based learning experiences.
 - ✓ **It is a requirement that tenderers are a Project Management Institute (PMI)® Authorised Training Partner (ATP). Tenderers that do not meet this requirement shall be eliminated from the competition.**
- iii. Tenderers must provide the required information by completing section B of the Form of Tender furnished at Appendix 1 to this RFT.

3.2.4.3 **Training Programme Quality**

- i. Training Programme Quality refers to the proposed programme content and the approach to its delivery. Specifically, responses under this criterion will be assessed in terms of the proposed training programme content, its duration, the delivery methodology, supports offered to learners (where applicable), proposed learning outcomes and in terms of the extent to which the stated requirements of the Network are met.

- ii. Tenderers must provide the required information by completing section C of the Form of Tender furnished at Appendix 1 to this RFT.

3.2.4.4 ***Sustainability and Environmental Considerations***

- i. Tenderers must outline how they will minimise the environmental impact of delivering the Project Management training programmes. Your response should address, but is not limited to, the following areas:
 - **Digital-First Delivery:** To what extent will course materials, guides, and assessments be provided digitally to eliminate paper waste?
 - **Travel & Emissions Mitigation:** If training is delivered in person, how will travel emissions be minimised (e.g., local trainer allocation, promotion of public transport)? If delivered online, how is digital efficiency managed?
 - **Corporate Green Practices:** Briefly outline your organisation's internal environmental policy or commitment to reducing carbon footprint (e.g., energy efficiency, waste reduction practices within your training facilities/offices).
- ii. Tenderers must provide the required information by completing section D of the Form of Tender furnished at Appendix 1 to this RFT.

3.2.4.5 ***Please note that:***

- i. Tenderers **are not permitted to make any alteration whatsoever** to the Form of Tender or the Pricing Schedule, other than filling in the required information (see clause 2.2.4 of the RFT).
- ii. Tenderers are advised to follow the guidance notes provided in the Appendix 1 and Appendix 2.
- iii. It shall not suffice to simply state that the requirements of the Network will met or that the proposed resources have the necessary expertise. Tenderers responses must provide details of the stated expertise and explain how the requirements will be met.

3.3 Scoring Mechanism

3.3.1 Cost

The lowest priced Tender shall be awarded the maximum score available under this criterion; the cost score of subsequent Tenders shall be calculated using the following formula:

$$\frac{\text{The lowest priced tender x maximum score available}}{\text{Cost of tender being evaluated}}$$

3.3.2 Quality Criteria

Tenders will be evaluated under Award Criteria 2 and 3 in terms of the quality of responses and on a relative basis against other valid Tenders received, bearing in mind the following:

Score Band	Description	Score
Outstanding	Response demonstrates that the Services would be delivered to an exceptional standard. Minimal risk.	100% of the maximum score available
Excellent	Response demonstrates that the Services would be delivered to an excellent standard. Minimal risk.	90% of the maximum score available
Very Good	Response demonstrates that the Services would be delivered to a high standard. Little risk.	80% of the maximum score available
Good	Response demonstrates that the Services would be delivered to a good standard. Little risk.	70% of the maximum score available
Acceptable	Response demonstrates that the Services would be delivered to an acceptable standard. Acceptable risk.	60% of the maximum score available
Mediocre	Response does not sufficiently demonstrate that the Services would be delivered to an acceptable standard. High risk.	40% of the maximum score available
Poor	Response demonstrates that the Services would be delivered to a poor standard. Very high risk.	20% of the maximum score available

3.3.3 Tenderers should note that the statements in the description of the score bands are separate and not cumulative.

3.3.4 Tenderers should also note that responses to this RFT will be evaluated in their own right. No recognition will be given to information previously submitted. No unsolicited communications from Tenderers will be entertained during the evaluation period.

3.4 Presentation of Proposals

Tenderers may be required to make a presentation of the proposal contained in their Tender. The Network 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 Communicating Competition Outcome

- 3.5.1 Once the tender evaluation is complete, the Network shall communicate the outcome of the Competition via notification letter, which shall be issued via eTenders to each Tenderer individually.
- 3.5.2 Tenderers should note that the Network may, when notifying unsuccessful Tenderers of the result in this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the Successful Tenderer in respect of each award criterion assessed by the Network.

3.6 Award of the Framework Agreement

- 3.6.1 The award of the Framework Agreement to the Successful Tenderer shall be subject to the confirmation of the Successful Tenderer's compliance with applicable taxation laws, as per paragraph 2.18 of this RFT.
- 3.6.2 Where the Successful Tenderer is found to be non-compliant with applicable taxation laws or if it fails to provide the details necessary to verify their tax status within the timeframes specified in clause 2.18, the Network may (but is not obliged to) award the Framework Agreement to the next highest-ranked Tenderer identified in line with procedures set out in this RFT.

3.7 Framework Agreement/Appointment Letter & Data Processing Agreement

- 3.7.1 Following successful verification of the Successful Tenderer's tax cleared status and, if applicable, verification of any other information provided by the Successful Tenderer, the Network shall send the Appointment Letter (furnished at Appendix 5 to this RFT) and the Data Processing Agreement (furnished at Appendix 6 of this RFT) to the Successful Tenderer confirming the award of the Framework Agreement.
- 3.7.2 The Successful Tenderer shall sign and return the Appointment Letter and the Data Processing Agreement to the Network no later than seven calendar days from the date of the Appointment Letter, unless notified otherwise in writing, confirming their acceptance of the award.
- 3.7.3 Where the signed Appointment Letter and/or the Data Processing Agreement have not been received by the Network within the period specified at paragraph 3.7.2, then the Network may (but is not obliged to) award the Framework Agreement to the next highest-ranked Tenderer.
- 3.7.4 No commitment of any kind, contractual or otherwise shall exist unless and until the Appointment Letter is executed by the Network and a Successful Tenderer ("**the Parties**").

Any notification of preferred bidder status by the Network shall not give rise to any enforceable rights by the Tenderer. The Network may cancel this Competition at any time prior to the Appointment Letter being executed by both Parties.

3.8 No Guarantee of Work

- 3.8.1 The appointment of the Successful Tenderer to the Framework does not confer exclusivity on Framework Supplier and does not constitute a commitment or guarantee from the Network to draw any Services from the Framework Supplier.
- 3.8.2 Furthermore, the Network does not give any guarantee and/or warrant the actual value of any of the Services and/or number of contracts (if any) which may be awarded in connection with this Framework. The Network is not and will not be under any obligation to avail of the Framework.
- 3.8.3 The Network reserves the right to carry out separate procurement processes for the services falling within the scope of the Framework should it, at its sole discretion, consider it appropriate to do so. In this event the Network shall observe all applicable public procurement rules and shall not afford any advantage to the Framework Supplier.
- 3.8.4 In the event where the Network wishes to run the Programme via the Framework, it shall do so in accordance with the Call-Off Mechanism set out in clause 2.3 above.

Part 4: Requirements and Specifications

4.1 Scope of the Framework Agreement

4.1.1 The scope of the Framework Agreement comprises the delivery of a Project Management Training Programmes (“**the Programme**”) and the provision of associated services (together “**the Services**”) in line with requirements set out in this Part 4 of the RFT.

4.1.2 *To be considered compliant, the tenderer must bid for and must demonstrate capacity and capability to deliver both Project Management Training programmes, namely:*

- Project Management Essentials
- PMI® Authorised PMP® Exam Preparation Course

4.1.3 It is envisaged that each Programme may need to be delivered several times per annum, dependent on demand, availability of funding, and Framework Supplier’s performance. Please note, however, that this number is indicative only. The demand (if any) for the Programme shall be determined by the Network at its sole discretion.

4.2 Specification of the Programme – Project Management Essentials

4.2.1 Programme Objectives

This course should participants with a foundational understanding of professional project management principles and key terminology across the entire project lifecycle, aligned with PMBOK® standards. Through practical case studies, learners shall master essential tools to comprehensively plan project scope and schedules, manage risks, and effectively align stakeholder expectations.

4.2.2 Required Certification

Certificate of completion

4.2.3 Target Audience

This Project Management Professional training course is aimed at individuals engaged in medtech and related industries wishing to strengthen their project management skills.

It is also aimed at professionals new to Project Management or project team members wishing to interact more effectively with the Project Manager and Project Stakeholders.

4.2.4 Required Content

4.2.4.1 The proposed programme content is required to include the following content:
Introduction to Project Management fundamentals:

- Project Initiation
 - Project Charter
 - Identifying stakeholders and their needs
- Project Planning
 - Scope statement
 - Work Breakdown Structure
 - Estimation of resources and durations
 - Developing timelines and schedules
 - Plan communications
 - Risk management
- Project Execution
- Project Monitor & Control
 - Change control
 - Status reporting
- Project Closing
 - Review

4.2.5 Number of Participants

4.2.5.1 The estimated number of participants per workshop or learning experience is up to 15 people.

4.2.5.2 Please note that the aforesaid number is indicative only and is subject to change at the sole discretion of the Network. As set out in 4.2.8.5

4.2.5.3 The fee quoted per Programme delivery will not change irrespective of the number of participants, unless per participant pricing applies

4.2.6 Programme Delivery, Duration and Schedule

4.2.6.1 The Programme shall be delivered as a 2 day programme or 4 x half days.

4.2.6.2 Delivery shall be either live online or in person delivery at a location within the Republic of Ireland.

4.2.6.3 Tenderers are required to bid for both the onsite and the online delivery and quote for

each delivery method, as set out in the Pricing Schedule at Appendix 2 to this RFT.

4.2.6.4 The Network shall specify which of the aforesaid delivery methods is required for each delivery of the Programme, in line with provisions of clause 2.3.

4.2.6.5 Please note that for on-site/in person delivery, the venue shall be provided by the Network / client company.

4.2.6.6 Programme commencement (if any) will vary depending on demand and requirements of member companies.

4.2.6.7 Pricing

Tenderers should note that the pricing schedule is itemised per programme and also per programme delivery method and that both fees quoted will be added to get the Total Cost. This Total Cost is used for evaluation purposes only and will be higher than the budget allowed per Programme delivery.

Tenderers should also note that the Programme delivery fees will be fixed and will not change irrespective of the number of participants attending the Programme unless a per participant pricing structure applies.

4.3 Specification of the Programme – – PMI® Authorised PMP® Exam Preparation Course

4.3.1 Programme Objectives

This course shall support participants from the PMP® application process right through to success in the PMP® certification exam.

Delivered via an officially recognised PMI® Authorised Training Partner (ATP), the programme shall provide learners with official PMI®-developed training materials, expert guidance on exam strategy, and comprehensive coverage of core PMP® exam topics across people, process, and business environment domains.

4.3.2 Required Certification

Certificate of completion / 35 Contact Hours Certificate (meeting the formal training requirements to apply for the PMP® certification exam).

4.3.3 Target Audience

This Project Management Professional (PMP)® exam preparation course is aimed at experienced Project Managers engaged in the Medical Technology/Manufacturing or

related industries seeking to obtain the PMP® Certification from the Project Management Institute (PMI)®.

The programme should additionally cater to project leaders seeking high-level guidance on PMP® certification exam strategy, sample exam questions, and post-course tutor support.

4.3.4 Required Content

The proposed programme content is required to include the following content:

- **Foundation & Governance**
 - Foundation concepts and vision setting
 - Identifying stakeholders and establishing governance
 - Defining scope, value, and success criteria
- **Planning & Integration**
 - Building the integrated project plan
 - Resource and financial planning
 - Procurement, quality, and scheduling management
- **Execution & Communication**
 - Communication and knowledge transfer
 - Leading and empowering the team
 - Managing agile, hybrid, and predictive approaches
- **Monitoring, Control & Risk**
 - Managing risk, change, and issues
 - Monitoring progress and maintaining project alignment
 - Status reporting and governance controls
- **Closing & Continuous Improvement**
 - Closing the project or phase successfully
 - Driving continuous and organisational improvement
- **PMP® Exam Preparation Specifics**
 - 35 Contact Hours requirement coverage
 - PMP® application process and credential guidance
 - Exam policies, procedures, and mathematical formulae recall strategies
 - Access to PMP® exam practice questions/exam simulator support

4.3.5 Additional essential requirements and PMP® exam details

The PMP® examination is administered directly by the Project Management Institute (PMI)®, with exam fees paid separately to PMI® by participants.

The tenderer must provide full candidate support, including 35 contact hours of accredited training, official PMI® study materials, lesson quizzes, an exam simulator (1,200+ questions), and end-to-end guidance through the PMI® application and exam registration process.

Additionally, ongoing tutor support and personalised performance feedback must be made available until certification is achieved.

4.3.6 Number of Participants

The estimated number of participants per workshop or learning experience is up to 15 people. Please note that the aforesaid number is indicative only and is subject to change at the sole discretion of the Network. As set out in 4.2.8.5, the fee quoted per Programme delivery will not change irrespective of the number of participants, unless per-participant pricing applies.

4.3.7 Programme Delivery, Duration and Schedule

- 4.3.7.1 The Programme shall be delivered as a 5-day programme (or equivalent virtual classroom modular delivery).
- 4.3.7.2 Delivery shall be either live online (virtual classroom) or in-person delivery at a location within the Republic of Ireland.
- 4.3.7.3 Tenderers are required to bid for both the onsite and the online delivery and quote for each delivery method, as set out in the Pricing Schedule at Appendix 2 to this RFT.
- 4.3.7.4 The Network shall specify which of the aforesaid delivery methods is required for each delivery of the Programme, in line with provisions of clause 2.3.
- 4.3.7.5 Please note that for on-site/in-person delivery, the venue shall be provided by the Network / client company.
- 4.3.7.6 Programme commencement (if any) will vary dependant on demand and requirements of member companies.

4.3.8 Pricing

Tenderers should note that the pricing schedule is itemised per programme and also per programme delivery method and that both fees quoted will be added to get the Total Cost. This Total Cost is used for evaluation purposes only and will be higher than the budget allowed per Programme delivery.

Tenderers should also note that the Programme delivery fees will be fixed and will not change irrespective of the number of participants attending the Programme unless a per participant pricing structure applies.

4.4 Specification of the Services

4.4.1 If the Framework Supplier is awarded a contract (as per clause 2.3 of this RFT), it shall be required to:

- i. Liaise with the Network Manager/administrator and the representative(s) of member companies and/or trainee(s) in advance of programme commencement where required and/or requested.
- ii. Prepare all course materials, including customisation and printing, where applicable.
- iii. Ensure that the daily attendance is recorded for all trainees.
- iv. Ensure that the Network's registration form link as supplied by the Network is issued to and completed by **all** trainees.
- v. Issue Network's training evaluation form to programme participants on behalf of the Network.
- vi. Work with trainees and/or facilities providers to resolve any minor issues arising during the Programme in relation to facilities required/provided.
- vii. Communicate all material issues (if any) to the Network during the Programme to allow for their speedy resolution.
- viii. Proactively engage with the Network and adhere to the requirements set out in paragraph 4.2 of this RFT to ensure effective service delivery and overall relationship management.

4.4.2 Any onsite Training shall be delivered in the Republic of Ireland.

4.5 The Obligations of the Framework Supplier

4.5.1 The Framework Supplier shall deliver the Services in line with the requirements and

specifications set out in this RFT, the Framework Supplier's Tender, as accepted by the Network, and in adherence to the instructions of the Network in respect of timelines, reporting structures and any other matters of substance relating to the Services.

- 4.5.2 The Framework Supplier and all their personnel / individuals engaged in the delivery of the Services shall conform to all GDPR regulations and respect the confidentiality of information disclosed during and following on from all training courses.
- 4.5.3 The Framework Supplier shall ensure that only the trainer(s) / individual(s) proposed in response to this RFT ("**Key Personnel**") are delivering the Services. If the Framework Supplier proposes a replacement (for whatever reason) to the Key Personnel, such replacement personnel shall have the same level of experience and expertise or better.
- 4.5.4 Prior to the removal of any Key Personnel in accordance with clause 4.4.3, the Framework Supplier shall (where possible in advance of any such removal) furnish the Network with a copy of the proposed replacement's curriculum vitae and all details required to enable the Network to satisfy itself that the employee, servant, agent or contractor is appropriately qualified for the provision of the Services.
- 4.5.5 Any replacement to the Key Personnel shall be made only with prior Network approval and within such a time that it does not disrupt or delay the performance of the Framework Supplier's obligations under this Framework Agreement.
- 4.5.6 The Framework Supplier shall ensure that any correspondence with Programme participants shall be:
 - a) directly relevant to the training; **and**
 - b) be conducted via the Network's office.
- 4.5.7 The Framework Supplier shall communicate to the Network immediately / without delay any request from a member company / training participant including but not limited to:
 - a) Request for additional training where such request results from attendance at the Programme
 - b) Request to change the agreed delivery date(s), and/or time(s), and/or location
- 4.5.8 The Framework Supplier shall allow the Network's staff and /or external evaluators to attend the Programme and evaluate it as part of the quality assurance process of the Network.
- 4.5.9 To ensure the efficient delivery of the Services and the prompt resolution of any issues arising in relation to the Framework, the Framework Supplier shall nominate a Contract Manager who will be responsible for ensuring the delivery of a quality service throughout the Framework Agreement Term and who will act as liaison person with the Network. The Contract Manager must have the necessary authority to take decisions

and deal directly with all matters relating to this Framework Agreement.

4.6 The Responsibilities of the Network

The Network undertakes to:

- i. Supply the details on the number of trainees.
- ii. Assist with the resolution of material issues (if any) that may arise during the delivery of the Programme.
- iii. Provide the applicable templates, such as: Daily Attendance Sheet; Registration Form link; and Training Programme Evaluation.
- iv. Arrange the venue for onsite delivery of the Programme (unless otherwise stated).

4.7 Important notes

- 4.7.1 Tenderers should observe the above set out specification of requirements in preparation of their Tenders to ensure that they sufficiently demonstrate that and how the stated Network requirements will be met.
- 4.7.2 Tenderers are reminded that the Network reserves the right to alter the specifics and/or scope of the requirements in line with the needs of its member companies and the level of available funding.