



Clarification Document #1

Title:	Design and Delivery of Sustainable Growth Workshops
Issue Date:	18 th August 2026
Deadline for receipt of queries	5th August 2026 @ 5pm (Irish Standard Time) via eTenders messaging portal
Revised deadline date for receipt of tenders	Friday 28th August 2026 @ 2pm (Irish Standard Time) via eTenders messaging portal
Procedure	Open Tenderers should note that this Competition is being run under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the "Regulations"), and accordingly is subject only to limited aspects of the Regulations (Title III Services).

Please note the tender submission deadline date for this process has been extended to Friday 28th August 2026 at 2pm (Irish Time).

Question 1

Can Enterprise Ireland clarify the intended ownership and licensing arrangements for workshop materials, templates, tools, methodologies and other deliverables developed and/or used during delivery of the contract? In particular, we would appreciate confirmation regarding the treatment of pre-existing intellectual property and proprietary materials owned by the service provider.

Answer 1

Enterprise Ireland understands that certain content created by respondents to the tender holds significant intellectual property relating to the activities of the company and the skillset of its offering.

As part of this tender, Enterprise Ireland considers any content which the respondent has previously designed as part of its activities shall be classed as background material and is the copyright of the respondent and shall be treated as such and used purely for the purpose that the respondent sees fit.

Content that is created jointly with Enterprise Ireland as part of this workshop programme and sought under this tender shall be treated as foreground material and Enterprise Ireland shall retain Intellectual Property over this content.

Question 2

Can Enterprise Ireland confirm whether the Framework Agreement contains any limitation of liability provisions and, if so, whether supplier liability is capped at a specified amount or linked to the levels of insurance required under the contract?

Answer 2

We can confirm that the framework agreement does not contain a limitation of liability clause, however, the call off terms and conditions in Appendix 2 (clause 7 on page 64) provide for limitation of Enterprise Ireland's liability. The supplier's liability is uncapped.

Question 3

Upon review the limit of liability is unclear within the terms and conditions which implies it may be unlimited. Would it be possible for it to be amended to include a cap of 1.5 million Euro?

Answer 3

We can confirm that the supplier's liability is unlimited. We cannot agree to such a cap on liability.

Question 4

In relation to the data protection provisions, can Enterprise Ireland confirm whether the indemnities apply only to losses arising directly from the supplier's breach of data protection obligations and whether any limitation of liability provisions apply to such claims?

Answer 4

The provision at clause 19.3 of the Data Processing Agreement relates to all losses. As confirmed in response to Question 3, the supplier's liability is uncapped.

Question 5

Can Enterprise Ireland confirm whether workshop content, tools and materials developed under the framework may be reused by the supplier for other clients, provided that any Enterprise Ireland confidential information is removed and no confidential or proprietary information relating to Enterprise Ireland is disclosed?

Answer 5

Please see response to Question 1.

Question 6

We are still reviewing this opportunity and wanted to check whether Enterprise Ireland intends the pricing schedule to represent:

Year 1 pricing only, or The full 48-month framework value i.e. €200,000?

Answer 6

The pricing table relates to the 12 workshops to be delivered under the initial contract. Tenderers should note that the overall maximum framework value is €200,000 over the four-year term.

Question 7

The ITT (page 32) has no weighting for sustainability whereas the TRD (section 4.23.) has a 60 percentage weighting. can you indicate which is correct please?

Answer 7

The ITT is correct. Programme Sustainability is weighted at 5% and has no minimum score requirement. The reference in the TRD to a 60% minimum score for this criterion is an error.

Question 8**Reference Contracts (Section 5.1.4)**

Just to confirm our understanding of Section 5.1.4 and its accompanying footnote:

Can the Contracting Authority confirm that the five required elements (i) design and delivery of sustainability capability building programmes, (ii) agility to deliver specialist/evolving topics, (iii) high levels of participant engagement and satisfaction, (iv) delivery of online training workshops, and (v) delivery of in-person workshops, do **not** need to be demonstrated within a single reference contract, but may instead be evidenced collectively across the three reference contracts submitted, provided each element is demonstrated by at least one reference?

Answer 8

The five elements do not need to be demonstrated within a single reference contract. However, criteria (i) design and delivery of sustainability capability building programmes and (ii) agility to deliver specialist/evolving topics are mandatory requirements and must be evidenced in at least one of the reference examples submitted.

The remaining criteria may be demonstrated across the reference contracts as appropriate, provided each relevant element is addressed.

Question 9**Tenderer Location**

Can the Contracting Authority confirm whether the three reference contracts required under Section 5.1.4 must relate to services delivered to clients based in Ireland or the EU/EEA, or whether reference contracts relating to services delivered to clients outside the EU/EEA are also eligible for consideration, provided all other requirements of Section 5.1.4 are met?

Answer 9

Tenderers should ensure that their reference examples demonstrate relevant experience in designing and delivering programmes in a similar regulatory environment to that of Enterprise Ireland clients i.e. aligned with EU/EEA sustainability policy, legislation, regulations and reporting requirements.

Question 10

Tenderers must clearly describe in their TRD how their approach to sustainability applies in the context of the requirements and specifications set out. With regard to section 4.2.3 Sustainability (Criterion E) in the TRD, can Enterprise Ireland confirm whether the requirement relates to the current sustainability approach of the tendering company — including its sustainability plan, footprint, targets, social aspects and how it will bring these to the programme — or whether it relates to previous sustainability-related work conducted and brought to the programme?

Answer 10

This relates to the current sustainability approach of the tendering company, including its sustainability plan, footprint, targets and other relevant initiatives.

Question 11

With regard to page 38 of the TRD, there is a reference to “Framework Agreement for the Support, Maintenance and Supply of Audio / Visual Equipment to Enterprise Ireland”. Should this reference the tender, or is the page not required?

Answer 11

This is an error and the page is not required.

Question 12

In relation to Clause 9.1 (Termination of Framework Agreement) of the Framework Agreement Terms and Conditions provided in Appendix 1 of the Invitation to Tender, would a termination for cause arrangement based on SLA performance be acceptable?

Answer 12

Your comments are noted however as a government agency, our services agreements require the flexibility of this termination clause for our funding requirements.

Question 13

In relation to insurance, we are able to provide employer liability insurance with a primary layer of £10m and an excess layer of £10m, and public liability insurance with a primary layer of £5m and an excess layer of £15m. Is this acceptable?

Answer 13

Tenderers may provide details of the insurance cover available to them, including any primary and excess layers of cover. However, tenderers must demonstrate that the insurance arrangements proposed align with, and meet, the levels of cover required under the tender documentation. Where cover is provided through a combination of primary and excess layers, tenderers should clearly identify the total level of cover available for each relevant insurance type.

Question 14

How much budget is provided over the four years for redesigning or refreshing the workshop content?

Answer 14

There is no separate budget line for redesigning or refreshing workshop content. The maximum framework allocation is €200,000 over the four-year term across design and delivery.

The initial design and development phase will take place at the outset of the contract, with content refreshed periodically as required rather than fully redeveloped at regular intervals. Tenderers should price on the basis of the requirements set out in the tender documentation, including initial design/development and any periodic updates required during the contract term.

Question 15

The pricing model does not allow for this — it assumes a static once-off build and does not allow for over half of the workshop content needing bespoke development per sector/company size needs.

Answer 15

The programme is not intended to require bespoke workshop content for each sector or company size. Tenderers should propose a consistent core suite of content that can be adapted through facilitation, examples and discussion.

Question 16

How many sectors are expected over the four years needing bespoke content?

Answer 16

No bespoke sector-specific content is required during the initial 12-month contract period. Content should be sufficiently flexible to be relevant across different sectors, company sizes and levels of sustainability maturity.

Question 17

The learner outcomes are very significant to be achieved in 120–180 minutes of contact time.

Answer 17

The workshop is intended as a first step or a valuable reset, on a company's sustainability journey. Enterprise Ireland recognises the learning outcomes must be achievable within the workshop duration. The workshop should provide participants with practical awareness, clear next steps and tools to support further action after the workshop rather than seeking to fully implement all sustainability actions during the session.

Question 18

We can create suitable content, but it will be a difficult challenge for learners to absorb such diverse topics in such a short period of time. Based on Bloom's taxonomy of learning, training may only be at an awareness/basic understanding level, with limited time for application level.

Answer 18

Yes, Enterprise Ireland recognises that the workshop will primarily support awareness and practical understanding, while helping participants identify opportunities and build ambition for future sustainability initiatives. Application and implementation may be supported through subsequent company action, and wider Enterprise Ireland supports.

Question 19

How open is Enterprise Ireland to expansion of the timeframe and budget to allow for greater interaction, coaching, follow-up support, greater contact time, split workshops, participants being provided prep templates or pre-work?

Answer 19

The scope and budget are as set out in the tender documentation. Pre-work, templates and supporting resources may be proposed where they support participant engagement and practical application, but additional coaching or extended contact time is not the primary focus of the initial contract.

Question 20

Is the intent that participants will avail of grant funding to complete their sustainability plan?

Answer 20

Participants should be equipped to begin developing or enhancing a sustainability plan. They may do this independently, through further training, through Enterprise Ireland supports or through a combination of these approaches.

Question 21

The scope of sectoral regulations is continually expanding. What is the expected level of understanding for participants?

Answer 21

Participants are expected to gain an awareness-level understanding of relevant regulations and emerging developments, including their practical implications for their business. A detailed legal or regulatory deep dive is not required. The workshop should focus on helping participants identify key regulatory drivers and appropriate next steps.

Question 22

How involved will the company relationship managers be in the process to ensure the six-month follow-up?

Answer 22

Follow-up activity and participant progression will be managed by Enterprise Ireland through its existing client engagement structures and the wider Enterprise Ireland ecosystem.

Question 23

From our experience, SMEs will have very different needs to start-ups and larger businesses. Within the timeframe, it will be limited to get through all the content required. What is Enterprise Ireland's intent in bringing this mix of company sizes together?

Answer 23

Enterprise Ireland recognises that companies will have differing needs and levels of maturity. The workshop will focus on core sustainability planning and emissions measurement principles that are relevant across the client base. More advanced needs may be addressed through Enterprise Ireland's wider supports.

Question 24

The ITT requires "Professional Indemnity [Certificate] — including Cyber Liability" valued at €1m. Can Enterprise Ireland please confirm whether tenderers should supply two separate certificates indicating cover of €1m for both Professional Indemnity and Cyber Liability insurance respectively?

Answer 24

Tenderers may provide either a single certificate/policy showing Professional Indemnity including Cyber Liability cover of €1 million, or separate certificates/policies, provided the required level of cover is clearly demonstrated.

Question 25

FWA — Invitation to Tender section 4.4 Technical Merit of Team Proposed (page 20), paragraph 2 states that two recent case studies, within the previous three years, demonstrating track record relevant to this tender for SMEs are required. This differs from section 5.1.4 Previous Experience (page 30) and the Tender Response Document section 3.4 Previous Experience (page 6), which both state that three track record reference contracts are required relating to delivery for public or private sector clients. Can relevant public sector examples be included?

Answer 25

Public or private sector examples may be included. Tenderers should follow the requirements set out in the ITT and TRD for the number and nature of the reference contracts to be submitted.

Question 26

In Tender Response Document section 3.4 Previous Experience, can reference examples be from either public or private sector clients? Do they need to include two SME examples?

Answer 26

Public or private sector examples may be included. Sustainability capability building programmes delivered to any type of organisation (e.g. SME, large) will be satisfactory.

Question 27

In Tender Response Document section 4.2 Response to All Qualitative Criteria, section 4.2.1 Quality of Team Proposed (Criterion C), pages 19–20, CVs/Bios — are case studies also required in each CV to show track record with SMEs on similar projects?

Answer 27

No, detailed case studies are not required within individual CVs/Bios. An overview of relevant experience and activities by the individual undertaken with SMEs, public or private sector is sufficient.

Question 28

We note the requirement to provide “sufficient information” to allow Enterprise Ireland to evaluate that requirements are met and successfully delivered. Can Enterprise Ireland please give examples of what would be acceptable?

Answer 28

Acceptable evidence may include course overviews, sample materials, sample plans, participant feedback scores, evaluation survey results, testimonials, client references, repeat engagements, completion rates or other relevant evidence. Tenderers are required to ensure that their response fully outlines and demonstrates that the requirements outlined can be successfully delivered.

Question 29

You state in the ITT that there will be 12 workshops delivered between 2026/2027 under the initial call-off contract. Please can you specify what month you anticipate the work to commence?

Answer 29

Contract commencement is envisaged for October/November 2026. Workshop dates will be agreed with the successful tenderer.

Question 30

Section 4.3.2 “Evaluation, Reporting and Post-Event Follow-Up” states that Enterprise Ireland Sustainability Solutions will lead on client feedback collection, client evaluation and post-workshop engagement. Will all feedback and client evaluation be shared with the successful tenderer?

Answer 30

Yes. Enterprise Ireland will manage the collection and analysis of participant feedback; however, the successful tenderer will have access to the insights and learnings arising from this process to help ensure the programme remains effective, relevant and responsive to participant needs.

Question 31

Under section 4.2.6 “Expected learning outcomes for participants and their companies”, the ITT mentions “understanding of how to establish a baseline of Scope 1 and 2 emissions, and other relevant sustainability metrics” as a learning outcome. Is there an expected approach or standard to be used for this, for example GHG Protocol or ISO 14064?

Answer 31

Tenderers should use recognised approaches for establishing Scope 1 and Scope 2 emissions baselines, such as the GHG Protocol or equivalent. The workshop should provide participants with a practical understanding of how to identify emission sources, collect appropriate data and begin tracking emissions.

Question 32

Under section 4.2.6 “Expected learning outcomes for participants and their companies”, it is mentioned that companies should understand key sustainability drivers, including opportunities, trends and regulations, as a learning outcome. In terms of regulation, are in-depth legislative requirements expected to be covered? For example, does Enterprise Ireland expect CSRD information such as ESRs/IROs to be covered?

Answer 32

A detailed regulatory deep dive is not required. The workshop should help participants understand relevant regulatory trends and developments, including their practical business implications.

Question 33

In terms of the workshop objectives, are there particular Enterprise Ireland grants that companies should be able to avail of after completing a particular workshop?

Answer 33

The expectation is that workshop participants will be made aware of the wider Enterprise Ireland sustainability supports available to them, and can choose next steps depending on their level of maturity, needs and priorities. Companies may choose Enterprise Ireland sustainability grant supports such as GreenStart, GreenPlus, Strategic Consultancy, or further training in the form of Energy Leaders or Sustainability Leaders programmes or similar Enterprise Ireland initiatives.

Question 34

The ITT indicates a minimum of six resources overall and notes reliance on third parties is allowed if available to deliver. Can Enterprise Ireland clarify whether resources can be based outside Ireland, for example UK-based team members, for online delivery? Does Enterprise Ireland have any preference or requirement for an Ireland-based delivery lead?

Answer 34

Resources may be based outside Ireland, provided the tenderer can meet the delivery requirements set out in the tender documentation. Attendance at in-person meetings may be required on an ad-hoc basis at Enterprise Ireland headquarters. Tenderers should note that potential future contracts may require in-person engagement and delivery within Ireland. The successful tenderer must therefore be capable of supporting both online and in-person activities as required throughout the framework term.

Question 35

In Tender Response Document section 4.2 All Qualitative Criteria, 4.2.1 Quality of Team Proposed (Criterion C), pages 19–20, CVs/Bios — are these required to be included in a separate document and are there length restrictions? Does the one-page A4 limit apply for each CV/Bio or across them all?

Answer 35

There is no page limit on CV/Bios.

Question 36

In TRD section 4.2.2 Proposed Methodology (Criterion B), page 21, at the end where it states “Tenderer’s Response starts here...” — are there any length restrictions and does the one-page A4 maximum apply, as this appears very short for the method? Is an attachment allowed?

Answer 36

There is no length restriction. Attachments are allowed.