



**OPEN PROCEDURE
REQUEST FOR TENDER
MULTI-OPERATOR FRAMEWORK AGREEMENT**

Anticipated Number in Framework		2
Scope of Framework	Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland	
Procedure	Open Procedure under Title III	
Issue Date	7 th September 2026	
Closing Date for Queries	Thursday 17 th September 2026	
Closing Date for Tender Submissions	Wednesday 7 th October 2026 17:00 (Local Time)	
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie	
Format for submission of tenders	Via www.etenders.gov.ie only	
Award decision	October 2026	
Framework Commencement	October 2026	

IMPORTANT NOTES

Please note that information relating to this Request 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 NATIONAL MUSEUM accepts no responsibility for information relayed (or not relayed) via third parties.

The dates provided above are estimates at the time of publication of the Request for Tender. NATIONAL MUSEUM will endeavour to run the process to this timetable, but this cannot be guaranteed.

NATIONAL MUSEUM 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. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

National Museum (hereinafter referred to as "NATIONAL MUSEUM" or the "Contracting Authority") is the authority responsible for this procurement.

The National Museum of Ireland (National Museum), which has its headquarters at Collins Barracks, Benburb Street, Dublin 7, was established as an independent body on 3 May 2005 under the provisions of the National Cultural Institutions Act, 1997.

The principal functions of the Board of National Museum, as set out in Section 11 of the National Cultural Institutions Act, 1997, are:

"To maintain, manage, control, protect, preserve, record, research and enlarge the collection of museum heritage objects for the benefit of the public and to increase and diffuse in and outside the State knowledge of human life in Ireland, of the natural history of Ireland and of the relations of Ireland in these respects with other countries".

Details of the functions, powers, structure, responsibilities, etc. of the Board and of the Director of National Museum are set out in Part II of the National Cultural Institutions Act, 1997. (Available at www.irishstatutebook.ie)

The National Museum of Ireland has five primary locations and several smaller off-site storage areas. The five primary locations are:

- The Museum of Decorative Arts & History - was opened in 1997 and is located at Collins Barracks, Dublin 7. Through a wide range of collections including silver, furniture, costume, jewellery, coins, medals, ceramics and glass in a series of themed exhibitions, the Museum presents a perspective of Ireland over the last four centuries with particular emphasis on the 18th and 19th centuries.
- The Museum of Archaeology - situated in Kildare Street, Dublin 2, houses the national archaeological collections including world famous examples of early historic period and medieval art including the Ardagh Chalice and Tara Brooch. It also holds the finest collection of prehistoric gold artefacts in Europe.
- The Museum of Natural History, Merrion Street, Dublin 2 - contains an impressive collection of zoological specimens from both Ireland and the wider world. The building is a museum in the Victorian 'cabinet style' built to house a wide range and comprehensive collection from the later nineteenth century and has changed little over centuries.
- The Museum of Country Life - was opened in September 2001 at Turlough Park, Castlebar, Co. Mayo. The Museum houses the national folklife collection and is the only branch of the National Museum outside the capital. It tells the story of people in rural Ireland, emphasising the continuity of traditions of

lifestyles, established for several hundred years and lasting well into the 20th century.

- The Collections Resource Centre – was opened in August 2010 in Swords, Co. Dublin and is the primary central storage facility for all National Museum collections not currently on display. It is also a state-of-the-art research, collections management and care facility. All key collections and facilities functions are carried out on site, including public visits by appointment and a variety of conservation, documentation, inventory, research and other practices.

Further information is available at our corporate website www.museum.ie

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the framework agreement / contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where a tenderer is relying on the resources to qualify (e.g. turnover, manpower, previous experience) and or to deliver contracts. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF THE FRAMEWORK AGREEMENT

2.1 Type of Framework

This competition relates to a

Multi-Operator Framework

The Framework Agreement will be established with two economic operators. Thereafter contracts will be awarded in accordance with the rules contained herein.

2.2 Scope of Requirements under the Framework

Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland. The National Museum of Ireland requires archaeological processing services to;

- Sort, pack, document and prepare assemblages from a range of excavated or stored archaeological collections for storage/accession in the National Museum of Ireland to the contract specification and standards listed below. Contractors should demonstrate that they can provide a minimum of 1 supervisor archaeologist and 2 archaeological assistants (see definition and experience in Appendix A). A typical project of this type would have a minimum duration of at least 6 months.
- Sort, pack, document and transfer archaeological and other museum related archives, documents and reports in and/from a range of storage locations as outlined below. Contractors should demonstrate that they will be able to provide a minimum of 1 Archivist (see definition and experience in Appendix A). A typical work package could range from 6 months to a year.
- Provide services to wash, dry, process, pack and deliver osteological analysis and reporting to required standards (listed below) on assemblages of human remains of varying sizes including selection of samples for C14, Isotope and/or other analyses where recommended (varying sizes here could range from single bones to individual burials to large assemblages of articulated or disarticulated remains). A minimum requirement for a contract would be 1 Senior Osteoarchaeologist (see definition and experience in Appendix A) and the contractor should include an additional minimum of 2 Osteoarchaeologists for larger assemblages.

The scope of services will also include the completion of risk assessments for the working environment and situation, to ensure the Framework Members personnel, National Museum staff, collections and non-collection objects are safe at all times.

The overall project will be managed by staff of National Museum of Ireland's Irish Antiquities Division and could be based at the Museum of Archaeology, Kildare Street, Irish Antiquities storage in Collins Barracks, Dublin, National Museum's Collections Resource Centre, Swords, Co. Dublin and stores in Daingean, Co. Offaly. Processing and analysis may take place at the contractor's premises depending on the individual contract in question. Supervision and guidance of framework personnel will be carried out by the supervisor appointed by the contractor who will liaise with the relevant National Museum of Ireland's staff.

Human Remains treatment and analysis will be in line with the National Museum's Policy on Human Remains and reporting should be completed in line with international standards such as CiFA Updated *Guidelines and Standards for Recording Human Remains* (Mitchell and Brickley 2023) and Buikstra J. E. and D. H. Ubelaker 1994 *Standards for Data Collection from Human Skeletal Remains*. Arkansas Archaeological Survey Research Series No. 44.

The successful tenderers will have professional membership of the Institute of Archaeologists of Ireland or equivalent.

2.3 Contracts to be awarded over the life of the Framework

The successful Tenderers will be considered for all **Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland** that arise over the duration of the framework that fall within the scope of this framework.

2.4 Contract Management

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

- Overall responsibility for a good working relationship with the Contracting Authority.
- Provide regular reports on performance as agreed with the Contracting Authority.
- Meet as and when required to review and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings.

NOTE: Tenderers should note that contract management activities will be non-billable.

2.4.1 Confidentiality and Reporting

The successful tenderers will be required to maintain full confidentiality during the lifetime of the framework through a non-disclosure clause and will undertake that they, their staff or subcontractors will not publicise any aspect of the work.

The successful tenderers will maintain regular contact on a weekly basis with the NMI project management team, will comply with all requests around reporting on progress and will follow all National Museum protocols regarding work practices and health and safety.

2.4.2 Applicable Processes and Procedures

This services required will require the successful framework personnel to process archaeological assemblages in line with the National Museum of Ireland *Standards for Excavators* guidelines in terms of processing, packing and documentation (which will be supplied, when available to the successful tenderer) and any update to these documents that any arise during the lifetime of the framework.

The successful applicants should have experience of successfully preparing archaeological assemblages for storage in the National Museum of Ireland and an understanding of relevant legislation, including, inter alia, National Monuments Acts 1930-2014 and the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023.

The successful tenderers should have knowledge of the policies of the National Museum of Ireland in relation to archaeological objects which are available on the NMI website.

The successful tenderers will create documentary records using the National Museum MS Excel template for each site assemblage in a manner which can be uploaded to internal databases and should be able to demonstrate their knowledge of completing such documents. This can be in the form of previous copies of completed templates submitted and accepted by the NMI in advance of deposition of excavated assemblages.

The successful tenderers will be in a position to supply Archivists where necessary with a demonstrable knowledge of the Archives Act 1986.

The successful tenderers will comply with all processes with regard to National Museum Information Technology to ensure safe storage of all associated data.

2.4.3 Minimum Requirements for Personnel Delivering the Services

The successful framework personnel required for this work must be qualified in Irish archaeology and have experience in the processing, packing and preparation of large archaeological excavation collections/have required Archival qualifications as defined in Appendix A have the required experience in osteological sorting, packing, analysis and reporting as outline in Appendix A. All personnel must be suitably trained to carry

out their role, with written proof of qualifications and CVs provided to illustrate previous experience.

All personnel must be trained in risk assessment procedures, with written proof of this training, and must possess valid Safe Pass cards. Where work is taking place on NMI premises risk assessments will be carried out with NMI staff, but the framework personnel must be competent in carrying out this process.

In cases where contracts take place on National Museum premises all personnel must be approved by relevant Museum staff in advance of commencing on site and must comply with security procedures on site.

2.4.3 Health and Safety

The successful tenderers will put in place policies and procedures to promote a positive Health & Safety culture for their employees, which will include:

- Taking reasonable care for personal wellbeing/safety;
- Carry out a risk assessment for any new task undertaken or ensure one is carried out by the team or manager with an NMI staff member;
- Ensuring that other persons are not harmed by the actions/inactions of workers;
- Comply with any workplace policy/procedure that is aimed at increasing safety of workers;
- The successful tenderers (and its employees or agents) must comply with all applicable workplace health and safety laws and all safety instructions reasonably issued by the NMI from time to time;
- The successful tenderers will promptly notify the National Museum of any workplace health and safety incidents that occur or of any involvement by workplace health and safety officials in connection with the Services;
- The successful tenderers shall undertake a site-specific risk assessment of their activities under the supervision of the relevant National Museum staff member related to the provision of the services to determine how their personnel can effectively carry out duties without creating hazards to themselves or others. The successful tenderers will liaise with the NMI representative to establish work practices which comply with their safety and operational needs. Where contracts require contractors to work on NMI premises prior to the start of work, all personnel must have received a safety induction provided by the NMI Facilities Department.

2.4.4 Official Secrets Act

All personnel assigned to this project will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. Personnel

will agree not to disclose to third parties any confidential information especially that with commercial potential either during, or subsequent to, the period of employment.

2.4.5 Location

Where specified contracts take place on National Museum Premises works will be carried out between Monday-Friday during normal office hours under supervision by a nominated NMI staff member. The specific details will be agreed with the successful tenderers.

All staff and personnel must comply with government guidelines and regulations on safe working practice which apply to these restrictions. It is unlikely that the services could be delivered effectively remotely.

2.4.6 IT Equipment

If works take place on National Museum Premises the Museum will provide appropriate IT equipment for the project and access to appropriate user accounts. All use of such equipment, user accounts must adhere to National Museum of Ireland practice and national legislation on security of data. IT equipment cannot be removed from Museum premises without express advance permission.

2.4.7 Supplies

If works take place on National Museum Premises Personnel assigned to the framework will be provided with all the supplies necessary to carry out the services, including PPE, and will be required to notify NMI of their requirements in a timely manner.

2.4.8 Transportation and Packing

The successful Tenderer will be responsible for the appropriate transport of assemblages of archaeological objects to enable their safe transport between sites. A method statement with regard to packing will be required for sign off by NMI to ensure full protection of the archaeological objects.

The successful Tenderer will be responsible for the transport of the objects between the museum building(s) and the chosen storage and conservation location.

Air suspension is a minimum requirement for all vehicles used to transport archaeological assemblages. The successful tenderer must have access to a variety of vehicles, rigid box vans, rigid trucks and flatbed rigid trucks of different sizes, weights, environmental controls and with various access options to facilitate varying collections and building access. For example, a tail lift will be required for some locations and collections but walk in ramps for others. Transfers that include couriers may require commercial vehicles with a cargo area, air suspension and a crew cab for transporting couriers and objects. In regard to the museum's requirements for the winning tenderer to have access to the vehicles described, it is acceptable to commit to hiring vehicles as and when required.

Note that the successful Tenderer is responsible for all costs associated with the hire of equipment, packing, provision of supplies/materials and all transport associated.

2.4.9 Processing and Storage

The successful tenderer will provide appropriate processing, drying and off-site temporary storage for Human Remains assemblages of varying size or boxed assemblages of archaeological objects where required by individual contract at the contractor's premises.

A detailed method statement outlining the size, condition and specifications (weatherproofing, shelving, storage environmental measures and security) of the storage area available must be supplied as part of applications for the Framework Tender.

Tenderers must demonstrate the following minimum requirements for off-site storage capability:

Must be a large indoor secure storage area with an environment appropriate for storing boxed archaeological objects with clear separation from assemblages which the contractor may be preparing as part of works for other clients. Stores should be clean, fully weatherproof, protected from ingress of pests with shelving compliant with HSA regulations. Stores will have suitable monitored security measures to protect their contents by day and night. Storage in metal container units would not be suitable. Additionally, the storage area must feature:

- Clean washing and racked drying facilities to allow for safe processing of archaeological objects with demonstrable measures and practices to prevent mould growth and/or museum pests entering packaging.
- A demonstrable system for documenting and locating the habitat of stored assemblages with an appropriate system for controlling the movement of assemblages within and out of the storage space.
- A dry packing area and workstations for documenting and labelling archaeological objects.
- The ability to secure packaging materials to National Museum Standards as required by the individual contract in question

Note that relevant National Museum of Ireland staff will inspect the premises for storage and failure to meet the minimum requirements may result in cancellation of the contract.

2.4.10 Benefits of this Service

- The completion of the projects will allow the restructuring of storage/office spaces required for key capital construction projects in the NMI which have critical timescales dependent on the movement of collections.
- The NMI routinely ensures that archaeological collections resulting from licensed excavations are fully processed in line with the forthcoming *Standards for Excavators* as a condition of their Excavation Licence before they are accepted into NMI storage. In this instance, owing to legal circumstances, the use of archaeological processing services available is the only way, within available resources, for the NMI to carry out its essential statutory function of ensuring that

handling, identification, packing, securing, documenting, unpacking, sorting, securing and storing post excavated archaeological collections requiring specialist care is complete.

- Chance discoveries of human remains that form part of assemblages which required excavation but were not necessitated by conditions under the planning system or assemblages of human remains accessioned by the National Museum of Ireland which were not reported on to required standards. NMI require assistance in ensuring that the treatment, storage and reporting of these objects meet the standards set in its Human Remains Policy.
- The completion of these projects will allow large collections of archaeological objects to become available for researchers within the constraints of current NMI curatorial staffing.
- The documenting, packing and transfer of archives will facilitate the re-use of spaces and allow for the progression of major capital projects in National Museum of Ireland facilities.
- The NMI can be assured a company will be in place and provide a flexible service with provisions to look after the specialist requirements of NMI archaeological excavation collection.
- The NMI can be assured that correct risk procedures will be followed with regard to all new locations, all collections and non-collections to be moved and the H&S risks to staff, framework personnel and members of the public.

2.4.11 Response Times

Under the cascade system (see section 3.4 Awarding Contracts Under the Framework) the successful tenderers must commit to a response time of seventy-two hours for any new request. If the first ranked tenderer fails to respond within this time, the National Museum reserve the right to engage the next ranked tenderer for the specified services

Under the mini-tender system, the timeline for response will be set according to the discretion of the National Museum.

2.4.10 Personnel Performance

In the case of each contract under the framework the successful party will provide CV's for the proposed team. Accuracy is very important to the contracts -the project team will be expected to perform to the auditing specification of the contract –with a specified margin of error. If reviews identify continual audit problems beyond that margin it will be expected that corrective action which could include a replacement staff member would be supplied. All replacement staff must be on a like for like basis. Relevant skillsets specification for each role is provided in Appendix A.

2.4.11 Employees of Framework Member

All personnel engaged in the delivery of the required services shall be the employees of the Framework Member. The employees of the Framework Member will not be considered employees, servants or agents of the NMI for any purposes whatsoever. The Framework Member will be solely responsible for all employment matters, including, but not limited to, remuneration, expenses, taxation and PRSI payments and Employers Liability Insurance. NMI staff will have responsibilities for, but not limited to, coordinating NMI staff to supervise processing, communicating with other NMI staff regarding the project including schedules. If any issues arise from these NMI responsibilities, it will be the responsibility of the Framework Member to work with the NMI to resolve these issues as soon as possible. The Framework Member will be bound by all legislative obligations concerning employment protection, working conditions, working time and rates of pay. The successful tenderer will ensure that all personnel employed to deliver the services are legally permitted to work in Ireland.

Notwithstanding the above, personnel engaged in the delivery of the required services will work closely and take direction from a nominated NMI representative. This will include, but will not be limited to, the supervision of Framework Provider Personnel, as relevant and provision of instructional guidance for any situation deemed to require this by NMI staff.

3. ESTABLISHMENT AND OPERATION OF THE FRAMEWORK

The Contracting Authority proposes to engage in a competitive process for the establishment of a framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

3.1 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a multi-operator framework agreement with **Two** operators, subject to that number meeting the minimum criteria and rules.

3.2 Duration of the Framework Agreement

The framework agreement is a Title III service for an initial period of two (2) years with the provision for three (3) further extensions of two (2) years to a maximum period of eight (8) years.

Prices will be fixed for the first two years of the contract and will be reviewed and revised in line with CPI upon extension of the contract.

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.

3.3 Estimated Value of the Framework Agreement

It is envisaged that maximum spend under this framework agreement will not exceed €6,000,000 excluding VAT.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

3.4 Awarding Contracts under the Framework Agreement

In the case of a multi-operator framework agreement contracts may be awarded as follows:

(a) *Mini-Tenders*

Through invitation to a mini-tender of all the firms admitted to the framework agreement. On each occasion, a Supplementary Request for Tender will be issued detailing the scope of requirements, the award criteria, a closing date and time and methodology for submission of responses.

Mini-Tenders will operate for the following types of contracts:	The National Museum will hold a mini-tender under the following circumstances: 1. The contract value is above €20,000; 2. When the first ranked supplier is not in a position to provide the service
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	required e.g., due to capacity or other logistical problem; 3. At the discretion of the National Museum, at any value. Typical scoring for mini-tenders will be based on the below: • Methodology 10%-50%; • Personnel skillset matching requirements of the specific services required 10-50%; • Proposed timeline matching requirements and key milestones 10-20% .
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AND / OR***(b) Use of Cascade Method***

Through application of the cascade method whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the framework agreement. Where they are not able to deliver the contract due to availability, conflict of interest, etc. the next ranked firm will be approached moving in ranked order through the Framework Members until the contract is awarded.

Please note that the cascade method will only be used in the following circumstances:	1. Should the first framework member in the cascade be unable to meet the National Museum's timeline requirements; 2. Should the framework member be unable to meet the requirements of the work package due to the number of available personnel or other logistical problem; 3. Subject to non-response to requests within the time specified in this RFT (see section 2.4.9); 4. Should the framework member cease trading; 5. Estimated cost is less than €20,000;
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Please note that under the cascade system, performance and quality of delivery will be a key feature, and the Contracting Authority reserves the right to apply the

relegation process detailed in the Framework Terms and Conditions and relegate the first ranked member to the bottom position on the cascade list for poor performance.

3.5 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 Member(s). Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the member[s] the right to be consulted in respect of, or tender for, any contract.

3.6 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions as appended at the relevant Appendix.

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

3.7 Award to Runner Up

If, following the award of any contract under this framework agreement, 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. SELECTION CRITERIA

The Contracting Authority is using the **Open** procedure for the award of this framework agreement, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderers' qualifications, tenderers are required to provide the information set out below in the Tender Response Document (TRD) which is based on a self-declaration model, however tenderers are required to provide the minimum information required.

4.1 Use of the European Single Procurement Document

In accordance with Directive 2014/24/EU, tenderers may have compiled a European Single Procurement Document (ESPD) which will be accepted as evidence of compliance with Sections 4.3 and 4.4 on condition that all information self-declared will be provided promptly on request at any time prior to an award decision.

4.2 Relying on the Standing of Other Entities

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium/joint venture, tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the framework agreement / contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

4.3 General, Declarations and Financial Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered inadmissible.

General Information

Provide contact and general information on the tendering organisation - 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.

Declarations		
Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by Regulation 102 of 2015 (UK) and SI 2814 of May 2016 (Irl) and as contained in the Tender Response Document. Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of the jurisdiction of supply, compliance with equivalent legislation as applicable in the country of establishment / operation is required.		
Financial and Economic Standing		
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant. Please refer to the tax rules contained in the Tender Response Document.	
Turnover and Financial Standing	1. Confirmation that the tendering party turnover exceeded €800,000 during each of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months. In addition 2. Confirmation of financial standing ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due. Evidence of both statements will be required prior to the award of any contract.	
Insurance	Confirmation of the following insurances being in place:	
Insurance Type		Required Value €
	Employer's Liability	€13 million
	Public Liability	€6.5 million

	Professional Indemnity	€1 million
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Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered inadmissible.

Personnel and Skills	
Tenderers must provide information which demonstrates access to the minimum number of skilled personnel as indicated below and outlined in the TRD.	
Skillset Required	Minimum Number
Supervisor Archaeologist	1
Archaeologist	2
Osteoarchaeologist	2
Senior Osteoarchaeologist	1
Archivist	1
Technical Equipment Resources	
Tenderers must provide information which demonstrates access to the required level of technical resources as indicated below and outlined in the TRD.	
Please note in regard to the vehicles listed below, should tenderers not have vehicles matching the description below within their fleet, it is acceptable to commit to hiring these vehicles as and when required.	
Technical Resource Required	Minimum Requirement
Rigid box van	1
Rigid truck	1

Flatbed rigid truck	1
Offsite storage matching the minimum requirements outlined in section 2.4.9	1
Previous Experience	
Tenderers must provide information clearly demonstrating successful delivery of three previous comparable experiences, involving the following features in the last five (5) years • Preparation of archaeological assemblages to the standard required by the National Museum of Ireland and successful deposition as outlined in <i>Standards for the care and treatment of archaeological objects from excavations or equivalent</i> • Preparation and deposition of archaeological archives, other archival material, documents and reports to the required standards in each individual contract/work package. • Completion of Human Remains analysis and reporting to the required standards as outlined in <i>Standards for the care and treatment of archaeological objects from excavations or equivalent</i>	
Health & Safety	
Tenderers must provide information which demonstrates operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Please complete the TRD. Evidence of compliance will be required as condition of contract award.	
Quality Assurance	
Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether 3rd party certified. Please complete the TRD.	
Environmental Management System	

Tenderers must provide information which demonstrates operation of an appropriate environmental management system whether 3rd party certified or in-house. Please complete the TRD.

5. AWARD CRITERIA

Only tenders which meet the Selection Criteria and are 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.

The framework will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings*. Please refer to the Framework Terms and Conditions for details of the award criteria which would apply in the case of mini tenders under the framework agreement.

Criterion A	Weighting	Maximum Marks	Minimum Marks Required
	20%	2000	N/A
Title	Ultimate Cost		
Description	Tenderers must complete and sign the Form of Tender and Pricing Document in the TRD.		
Criterion B	Weighting	Maximum Marks	Minimum Marks – 50%
	35%	3500	1750
Title	Understanding of the Requirements and Proposed Service Delivery Methodology		
Description	Tenderers must outline their understanding of NMI requirements and how they propose to deliver the services in an effective manner, including any key risks and assumptions, and any dependencies on the input of NMI staff or their representatives. Tenderers should provide detailed specifications of their off-site location for storage, security protocols and available facilities for processing, packing and documenting archaeological objects. Additionally, tenderers must provide details of their fleet and the specifications and features of their vehicles, demonstrating how they meet or exceed the National Museum's requirements for the safe transport of objects. Tenderers are required to outline in full the proposed methodologies that will govern their delivery of the required		

	services. In this regard tenderers are required to address matters such as service delivery and quality. Response should be no more than ten (10) A4 pages.		
Criterion C	Weighting	Maximum Marks	Minimum Marks – 50%
	25%	2500	1250
Title	Technical Merit of the Proposed Team		
Description	Tenderers must demonstrate they have at their disposal effective and efficient resources and qualified personnel with the appropriate skills and knowledge to deliver the services as specified by the Contracting Authority in Section 2. Tenderers must provide CVs for the proposed supervisor and senior archaeologist roles and demonstrate how they propose to resource Framework contracts if they need to expand their current workforce. Tenderers must also demonstrate how they propose to ensure and maintain overall quality and expertise of their proposed team to provide the services as indicated in Section 2.		
Criterion D	Weighting	Maximum Marks	Minimum Marks – 50%
	10%	1000	500
Title	Contract Management & Service Level Agreement		
Description	Tenderers must nominate a dedicated Contract Manager and outline how this person will address the requirements set out in Section 2.8. Tenderers are also required to provide a proposed draft Service Level Agreement (SLA) as part of their tender response which will describe in detail how they propose to address the execution and performance monitoring of the service provision in accordance with the provisions of Section 2.8.		
Criterion E	Weighting	Maximum Marks	Minimum Marks – 50%

	10%	1000	500
Title	Sustainability		
Description	Tenderers are awarded up to 100 additional marks for detailing via a statement how they will incorporate sustainability into their methodology at no additional cost to the National Museum of Ireland. This may include efforts to comply with the Clean Vehicle Directive (Directive/2019/1161/EU) in reducing the environmental impact of transport and movement in the purchase and operation of its fleet.		

NOTE 1: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the framework award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

5.1 Methodology for Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	An outstanding 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.
Less than 50% is unacceptable		

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

5.2 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all 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:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Formula employed	$\frac{\text{Maximum Point Available for Cost} \times \mathbf{A}}{\mathbf{B}}$

5.3 Clarification and Verification Meetings

Award of contract/membership of the framework may be subject to attendance at a clarification and 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.

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.

5.4 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.

INSTRUCTIONS FOR TENDERERS

1.1 Closing Date for Tenders

The closing date for tender submission is specified on the title page.

It is the responsibility of the tenderers 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.

It is important to note that only persons who have downloaded and accepted a document can upload a submission.

1.2 Submission of Tenders

The Contracting Authority is using the postbox facility on eTenders, and tender responses must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Tenderers must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Tenderers should consider the fact that upload speeds vary. In order to submit a response to the electronic postbox, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

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

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

1. Accessing documents

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

2. Submitting your Response

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 etenders 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 Tenderer to ensure that their tender is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

1.3 Queries

The closing date for submitting queries is specified on the title page.

All queries regarding this tender should be through the messaging facility on www.etenders.gov.ie, including any omissions which would prevent tenderers from submitting a comprehensive tender. Please submit queries as soon as possible.

In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

1.4 Extension of the Tender Deadline

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

Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

1.5 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.

1.6 Discrepancies between Documents

A pdf version of the Request for Tender has been made available on eTenders. This document will be considered as the primary source document in this procurement process, word versions of documents where they are provided are being made available to assist tenderers in responding to the tender competition. Where there is a discrepancy between a pdf version and a word version, the pdf version will take precedence. Tenderers are requested to notify the Contracting Authority immediately of any anomaly. Where applicable the Contracting Authority will issue amended versions.

1.7 Formatting of Tenders / Amending Tender Documents

Tenderers must ensure they use the Tender Response Document (TRD) when preparing their submission.

Tenderers are prohibited from amending any text or content of forms or declarations or templates provided as part of this tender competition in their tender responses. Where amendments have been identified, the Contracting Authority may at its discretion eliminate the tenderer from further consideration. Likewise, failure to use the template documentation provided particularly in relation to costing / pricing may result in tenders being eliminated.

1.8 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 party shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

1.9 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.

1.10 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.

1.11 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 (if applicable). 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.

Where the Total Quote function has been activated on eTenders and a discrepancy arises between the amount in the Total Quote box and the tender submission, the amount in the tender submission shall take precedence.

1.12 Change in the composition of a Tender

Where a change in composition of a tender arises, this must be notified in writing to the Contracting Authority and formally approved by them.

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.

1.13 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.

1.14 Conflict of Interest

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 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, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

1.15 Publicity

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the contract, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word “media” includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and email, accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

1.16 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, in particular, to source the requirement with more than one service provider.

The Request for 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.

1.17 Notification of Tender Evaluations

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

Potential outcomes can be:

- Establishment of Framework/Award of Contract
- Letter of Regret
- Decision not to proceed with the establishment of the Framework

The following information will be provided in the Letter of Regret – name of successful tenderer designate; the applicable standstill period (for EU tenders only); scores of tenderer being notified and that of the successful tenderer; the features and characteristics of the successful tenderer where they scored higher marks in specific criteria.

In the case of EU tenders only, the Contracting Authority will undertake not to award the contract for a period of at least 14 (or whatever period is stated in the notification letters) days from the date of notification of unsuccessful tenderers ('standstill period').

1.18 Award Notices

Following the award of contract, an award notice will be dispatched to the Official Journal of the European Union announcing the results of the competition. It should be noted that it is standard practice for the Contracting Authority to include the price of the winning tender or the range of prices of tenders received in the publication of the award notice as required under European procurement rules.

1.19 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.

1.20 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 license to use such material but only for its own purposes (to be agreed with the successful tenderer).

1.21 Brand Names, etc.

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".

1.22 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 and throughout the delivery of all contracts.

1.23 Knowledge and Skills Transfer

It will be a condition of the contract that opportunities for the transfer of skills and/or knowledge from the successful tenderer'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.

1.24 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 euro (€).

All prices and rates quoted should be on the basis of both VAT exclusive and VAT inclusive costs, clearly identifying the applicable rate of VAT.

A schedule of payments will be agreed with the successful tenderer and invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

1.25 Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. 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 Irish law.

1.26 Anti-Competitive Conduct

Tenderers should take notice of the Competition Act 2002 (as amended, the "2002 Act"), which makes it a criminal offence for tenderers to collude on prices or any other aspects relating to this procurement competition.

1.27 Accessibility / 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.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request 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.

1.28 Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353 (0) 67 63400).

1.29 Freedom of Information

All responses to this Request 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, 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 request for tenders should not be disclosed because of its sensitivity. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. 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, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

1.30 Late Payment

The Contracting Authority operates in accordance with Directive 2011/7/EU on combating Late Payment in commercial Transactions transposed into national legislation as S.I. 580 of 2012 and amended by S.I. No. 281 of 2016.

1.31 Data Protection

"Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 ("General Data Protection Regulation" (GDPR)) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where 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 Request for Tender.

The tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the "Declarations" section of the accompanying Tender Response Document 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 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.

1.32 Responsibility of Successful Party

As a condition of award, it shall be the successful tenderer's sole responsibility to ensure they have taken account of all obligations under the Contract including factors which might arise based on the withdrawal of the United Kingdom from membership of the EU.

APPENDIX A – Job Descriptions for Framework
Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland.
Job Title: Archaeologist
Department: National Museum of Ireland: Irish Antiquities
Location: Museum of Archaeology, Kildare Street/Collections Resource Centre Swords/National Museum storage Daingean/Museum of Decorative Arts and History as appropriate
Position Reports to: IAD Assistant Keeper/Line Manager
Main Duties / Responsibilities
• Processing and labelling archaeological objects in line with <i>Standards for the care and treatment of archaeological objects from excavations</i> and any other relevant IAD project team instructions • Packaging archaeological objects in line with <i>Standards for the care and treatment of archaeological objects from excavations</i> Contributing data to MS Excel National Museum Archaeological Excavation Object recording spreadsheet for individual excavations
Principal Qualifications/Experience Required:
• Undergraduate degree in archaeology at honours level • Good working knowledge of museum practice including object identification and handling, legible labelling and accuracy in record keeping • Understanding of relevant legislation, including, inter alia, National Monuments Acts 1930-2014 and Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023. • Excellent communication skills • Proven ability to follow directions and maintain timetabled workflow • Full understanding of the provisions of <i>Standards for the care and treatment of archaeological objects from excavations</i> • Previous and demonstrable experience (at least 6 months) working in post excavation documenting of archaeological assemblages

Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland.
Job Title: Supervisor
Department: National Museum of Ireland: Irish Antiquities
Location: Museum of Archaeology, Kildare Street/Collections Resource Centre Swords/National Museum storage Daingean/Museum of Decorative Arts and History as appropriate
Position Reports to: IAD Assistant Keeper/Line Manager
Main Duties / Responsibilities
• Liaising effectively with appropriate National Museum staff regarding the timetable, sequence and other requirements of archaeological assemblages to be processed. • Providing relevant instructions to the contractors archaeologist team based on National Museum liaison. • Ensuring that accurate records of hours of attendance by contractors archaeologist team are kept. • Ensuring that assemblages of archaeological objects processed by the team are completed to the requirements of the tender. • Providing accurate written reports of ongoing progress through the contractor.
Principal Qualifications/Experience Required:
• Undergraduate degree in Irish archaeology to honours level with desirability of postgraduate qualification. • Understanding of relevant legislation, including, inter alia, National Monuments Acts 1930-2014 and Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023. • Five years demonstratable experience of post excavation management of archaeological assemblages. • Proven ability to manage staff. • Proven ability to meet deadlines while maintaining a very high quality of work • Excellent verbal and written communication skills

Detailed demonstrable knowledge of *Standards for the care and treatment of archaeological objects from excavations*

- Previous satisfactory experience of managing archaeological assemblages submitted to the National Museum of Ireland (or equivalent)

Experience in creating or participating in audit trails for tracking work progress

- Excellent working knowledge of MS Excel.
- Familiarity with and understanding of the National Museum requirements for the listing and cataloguing of Archaeological Excavations prior to deposition

Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland.

Job Title: Osteologist (Senior)

Department: National Museum of Ireland: Irish Antiquities

Location: Museum of Archaeology, Kildare Street/Collections Resource Centre Swords/National Museum storage Daingean/Museum of Decorative Arts and History as appropriate

Position Reports to: IAD Assistant Keeper/Line Manager

Main Duties / Responsibilities

Contributing data to MS Excel National Museum Archaeological Excavation Object recording spreadsheet for individual excavations

Principal Qualifications/Experience Required:

- Post Graduate Degree in Human Osteology
- Good working knowledge of museum practice

- Understanding of relevant legislation, including, inter alia, National Monuments Acts 1930-2014 and the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023

Full and demonstrable understanding of *Standards for the care and treatment of archaeological objects from excavations* and the National Museum Human Remains Policy

- Previous experience working with and reporting on excavated assemblages of human remains and preparing them for accession (at least five years experience post qualification)

Archaeological Processing and Archive Services for Accession and Storage in the National Museum of Ireland.

Job Title: Osteologist

Department: National Museum of Ireland: Irish Antiquities

Location: Museum of Archaeology, Kildare Street/Collections Resource Centre Swords/National Museum storage Daingean/Museum of Decorative Arts and History as appropriate

Position Reports to: IAD Assistant Keeper/Line Manager

Main Duties / Responsibilities

- Processing and labelling archaeological objects in line with *Standards for the care and treatment of archaeological objects from excavations* and any other relevant IAD project team instructions
- Packaging archaeological objects in line with *Standards for the care and treatment of archaeological objects from excavations*

Contributing data to MS Excel NATIONAL MUSEUM Archaeological Excavation Object recording spreadsheet for individual excavations

Principal Qualifications/Experience Required:

- Post Graduate Qualification in Osteology
- Good working knowledge of museum practice

Ability to work under the supervision of a Senior Osteologist as part of a team to deliver analysis of osteological assemblages

- Full and demonstrable understanding of *Standards for the care and treatment of archaeological objects from excavations* and NATIONAL MUSEUM Human Remains Policy
- Previous experience working with and reporting on excavated assemblages of human remains and preparing them for accession (during qualification period)

Processing of archaeological objects and archives for accession and storage in the National Museum of Ireland.

Job Title: Archivist

Department: National Museum of Ireland: Irish Antiquities and/or Registration

Location: Museum of Archaeology, Kildare Street/Collections Resource Centre Swords/NMI storage Daingean/Museum of Decorative Arts and History as appropriate

Position Reports to: IAD Assistant Keeper/Registrar/ Line Manager

Main Duties / Responsibilities

The Archivist will be responsible for the care and maintenance of the records accessioned and held by the IAD division at the National Museum of Ireland (NMI). As NMI is a designated place of deposit under the National Archives Act, this role involves working as part of a project team and NMI staff to appraise deposited archives and records; process and catalogue archival collections according to ISAD G; make recommendations on preservation and disposal of non-archival records in line with best practice; undertake work on arrangement and housing of archives and advise on digiprep and metadata capture for digitisation of archival collections.

Principal Qualifications/Experience Required:

Essential

- Professional post graduate archival qualification accredited or recognised by the Archives and Records Association.
- Experience of archival processing and listing according to ISAD (G).
- Relevant work experience at professional level.
- Excellent IT skills, including a knowledge of archival management systems.

- Excellent interpersonal and communication skills.
- Experience of digitisation of archival collections.

Desirable

- Knowledge of the relevant provisions of National Archives, Data Protection and National Monument Acts.
- Familiarity with Axiell collections.
- Knowledge of metadata standards.
- Experience of working in a museum or related environment.
- Familiarity with the administration of archaeological licencing process.
- Attention to detail.
- Demonstrated research abilities.

Principal Duties and Responsibilities:

- Cataloguing, maintaining and organising NMI's records in accordance with the provisions of the National Archives Act, 1986;
- Establishing appropriate records management programmes for current records;
- Managing the day-to-day operation of NMI's archives, including the financial resources allocated to the archives annually;
- Liaising with the Conservation Department of NMI and with other conservation agencies, as required;
- Planning and developing the physical environment of NMI's archives and records;
- Providing appropriate access to NMI's archives and records to internal and external users;
- Liaising with and providing advice to NMI's Divisions and Departments relating to archives and record keeping;
- Any other duties deemed appropriate to the post that may be assigned from time to time.

