

Clarification #3 FINAL CLARIFICATION

Relating to Tender Competition for

The establishment of seven (7) multi-party framework agreements for Contracted Training Services.

eTenders Ref: 8744729

Closing date for Tender Receipt : 24th August 2026.

Clarification date: 12TH August 2026.

Questions 1 to 56 – This Clarification addresses additional questions #53 to #56

Question 1

We are reviewing the tender documents for the multi-party framework agreement and would appreciate clarification of the following matters concerning Lot 4 – Hospitality; Tourism & Sport; Leisure Skills. 1. Ability to tender for individual categories within Lot 4 Section 3.1.4 of the RFT identifies three categories within Lot 4:

1. Hospitality and Food/Beverage Services
2. Tourism and Accommodation
3. Sport and Leisure

Please confirm whether a tenderer may tender for only one or more specified categories within Lot 4—for example, Tourism and Accommodation—or whether every tenderer must demonstrate the capability, tutors and previous experience necessary to deliver across all three categories.

Answer #1

All tenderers must demonstrate that they have the capability to deliver across all categories within the lot – please note an amended TRD relating to the Section 3.4 Personnel & Skills Profile has been uploaded on eTenders as part of a revised Part A TRD.

Question 2

If tendering for individual categories is permitted, please confirm:

- Where this specialism should be identified in the Tender Response Document;
- Whether previous-experience references need only relate to the selected category;
- Whether tenderers will be evaluated and ranked separately by category or through one overall Lot 4 ranking.

Answer #2

Please see answer to Question #1.

Question 3

Allocation and acceptance of call-off contracts - where a Contractor has identified particular disciplines or categories within Lot 4, please confirm whether call-off requests will be matched to the capabilities and specialisms stated in its tender.

Answer #3

Tenderers applying for Lot 4 must demonstrate, as part of the evaluation process, the capacity and capability to deliver all categories contained within the Lot.

Following framework award, contracts will be allocated in accordance with the framework's agreed cascading arrangement.

Question 4

Please also confirm:

- Whether a Contractor may decline a call-off that falls outside its stated and demonstrated specialism;
- Whether declining such a call-off would affect its cascade ranking, framework status or eligibility for subsequent call-offs;
- Whether the next-ranked supplier would then be approached without penalty to the supplier unable to provide that particular discipline.

Answer #4

Please refer to the rules of relegation in the RFT at Section 2.4 of the RFT for the operation of the Cascade method and the relegation clause.

Question 5

Travel, accommodation and subsistence costs

The Operational Document states that all costs must be inclusive of travel and subsistence allowances. However, the Pricing Schedule also provides for the reimbursement of approved “other costs” as vouched expenditure. Please clarify whether the tendered Senior and Intermediate tutor rates must include all travel, accommodation and subsistence incurred in bringing a tutor from their normal base to the WWETB delivery area.

Please distinguish, where applicable, between:

- 1) Travel to and from the WWETB area;
- 2) Overnight accommodation required for programme delivery;
- 3) Travel between different WWETB delivery locations;
- 4) Exceptional travel specifically requested or approved by WWETB;
- 5) Travel and accommodation connected with consecutive block-delivery days;
- 6) Non-delivery travel time.

Please confirm whether any of these costs may be approved and reimbursed separately as vouched programme-delivery expenditure or whether they must all be absorbed within the tendered tutor rates.

Answer #5

None of the costs outlined above will be reimbursed separately by WWETB.

Tenderers should assume that all travel, accommodation, subsistence, travel time and any other associated costs required for the delivery of services under the contract must be included within their tendered tutor rates.

Tenderers are responsible for ensuring that their pricing adequately reflects all costs associated with the delivery of the required services, including the provision of tutors within the WWETB area where appropriate.

Any exceptional travel requirements requested by WWETB will be considered on a case-by-case basis, however, tenderers should not assume that such costs will be reimbursed separately and should ensure that their rates are priced accordingly.

Question 6

Fixed rates and annual price adjustments

The Pricing Schedule states that the daily rates are fixed at tender stage and cannot be revised.

Section 9 of the Operational Document states that an annual increase in tutor costs may be considered, including an increase of up to 2% in Year 2.

Section 6.1 of the Framework Terms also refers to price changes in line with the Consumer Price Index or another agreed method.

Please confirm which provision takes precedence. In particular, please confirm:

- 1) Whether the tendered Senior and Intermediate tutor rates remain unchanged throughout the maximum two-year framework period; ***Tenderers shall submit fixed Senior and Intermediate tutor rates at tender stage. These rates remain unchanged unless a request for a price adjustment is submitted and approved by WWETB.***
- 2) Whether a Year 2 adjustment may be requested; ***Yes. A Contractor may request a price adjustment during Year 2 of the framework.***
- 3) The applicable index, percentage or calculation method; ***No specific index, percentage or calculation method is prescribed. Any request for a price adjustment must be supported by appropriate evidence and justification for consideration by WWETB.***
- 4) Whether any adjustment is automatic or subject to WWETB approval; ***No price adjustment is automatic. Any request for a price adjustment is subject to WWETB's sole discretion and may be approved or declined.***
- 5) The date from which an approved adjustment would apply. ***Any approved adjustment will apply from the date agreed by WWETB and will not be applied retrospectively.***

Answer #6

Tenderers shall submit fixed rates at tender stage. However, a Contractor may submit a request for a price adjustment during the framework term, including in Year 2, to reflect

demonstrable increases in costs, such as inflation. Any such request will be considered by WWETB on a case-by-case basis.

No price adjustment is automatic. The decision to approve or decline any requested increase by a contractor rests solely with WWETB.

Where a price adjustment is sought by a contractor, the Contractor must provide appropriate justification and supporting evidence. Any approved adjustment will apply only from the date agreed by WWETB and will not be applied retrospectively.

Accordingly, tenderers should not assume that any increase linked to inflation, consumer price index or other will be granted during the framework period.

Question 7

VAT treatment and completion of the Pricing Schedule

The Tenderer Instructions in the Pricing Schedule state that all prices must exclude VAT. The Operational Document states that all costs must be inclusive of VAT where applicable. Please confirm that the Senior and Intermediate tutor rates entered in the Pricing Schedule should be stated exclusive of VAT and that tenders will be evaluated on a VAT-exclusive basis.

For a supplier not established in Ireland, where Irish VAT may be accounted for by the contracting authority under the applicable reverse-charge arrangements, please confirm whether the tenderer should enter only its net professional fee in the Pricing Schedule, with the appropriate VAT treatment dealt with separately at invoice stage.

Answer #7

The tutor rates entered into the pricing schedule should be submitted exclusive of VAT and tenders will be evaluated on that basis.

In the Republic of Ireland, training is generally exempt from VAT. Where VAT is applicable to any other costs or services, WWETB will abide by the relevant Irish tax legislation and pay accordingly.

Tenderers should therefore submit their pricing exclusive of VAT. Any VAT, including circumstances where reverse charge arrangements may apply, will be addressed in accordance with applicable law at the invoicing stage and does not affect the basis on which tenders will be evaluated.

Question 8

Previous-experience requirements Part B requires evidence of three courses delivered within the relevant lot area during the previous three years. The reference template requests information concerning the qualification, certification or licence awarded, NFQ level where applicable, learner numbers and progression into employment. Please confirm whether each of the three reference courses must have resulted in a formal qualification, certification or industry licence. Alternatively, may a structured but non-accredited vocational or industry training programme be accepted where the tenderer can demonstrate:

- 1) Defined learning objectives and course content;
- 2) Structured tutor-led delivery;
- 3) Direct learner-contact hours;
- 4) Assessment, progress reviews or practical assignments;
- 5) Measurable learner, employment or business outcomes;
- 6) Independent client verification and an available referee.

(B) For entrepreneurship and SME-development programmes, please also confirm whether outcomes such as self-employment, business creation, business growth or continued operation of an existing enterprise may be reported as relevant employment or progression outcomes.

Answer #8

The 3 referenced courses submitted in support of Part B must have resulted in a formal qualification, certification or industry Licence relevant to the Lot being applied for.

References for non-accredited training programmes will not be accepted for the purpose of satisfying this requirement.

(B). For entrepreneurship and SME development programmes, outcomes such as self-employment, business creation, business growth, or the continued operation of an existing enterprise may be reported as relevant employment or progression outcomes.

However, the reference courses submitted in support of Part B must still have resulted in a formal qualification, certification or industry Licence relevant to the Lot being applied for.

The inclusion of entrepreneurship or business development outcomes does not remove the requirement for the programme to be accredited and to lead to a recognised award, certification or Licence.

Question 9

Minimum number of tutors

Part A states that tenderers must demonstrate access to at least one Senior Trainer or one Intermediate Trainer in each lot. Part B, under Planning and Communication Methodology, requires tenderers to explain how they will maintain a ratio of at least two tutors per lot for contingency staffing.

Please clarify whether:

- 1) Access to one qualifying tutor is sufficient to pass the selection stage;
- 2) Two tutors must nevertheless be identified and committed at tender-submission stage;
- 3) The two-tutor requirement is a mandatory minimum or a scored contingency-methodology requirement;
- 4) The second tutor may be supplied by a consortium member, subcontractor or other third party;
- 5) Both tutors must independently satisfy all pedagogical, professional-qualification and experience requirements;
- 6) Where a tenderer is permitted to offer only a specified Lot 4 category, the two-tutor requirement applies to that category or to every category within the lot.

Answer #9

Please refer to Answer #1

The reference in Part B to maintaining a ratio of at least two tutors per Lot for contingency staffing is a requirement ideal.

Question 10

Ownership of pre-existing and newly developed intellectual property Section 3.2.6 of the RFT states that the intellectual property in courses developed on behalf of WWETB will remain the property of WWETB.

Clause 7(C) of the draft Services Contract appears to assign to the Client all intellectual-property rights in materials produced for the agreement, expressly including Contractor Pre-existing IPR. Clause 7(D), however, states that all Pre-existing IPR remains the sole property of the party that owned, acquired or developed it. Please confirm which provision will apply. In particular, please confirm whether:

- 1) Pre-existing course materials, methodologies, templates, frameworks, publications and other tools supplied by a contractor will remain the contractor's property;
- 2) WWETB will receive an appropriate licence to use such pre-existing material only to the extent required for the contracted service;
- 3) Ownership by WWETB will be limited to new materials commissioned and developed specifically on behalf of WWETB under a call-off contract;
- 4) A revised contract clause resolving the apparent inconsistency will be issued before the tender deadline.

Answer #10

Pre-existing Intellectual Property (IP) remains the property of whoever owned it before engaging with WWETB.

Any use by WWETB of a contractor's pre-existing intellectual property will be subject to agreement between WWETB and the contractor.

Ownership by WWETB applies only to new materials created, commissioned or developed specifically for WWETB under the contract. Therefore, any new material developed specifically for WWETB under the contract become the property of WWETB.

Question 11

Contractor liability and indemnities Section 6 of the draft Services Contract contains a drafting instruction stating that amounts or figures should be inserted before publication. The draft also contains broad contractor indemnities, but no clear aggregate financial liability cap appears to be specified.

Please confirm:

- 1) The intended aggregate limit on the contractor's liability under each call-off contract;
- 2) Whether that limit applies to the indemnities contained in the contract;
- 3) Whether any liabilities are expressly excluded from the aggregate cap;
- 4) Whether the intellectual-property indemnity under clause 7(G) is subject to the same liability limit;
- 5) Whether a corrected and completed draft Services Contract will be issued before the tender deadline.

Answer #11

WWETB confirms that the draft Services Contract applies as issued. No aggregate limit on contractor liability is specified. The reference to the insertion of amounts or figures is a drafting note and should be disregarded. No revised contract will be issued in response to this clarification.

Question 12

Non-Irish tutors, qualification equivalence and PPS numbers

Appendix 1 of the Operational Document establishes minimum pedagogical, professional-qualification and experience requirements.

Appendix 2 requires the Tutor Declaration to include the tutor's PPS number.

Please confirm whether tutors who are resident and professionally qualified outside Ireland may be proposed, provided their qualifications and experience can be demonstrated as equivalent to the stated requirements.

Please also confirm:

- 1) What evidence is required to establish the equivalence of a non-Irish pedagogical or professional qualification;
- 2) Whether a non-Irish tutor must obtain an Irish PPS number before being nominated, before contract award or before commencing delivery;
- 3) Whether another official identification or tax reference may be entered where the tutor is not eligible for, or has not yet received, a PPS number.

Answer #12

It is the responsibility of the tenderer to satisfy itself that any tutor proposed under its submission complies with all applicable employment, taxation, immigration and other legal requirements relating to the delivery of services in Ireland.

Where a tutor is appointed under the framework, all information required by WWETB, including any PPS number requirements, must be provided in accordance with the contract and applicable legal requirements.

It is the responsibility of the tenderer to ensure that these requirements are met.

Question 13

Can you confirm that for the Tender Response Document (Part B) whether there is a word count limit for each individual Qualitative Award Criterion A-E.

Answer #13

The references for Previous Experience have a maximum of 3 pages per reference. For the award criteria there is no page limit, however tenderers should endeavour to be comprehensive yet concise in their responses.

Question 14

Lot 5 – Creative Arts, Digital Media, Audio, Visual, Broadcasting, TV/Film/Screen Skills,

Could you provide examples of the types of courses or programmes that have previously been delivered under Lot 5, or those anticipated during the framework period?

Answer #14

Sci Fi Miniatures for Film and VFX

Prosthetics, Make Up for Film & TV

Prop Making for Stunts and Set Decoration

Miniature Model Making for Film & TV

Question 15

Are providers expected to develop and supply their own course content, or will WWETB provide course specifications and curricula?

Answer #15

WWETB will provide the course specification and curriculum requirements to the successful contractor. Prior to the commencement of any programme, the relevant WWETB Quality Assurance staff will brief the contractor on the programme content, delivery requirements, assessment arrangements and any other relevant requirements.

Contractors are therefore not required to design the course curriculum. However, they will be expected to deliver the programme in accordance with the course specification and any guidance provided by WWETB.

Where WWETB requires the development of a new course, the specific requirements will be discussed and agreed with the contractor in advance.

Any such development work will be undertaken in consultation with WWETB and in accordance with WWETB quality assurance requirements.

Question 16

What tutor qualifications are required for delivery under Lot 5? In particular, would extensive professional industry experience be considered in place of formal training qualifications where appropriate?

Answer #16

The qualifications, experience and competency requirements for tutors are set out in the tender documentation.

Tenderers should respond to the requirements as specified and provide sufficient information and evidence to demonstrate compliance.

WWETB will assess submissions based on the information provided by the tenderer and in accordance with the published evaluation criteria.

Question 17

Will training be delivered primarily in person, online, or through a hybrid model?

Answer #17

The type of delivery will be determined by the requirements of the specific course. WWETB courses may be delivered in person, online or through a blended approach, depending on the nature of the training and learner requirements. At present, the majority of WWETB contracted training programmes are delivered in person due to their practical nature. However, some programmes or modules, such as Team Leadership, may be delivered online where requested.

Question 18

What geographic locations are expected for delivery within the framework?

Answer #18

Any location throughout Waterford and Wexford as required by WWETB.

Question 19

How will contracts be awarded once the framework is established? For example, will work be allocated through mini-competitions, rotation, direct selection, or another process?

Answer #19

Please refer to Section 2.4 of the RFT.

Question 20

We would like to clarify if we can submit a proposal for Lot 1 with online training only? We are an edtech company with University and B2B partnerships across the globe. As such, we provide one-on-one mentorship and conduct training and skills bootcamps in a virtual environment. Our Learning Management System is cloud-based and hosted on AWS.

Answer #20

No.

Question 21

Is there an estimated value or anticipated level of activity specifically for Lot 5?

Answer #21

Please refer to the information provided in Section 2.6 – this is an estimate only over the life of the framework / estimated annual expenditure, but no expenditure is guaranteed.

Question 22

Are tenderers encouraged to propose specialist courses based on their own expertise, provided they fall within the scope of Lot 5?

Answer #22

Tenderers should respond to the requirements as set out in the tender documentation. Where the tender documentation requests proposals for specialist courses or areas of expertise, tenderers should provide details of these in their submission, provided they fall within the scope of the relevant Lot.

WWETB will assess submissions based on the requirements and evaluation criteria specified in the tender documentation.

Successful contractors will be encouraged to propose new courses based on their knowledge of current industry needs and emerging skills requirements.

While WWETB welcomes and supports innovation, any proposed courses will be subject to consideration of demonstrated demand and value for money before a decision is made on their approval and delivery. The ETB remains committed to fostering innovation while ensuring that all provision aligns with strategic priorities and public funding obligations.

Question 23

Are suppliers expected to provide accredited (e.g. QQI) training programmes, or can non-accredited industry-led training also be delivered where appropriate?

Answer #23

Contractors will be expected to deliver WWETB training courses as specified by WWETB. The decision as to whether a programme is accredited or non-accredited rests with WWETB and will be determined by the requirements of the specific programme.

WWETB will provide contractors with a schedule of courses to be delivered, together with the relevant course requirements.

Question 24

Does the framework require tutors to hold specific teaching qualifications, or would experienced industry professionals with a proven track record in their field satisfy the requirements?

Answer #24

The tutor qualification, experience and competency requirements are set out in the tender documentation. Tenderers should provide sufficient information and supporting evidence to demonstrate compliance.

WWETB will assess tutors based on the information submitted and in accordance with the published tender requirements and evaluation criteria.

Question 25

Once the framework is established, how will individual training assignments be awarded? Will mini-competitions be run for each requirement, or will work be allocated directly among Contractors?

Answer #25

Please refer to Section 2.4 of the RFT for the method to be used.

Question 26

Is there any indication of the anticipated volume of training under Lot 5 over the life of the framework (e.g. number of courses or learner days)?

Answer #26

It very much depends on demand, so no guarantees can be provided.

Question 27

Are suppliers permitted to engage associate trainers or specialist subcontractors where additional expertise is required?

Answer #27

Yes

Question 28

Section 3.1

There are two locations within Part A Selection Criteria where the Organisation Name is requested: On the first page (Organisation Name) and in Section 3.1 (Organisation Official Name). We are going into this tender as a consortium. Is there a location where we provide the Consortium Name.

Answer #28

If the consortium has legal status, then enter the name in both places. If it has no legal status currently, then one of the members will have to act as contractual lead in the absence of legal status.

Question 29

Within Section 3.1 under reliance on other entities Q1 and Q2 are conflicting with regard to what that name is. Q1 asks if the tenderer is a consortium and Q2 asks if the Tenderer is the Lead within the grouping. Should Q1 read “Is the tenderer a member of a consortium? All subsequent questions seem to relate to the Lead Tenderer.

Answer #29

See question 28 – in a consortium without legal status one of the members must act as lead.

Question 30

Where do we provide the information for other parties to the consortium (contract, address, turnover, tax registration details, insurance etc).

Answer #30

Please complete Section 3.1 General Information listing the entities and their role. Also, there are questions relating to 3rd parties throughout the questionnaire please complete as appropriate. Prior to any formal award decision, the Contracting Authority reserves the right to seek evidence for all parties to a winning tenderer.

Question 31

Section 3.3

Is an ESPD required if we have completed Section 3.3 for all consortium partners?

Answer #31

ESPDs are not required under this procurement – please complete the TRDs only.

Question 32

Section 3.4

We are tendering as a Consortium. Can you clarify the meaning of Lead Party and 3rd Party in the following instances?

Number of Trainers available from Lead Party across all lots

Number of Trainers via 3rd Parties across all lots

Sections 3.5 to 3.7

Should these be replicated for all parties to the consortium?

Answer #32

Please see answers #29 and 30.

Question 33

Can you please confirm if the below costs can be claimed as additional receipted expenses:

- Internal verification (IV / IQA)
- External authentication (EA/EQA)
- Assessment correction.
- Peer review

Answer#33

No, these activities form part of the contractor's quality assurance, administration and contract management responsibilities.

Question 34

"The Pricing Schedule states that 6 hours equals one working day, less than 4 hours equals a half day, and for days less than 6 hours a per-hour rate is charged. Please confirm the payment basis applicable therefore to sessions of exactly 4 hours and 5 hours duration.

Answer #34

Sessions of up to and including 4 hours will be paid at the half day rate.
Sessions of more than 4 hours and less than 6 hours will be paid at the applicable hourly rate.

Question 35

Can you please provide us with a best estimate for each lot of the expected split of tutor days between intermediate and senior tutors over the 2-year framework period.

(For example, Lot 1 60% senior, 40% intermediate etc.)

Answer #35

See Answer #26.

Question 36

Can you please provide us with the historical split of tutor days between intermediate and senior tutors over the previous framework for Lots 1 – 6 inclusive

Answer #36

The Contracting Authority does not hold this information in a format that would allow it to be readily extracted. In addition, the lot structure under the previous framework differs from that of the current procurement and therefore any historical analysis would not provide a reliable basis for comparison. Tenderers should formulate their proposals based on the requirements and lot structure set out in this RFT.

Question 37

What is the criteria which WWETB will use in determining whether to use an intermediate or a senior tutor.

Answer #37

The determination of whether a Senior or Intermediate tutor is required will depend on the nature, complexity and delivery requirements of the course. The Contracting Authority will determine the appropriate tutor level in consultation with the contractor and having regard to their professional expertise and recommendations. However, the final decision on the tutor level required rests with the Contracting Authority.

Question 38

Can you please confirm if learner support hours are claimable tutor hours for pricing purposes.

Answer #38

Learner support hours may be claimable tutor hours on a case by case basis where the Contracting Authority determines that such support is necessary and cannot be provided through existing internal supports. Any such hours must be approved in advance by the Contracting Authority and will only be funded following prior approval.

Question 39

Regarding the €8.6 million framework expenditure, can you please provide a further breakdown of how this €8.6m expenditure by lot is expected to be split between tutor cost, receipted expenses, tech sub, premises, recruitment, development, KPI's M&A and other costs?

Also, can you please provide an indicative breakdown of the €8.6m expenditure by each of the courses listed under the various lots.

Answer #39

The only information available at this point is what has been provided in section 2.6 of the RFT.

The framework value is an estimate only and does not represent a commitment to expenditure. As future course requirements and delivery models cannot be predicted in advance, the Contracting Authority is unable to provide this level of detail.

Question 40

What percentage of training delivery under the previous framework for Lots 1-6 inclusive was:

- Classroom based
- Online
- Hybrid

Can you please confirm this both at a Lot level and also for each course listed under each lot?

Answer #40

Approximately 75% of courses were delivered in person. The remaining 25% were delivered online, primarily courses such as Supervisory Management which were part of the Skills to Advance programmes. A select number of jobseeker courses, e.g. medical office are offered online but they are the exception rather than the rule.

Question 41

Can you please provide us with a best estimate of the % historical split for Lots 1-6 of the previous framework of the tutor days charged by:

- Full day (6 hours)
- Half day (under 4 hours)
- Other Durations (e.g. 1, 2, 4 or 5 hours)

And also split by:

- Days vs.
- Evenings /weekend

Can you please confirm this both at a Lot level and also for each course listed under each lot?

Answer #41

The Contracting Authority does not hold this information in a format that would allow it to be readily extracted. In addition, the lot structure under the previous framework differs from that of the current procurement and therefore any historical analysis would

not provide a reliable basis for comparison. Tenderers should formulate their proposals based on the requirements and lot structure set out in this RFT.

Question 42

For Lots 1 -6 inclusive , can WWETB under the previous framework, provide an indication of the following to assist tenderers in preparing realistic resource and pricing models?

- Historical total tutor hours
- Total expenditure
- If possible, please also provide an approximate split of the % expenditure by lot between tutor cost, receipted Expenses, tech sub, premises, recruitment, development, KPI's M&A and other costs.

Answer #42

The Contracting Authority does not hold this information in a format that would allow it to be readily extracted. In addition, the lot structure under the previous framework differs from that of the current procurement and therefore any historical analysis would not provide a reliable basis for comparison. Tenderers should formulate their proposals based on the requirements and lot structure set out in this RFT.

Question 43

For each course under Lots 1 – 6 inclusive, can WWETB provide details of the following historical information under the previous framework

- Course titles delivered
- Course volumes
- Total tutor hours delivered per course
- How many of these tutor hours were delivered by intermediate and by senior tutors
- Course durations (i.e. from start date to finish date)
- How many courses were 11 weeks or over and the average number of learners on such courses
- Total revenue attributable to each course
- No. of recruitment days
- No. of development days

- KPI Income

Answer #43

The Contracting Authority does not hold this information in a format that would allow it to be readily extracted. In addition, the lot structure under the previous framework differs from that of the current procurement and therefore any historical analysis would not provide a reliable basis for comparison. Tenderers should formulate their proposals based on the requirements and lot structure set out in this RFT.

A new document Appendix 3 has been uploaded on eTenders where we have provided a list of courses delivered over the last three years. These are for information as they are not guaranteed as requirements under this new framework agreement.

Question 44

Referring to the M&A formula on page 17 of Appendix 2 document **“20% of (the tutor cost €Y + (€Z -d) non-premises receipted expenditure if > €1,000)”**, can you please explain this in more detail or provide an example to illustrate this.

Answer #44

20% of the tutor costs and receipted expenditure (excluding premises/facilities)

15 % of Tech Sub

Example calculating M&A	
Tutor	22940.41
Certification	3777.7
Equipment	10263.75
Consumables	30
Sundry	499.4
Total	37511.26
M&A 20%	7502.252
Tech Sub	6165
M&A 15%	924.75
Premises	4273.77
Invoice Total	56377.03

Question 45

Appendix 2 (Operational Document) states that annual increases in Element 1 (Tutor Cost) may be considered up to 2% in Year 2 and up to 1% in Years 3 and 4 if extended.

Answer #45

For the purposes of this procurement Years 3 and 4 referred to in the Operational Document are not applicable.

Refer to question 6

Question 46

Can you please clarify as we understand that the maximum duration of the framework is 2 years and not 4 years. Can you please confirm how this provision can be reconciled with the statement that tutor rates are fixed at tender stage and cannot be revised?

Answer #45

Refer to Answer #45. Please note the maximum duration of the framework is 2 years – as stated in Section 2.5 of the RFT.

Question 46

Can WWETB please clarify the extent to which they envisage that mini tenders will be used?

Answer #46

The Contracting Authority anticipates that the majority of contracts will be awarded through the cascade process as outlined.

Mini-competitions may be used where the Contracting Authority considers that doing so is necessary to achieve value for money, secure specific expertise, or meet particular programme requirements.

Question 47

Can you please define what constitutes an abnormally low tender?

Answer #47

Generally speaking, an abnormally low tender is one where the Contracting Authority has concerns that the price is not sustainable taking account of the range of services required. Where such situations arise, the Contracting Authority will comply with its obligations in relation to same and assess on a case by case basis.

Question 48

Is Drone Training included in your offering?

Answer #48

No

Question 49

It is indicated that Tenderers are required to outline their methodology for account management with reference to the requirements included under section 4 of Appendix 1 of this RFT. I cannot find Section 4 of Appendix1. Appendix 1 is the pricing spreadsheet. There is no Appendix 1 within the RFT attached.

Answer #49

In criterion C under Contract Management the reference to Appendix 1 is incorrect. Please note this element of the criterion should read as follows:

Contract Management

- Name and qualifications of the nominated contract manager
- The methodology for account management with reference to the requirements specified in the tender documentation.

Question 50

For Criteria D is this for Course Development Tenderers are required to detail how they propose to engage with the Contracting Authority in the development of new courses for delivery. If it is a QQI accredited course, will this be using the providers own QQI accreditation?

Answer #50

QQI is only one of a number of certification providers used by WWETB. Where WWETB holds the necessary programme accreditation, QQI certification will be used. In exceptional circumstances, where WWETB does not have approval to deliver a particular programme, the contractor's accreditation may be considered as an alternative, subject to approval and programme requirements.

Question 51

Reliance on other Entities		
Please answers the following questions with 'Yes' or 'No':	Yes	No
1) Is the Tenderer a consortium / group of Economic Operators with or without legal form?	☐	☐
2) Is the Tenderer the Lead Tenderer within the grouping?	☐	☐
3) Is the Tenderer relying upon another entity including sub-contractors to meet some/or all of the qualification requirements under the selection criteria?	☐	☐
4) Is the Tenderer only relying on the other entity(s) to deliver any requirements under the contract / framework?	☐	☐
5) Does the Lead Tenderer confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?	☐	☐

Q. In relation to Part A of the Tender Response Document (Section 3.1 – Reliance on Other Entities Q3) as per the above.

We believe that our answer to some or all of the above questions will be Not Applicable. As the only options are Yes or No – can we type Not Applicable in the grey box where the question is?

Answer #51

Please use the options of yes or no only. Where not applicable use No.

Question 52

We would be grateful for clarification regarding the updated requirement under Section 3.4 – Personnel and Skills.

The replacement Part A states that tenderers must demonstrate access to at least one Senior or Intermediate Trainer **“in each category under each lot for each of the last three years.”**

For Lot 1, nine individual categories are listed.

Could you please confirm whether a tenderer applying for Lot 1 must demonstrate trainer capacity across **all nine categories** in order to remain eligible, even where the tenderer intends to provide training only within certain categories covered by its expertise?

Alternatively, can a tenderer apply for Lot 1 on the basis of selected categories only, provided it demonstrates the required trainer capacity for each of those selected categories?

We would appreciate clarification as this will determine how we complete the updated Section 3.4.

Answer #52

The requirement is for tenderers to demonstrate access to 1 skilled resource under each category. The tender is based on the lot structure and does not cater for bidding per category.

Question 53

Could you please clarify the following points regarding Quality Assurance and awarding-body registration:

Does WWETB require Contractors on this framework to hold awarding-body registration **in their own right**, or can training be delivered under WWETB's existing QA arrangements / registration? this is specifically in relation to lot 6: Life science, cleanroom and pharmaceutical manufacturing.

Answer #53

Training will be delivered under WWETB's existing Quality Assurance arrangements.

Question 54

If registration in the Contractor's own name is required, which awarding body (or bodies) does this apply to (e.g. QQI or others)?

Answer #54

Not required.

Question 55

What level of registration is needed (provider/centre approval only, or full programme validation)?

Answer #55

Not required.

Question 56

In cases where the ETB specifically requests registration to meet its QA requirements, can you confirm the cost-sharing arrangement (50% of business registration + 100% of programme registration) and the associated IP transfer condition as outlined in the Operational Document?

Answer #56

Where WWETB requires a contractor to register with a certifying body to meet Quality Assurance requirements, any associated costs will be funded by WWETB, subject to prior approval and the provision of evidence of payment. The Intellectual Property provisions remain unchanged and will apply as outlined in the Operational Document.