An Roinn Aeráide,
Fuinnimh agus Comhshaoil
Department of Climate,
Energy and the Environment

Summary of key information and checklist for tenderers

FOR

CALL FOR TENDERS

Services to design and implement a comprehensive training programme for the Ireland4LIFE capacity building project

CLOSING DATE	22nd December 2026 [Tuesday]
CLOSING TIME	16:00 hours [Irish Time]
CLARIFICATIONS DEADLINE	1st December 2026 at 12:00 hours / noon [Irish Time]
SUBMITTING A QUERY	All queries must be directed to the messaging facility on www.etenders.gov.ie.
DATE ISSUED	17th November 2026

Tender Checklist

Tenderers must ensure the tender response includes the following:

Item	Description
1. Company Information	Company name, address, contact person details
2. Tender details	Tender reference number and title
3. Completed eSPD	See Word version of eSPD to be completed in CfT documents section
4. Detailed Proposal	The proposal must address each of the issues, requirements and requests for information for the RFT, as set out in Appendix 1, and should demonstrate how these issues and requirements will be dealt with and the approach to the proposed delivery of the Services.
5. Completed Pricing Schedule	Please complete the full pricing schedule at Appendix 2
6. Scanned and signed copy of Tenderer's statement	All Tenderers must return, with their tender, a scanned signed copy of the Tenderer's Statement, as set out in Appendix 3 of the RFT documentation, printed on the Tenderer's letterhead.

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	The Contracting Authority must be able to read the scanned signature of the Tenderer.
7. Final Checks	Ensure all sections of the RFT document have been reviewed in full, and the tender response addresses all requirements. Check that all requested documents, information and evidence have been included.