



CALL FOR TENDER

Establishment of	Multi Party Framework Agreement for the Printing, Refurbishing, and Installation of Internal and External Signage, including Graphic Design.
Procedure	OPEN
eTenders CFT ID	8913321
Issue Date	Tuesday 25 August 2026
Closing Date for Queries	Friday 18 September 2026 @ 11:00
Mandatory Site Visit <i>(contact MSLETB by eTenders to arrange the site visit - before Friday 11th September 2026 @ 11am GMT)</i>	Tuesday 15 September 2026 (Castlebar) & Wednesday 16 September 2026 (Carrick On Shannon)
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie
Closing Date / Time for receipt of Tenders	Friday 25 September 2026 @ 11:00

Please note that information relating to this Call for Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal - www.etenders.gov.ie. Registration is free of charge and there is no charge for documents.

Please note that the contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

The dates provided above are estimates at the time of issue of this Call for Tender. The Contracting Authority will endeavour to run the process to this timetable, but this cannot be guaranteed. The Contracting Authority reserves the right, in its sole discretion, to extend the timelines identified above by giving notice in writing via email to tenderers at any point. Without prejudice to the foregoing, the Contracting Authority reserves the right, in its sole discretion, to extend the closing date for receipt of tenders by giving notice via email to all parties who have expressed an interest in the competition

The Contracting Authority have provided a Tender Response Document as a separate document for tenderers to use in preparing their response to this tender. This document and format must be used.

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1 Disclaimer

This document ("the Document") is provided for information purposes only and does not constitute, nor shall it be construed as, an offer for sale, a prospectus, or the basis of any contract.

Tenderers are advised to review all documentation carefully. While the Contracting Authority has taken reasonable care to ensure that the information contained in the Document is accurate and up to date, no representation or warranty, express or implied, is given as to its accuracy, completeness, or fitness for any particular purpose. Neither the Contracting Authority nor any of its officers, employees, agents, or professional advisers shall be liable for any loss, damage, cost, or expense arising from reliance on the Document, any information provided in connection with it, or any errors or omissions contained therein. No officer, employee, agent, or professional adviser has authority to make any representation or warranty on behalf of the Contracting Authority except as expressly stated in writing.

The Contracting Authority is not bound to accept the lowest-priced Tender, or any Tender.

This Call for Tender ("the CFT") does not constitute an offer or commitment to enter into a Framework Agreement or Contract. No contractual relationship shall arise unless and until a formal written Framework Agreement or Contract has been duly executed by or on behalf of the Contracting Authority.

Notification of preferred bidder status shall not create any enforceable rights or entitlements for the Tenderer.

The Contracting Authority reserves the right to cancel or discontinue the procurement process, in whole or in part, at any stage and for any reason prior to the execution of a formal written Contract.

The award of a Framework Agreement shall not confer exclusivity on any successful Tenderer.

This CFT supersedes all previous documentation, communications, and correspondence between the Contracting Authority and Tenderers, and no reliance should be placed on any such prior materials.

2 Summary

Contracting Authority:	Mayo, Sligo and Leitrim Education and Training Board
Nature of procurement:	This is a competitive process for a Multi-Party Framework for the Printing, Refurbishing, and Installation of Internal and External Signage, including Graphic Design, for which need may arise during the lifetime of the framework, for any of the sites under the aegis of the Mayo, Sligo and Leitrim Education and Training Board.
Type:	Goods
Procedure:	Open Procedure
Stage in procedure:	This is a single stage tender procedure whereby all interested parties may tender, but only those meeting the selection criteria (financial and technical capacity) will be deemed eligible for evaluation against the award criteria.

3 About the Contracting Authority

Mayo Sligo and Leitrim Education and Training Board (the “Contracting Authority”) or (“MSLETB”) invites tenders (“Tenders”) to this CFT from economic operators (“Tenderers”) for the supply of the goods as described in Appendix 1 to this CFT (the “Goods”).

The Contracting Authority is the ETB responsible for the delivery of services in counties *Mayo, Sligo and Leitrim*. The remit of the Contracting Authority, as a statutory provider of education, is the provision of a comprehensive range of quality education programmes to meet the needs of the communities we serve. These can include Primary and Post Primary Education, Post Leaving Certificate Programmes, Further Education, Outdoor Education, Apprenticeships, Second Chance Learning, Adult & Community Education, and Music Generation.

For more information on the Contracting Authority please visit www.msletb.ie

4 Scope of the Framework Agreement

The Contracting Authority proposes to engage in a competitive process for the establishment of a multi-party framework agreement for the provision of Printing, Refurbishing, and Installation of Internal and External Signage, including Graphic Design.

In the case of a multi-party framework agreement, contracts will be awarded in accordance with the process outlined herein. Indeed, the Contracting Authority reserves the right to operate outside of the framework agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the framework agreement approach has been adopted to leverage efficiencies and maximise cost savings over the duration of the framework. The Specification of Requirements is available in Appendix 1 to this CFT.

4.1 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a multi-party framework agreement with a minimum of 2 suppliers subject to that number meeting the minimum criteria and rules. There will be a maximum of 4 suppliers overall.

4.2 Duration of the Framework Agreement

This public procurement competition (the “Competition”) will be conducted in accordance with the open procedure under the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) (the “Regulations”). Any framework agreement that may result from this competition (the “Framework Agreement”) will be issued for a term of **one (1) year** (“the Term”).

The Contracting Authority reserves the right to extend the Term for up to **three (3) additional one (1) year** periods with the same terms and conditions, subject to the Contracting Authority's obligations at law.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

4.3 Estimated Value of the Framework Agreement

The Contracting Authority estimates that the aggregate expenditure on the Goods and Services to be covered by the proposed Framework Agreement may amount to between fifty thousand Euro (€50,000) (excl. VAT) and two hundred and fifteen thousand Euro (**€215,000**) over the Term of the Framework Agreements and any possible extensions.

The following expenditure is provided as an estimated value which may be drawn down over the Term of the Framework:

Single Lot : Value €50,000 and €215,000

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement. The Contracting Authority is fully funding dependent and spend current and future, is subject to this funding.

4.4 Awarding Contracts under the Framework Agreement / The Drawdown Mechanism

In the case of this multi-party framework agreement contracts may be awarded as using the following drawdown methods;

Threshold		
€1000 - €3000 ex VAT	Direct Award - Cascade	Cascade – Contracts will be awarded on foot of the original tenders to the first ranked supplier admitted to the framework agreement. Where the first ranked supplier is not in a position to deliver the contract, the next ranked supplier will be asked to quote. This method will be applied in order of ranking through the Framework Members until the contract is awarded.
€3000 + ex VAT+	RFQ to all Framework Members	A mini-competition / RFQ will seek quotes by email from all Framework Members admitted to the framework agreement. To ensure value for money and for each requirement an RFQ will be issued to all suppliers in the category detailing the scope of requirements,

		- the award criteria selected from the table below - closing date and time. (Responses received after the closing date and time will not be accepted.) - The list of goods required by the location under the auspices of the Contracting Authority, - and a pricing template where necessary. - The timeframe by which the order is to be fulfilled. The responses to the RFQ will be evaluated by the requesting location, and tenderers will be informed of the outcome of the Mini-Competition / RFQ. Award Criteria for Mini Competitions / RFQ <table border="1"> <thead> <tr> <th colspan="3">Mini Competition Award Criteria</th></tr> <tr> <th></th><th>Criteria</th><th>Weighting</th></tr> </thead> <tbody> <tr> <td>A</td><td>Quality of Proposed Solution</td><td>60-100%</td></tr> <tr> <td>B</td><td>Ultimate Cost</td><td>40-100%</td></tr> <tr> <td>C</td><td>Delivery Lead Times</td><td>0-40%</td></tr> </tbody> </table>	Mini Competition Award Criteria				Criteria	Weighting	A	Quality of Proposed Solution	60-100%	B	Ultimate Cost	40-100%	C	Delivery Lead Times	0-40%
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B	Ultimate Cost	40-100%															
C	Delivery Lead Times	0-40%															

NOTE:

1. All itemized components of all quotes must conform with all equipment, services and pricing etc that the supplier proposed in their response to this CFT.
2. For each RFQ the Framework Member is welcome to visit the Framework Client location to assess the job if they deem it necessary to do so but visits should not delay the provision of a quote beyond the working day period indicated from the date of quote request.
3. Site visits to assess jobs must be conducted in a time efficient manner.
4. The deliveries must be completed within 14 calendar days of the date of request for quote unless otherwise agreed with the framework client or the contracting authority.

Admission to the Framework Agreement will be conditional upon acceptance of the Contracting Authority's Framework Agreement Terms and Conditions at Appendix 5 of this Call for Tender.

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission. Any reservation about these terms should be submitted as a query in accordance with the procedure described in Section 7.3 of this document.

4.5 Review of Performance

Supplier performance will be monitored and reviewed over the term of the framework agreement. The format will be agreed between the Contracting Authority and the framework member. The agreed SLA and agreed Key Performance Indicators will be the main criteria for measuring performance.

Tenderers are required to provide a proposed draft Service Level Agreement (SLA) for the Contracting Authority which will describe in detail how they propose to address the execution and performance monitoring of any associated service delivery for this Framework Agreement.

The precise KPIs for performance monitoring will be agreed with the framework members. It is expected that the successful tenderer(s) will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary for continuous improvement.

4.6 Account Management

4.6.1 Account Manager

The Contracting Authority requires tenderers to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services or products required. The duties of the account manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority;
- Meet as and when required to review the relationship and examine performance;
- Deal with disputes, complaints or concerns that cannot be adequately resolved;
- Regularly give and receive both formal and informal feedback on the relationship, workloads, processes, areas and suggestions for improvement and cost savings;
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general.

NOTE: Tenderers will note that account management activities will be non-billable (i.e. the Contracting Authority will not pay separately for account management activities). The Contracting Authority will nominate authorised staff to liaise with the successful Framework Members and delegate as required.

4.6.2 Replacement Personnel

Notification must be sent in writing as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting

Authority. Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

4.6.3 Invoicing

Invoices shall be submitted by the successful tenderer on a monthly basis for all costs due under the contract in the preceding month. All official invoices must quote the official Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the supplier.

The Supplier must have the ability to receive payments from Framework Clients for online Purchase Order transactions via **Electronic Funds Transfer (“EFT”)**

Note: The Contracting Authority may be rolling out e-invoicing during the term of the contract / framework and tenderers may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

Please note that only delivered goods will be paid for regardless of the circumstances.

The tenderer must not accept any orders unless on receipt of an Official MSLETB Purchase Order. Any invoices without the MSLETB official Purchase Order number quoted will be rejected.

4.6.4 Award to Runner Up

In the event that, following the award of any contract resulting from an RFQ under this framework agreement if the framework member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the contract to the next highest-ranked tenderer emerging from the process at any time during the contract tender validity period.

4.7 Non Exclusivity or Right to Tender outside of the Framework

The Contracting Authority intends to use the framework for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the framework members. Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the members the right to be consulted in respect of, or tender for, any contract.

4.8 Changes

It shall be the responsibility of the tenderer (in the event of success) to fulfill the obligations under the Framework Agreement, notwithstanding any changes in circulars, laws, regulations, taxation, duties or any other factors which might arise eg geopolitical changes.

4.9 Compliant Tenders

If a Tenderer fails to comply in any respect with the requirements of this paragraph 4.9, the Contracting Authority reserves the right to reject the Tenderer's Tender as non-compliant or, without prejudice to this right and subject to its obligations at law, to take any other action it considers appropriate including but not limited to:

- seeking written clarification from the Tenderer;
- seeking further information from the Tenderer; or
- waiving a requirement, which in the Contracting Authority's view, is non-material or procedural.

Tenderers are required to:

- (a) If requested,** to complete and submit with their Tender the electronic version of the European Single Procurement Document ("[eESPD](#)"). Tenderers may submit an eESPD which has already been used in a previous procurement procedure PROVIDED THAT they confirm that:
- i)** the information contained in it continues to be correct and
 - ii)** (ii) that they satisfy the Selection Criteria for this Competition as set out at part 6.1 below.
- (b)** Submit all documentation which this CFT requires to be submitted with their Tender;
- (c)** Follow the format of this CFT and respond to each element in the order as set out in this CFT;
- (d)** Conform to and comply with all instructions and requirements set out within this CFT;
- (e)** Submit the Tenderer's Statement required at Appendix 3; and
- (f)** Not to alter or edit this CFT in any way;
- (g)** Not to alter the Tender Response Document (TRD) in any way.
- (h)** Not to alter any Pricing Schedule Documents except in the costing column.

NOTE:

Without prejudice to the generality of part 4.9, failure to comply with parts 7.1, 7.2 or 7.3 below will render the Tender non-compliant and it will be rejected.

5 Requirements under Framework Agreement

The framework agreement will be established on foot of this tender competition for the supply of the goods as detailed in the Specification of Requirements at Appendix 1 to this CFT.

5.1 Summary of Specification of Requirements

This public procurement competition will be for a single (1) Lot.

Please note that these are indicative lists and therefore not exhaustive lists. The full specification of requirements is at Appendix 1 to this CFT.

Tenderers, at a minimum, must be able to supply, refurbish or repurpose, deliver and install all of the items listed in Appendix 1 to this CFT, and the pricing schedule.

Braille and other accessibility requirements may be included in the specifications at the time of request, on internal signage. The provision of correct Braille is the responsibility of the tenderer.

Irish Translations will also be required and provision of the translation will be the responsibility of the Contracting Authority.

The successful tenderer must engage with the requestor and the property manager in relation to any civil works for the erection of signage. For the most part, the initial stage of this framework will be for the replacement of existing signage, both internal and external.

For the avoidance of doubt, the scope of this Framework includes all signage requirements and the graphic design element, including but not limited solely, to those listed in Appendix 1 and the Pricing Schedule.

There may be a requirement to supply bespoke signage that is not listed, where the need arises. Where this is the case pricing will be benchmarked against the tendered prices for similar items.

There is no guarantee of additional contracts, but where they arise, the Contracting Authority will consult the members of the Framework in accordance with the rules outlined in this CFT.

The Contracting Authority will require that our Branding Guidelines are used in the production of any signage, and this will be forwarded to the successful tenderers.

The Contracting Authority will require the following

5.1.1 Internal Signage

Internal Door Signs, Internal Wayfinding Signs, Internal Plaques

5.1.2 External Signage

Building Naming Signs, Totems, Building Naming Lettering, Vehicle Directional Signs, Pedestrian Directional Signs,

5.1.3 Availability of typical Materials for all signage types

5.1.4 Promotional Materials

The need for promotional materials may arise during the lifetime of this framework. These will be specified at RFQ stage which is outlined in this CFT.

5.1.5 Green, Sustainable and Circular Economy

An important aspect of this competition will be to find suppliers who are capable and willing to refurbish and reuse existing location signage, where appropriate to do so. This will be agreed with the contracting authority in advance. It will therefore be necessary to visit each site prior to any job to ensure a thorough examination of existing signage. A full list of sites is provided in Appendix 1 to the CFT.

Where reference is made in the technical specification to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words “or equivalent”. These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

5.1.6 Application of Variants

Where variant offers are acceptable under the terms of this tender competition, tenderers must demonstrate that they comply or exceed the minimum requirements laid down in the specification. The Contracting Authority is open to looking at alternative methods of delivery of the contract under the variant rule but must be assured the variant will meet or exceed need and be capable and suited to operation in a learning environment.

5.2 Volumes

Volumes cannot be indicated at present as this is dependent on approval and funding from Government Departments or other such funding Organisations, details of which are received on an ad-hoc basis. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of supplies or services from a particular economic operator.

5.3 Minimum Order Quantities

No minimum order quantities can be applied. Tenderers will not be allowed to introduce a minimum order or quantity at any stage of the contract with the Contracting Authority.

5.4 Pricing

5.4.1 Pricing Quoted

- (a) All Tenderers must complete the Pricing Schedule in the Tender Response Document accompanying this CFT.
- (b) Where a zero price is submitted, it will be replaced by the highest quote received for the purposes of evaluation.
- (c) All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, ancillary costs and all other costs/expenses), be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.
- (d) Any currency variations occurring over the Term of the Contract shall be borne by the Tenderer. Payment for goods supplied and works completed under this CFT shall be made subject to and in accordance with the contract associated with this CFT.
- (e) Any currency variations occurring over the term of the Contract shall be borne by the Tenderer.
- (f) Payments for goods supplied under the Framework shall be made subject to and in accordance with the Terms and Conditions of Contract appended to the Framework Agreement.

5.4.2 Pricing Review

Following the commencement of the framework, tenderers must confirm that all prices quoted remain valid for **30 days** commencing from date of quotation. The contracting Authority will endeavour to commit to provide an official purchase order within **30 days** of the date the prices have been quoted to safeguard pricing integrity.

Tenderers should note that, in respect of prices tendered for **Professional Technical Services Per Diem Rates** in response to this Competition may be increased only on or after the first anniversary of the Commencement Date of the Framework Agreement (as defined in the Framework Agreement) and on subsequent anniversaries of the Commencement Date thereafter, and only at the request of the Framework Member. The maximum permitted increase in any event is three percent (3%) per annum.

The new price, following such an increase, becomes the Framework Maximum Price for that Framework Member. Such an increase will only be considered upon provision of ninety (90) days' prior written notice from the Framework Member to the Contracting Authority, which must contain justification for the proposed adjustment based on actual increases resulting from market forces, including but limited to; inflationary pressures and supply chain/logistics cost impacts. Tenderers shall use their best commercial efforts to limit any such increases as much as possible.

Where a Framework Member seeks to increase its' Maximum Framework Pricing, the Contracting Authority reserves the right to validate the justification for such increase requested by the Framework Member and any increases granted are subject to approval by the Contracting Authority, such approval not to be unreasonably withheld.

5.5 Orders

The successful tenderer will be required to provide a dedicated helpdesk for user queries and provide a user guide for the supplies where necessary.

The Contracting Authority requires that orders are accepted only by email from our finance system which will have an official Purchase Order PDF attached.

5.6 Deliveries

Delivery charges must be incorporated into the ultimate cost. No additional delivery charges can be applied.

5.6.1 Delivery Locations

Delivery will be required to any of the locations under the auspices of the Contracting Authority, for a full list see Appendix 8. Locations may be added or removed during the lifetime of this framework agreement.

5.6.2 Delivery and Collection Requirements

- a) Deliveries must be received during opening hours. These will be confirmed with the successful tenderer. These are usually Monday to Friday from 9:00am to 5:00pm. Delivery times and locations must be mutually agreed between the Supplier and the individual location. In the event of an unusual/emergency request being received the Supplier must ensure that this request will be given an urgent delivery priority rating and be delivered at a mutually agreed delivery time. Such requests will only be placed with the authorisation of the appointed contact of the Contracting Authority.

- b) Delivery Timeframes: the Contracting Authority require delivery of goods promptly but no later than two weeks following the issue of an official Purchase Order Number.
- c) Delivery may be required to all and any locations under the auspices of the Contracting Authority. A list of locations is provided at Appendix 8 to this CFT.

5.6.3 Goods Delivery

The Supplier shall ensure that all Goods items ordered are delivered in recycled and recyclable packaging of suitable size and quality to prevent damage to any Goods. The Supplier must be capable of providing bulk delivery of items via pallet loads and must remove any pallets, containers or cages required at no additional cost to Contracting Authority.

Minimum delivery service level requirements include:

- Delivery Note with sufficient information to identify the order provided with each delivery;
- Proof of Delivery (“POD”) signed by a Framework Client representative only obtained for each delivery;
- Unsigned deliveries not to be left unattended inside or outside required delivery building;
- The Supplier will be responsible for the provision, operation and any training requirements associated with mechanical offloading, lifting or moving equipment required to expedite delivery requirements by their employees or agents.
- All deliveries are to be made via reception, unless otherwise indicated. Delivery personnel will not be Garda Vetted by MSLETB, and therefore it is imperative that access to location is with only along with MSLETB staff
- The Supplier will provide copy PODs within a reasonable timeframe, when requested
- As Value Added Tax shall be itemised separately on each invoice the delivery note must show the Supplier’s VAT Number.

5.6.4 Installation and Equipment

It is the successful tenderers responsibility to ensure that all staff members assigned to deliver and/or install goods are fully trained.

All equipment used by the successful tenderer to install and deliver must be safe and fit for purpose and maintained according to the manufacturer’s standards if applicable. This will be the responsibility of the successful tenderer.

Any damages caused to the Supplier's equipment shall be covered by the Supplier's own insurance unless the damage is proven to be caused by the Contracting Authority through no fault of the Supplier.

5.6.5 Packaging

The Supplier shall ensure that all Goods items ordered are delivered in recycled and recyclable packaging of suitable size and quality to prevent damage to any Goods.

Packaging should be used only where absolutely necessary. All packaging materials should be made from recyclable materials where possible and shall be removed from the products upon delivery and removed off site by the Supplier.

Where possible packaging is to be from recycled or renewable sources which can be reused or recycled after use.

The successful tenderer will be responsible for the safe removal and disposal of packaging at no additional cost to the Contracting Authority.

5.7 Training

Any training should be pre-arranged with the location ordering. Training should be on-site in the first instance, and the tender price must include on-site training where applicable.

5.8 Warranties

All required warranties are included in the Specifications found in the Tender Response Document. Please note that upon request you must be able to provide warranty documentation to those stated where they either meet and or exceed the requirements where specified by the Contracting Authority.

Note: Any products with warranties below these minimum warranty levels will not be considered and your tender submission will be deemed invalid.

5.9 Returns

The Supplier shall accept returned goods, e.g., incorrect delivery, goods not fit for purpose, etc. and that returns will be provided and processed free of charge. Once notified by the Framework Client, the Supplier shall collect items to be returned within 48 hours. The Supplier must have a system in place to ensure that any credits arising from returns will be processed onto the Framework Client's account within 72 hours of collection of the returned items.

Continuity of Supply

The Supplier must hold sufficient stock levels of the requirement to service any Goods Contract that may arise, and that they have the ability to provide delivery of these Goods throughout the locations, and within the relevant timeframes, as set out in this CFT. The Supplier must have a contingency plan in place that can be activated in the case of emergency or unforeseen circumstances that will guarantee continuity of supply to the Framework Clients without exception within a reasonable timeframe.

5.10 Goods Substitutes/changes

The substituted Goods must, at a minimum, meet or exceed the product specification, technical merit and functional characteristics of the Goods which the Supplier seeks to change or substitute. Any such amended Goods must be equal to or of superior quality to that of the Goods which is being replaced. Furthermore, any such changes must meet the specifications required in the pricing table enclosed in the Tender Response Document and the prices charged for such substitute good must not exceed the original price tendered for the Goods. Any proposed substitution of any Goods must be notified to and agreed in writing in advance with the Contracting Authority.

For the avoidance of doubt, substituted Goods shall only be supplied where the Contracting Authority has determined (at its sole discretion) that the proposed substituted Goods comply with the Supplier's Tender (in respect of product specification and price) and all other requirements of the Goods Contract. New product development must be presented and agreed in writing with the Contracting Authority.

5.11 Goods Recall

In the event of a Goods recall, advice and/or alert the Supplier must have written formal procedures in place for identifying the Goods, advising and or alerting the location, removing from the location all Goods that are subject to a Goods recall, and offer a replacement or alternative Goods.

The implementation of these procedures shall result in no cost or disruption to the location. The Supplier acknowledges and agrees that if the Goods recall and advice and or alert procedures proposed do not meet the Contracting Authority's requirements, the Contracting Authority reserves the right to prescribe Goods recall, advisory and/ or alert procedures to be adopted by the Supplier. All Goods recalls must be notified immediately to the location and procurement@msletb.ie as the contract owners.

A summary of all Goods recalls/alerts/advisories/complaints, their investigation, conclusion, resolution, and subsequent corrective and or preventative actions must be provided during the Term of the Framework Contract, upon request, within two (2) working days.

5.12 Goods/Services Issues

Goods on delivery that are found to be unfit for use, shall be returned, and replaced by the Supplier, at no cost to the location. The Supplier shall remove the rejected Goods within two (2) calendar days from the date of notification to the Supplier of their rejection and make arrangements to replace the Goods at no extra cost or issue a credit note to the Contracting Authority or location. In the event of any defective Goods becoming apparent, appropriate action will be taken by the Supplier to remedy the situation. If there is no improvement or repetition occurs a written warning will be issued by the Contracting Authority and may lead to expulsion from the Framework.

5.13 Reporting

The Contracting Authority shall require the successful tenderer to maintain full records of sales figures and spend profile. Reports may include but are not limited to the information requirements hereunder.

- Supplier product code
- Supplier product description
- Supplier unit of measure
- Volume supplied per each by unit of sale
- Unit price per product code/good/unit of sale
- List of all goods/items purchased by the locations under the auspices of the Contracting Authority
- Delivery Times
- Commissioning dates
- Servicing and Maintenance reports where applicable.
- Volume and Spend of all Goods or Items purchased
- Summary Reports for order volumes, products and overall expenditure
- Percentage of orders placed by email or online by phone etc.

5.14 Environmental Considerations

The Supplier must work with Framework Clients to identify opportunities to reduce environmental cost and waste.

Tenderers should employ good environmental practice with regard to waste reduction and waste recovery, including the efficient use of materials and transport, and the minimisation of waste during

production. Non-renewable materials should be kept to a minimum, packaging should be made from recyclable materials and be used only where absolutely necessary.

The Supplier shall submit a Climate Action Report annually (or as requested) detailing performance against agreed environmental and sustainability measures, including greenhouse gas emissions, sustainable sourcing, packaging reduction, and continuous improvement initiatives. Performance data may be subject to audit by the Contracting Authority.

Suppliers shall be responsible for ensuring that all packaging placed on the Irish market in connection with this contract is fully compliant with Regulation (EU) 2025/40 on Packaging and Packaging Waste (PPWR) and any associated statutory obligations, irrespective of the Contractor's country of establishment. This has come into place effective 12th August 2026.

5.15 Liability for Taxes/ Customs Tariffs

All prices quoted/tendered must be all-inclusive (i.e., including but not being limited to shipping, customs duties, taxes, levies, phytosanitary charges, customs handling and/or administration charges, delivery, ancillary costs and all other costs/expenses), be expressed in Euro only and exclusive of VAT. Subsequent claims for additional charges of any description will not be entertained.

It shall be the responsibility of the tenderer (in the event of success) to fulfil the obligations under the contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

“The Incoterms® Rules 2020, DDP (Delivery Duty Paid) [VAT Unpaid], Client Premises apply to this Agreement.” MSLETB Education locations are identified as the “Client Premises” in this Tender.

5.16 Transfer of Ownership

Ownership shall be transferred to the Contracting Authority upon delivery or full commissioning of the goods or equipment.

6 Evaluation Criteria

6.1 Selection Criteria

The OPEN procedure at EU level is being used by the Contracting Authority for the award of this framework agreement. While all interested parties may submit a tender, only those demonstrating that they can comply with the required level of financial and technical competence will be eligible for full tender evaluation.

In order to demonstrate a tenderers' suitability, tenderers must respond to the information set out below by completing the separate Tender Response Document.

6.1.1	General Information relating to the Tenderer	Please provide company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.								
6.1.2	Legal Compliance	Please complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 284 of May 2016 included in the Tender Response Document. The declaration also covers compliance with relevant Statutory Obligations relating to labour law, employment law, etc.								
6.1.3	Financial Capacity	Please confirm that you meet the following financial requirements:								
	(i) tax clearance	RULE: Confirmation that the tenderer and all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.								
	(ii) turnover	RULE: Confirmation that your turnover exceeded €50,000 For each of the last three years or during one of the last three years or pro-rata if more recently established firms								
	(iii) insurance	RULE: Confirmation of the following insurances being in place and that if successful you agree to implement the following levels, promptly on award where these are not currently available. <table><tr><th>Type of Insurance</th><th>Indemnity Limit</th></tr><tr><td>Employer's Liability</td><td>€12.7 million for any one claim and unlimited in the period of insurance</td></tr><tr><td>Public Liability</td><td>€2.6 million for any one claim or series of claims arising out of a single occurrence per period of insurance</td></tr><tr><td>Product Liability</td><td>€1 million for any one claim per insurance year each</td></tr></table> NOTE: Provision of Notation of Indemnity to the Contracting Authority applies, and territorial limits and jurisdiction policies must include the Republic of Ireland.	Type of Insurance	Indemnity Limit	Employer's Liability	€12.7 million for any one claim and unlimited in the period of insurance	Public Liability	€2.6 million for any one claim or series of claims arising out of a single occurrence per period of insurance	Product Liability	€1 million for any one claim per insurance year each
Type of Insurance	Indemnity Limit									
Employer's Liability	€12.7 million for any one claim and unlimited in the period of insurance									
Public Liability	€2.6 million for any one claim or series of claims arising out of a single occurrence per period of insurance									
Product Liability	€1 million for any one claim per insurance year each									
6.1.4	Technical and Professional Capacity PASS/FAIL	The following are mandatory requirements and must be passed to progress to the next stage of evaluation.								
	(i) Details of company Experience	RULE: information demonstrating successful delivery of three (3) previous comparable contracts in the past three (3) years.								

	(ii) Quality Assurance	RULE: Details of quality assurance policies and systems and whether 3rd party certified.
	(iii) Health and Safety	RULE: Details of health and safety policies and whether 3 rd party certified.
	(iv) Environmental System	RULE: Details of environmental policies and systems in place and whether 3 rd party certified.
	(v) PPWR - Regulation (EU) 2025/40 on Packaging and Packaging Waste	RULE: Where your company has been deemed a producer of packaging on the market, please provide evidence of compliance with applicable packaging Extended Producer Responsibility (EPR) obligations in the relevant jurisdiction(s), ie for Ireland this is certified registration with REPAK. Effective August 12 th 2026.
	(vi) Site Visits	RULE: SITE VISITS MAYO: Site visit to Davitt College and Mayo College of Further Education in Castlebar, Co Mayo on September 15th 2026. SLIGO: Sligo Training Centre and Sligo College of Further Education Ballinode. On September 16th 2026 LEITRIM: Site visit to the Leitrim College of Further Education Market Yard, The Courtyard, Carrick On Shannon, Co Leitrim on September 17th 2026.
	(vii) SAMPLES	RULE: Provision of samples of the following to the Procurement Office, Quay St, Sligo, by the tender closing date. The purpose of this is to ascertain the quality of the MSLETB logo as applied to the samples. The MSLETB logo is supplied as a separate document with this CFT. 1 x White Cotton Bag with long handle – full colour – digital print 1 x Stainless Steel 750ml insulated bottle – single colour lime - white logo 1 x Metal Trolley Token Keyring – Single Colour black - white logo - Ball point pen eg Unix ballpoint pen – full colour logo - A5 notebook –single colour lime with white logo

6.1.5	Status of European Single Procurement Document (ESPD) PASS / FAIL	Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section 6.1.2 (Legal) and Section 6.1.3 (Financial). However, the Contracting Authority requires evidence via completed Tender Response Document. Mere confirmation <u>will not</u> be sufficient under these headings. Tenderers are asked to demonstrate their legal, financial and technical capacity by responding to all the information requested above. In addition, Tenderers must ensure that they have completed and signed the Declaration of Bona Fides in the Tender Response Document. Failure to supply the required information may result in elimination from detailed tender evaluation. Prior to the award of any framework agreement / contract, the Contracting Authority will request evidence of self-declared information prior to award decision. Failure to provide appropriate evidence within the required timeframe will result in the tenderer being deemed inadmissible for formal award.
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By submitting a tender and signing the Tenderer's Statement at Appendix 3, Tenderers confirm that,

- (i) they will obtain and hold from the effective date of the Framework Agreement, the types and levels of insurance as specified above,
- (ii) the territorial limits and jurisdiction of its insurance policies include Ireland and
- (iii) they are not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Contract.

The successful Tenderer will, during the term of the Framework, be required to:

- (ii) immediately advise the Contracting Authority of any material change to its insured status;
- (iii) produce proof of current premiums paid upon request within seven (7) calendar days;
- (iv) produce valid certificates of insurance upon request, within seven (7) calendar days;

NOTE: Tenderers **must** be willing to provide evidence of the self-declared information within **seven (7) calendar** days of request, which will be made prior to any award decision. If the evidence required is not provided by the deadline date, then the tenderer in question will be eliminated. Furthermore,

tenderers should note that the provision of inaccurate or misleading information in this declaration may lead to exclusion from participation in this and future tenders.

6.2 Award Criteria

Only tenders meeting the selection criteria and confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below. Responses are required through completion of the Tender Response Document.

The framework will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

Criteria		Weighting	Maximum Score	Minimum Score Required
A	Notional Cost	30%	3000	n/a

Tenderers must complete the pricing schedule(s) attached to this CFT. The pricing schedule contain a sample of equipment or services which may be required throughout this lifetime of this framework agreement and are for evaluation purposes only.

Please note tenderers must complete the pricing schedule(s) in full please indicate an N/A where you cannot price for an item.

B	Quality and Fitness for Purpose of Signage and Printing.	30%	3000	1500
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Tenderers should provide sufficient information to enable the contracting authority to assess their response under this criterion covering the specification of requirements at Appendix 1 to the CFT.

Please consider and evidence the following in your response

- Quality and durability of materials proposed.
- UV resistance and weatherproofing for external use.
- Print resolution and colour consistency.

This can be achieved using examples or portfolio of previous work, of 3 years or more installed for signage.

Max length of response is 5 No. A4 pages, not including images. URLs will not be considered for the evaluation.

C	Installation Methodology and Project Delivery	20%	2000	1000
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Tenderers must demonstrate their capacity to effectively deliver and support the goods and/or services throughout the contract term. This will include your approach to the design, verification, production, delivery, and installation process for external signage.

Responses must address the following:

- Proposed approach to site surveys
- Design and productions timelines and steps
- Installations programme and timelines steps
- Management of access, disruption and risk at school locations in all counties.

- Organogram demonstrating sufficient skilled personnel to ensure capacity to deliver this contract, including access to fleet.

Max length of response is 5 No. A4 pages, not including images. URLs will not be considered for the evaluation.

D	Innovative, Green and Social Value	20%	2000	1000
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MSLETB is a contracting authority embedded in local communities, in light of this, tenderers are invited to outline any environmental and social value associated with their contract delivery proposal.

This is not exclusively related to the products being provided and/or the support and after-sales service. This may include but is not limited to the facilitation of environmental, sustainability, accessibility, training for young, disadvantaged or a willingness to offer work experience or work practice for MSLETB learners and students. What MSLETB would like to understand is how your company is supporting Government's Climate Action Plan in your day-to-day business and will therefore be supporting ours.

- Tenderers should submit evidence of innovative supply chain solutions that can provide additional value for the Client. Details of any additional services that can be provided to enhance the contract e.g. product demonstrations, showroom facilities, catalogues, online presence.
- Tenderers should detail evidence, if any, of environmentally friendly initiatives which support and promote an inclusive community response to protecting the environment. Tenderers should demonstrate their commitment to sustainability and how it is incorporated into your business.
- Tenderers should detail evidence, if any, of "social value" related commitments of the company.

Max length of response is 3 No. A4 pages, not including images. URLs will not be considered for the evaluation.

Scoring Range	Band	Meaning
90 – 100%	Exceptional	An exceptional response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70 – 79%	Very Good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.

60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
0 – 49%	Unacceptable	A response which fails to address the criterion to the required standard or presents risk of non-performance; is therefore deemed inadmissible and therefore not eligible for further consideration.

Example: Where the maximum mark available for a qualitative sub-criterion is 1000 and the tender evaluation panel determines that the response falls under the “very good” description then the evaluation panel may award a minimum of 70% of the total marks available (i.e. 700 marks) and a maximum of 79% of the total marks available (i.e. 790 marks), dependant on the quality of the response. Marks between the base lines outlined above can be awarded where responses so merit additional marks.

NOTE 1: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B) to (D) in order to avoid elimination from the competition. Qualitative criteria will be scored using the following baseline scoring system:

NOTE 2: The lowest cost tender that also meets all of the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Maximum Points available for Cost	A
Lowest Cost from a Bona Fide Tender	B
Cost for the tender being evaluated	C
Formula employed	$\frac{A \times B}{C}$

NOTE 3: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

NOTE 4: Award of contract/framework agreement may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting.

NOTE 5: Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

6.2.1 Post Tender Clarification

At the discretion of the Contracting Authority, tenderers may be invited, in writing, to clarify certain aspects of their tender, particularly where information or documentation to be submitted appears to be incomplete or erroneous. However, all such requests will be made in full compliance with the principles of equal treatment and transparency and avoid any distortion of competition.

Responses to requests for clarification must not materially change any of the elements of the tenders submitted and the Contracting Authority will not accept any additional submissions, other than clarifications, as part of that process. Tenderers who do not provide the clarifications sought within a specified time period of receipt of such a request via email/eTenders from the Contracting Authority may be excluded from the competition. No unsolicited communications from tenderers will be entertained during the evaluation period

6.2.2 Verification or Presentation of Proposals

Award of contract or membership of the framework may be subject to attendance at a verification meeting. It would be essential that the key personnel assigned to this framework should be available and present at this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

A visit to the Tenderer's premises may be required to clarify any questions or queries regarding the tender offer.

Performance at a presentation will not be evaluated.

6.2.3 Clarification of Abnormally Low Tenders

If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic considering the tendered price or any other financial matter (including proposed indicative hours), the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question based on it being considered abnormally low.

6.2.4 Right to Confirm Suitability

Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the establishment of the framework and award of any contract.

7 Instructions to Tenderers

7.1 Submission of Tenders

Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means will NOT be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should take into account the fact that upload speeds vary. It is not advisable to wait until the last moment to upload documents in case of internet connection difficulties or other technical problems. The Contracting Authority takes no responsibility for documents which are not submitted by the Deadline / Closing Date, for any reason. We advise that you should give sufficient time to upload all documents. Tenderers are fully responsible for the safe and timely delivery of the Tender via the eTenders platform.

Tenderers must note that in the electronic tenderbox, there may be limitations on the size of the document uploads.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email : irish-eproc-helpdesk@eurodyn.com

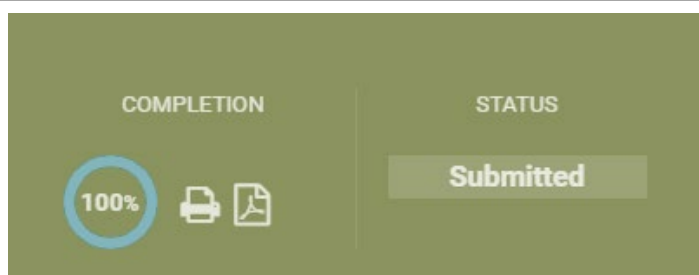
Phone: +353-818001459

Before you proceed it is important to note that you must ensure you ASSOCIATE your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CFT Workspace
- (d) In the Show CFT Menu for the competition click on the “Expression of Interest” in the drop-down menu
- (e) Complete the “Association with the CFT” tab.
- (f) This will then provide you with a link to “Tender” under the Show CFT Menu

In order to submit a document to the electronic postbox, please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say OFFLINE, this is a technical feature of the eTenders system and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button. Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process.

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline. Tenders that are received late or via other means **WILL NOT** be considered in this public procurement competition.

7.2 Tender Deadline

Tenders must be received not later than the time and date stated on page 1 of this CFT (the “Tender Deadline”). Tenders that are received late **WILL NOT** be considered in this Competition.

7.3 Site Visit

A site visit to stated locations in the catchment area of the Contracting Authority are mandatory as part of this competition. Suppliers must contact the Contracting Authority to arrange the site visit before the stated date at the start of this CFT.

7.4 Language

Tenders may be submitted in English or Irish.

7.5 Queries

If you consider that you are missing any documents which would prevent you from submitting a comprehensive tender, please contact us as soon as possible.

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. The Contracting Authority will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

All queries regarding this tender should be through the messaging facility on www.etenders.gov.ie. The closing date for receipt of queries is as per the Clarification date stated at the start of this CFT. For the avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition.

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order to ensure that no party has an unfair advantage over any other.

For the purpose of circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority reserves the right to issue or seek written clarifications.

The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.

Tenderers should ensure that they register their interest in this Competition, by clicking on the “Accept” button on www.etenders.gov.ie, in order to receive all responses to queries and other updates in relation to this Competition.

7.6 Sufficiency & Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tenderers are cautioned to check the accuracy of their tender prior to submission. A tender found containing any clerical errors or omissions may, at the sole discretion of the Contracting Authority, be referred back to the tenderer for correction. Any subsequent adjustment(s) must be confirmed in writing.

The Contracting Authority reserves the right to disqualify incomplete tenders.

7.7 Qualification of Tenders and Referential Bids

Please note that qualifications to a Tender may be considered a counteroffer and may render the tender invalid. Tenders made by reference to other tenders are not valid and cannot be considered.

7.8 Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

7.9 Modifications to Tenders prior to the Closing Date for Receipt of Tenders

Modifications to Tenders will be accepted in the form of supplementary information and/or addenda, provided they are submitted electronically via the etenders postbox facility on www.etenders.gov.ie only before the closing date for receipt of tenders and clearly marked as part of the tender. Any modifications received, by whatever means, after the closing time for receipt of tenders will not be considered.

7.10 Cost of Preparation of Tender

The Contracting Authority will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of proposals or any associated efforts. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification, site visits, other meetings or make a presentation of their proposals.

All costs and expenses relating to the supply of samples for purposes of tendering and their return after evaluation or participation in field trials (if any) will be borne exclusively by the Tenderer.

7.11 Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of **12 months** is required, this period commencing on the closing date by which the Tenders are to be returned.

7.12 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with S.I. 580 of 2012 which transposes EU Directive 2011/7/EU on combating Late Payment in commercial Transactions. The method of payment used by the Contracting Authority is EFT.

7.13 Conflict of Interest

It will be a condition of award of this contract and any subsequent contract that the successful tenderer(s) that any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer or subcontractor and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995 and 2001. Failure to disclose a conflict of interest may at the absolute discretion of the Contracting Authority disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

7.14 Freedom of Information Acts

All responses to this call for tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this call for tenders should not be disclosed because of its confidentiality or commercial sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of

Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such disclosure.

7.15 Tax Clearance

It will be a condition of award of this framework and any subsequent contract that the successful tenderer(s) comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident tenderers should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie. the Contracting Authority will satisfy themselves that any tenderers being considered for award of a framework are appropriately tax compliant by checking their status via the online system for which tenderers are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification. By supplying these numbers tenderers acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of the framework agreement.

7.16 Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate as laid down by the Revenue Commissioners in Ireland in accordance with section 523 of the Taxes Consolidation Act 1997. Any and all taxes applicable to the supply of the subject of this competition will be the sole responsibility of the Supplier and the Supplier so acknowledges and confirms.

7.17 Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters including, employment and health and safety matters and includes, but is not limited to, the Employment Equality Acts 1998-2015, National Minimum Wages Act 2000 (as amended), Safety, Health and Welfare at Work Act 2005 (as amended), Data Protection Act 2018 and Official Secrets Act 1963 (as amended). Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The

contract[s] awarded on foot of this tender process will be governed by and construed in accordance with Irish law.

In the performance of any Services Contract awarded, the successful Tenderer(s) and their Subcontractors (if any), shall be required to comply with all applicable obligations in the field 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 Schedule 7 of the Regulations.

Tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument S.I. No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

The Protection of Employees (Temporary Agency Work) Act 2012 (the "2012 Act") provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the Contracting Authority of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The Contracting Authority shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.

7.18 Registerable Interest

Any Registrable Interest involving any Tenderer or Subcontractor and the Contracting Authority, any Framework Client, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority or any Framework Client and their relatives must be fully disclosed in the Tender or, in the event of this information only coming to the notice of the Tenderer or Subcontractor after the submission of a Tender, must be communicated to the Contracting Authority immediately upon such information becoming known to the Tenderer/Subcontractor. The terms "Registrable Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.ie. The Contracting

Authority will, in its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or a Mini-Competition or terminating any Framework Agreement and / or Goods and Services Contract entered into by a Tenderer.

7.19 Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

7.20 Clarification of Tenders

The Contracting Authority is entitled, but not obliged, to seek clarification of tenders, including pricing breakdowns in the course of the evaluation process. No change in the price or substance of the Tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with the Contracting Authority.

7.21 Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form or as between the hard copy and electronic versions of the tender. In general, the following approach will be applied to manifest errors - where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

7.22 Change in the Composition of a Tender

The Contracting Authority reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

7.23 Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

7.24 Notification of Tender Evaluations

All tenderers will be informed of the outcome of their proposals following tender evaluation and any necessary clarifications.

In circumstances where the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (Statutory Instrument 130 of 2010), as amended by the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulations 2015 (Statutory Instrument 192 of 2015) and the European Communities (Public Authorities' Contracts) (Review Procedures) (Amendment) Regulation 2017 (Statutory Instrument 327 of 2017) apply, no contract can or will be executed or take effect until at least fourteen (14) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this Competition ("Standstill Period") if such notice is sent by electronic means. The Standstill Period shall be sixteen (16) calendar days if such notice is sent by other means. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period.

Tenderers should note that the Contracting Authority may, when notifying Tenderers of the results of this Competition, include the scores obtained by the Tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by the Contracting Authority.

7.25 Award Notices

Following the formal conclusion of the framework agreement, an award notice will be despatched to tenders announcing the results of the competition.

7.26 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful bidders.

7.27 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this tender. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful tenderer)

7.28 Brand Names

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words “or equivalent”.

7.29 Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and to source the requirement with more than one service provider.

The call to tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the procurement process.

7.30 Environmental Aspects

The Contracting Authority is committed to the principles of environmental management in its activities and it encourages the implementation of sustainability principles in its procurement practices. Tenderers/Suppliers should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used.

7.31 Accessibility

In line with the Disability Act 2005, accessibility requirements should be clearly stated in call for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

7.32 Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the Tender/Tender's staff to the Contracting Authority staff will be availed of during the course of the contract or prior to the handing over of the finished work/product.

7.33 Collusive Tendering

If any Tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its Tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its Tenders, the bid submitted by such Tendering Part shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

7.34 Confidentiality

After the official opening of Tenders, information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations will not be disclosed to tenderers or other persons not officially concerned with such process until the award decision with the successful Tenderer has been announced and in conformity with national laws.

Tenderers shall treat the details of all documents supplied to them in connection with this contract as private and confidential and shall not disclose the contents to a third party without the permission of the Contracting Authority.

Any effort by the Tenderer to influence the Contracting Authority or their staff in the process of examination, clarification, evaluation and comparison of Tenders and in decisions concerning the award of the contract may result in the rejection of that Tender.

All documentation, drawings, data, statistics, information, patterns, samples or material disclosed or furnished by the Contracting Authority to Tenderers during the course of this Competition:

- (a) are furnished for the sole purpose of replying to this RFT only;
- (b) may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Contracting Authority;
- (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 Contracting Authority upon cancellation or completion of this Competition if so requested by the Contracting Authority.

7.35 Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (“SMEs”) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this CFT the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the Services Contract only (the “Prime Contractor”), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the “Subcontractor”). The Tenderer must clearly and comprehensively set out the name, title, telephone number, postal address and email address of the nominated contact personnel of the Prime Contractor authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) will NOT be accepted, acknowledged or responded to.

7.36 Anti-Competitive Conduct

Tenderers attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”) which makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

7.37 Changes in Legislation

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

7.38 Data Protection

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to the Irish Data Protection Acts 1988 to 2018, the General Data Protection Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and any other applicable law or regulation relating to the processing of personal data and to privacy, including the E-Privacy Directive and European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011, as such legislation may be supplemented, amended, revised or replaced from time to time.

The Contracting Authority will be a Data Controller (where Data Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the tenderer in response to this call for tenders.

The tenderer, as Data Controller in respect of any Personal Data provided by it in its tender, is required to confirm in its tender that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the tenderer have consented to the processing of such Personal Data by the tenderer, the Contracting Authority, the evaluation team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the tenderer in this competition or that the tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this competition. The tenderer shall comply with all of its obligations under the Data Protection Laws.

APPENDIX 1 - The Specification of Requirements

Please note that these are indicative lists and therefore not exhaustive lists, for the purposes of describing the scope of requirement throughout this framework.

7.38.1 External and Internal Signage may include but will not exclusively be;

- Monolith & Totem Signs
- Building & Fascia Signs
- Wayfinding & Directional Signs
- Car Park & Traffic Signs
- Health & Safety Signage
- Interpretive & Information Boards
- Flags & Banners
- Pull Ups
- Digital Signage
- Installation, Refurbishment, Maintenance & Removal Services

7.38.2 Typical Materials may include but will not exclusively be;

- Aluminium composite panel (ACP)
- Powder-coated aluminium
- Stainless steel
- Acrylic/Perspex
- Dibond
- Vinyl graphics
- Timber
- Cor-ten steel
- Illuminated LED systems
- Digital LED displays
- Corrugated plastic board (Corriboard)

7.38.3 Promotional Materials

The need for promotional materials may arise during the lifetime of this framework. These will be specified at RFQ stage.

7.38.4 Green, Sustainable and Circular Economy

An important aspect of this competition will be to find suppliers who are capable and willing to refurbish and reuse existing location signage, where appropriate to do so. This will be agreed with the contracting authority in advance. It will therefore be necessary to visit each site prior to any job to ensure a thorough examination of existing signage. A full list of sites is provided in Appendix 1 to the CFT.

Where reference is made in the technical specification to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words “or equivalent”. These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

Where reference is made in the technical specification to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words “or equivalent”. These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

APPENDIX 2 – Pricing Schedule

The Pricing Schedule must be returned with your submission.

Please use the document separately attached to the CFT.

APPENDIX 3 – Tenderer's Statement

The Tenderer's statement must be returned with your submission.

Please use the document separately attached to the CFT.

APPENDIX 4 – Declaration as to Personal Circumstances

Please use the document separately attached to the CFT.

APPENDIX 5 – Framework Agreement Terms and Conditions

Please use the document separately attached to the CFT.

APPENDIX 5a – Goods Contract Terms and Conditions

Please use the document separately attached to the CFT.

APPENDIX 6 – Confidentiality Agreement

Please use the document separately attached to the CFT.

APPENDIX 7 – ESPD

Please use the document separately attached to the CFT.

APPENDIX 8 – MSLETB Locations

Name	Address	Eircode
Achill Outdoor Education	Cashel, Bunacurry, Achill, Co. Mayo	F28 H7F2
Achill VTOS	An Caiseal Theas, Achill, Co. Mayo	F28 W8K5
Colaiste Pobail Acla	Polranny, Achill, Co. Mayo	F28 CP49
MSLETB Butchery	Ashtown, Co. Dublin	D15 DY05
Ballina Further Education Centre	Cathedral Road, Ballina, Co. Mayo	F26 FEF4
Ballina Training Centre	Ridgepool, Ballina, Co. Mayo	F26 P278
Mayo College Ballina Campus	Abbey St, Ballina, Co. Mayo	F26 E264
Moyne College	Ballina, Co. Mayo	F26 W884
MSLETB Further Education Centre	Tone Street, Ballina, Co. Mayo	F26 E2N9
Music Generation Leitrim	Aghadark, Ballinamore, Co. Leitrim	N41 EW90
Ballinrobe Further Education Centre	Neale Road, Ballinrobe, Co. Mayo	F31 FK54
Ballyhaunis Further Education Centre	Ballyhaunis, Co. Mayo	F35 A064
Corran College	Ballymote, Co. Sligo	F56 DP86
Belmullet Further Education Centre	Chapel Street, Belmullet, Co. Mayo	F26 D8H2
St Brendans College	Belmullet, Co. Mayo	F26 C782
MSLETB NZEB Training Centre	Union Road Business Park, Collooney, Co. Sligo	F91 E161
Mayo, Sligo and Leitrim Education and Training Board	St Georges Terrace, Carrick On Shannon, Co. Leitrim	N41 W2X7
Digital Hub, Carrick on Shannon	Dublin Road, Carrick On Shannon, Co. Leitrim	N41 YY68
Further Education & Training Centre	Market Yard, Carrick On Shannon, Co. Leitrim	N41 P997
Carrigallen Vocational School (Cornmill)	Cornmill Theatre, Main Street, Carrigallen, Co. Leitrim	H12 F4W0
Carrigallen Vocational School	Carrigallen, Co. Leitrim	H12 TD72
Further Education & Training Centre	Lucan Street, Castlebar, Co. Mayo	F23 FW70
Mayo, Sligo and Leitrim Education and Training Board	Newtown, Castlebar, Co. Mayo	F23 DV78
Davitt College	Springfield, Castlebar, Co. Mayo	F23 VY15
Mayo College Castlebar Campus	Newtown, Castlebar, Co. Mayo	F23 EW84
ATU Castlebar Mayo College Campus	Westport Road, Castlebar, Co. Mayo	F23 X853
St Josephs College	Lowpark, Charlestown, Co. Mayo	F12 WE19
Claremorris Further Education & Training Centre	Chapel Lane, Claremorris, Co. Mayo	F12 X586
St Tiernans College	Crossmolina, Co. Mayo	F26 WK25
Lough Allen College	Drumkeerin, Co. Leitrim	N41 XT98
Lough Allen Enterprise Centre	Drumkeerin, Co. Leitrim	N41 P8D8
Drumshanbo Enterprise Centre	Drumcoora, Drumshanbo, Co. Leitrim	N41 C6X6
Drumshanbo Vocational School	Drumshanbo, Co. Leitrim	N41 D623
Colaiste Iascaigh	Easkey, Co. Sligo	F26 EC56
Grange Post Primary	Grange, Co. Sligo	F91 F722
Kiltimagh Further Education Centre	Balla Road, Kiltimagh, Co. Mayo	F12 CK33
St Patricks College	Lacken Cross, Killala, Co. Mayo	F26 NW52
BEE Park Centre	Manorhamilton, Co. Leitrim	F91 HCD9

Mohill Community College	Convent Lane, Mohill, Co. Leitrim	N41 YT72
Mohill Enterprise Centre	Mohill, Co. Leitrim	N41 Y4C0
Leitrim Youthreach	Convent Lane, Mohill, Co. Leitrim	N41 CY58
Coola Post-Primary	Coola, Riverstown, Co. Sligo	F52 XE71
Colaiste Chomain	Ros Dumhach, Rosspport, Co. Mayo	F26 YR99
Mayo, Sligo and Leitrim Education and Training Board	Quay St, Sligo, Co. Sligo	F91 XH96
Sligo Training Centre	Ballytivnan, Sligo, Co. Sligo	F91 N284
Sligo Youthreach	Unit 10, Cleveragh Business Centre, Sligo, Co. Sligo	F91 FY68
Sligo College of Further Education	Clarion Road, Sligo, Co. Sligo	F91 DY66
Adult Education Centre	Castle St, Sligo, Co. Sligo	F91 DK33
Swinford Further Education Centre	Dublin Road, Swinford, Co. Mayo	F12 DC93
North Connaught College	Tubbercurry, Co. Sligo	F91 X883
Mayo College Westport Campus	Newport Road, Westport, Co. Mayo	F28 TP82
Cuilmore National School	Newport, Co Mayo	F28 VF68