***Insert School Logo***

***Insert School Name and Roll Number***

***Call for Tenders for the*** ***provision of schoolbooks through the Primary Schoolbook Scheme funded by the Department of Education******to***

***“Insert School Name and Roll Number”***

***Tender Procedure: Open Procedure***

***Tender Deadline: 15:00hrs, xx xx 2024***

**TABLE OF CONTENTS**

[Part 1: Introduction 5](#_Toc165553646)

[Part 2: Instruction to Tenderers 7](#_Toc165553647)

[2.1 Important Notices 7](#_Toc165553648)

[2.2 Compliant Tenders 8](#_Toc165553649)

[2.3 Goods Contract 9](#_Toc165553650)

[2.4 Acceptance of CFT Requirements 9](#_Toc165553651)

[2.5 Consortia and Prime/ Subcontractors 9](#_Toc165553652)

[2.6 Tender Submissions Requirements 10](#_Toc165553653)

[2.7 Queries and Clarifications 10](#_Toc165553654)

[2.8 Tendering Costs 11](#_Toc165553655)

[2.9 Confidentiality 11](#_Toc165553656)

[2.10 Pricing 11](#_Toc165553657)

[2.11 Environmental, Social and Labour Law 12](#_Toc165553658)

[2.12 Publicity 12](#_Toc165553659)

[2.13 Registerable Interest 12](#_Toc165553660)

[2.14 Anti-Competitive Conduct 12](#_Toc165553661)

[2.15 Industry Terms Used in this CFT 13](#_Toc165553662)

[2.16 Freedom of Information 13](#_Toc165553663)

[2.17 Tax Clearance 13](#_Toc165553664)

[2.18 Conflicts of Interest 13](#_Toc165553665)

[2.19 Withdrawal from this Competition 14](#_Toc165553666)

[2.20 Insurance 14](#_Toc165553667)

[Part 3: Selection and Award Criteria 14](#_Toc165553668)

[3.1 Compliant Tenders 14](#_Toc165553669)

[3.2 Selection Criteria 16](#_Toc165553670)

[3.3 Award Criteria 18](#_Toc165553671)

[3.4 Standstill Period 22](#_Toc165553672)

[3.5 Return of Signed Contracts 23](#_Toc165553673)

[Appendix 1: Specification of Requirements 24](#_Toc165553674)

[1.1 Requirements 24](#_Toc165553675)

[1.2 Overview of the School 25](#_Toc165553676)

[1.3 Requirements of the Service 25](#_Toc165553677)

[1.4 Supply, Delivery of Goods 26](#_Toc165553678)

[1.5 Orders & Cancellation 26](#_Toc165553679)

[1.6 Health & Safety 27](#_Toc165553680)

[1.7 Good Specification and Functional Characteristics 27](#_Toc165553681)

[1.8 Goods/Service Issues 27](#_Toc165553682)

[1.9 Quality of the End Product 28](#_Toc165553683)

[1.10 Account Management 28](#_Toc165553684)

[1.11 Pricing Proposal 28](#_Toc165553685)

[1.12 E-Invoicing 28](#_Toc165553686)

[1.13 Packaging and Markings 29](#_Toc165553687)

[1.14 Returns Policy 29](#_Toc165553688)

[1.15 Warranty 29](#_Toc165553689)

[1.16 Escalation Procedures 29](#_Toc165553690)

[1.17 Key Performance Indicators 30](#_Toc165553691)

[Appendix 2: Pricing Schedule 31](#_Toc165553692)

[2.1 Form of Tender 31](#_Toc165553693)

[Appendix 3: Tenderer’s Statement 33](#_Toc165553694)

[Appendix 4: Declaration as to Personal Circumstances of Tenderer 34](#_Toc165553695)

[Appendix 5: Goods Contract 36](#_Toc165553696)

[Schedule A: Terms and Conditions 39](#_Toc165553697)

[1. Contractor’s Obligations 39](#_Toc165553698)

[2. The Goods 40](#_Toc165553699)

[3. Inspection of Goods 42](#_Toc165553700)

[4. Risk and Title 43](#_Toc165553701)

[5. Payment 44](#_Toc165553702)

[6. Warranties, Representations and Undertakings 45](#_Toc165553703)

[7. Remedies 46](#_Toc165553704)

[8. Confidentiality 47](#_Toc165553705)

[9. Force Majeure 48](#_Toc165553706)

[10. Termination 49](#_Toc165553707)

[11. Contract Management 50](#_Toc165553708)

[12. Disputes 51](#_Toc165553709)

[13. Governing Law, Choice of Jurisdiction and Execution 52](#_Toc165553710)

[14. Notices 52](#_Toc165553711)

[15. Assignment and Subcontract 53](#_Toc165553712)

[16. Entire Agreement 53](#_Toc165553713)

[17. Severability 53](#_Toc165553714)

[18. Waiver 53](#_Toc165553715)

[19. Non-exclusivity 53](#_Toc165553716)

[20. Media 53](#_Toc165553717)

[21. Conflicts, Registrable Interests and Corrupt Gifts 53](#_Toc165553718)

[22. Access to Premises 54](#_Toc165553719)

[23. Non-Solicitation 54](#_Toc165553720)

[24. Change Control Procedure 54](#_Toc165553721)

[25. Data Protection and Security 55](#_Toc165553722)

[Schedule B: Goods: The Specification 58](#_Toc165553723)

[Schedule C: Charges 58](#_Toc165553724)

[Schedule D: Service Levels 60](#_Toc165553725)

[Schedule E: Data Protection 62](#_Toc165553726)

[Appendix 6: Confidentiality Agreement 62](#_Toc165553727)

[Schedule A to the Confidentiality Agreement: Data Protection 71](#_Toc165553728)

# Part 1: Introduction

|  |  |
| --- | --- |
| 1.1 | The Board of Management of **(Insert School Name)** (the “Contracting Authority”) invites tenders (“Tenders”) to this call for tenders (“CFT”) from economic operators (“Tenderers”) for the supply of the schoolbooks[[1]](#footnote-2) as described in Appendix 1 to this CFT (the “Goods”).  The Goods are required to be supplied and delivered in **(Insert School Name)** on or before the end of **(Insert Date).** |
| 1.2 | In summary, the Goods comprise: The provision of student schoolbooks through the Primary Schoolbook Scheme funded by the Department of Education. |
| 1.3 | This public procurement competition (the “Competition) is in one (1) Lot.  Tenderers must be able to supply each item on the specification list as per the Lot tendered for as provided in the specification and descriptions documents accompanying this CFT document and must provide the relevant price in the excel pricing worksheet also. An incomplete Lot will not be considered.  Note: We may not require all items from the DE list nor what is listed in our excel files.  **Pricing Documents**  The relevant pricing document must be completed as part of the Tenderer’s submission. |
| 1.4 | Any contract that may result from this Competition (the “Goods Contract”) will be issued for a term of 12 (twelve) months. The Contracting Authority proposes to award an initial contract (each a “Goods Contract”) in respect of the Lot for the supply of the specified goods. A contract will be awarded to a single supplier for the Lot who is deemed to be the most economically advantageous tender, in accordance with the award criteria set out in Part 3.3 of this CFT. |
| 1.5 | The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 (twelve) months with a maximum of 0 (zero) such extension or extensions on the same terms and conditions, subject to the Contracting Authority’s obligations at law. |
| 1.6  1.7 | The Contracting Authority estimates that the expenditure on the Goods to be covered by the proposed may amount to some (Insert estimated value of tender (excl. VAT) in words and figures) over the Term and any possible extensions. Tenderers must understand that this figure is an estimate only based on current and future expected usage.  Contracting Authority policy seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (“SME” s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to paragraph 2.5, 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 Goods Contract that may result from this Competition and therefore increase their social and economic benefits.  Larger enterprises are also encouraged, subject to paragraph 2.5, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Goods Contract that may result from this Competition. |

# Part 2: Instruction to Tenderers

## 2.1 Important Notices

|  |  |
| --- | --- |
| 2.1.1 | While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this CFT and may wish to consult their legal advisers. |
| 2.1.2 | The Contracting Authority does not bind itself to accept the lowest priced or any Tender.  This CFT does not constitute an offer or commitment to enter a Goods Contract.  No contractual rights in relation to the Contracting Authority will exist unless and until a formal written Goods Contract has been executed by or on behalf of the Contracting Authority.  Any notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer.  The award of a Goods Contract does not confer exclusivity on the successful Tenderer.  The Contracting Authority may cancel this Competition or, for the avoidance of doubt, any individual Lot) at any time prior to a formal written Goods Contract being executed by or on behalf of the Contracting Authority. |
| 2.1.3  2.1.4 | This CFT supersedes and replaces all previous documentation, communications and correspondence between the Contracting Authority and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence.  In this clause 2.1.4, “Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to 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 repealing Directive 95/46/EC (the “General Data Protection Regulation”), and any guidelines and codes of practice issued by the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland 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 CFT.  The Tenderer, as Data Controller in respect of any Personal Data provided by it in its Tender, is required to confirm in the statement required under paragraph 2.4 below 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 . |

## 2.2 Compliant Tenders

|  |  |  |
| --- | --- | --- |
| 2.2.1 | If a Tenderer fails to comply in any respect with the requirements of this paragraph 2.2.1, 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; * waiving a requirement, which in Contracting Authority’s view, is non-material or procedural.   Tenderers are required: | |
|  |  |  |
|  | (a) | To submit all documentation which this CFT requires to be submitted with their Tender; |
|  | (b) | To follow the format of this CFT and respond to each element in the order as set out in this CFT; |
|  | (c) | To conform to and comply with all instructions and requirements set out within this CFT; |
|  | (e) | To submit the statement required under paragraph 2.4 below; and |
|  | (f) | Not to alter or edit this CFT in any way. |
| 2.2.2 | Without prejudice to the generality of paragraph 2.2.1, failure to comply with paragraphs 2.6.1, 2.6.2 or 2.6.3 below will render the Tender non-compliant and it will be rejected. | |

## 2.3 Goods Contract

|  |  |
| --- | --- |
| 2.3.1 | Tenderers should note the terms and conditions of the Goods Contract at Appendix 5 to this CFT. |
| 2.3.2 | Tenderers are required to confirm their acceptance of the terms and conditions of the Goods Contract by signing the Tenderer’s Statement at Appendix 3. Tenderers may not amend the Goods Contract. |

## 2.4 Acceptance of CFT Requirements

* Each Tenderer is required to accept the provisions of this CFT. ALL TENDERERS MUST RETURN, with their Tender, a scanned signed copy of the Tenderer’s Statement, as set out in Appendix 3, printed on the Tenderer’s letterhead. The Contracting Authority must be able to read the scanned signature of the Tenderer. If possible, please sign documents using blue ink. If the Contracting Authority cannot read the scanned signature, Tenderers may be requested to re-submit. Tenderers may not amend the Tenderer’s Statement.
* Each Tenderer is required to accept the provision that the Contracting Authority, for the purposes of meeting its obligations to Public Procurement Guidelines and Law, reserves the right to share the tender submissions with its professional adviser, the Schools Procurement Unit.  It is the responsibility of the Tenderer to ensure that relevant individuals (staff/contractors/experts/other parties) whose details may be included in the tender submission (in the form of CVs or otherwise) are aware that their personal data may be shared for these limited purposes.
* Where professional advice and direction is being sought, for the purposes of maintaining a wholly compliant process, any tender submissions shared with the Schools Procurement Unit will be retained by them only for so long as this specific purpose remains are in existence.  Thereafter, any personal details contained in tender submissions will be anonymised by the Schools Procurement Unit.  Acceptance of this provision is explicitly indicated in the signing of Appendix 3.

## 2.5 Consortia and Prime/ Subcontractors

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 public procurement competition through the entity who will carry overall responsibility for the performance of the Goods Contract only (“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 set out the name, title, telephone number, postal address, facsimile number and e-mail 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.

## 2.6 Tender Submissions Requirements

|  |  |
| --- | --- |
| 2.6.1 | Tenders must be submitted via the electronic post-box available on [www.etenders.gov.ie](http://www.etenders.gov.ie).  Only Tenders submitted to the electronic post-box will be accepted.  Tenders submitted by any other means (including but not limited to by email, fax, post, or hand delivery) will NOT be accepted.  Tenderers must ensure that they give themselves enough time to upload and submit all required tender documentation before the Tender Deadline (as defined in paragraph 2.6.2).  Tenderers should consider the fact that upload speeds vary.  There is a maximum of 4GB for the total (combined) documents sent to the electronic post-box.  To submit a document to the electronic post-box, 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. |
| 2.6.2 | Tenders must be received not later than 15:00 on [Insert Date] (the “Tender Deadline”). Tenders that are received late WILL NOT be considered in this Competition. |
| 2.6.3 | Tenders must be submitted in English. |
| 2.6.4 | Each Tenderer is limited to submitting one Tender in his own capacity and one Tender as part of a consortium/group of undertakings under this CFT. |
| 2.6.5 | All Tenders submitted in soft copy must be compiled such that they can be read immediately using Microsoft File Formats Word and Excel and/or PDF readers. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt. |

## 2.7 Queries and Clarifications

|  |  |
| --- | --- |
| 2.7.1 | All queries relating to any aspect of this Competition or of this CFT must be directed to the messaging facility on [www.etenders.gov.ie](http://www.etenders.gov.ie). Queries will be accepted no later than 15:00hrs on [Insert Date] unless otherwise published by the Contracting Authority. For the avoidance of doubt, Tenderers may not contact the Contracting Authority directly regarding any aspect of this Competition. |
| 2.7.2 | All responses to queries will be issued by the Contracting Authority via the messaging facility on [www.etenders.gov.ie](http://www.etenders.gov.ie). Where appropriate, queries may be amalgamated. Tenderers should note that the Contracting Authority will not respond to individual Tenderers privately. |
| 2.7.3 | The Contracting Authority reserves the right to issue or seek written clarifications. |
| 2.7.4 | 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. |
| 2.7.5 | Tenderers should ensure that they register their interest in this Competition, by clicking on the “Accept” button on [www.etenders.gov.ie](http://www.etenders.gov.ie), in order to receive all responses to queries and other updates in relation to this Competition. |

## 2.8 Tendering Costs

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| --- | --- |
| 2.8.1 | All costs and expenses incurred by Tenderers relating to their participation in this Competition including, but not being limited to, site visits, field trials, demonstrations and/or presentations shall be borne by and are a matter for discharge by the Tenderers exclusively. |
| 2.8.2 | Without prejudice to the generality of paragraph 2.8.1, 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. |

## 2.9 Confidentiality

|  |  |  |
| --- | --- | --- |
| 2.9.1 | All documentation, drawings, data, statistics, information, patterns, samples, or material disclosed or furnished by the Contracting Authority to Tenderers during this Competition: | |
|  | (a) | are furnished for the sole purpose of replying to this CFT 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 public procurement competition if so, requested by the Contracting Authority. |

## 2.10 Pricing

|  |  |
| --- | --- |
| 2.10.1 | All Tenderers must complete the Excel Pricing Schedule which accompanies this CFT. |
| 2.10.2 | All prices quoted must be all-inclusive (i.e. including but not being limited to, 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. |
| 2.10.3 | Tenderers must confirm that all prices quoted in the Tender will remain valid for twelve (12) months commencing from the Tender Deadline. |
| 2.10.4 | Any currency variations occurring over the term of the Goods Contract shall be borne by the Tenderer. |
| 2.10.5 | Payments for Goods supplied under this CFT shall be made subject to and in accordance with the Goods Contract at Appendix 5 to this CFT. |

## 2.11 Environmental, Social and Labour Law

In the performance of any Goods 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 goods provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU of the European Parliament and of the Council on public procurement (the “Directive”).

## 2.12 Publicity

No publicity regarding this Competition or any Goods Contract pursuant to this Competition is permitted unless and until the Contracting Authority has given its prior written consent to the relevant communication.

## 2.13 Registerable Interest

Any Registrable Interest involving any Tenderer or Subcontractor and the Contracting Authority, members of the Government, members of the Oireachtas, or employees and officers of the Contracting Authority 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 or 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.gov.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 terminating any Goods Contract entered by a Tenderer.

## 2.14 Anti-Competitive Conduct

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

## 2.15 Industry Terms Used in this CFT

Where reference is made to an item, source, process, trademark, or type in this CFT then all such references are to be given the meaning generally understood in the relevant industry and operational environment.

## 2.16 Freedom of Information

|  |  |
| --- | --- |
| 2.16.1 | Tenderers should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. |
| 2.16.2 | Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Tenderers must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If Tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a Freedom of Information request without further notice to or consultation with the Tenderer. The Contracting Authority will, where possible, consult with Tenderers about confidentiality or commercially sensitive information so identified before deciding on a request received under the Freedom of Information Act. |

## 2.17 Tax Clearance

It will be a condition of any Goods Contract pursuant to this Competition that the successful Tenderer(s) shall, for the term of such contract(s), comply with all EU and domestic tax laws. Tenderers are referred to [www.revenue.ie](http://www.revenue.ie) for further information. Prior to the award of any Goods Contract arising out of this Competition, the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online.

## 2.18 Conflicts of Interest

Any conflict of interest or potential conflict of interest on the part of a Tenderer, Subcontractor or individual employee(s) or agent(s) of a Tenderer or Subcontractors(s) must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict is or becomes apparent. In the event of any actual or potential conflict of interest, the Contracting Authority may invite Tenderers to propose means by which the conflict of interest might be removed. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from this Competition or terminating any Goods Contract entered by a Tenderer.

## 2.19 Withdrawal from this Competition

Tenderers are required to notify the Contracting Authority immediately, via the e-tenders website, if at any stage they decide to withdraw from this Competition.

## 2.20 Insurance

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.20.1 | The successful Tenderer shall be required to hold for the term of the Goods Contract the following insurances:   |  |  | | --- | --- | | **Type of Insurance** | **Indemnity Limit** | | Employer’s Liability | €12.7 million for any one claim arising out of a single occurrence | | Public Liability | €2.6 million for any one claim or series of claims arising out of a single occurrence | | Product Liability | To equal contract value for any one claim or series of claims arising out of a single occurrence | | |
| 2.20.2 | By signing the Tenderer’s Statement at Appendix 3, Tenderers confirm, that if awarded a Goods Contract under this Competition, they will, from the Effective Date of the Goods Contract (as defined in the Goods Contract), obtain and hold the types and levels of insurance as specified at paragraph 2.21.1. 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 Goods Contract. | |
| 2.20.3 | The successful Tenderer will, during the term of the Goods Contract, be required to: | |
|  | (a) | immediately advise the Contracting Authority of any material change to its insured status; |
|  | (b) | produce proof of current premiums paid upon request; |
|  | (c) | produce valid certificates of insurance upon request. |

# Part 3: Selection and Award Criteria

## 3.1 Compliant Tenders

|  |
| --- |
| Only those Tenderers who have: - |
| Submitted compliant Tenders pursuant to paragraph 2.2 above; and |
| Declared by way of Appendix 4 that no grounds for Exclusion of the Tenderer pursuant to Article 57 of the Directive (the “Exclusion Grounds”) apply to them or that, where any such Exclusion Grounds apply, and where the Tenderer is not precluded from doing so under Article 57(6) (final paragraph) of the Directive, it can provide evidence to the effect that measures taken by the Tenderer are sufficient to demonstrate its reliability despite the existence of any relevant Exclusion Grounds; and |
| Declared by way of Appendix 4 that they satisfy the selection criteria for this Competition as set out in part 3.2 below (the “Selection Criteria”); will be evaluated in accordance with the Award Criteria at part 3.3 below.  Tenderers should note that where a Tenderer (Prime Contractor) is relying on the capacity of other entities (Subcontractors) for the purposes of fulfilling any of the Selection Criteria in part 3.2 below it must:   1. when requested by the Contracting Authority, submit proof, to the satisfaction of the Contracting Authority, that each such Subcontractor will place the necessary resources at the disposal of the Prime Contractor.   The Contracting Authority may decide to examine Tenders before verifying the absence of Exclusion Grounds and the fulfilment of the Selection Criteria.  However, notwithstanding anything to the contrary in this part 3.1, the Contracting Authority reserves the right to ask Tenderers at any moment during the Competition to submit any or all of the following for the purposes of verification of the status of the Tenderer (including the Prime Contractor and any Subcontractor):   1. a Declaration in the form attached at Appendix 4; 2. evidence to the effect that measures taken by the entity concerned are enough to demonstrate its reliability despite the existence of a relevant Exclusion Ground; and 3. in the case of the Prime Contractor and any Subcontractor on whose capacity the Prime Contractor relies, all or any of the supporting documents specified at paragraph 3.2 below.   If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) its fulfilment of the Selection Criteria (or any one of them) in accordance with this CFT and (ii) the absence of Exclusion Grounds, or its reliability despite the existence of a relevant Exclusion Ground, it shall be excluded from further participation in this Competition.  If a Tenderer does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Subcontractor on whose capacity the Prime Contractor relies of the Selection Criteria (or any one of them) in accordance with this CFT and (ii) the absence of Exclusion Grounds in respect of any Subcontractor, or the reliability of any Subcontractor despite the existence of a relevant Exclusion Ground, it shall be excluded from further participation in this Competition *unless* it replaces the Subcontractor with one which meets all relevant requirements of this CFT. |

## 3.2 Selection Criteria

Tenderers will either PASS or FAIL each of the Selection Criteria in this part 3.2. A Tenderer who fails a selection criterion will be excluded from participating in this Competition.

Tenderers must provide the supporting documentation specified below without delay when requested by the Contracting Authority.

However, where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the Contracting Authority of the valid reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, their economic and financial capacity.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.2.A | | **Economic and Financial Standing**  Tenderers must provide evidence and declare that they satisfy the requirements set out below. This evidence MUST be included in the TRD Document.   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Type of Documentation** | **Pass Requirement** | **Rule** | | **A1** | **Insurance** | Details of the level of Insurances in place In accordance with that stipulated in CFT Section 2.21 | **Pass/ Fail** | | **A2** | **Tax Clearance** | Tenderers must supply a Tax Clearance Certificate or Tax Clearance Access Number and Tax Reference Number issued by the Irish Revenue Commissioner to facilitate online verification of their tax status by the Contracting Authority as detailed in CFT Section 2.17. | **Pass/ Fail** | | **A3** | **Statement of Turnover** | Applicants should provide evidence that their combined turnover relating to the goods specified in Appendix 1 only, has exceeded the amount of €200,000, over the three years 2021/2022/2023 | **Pass/ Fail** | | **A4** | **Audited Account & Reports** | Audited accounts must be provided to support the turnover statement. In line with current legislation, where a company has an annual turnover of less than €8.8 Million then audited accounts are not necessary. In these instances, a statement of accounts from the company’s accountants will suffice. | **Pass/ Fail** | | **A5** | **Data Protection** | The Tenderer must ensure that the security of Personal Data at all times is in line with the Data Protection Acts 1998 and 2003 and guidance issued by the Data Protection Commissioner of Ireland. Tenderers are required to be compliant under the EU General Data Protection Regulation (GDPR) replacing the Data Protection Directive 95/46/EC, which came into effect on 25/05/2018. Please provide a copy of your Data Protection Policy. | **Pass/ Fail** | | **Signatures** | | **All Tender forms must be completed and signed by an authorised officer of the tenderer’s organisation and any other parties as requested.** | | | |
| 3.2. B | | **Technical and Professional Ability**  Tenderers must provide evidence that they satisfy the technical and professional requirement(s) set out below. This evidence MUST be included in the TRD Document.   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Type of Documentation** | **Pass Requirement** | **Rule** | | **A6** | **Company Summary** | Tenderers must provide an organisation chart and demonstrate access to an appropriate skill set for the type of contract being tendered for. This information will be used to determine if the tenderer has the general capacity to meet the requirements. | **Pass/ Fail** | | **A7** | **Contact Person** | Tenderers must supply details of the Contact Person from their organisation for the purposes of this Framework Agreement. | **Pass/ Fail** | | **A8** | **Key Performance Indicators** | Tenderers must confirm that they have read and will comply with the Key Performance Indicators set out in Appendix 1 of the CFT Document. | **Pass/ Fail** | | **A9** | **Previous Experience** | Details of three (3) relevant reference sites [must be at least three (3)] where similar goods and services MUST be provided in the Tables provided in the TRD Document. | **Pass/ Fail** |   Tenderers must provide the supporting documentation specified above without delay when requested by the Contracting Authority. | |

## 3.3 Award Criteria

The Goods Contract will be awarded based on the most economically advantageous tender(s) as identified in accordance with the following criteria:

**Only those Tenderers who have qualified in accordance with paragraph 3.2 of this CFT will proceed to be evaluated under this paragraph 3.3.** No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. Any award of notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer. The Contracting Authority may cancel this public procurement competition at any time prior to a formal written contract being executed by or on behalf of the Contracting Authority. The Contracting Authority does not bind itself to accept the lowest priced or any Tender.

**Award Criteria**

1000 marks in total are available in this section. The costs proposed will be awarded from 60% of the marks available. The qualitative award criteria will be assessed out of the remaining 40% of the available marks.

Tenderers are required to provide in no less than an A4 page (for each of the areas within this section) a proposed plan, detailing the quality & functionality of the items proposed, guarantee of supply, the order to delivery process and customer service available thereafter, based on the requirements as set out in Appendix 1, Requirements, (see minimum Specifications in the excel pricing worksheet), detailing but not limited to the following;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualitative Criteria** | | **Weighting** | **Max. Score** | **Min. Score Required** |
| **A. Order, Supply & Delivery Procedure** | | **20%** | **200 marks** | **120 marks** |
| Tenderers are required to demonstrate in a clear and comprehensive manner, their flexible ordering facility available along with the delivery procedures including but not limited to;   * Orders and Cancellations * Delivery of the goods to the point of use as described by the school, including lead times from placement of order. * This response should include examples of items where there are stock issues & efforts to ensure continuous supply and examples of items required with the longest lead times. * Details of the tenderers returns policy, should be included to provide a clear understanding to the Contracting Authority of the same. | **5% (each)** | **50 marks (each)** | **30 marks (each)** | |
| **B. Customer Service and Contract Management** | | **20%** | **200 marks** | **120 marks** |
| Tenderers are required to demonstrate how they propose to meet the requirements of the schools in regard to contract management. Responses are to include but are not limited to;   * Quality of Service * Account Management including examples of queries and or complaints and how they will be dealt with should be included. * Escalation Procedure of the company including contact details, in words and/or tabular format * Any value-added services offered included but not limited to innovative approaches to book covering, barcoding of schoolbooks, labelling, distribution of schoolbooks to students at site level etc. and storage options. | **5% (each)** | **50 marks (each)** | **30 marks (each)** | |
| **C. Cost** | | **60%** | **600 marks** | **N/A** |
| The Costs proposed are to be expressed in Euro and should be exclusive of VAT.  Prices must be all inclusive (i.e., including but not being limited to packaging, delivery, installation removal, and proper disposal of all packaging by the successful tenderer(s)), and all other costs/expenses for add-on services as indicated in Appendix 1).  The marks will be awarded by way of the following mathematical formula – the lowest fee(s) proposed divided by the fee offered per individual proposal, multiplied by the maximum marks on offer in this criterion.  **Please complete the excel pricing schedule.** | | | | |

Tender responses must be completed in the Tender Response Documents only.

All information pertaining to your response should be included in the Tender Response

Document, not as separate attachments.

**EVALUATION OF AWARD CRITERIA**

**Scoring Methodology for Qualitative Award Criteria (Non-Cost)**

|  |  |
| --- | --- |
| **Weighting** | **Meaning** |
| 91% - 100% | An excellent response, with very few or no weaknesses, that demonstrates a complete understanding of requirements and provides comprehensive and convincing assurance that the Tenderer will deliver to an excellent standard. |
| 80% - 90% | A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard. |
| 60% - 79% | A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark. |
| 30% - 59% | A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful. |
| 1% - 29% | A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery. |
| 0% | No Response |

Marks for Cost Criteria (A1) will be allocated using the following formula:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Score** | = | Lowest Tendered Rate | x | Maximum Number of Marks Available |
| Tendered Rate under evaluation |

Tenderers must achieve the Minimum Weighted Mark for each and all qualitative criteria to pass to the next stage of the Competition for the Lot.

All Tenders that achieve all the Minimum Weighted Marks required in all criteria will be evaluated under the Cost Award Criterion.

Tenderers who fail to achieve the Minimum Weighted Mark (60%) in a Qualitative Award Criteria will be eliminated from the Competition and shall not be evaluated for Cost.

**Tie Break:** If the evaluation results in a tie between two or more Tenders, then the Tender with the highest overall ‘Qualitative’ score shall be deemed the Most Economically Advantageous Tender.

In the event of a tie where there is no difference in the ‘Qualitative’ scores, then the Tender with the highest score for the criterion ‘Cost’ shall be deemed the Most Economically Advantageous Tender.

Tenderers should ensure their proposals contain all the information referenced in respect of the award criteria above and detailed elsewhere in this document. This is to enable the Contracting Authority to make a full and fair assessment of their proposal.

Tenderers should note that the Contracting Authority reserve the right to confirm that the technical capacity of the Tenderer remains valid and undiminished, vis-a-vis their proposal, prior to the award of any contract.

3.3.2 Subject to parts 2.1 (Important Notices) and 3.4 (Standstill Period) of this CFT, award of the

Goods Contract to the highest ranked Tenderer (as determined by paragraph 3.3.1 will be

conditional upon:

(a) the Tenderer submitting the following evidence in respect of the Tenderer (including

the Prime Contractor and any Subcontractors, as applicable in accordance with part 3.1 above) to the extent not already provided, within five (5) days of request by the Contracting Authority:(i) a Declaration in the form attached at Appendix 4 ii) evidence to the effect that measures taken by the entity concerned are enough to demonstrate its reliability despite the existence of a relevant ground for exclusion; (iii) all or any of the supporting documents specified at part 3.2; and

(b) the evidence specified at 3.3.2 (a) above demonstrating that each entity concerned

meets the Selection Criteria and the compliance requirements at paragraph 3.1, Award Criteria above.

## 3.4 Standstill Period

|  |  |
| --- | --- |
| 3.4.1 | No contract can or will be executed or take effect until eight (8) calendar days after the day on which the Tenderers have been sent a notice informing them of the result of this Competition (the “Standstill Period”) if such notice is sent by electronic means. The preferred bidder will be notified of the decision of the Contracting Authority and of the expiry date of the Standstill Period. |
| 3.4.2 | 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. |

## 3.5 Return of Signed Contracts

|  |  |
| --- | --- |
| 3.5.1 | The successful Tenderer must sign and return the Goods Contract and the Confidentiality Agreement, both in duplicate to the Contracting Authority no later than 5 (five) calendar days from the date of expiry of the Standstill Period unless notified otherwise in writing by the Contracting Authority. A signed Goods Contract returned by the successful Tenderer is not binding on the Contracting Authority until the Contracting Authority has signed the Goods Contract in accordance with paragraph 2.1.2 above. |
| 3.5.2 | Where the signed Goods Contract and the Confidentiality Agreement have not been received by the Contracting Authority within the period as specified at clause 3.6.1 then the Contracting Authority may proceed to award the Goods Contract to the next highest-ranked Tenderer in accordance with paragraph 3.6.1 above. |

# Appendix 1: Specification of Requirements

## 1.1 Requirements

Proposals from Tenderers are being sought for the supply and delivery of schoolbooks through the Primary Schoolbook Scheme funded by the Department of Education to **(Insert School Name)** **.**

It is intended to award a contract to a single service provider. Tenderers must be able to supply each item on the specification list as provided. An incomplete Lot will not be considered, unless the tender says otherwise.

The School requires a high quality, flexible and responsive service evolving towards green sustainable options, for the draw-down of the goods over an extended period with agreed timelines for delivery of goods with the successful tenderer(s).

Tenderers must address each of the issues and requirements in this part of the CFT and submit a detailed description in each case which demonstrates how these issues and requirements will be dealt with / met and their approach to the proposed delivery of the Goods. A mere affirmative statement by the Tenderer that it can / will do so or a reiteration of the tender requirements is **NOT** sufficient in this regard.

**Delivery requirements**

The Supplier MUST:

1. Make deliveries to the address(s) specified on the order, as required below:

* books to be packed by subject department Yes or No?
* books to be packed by individual student’s name Yes or No?
* Apply barcode to each book Yes or No?
* Cover each book (define type of covering) Yes or No?
* Insert any other specific school requirements in respect of how the books are to be delivered. If there are no other requirements, then delete this bullet point.

1. Provide deliveries free of charge.
2. Package and deliver urgent items separately, and clearly label parcels as ‘Urgent’.
3. Include a delivery note/or copy invoice in each parcel, as specified by the Contracting Authority, containing details of the Supplier’s name, quantity of items in parcel, total quantity of parcels in the delivery, order number, order date, invoice numbers, delivery point, and any other special requirements determined by the Contracting Authority (e.g. priority, urgent). Some Contracting Authority may require print copies of invoices included in each parcel according to local practice.
4. Ensure that all parcels are securely packaged and comply with current Irish health and safety regulations for lifting and handling by male and female personnel.
5. Use environmentally friendly packaging wherever possible.
6. Ensure that Goods are delivered in merchantable condition.
7. It is accepted that Contracting Authority s may need to adjust these expectations if specifying individual requirements such as consolidated deliveries;
8. Supply time should be measured from the date the order is received by the Supplier to the date it is invoiced;
9. Goods should be dispatched on the same day they are invoiced;
10. Orders that cannot be fulfilled within the specified timeframe must be accounted for within a separate report.

## 1.2 Overview of the School

(Insert brief profile of the school i.e. name, location, size, school ethos)

## 1.3 Requirements of the Service

Tenderers should note that **(Insert School Name)** will draw down goods from the preferred supplier as suits their needs. It is possible that not all items may be drawn down upon. It is essential that tenders for schoolbooks shall;

1. Be able to provide, in electronic format, a regular new-title announcement service, including new editions notifications for previously purchased titles, sorted by subject, as required by **(Insert School Name)**
2. Chase / expedite unfulfilled orders regularly with publishers or other supply chain partners as appropriate and inform **(Insert School Name)** of progress.
3. Respond to urgent claims from **(Insert School Name)** within one working day, with a clear indication of publishers’ or other supplier chain partners’ responses and actions ensuing. The Contracting Authority will determine the urgency at point of claim.
4. Respond to routine claims from **(Insert School Name)** within five working days or as otherwise agreed in a service level agreement with the Contracting Authority, with a clear indication of publishers’ or other suppliers’ responses and actions ensuing.
5. Provide regular order status reports by electronic format, as required by each Contracting Authority.
6. Notify **(Insert School Name)** where there is a price increase over a threshold that has been set by each Contracting Authority. The Contracting Authority has, at no cost, the right to cancel or amend any order above this price threshold.
7. It is mandatory that the Supplier offers a flat-rate discount from the Publishers List Price for all schoolbooks.
8. Any pricing based on the Publisher Recommended Retail Price (RRP) should use the lowest RRP available.
9. Other potentially applicable prices to be noted.
10. During the period of this Agreement the Supplier MUST ensure that prices and services remain competitive at all times and must work with **(Insert School Name)** to drive cost and process efficiencies.

## 1.4 Supply, Delivery of Goods

The successful tenderer will -

Be required to supply and provide delivery of the first contingent of items required by the school on or before the end of [Insert Date]. The school will draw up a potential list of requirements in due course, after award of contract. The school principal or named nominee must be notified in advance to facilitate the delivery of the goods during the hours of 08:45 – 16:00.

Contract Period: From commencement of estimated contract start date of [Insert contract start and end dates] (i.e. Insert number of months), with the potential to extend the contract for a further [insert number of months].

Contract Period: Warranties and contracts will commence on the day of installation.

This tender includes supply, delivery and installation of the equipment specified.

## 1.5 Orders & Cancellation

The Supplier MUST:

1. Accept orders in electronic format (e.g. email or online), or by telephone if urgent.
2. Confirm receipt of all orders with status included in electronic format within 2 working days or as agreed with the Contracting Authority.
3. Provide Goods in the preferred format as agreed with the Contracting Authority.
4. Source and provide lowest priced available edition and format as specified by the Contracting Authority.
5. Agree with each Contracting Authority the policy on partial supply if the whole order cannot be fulfilled in one delivery.
6. Accept cancellation of any order for Goods that have not been received by the Supplier or paid for in advance by the Supplier, or that have not been delivered within the agreed supply times specified, at no charge to the Contracting Authority.
7. Provide the facility to cancel automatically orders that remain outstanding after a specific cut off time agreed with each Contracting Authority.
8. Provide details of automatically cancelled orders in a format and frequency agreed with each Contracting Authority.
9. Notify the Contracting Authority if Goods that have been cancelled due to unavailability subsequently become available. However, such Goods should not be supplied without specific authorisation in each instance.
10. Where a Lot has a requirement for Standing Orders, it should be noted, a Contracting Authority may, in the normal course of business, cancel Standing Order titles if their organisation no longer requires a title or titles.

## 1.6 Health & Safety

The successful tenderer must:

1. Ensure that all parcels are securely packaged and comply with current Irish health and safety regulations for lifting and handling by male and female personnel.
2. Compliance with all the standards as regards health and safety, quality assurance and analytical protocols is expected.
3. When delivering products to our premises the successful Tenderer shall comply with all safety requirements and procedures.
4. The successful Tenderer must have a current and valid safety statement or equivalent prepared in accordance with the Safety, Health & Welfare at Work Act 2005 (as amended)

## 1.7 Good Specification and Functional Characteristics

All Goods supplied must meet the requirements set out in the Pricing Schedule of this CFT, be fit for purpose, robust, sustainable, suitable for student use, and of a quality acceptable to the Contracting Authority.

The successful Tenderer shall be responsible for ensuring that the Goods manufactured for the Contract whether manufactured directly by the Tenderer or manufactured by a third party, fully comply with technical European Union EN standards and any other standards / regulations as applicable, for the duration of any Contract.

If at any time during the term of the Contract the Contracting Authority finds that the Good(s) are not operationally fit for purpose or of an acceptable quality, the successful Tenderer shall provide a substitute product acceptable to the Contracting Authority at no extra cost.

## 1.8 Goods/Service Issues

In the event of any defect in Goods becoming apparent after delivery, the Contractor shall remove the rejected Goods within two calendar days from the date of notification to the Contractor of their rejection and arrange to replace the Goods or credit the school as instructed. If at any time during the term of the Guarantee Period as detailed in Pricing Schedule and the subsequent Schedule C Charges, the school board of management finds that the product(s) are not operationally fit for purpose or of an acceptable quality, the Contractor shall either repair the equipment if requested by the school or provide a substitute product acceptable to the school at no extra cost and a new Guarantee Period shall apply in respect of that substitute product. Detailed worksheets clearly outlining all service, Guarantee Period and/or repair work carried out of the supplied equipment must be signed by an identified member of the school staff with a copy left onsite. A copy of all worksheets must also be made available to the school on request.

## 1.9 Quality of the End Product

All products supplied under a Goods Contract must be fit for purpose, be green and sustainable, repairable and recyclable where available, be compatible with its counterpart where applicable, have available spare-part options where applicable and of a quality acceptable to the board of management. If at any time during the Term of the Goods Contract the board of management find that the Goods are not fit for purpose or of an acceptable quality, the successful Tenderer shall provide a substitute acceptable at no extra cost.

## 1.10 Account Management

The successful tenderer is required to provide The Board of Management with a nominated, 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 goods required, maintenance, spare-parts, and warranty, for example.

## 1.11 Pricing Proposal

The pricing schedule at Appendix 2 must be completed – along with the Pricing Schedule for the Lot, which is attached as separate excel spreadsheet documents. All prices should be given in Euro and should be exclusive of VAT. Prices must be all inclusive (i.e., including but not being limited to packaging, delivery, installation, disconnection of some machinery, and proper disposal of all packaging by the successful tenderer(s) maintenance of heavy-duty equipment/machinery and all other costs/expenses).

Tenderers must confirm that all prices quoted in the Tender will remain valid for twelve (12) months commencing from the closing date for the receipt of tenders.

Tenders should note that cash on delivery payments will not be made. The school office will issue purchase order(s) to the successful tenderer(s). Payment will be made on receipt of official invoice(s) when all items pertaining from that purchase order have been delivered and installed.

## 1.12 E-Invoicing

Over the Term of the Goods Contract, the provision or use of e-Invoicing that meets the requirements of Directive 2014/55/EU to comply with future national legislation implementing Directive 2014/55/EU and government policy shall be required by the Contracting Authority to comply with Government policy.

Note: The Contracting Authority has the option to procure school goods and services, equipment and consumables from suitable frameworks produced by the Office of Government Procurement (OGP), Education Procurement Service (EPS) and Department of Education.

## 1.13 Packaging and Markings

Items shall be supplied in boxes or other suitable environmentally friendly packaging that protects the contents inside. A delivery docket shall be provided with each delivery. The delivery docket should clearly identify - the items that have been delivered, - where relevant, items on order that will be delivered at a later date, and - where relevant, items that cannot be supplied at any date in the future – corresponding to purchase order numbers. Upon delivery could also include the specification along with its preventative maintenance details and item code if supplied by the manufacturer, otherwise those details are to be available upon request.

## 1.14 Returns Policy

The Supplier MUST:

a. Accept returns, for a full refund of purchase price, of any Goods found to be faulty, or any Goods incorrectly supplied, even if the Goods have been serviced for the Contracting Authority or where information on the Supplier’s system was inaccurate. These returns from Ireland will be at the expense of the Supplier and collected within one week of notification.

b. Returns requests in case of Contracting Authority error shall be agreed with each Contracting Authority and shall not be refused unreasonably.

c. Where Goods are required urgently and are not immediately available, the Supplier must inform the Contracting Authority within two working days of the order being placed whether they can/cannot supply and the timeframe for delivery. If the Supplier cannot supply in a timely manner and the Goods are available elsewhere, the Contracting Authority reserves the right to purchase the Goods from an alternative source. Urgent is defined as delivery of Goods to Contracting Authority within 5-7 working days.

## 1.15 Warranty

Tenderers must provide details in their tender submission of the level of warranty / guarantee that will be provided for each item being tendering for, indicating the duration in years.

## 1.16 Escalation Procedures

The Successful Tenderer will be required to put in place formal procedures for resolving problems and complaints that the school might have. The successful Tenderer must respond to reply and action the school’s complaints within 24 hours of receiving the complaint.

Tenderers are required to provide details of their escalation procedures, including contact names and phone numbers, in the event of faults or problems not being resolved with the timescales agreed.

The Successful Tenderer must keep a record of all complaints notified to it in respect of the Goods Contract concerned.

## 1.17 Key Performance Indicators

The following are the Key Performance Indicators which will be used to monitor the running of the contract:

1. Delivery – have delivery times been met along with delivery accuracy?
2. Quality of product - is the quality of the product (including environmental requirements) as expected?
3. Invoicing – accuracy of documentation?
4. The invoice must contain product code, description, units, and cost per unit, subtotal, total. It is paramount that the school is issued the contract prices by the successful tenderer in advance of placing their first order.
5. Each order placed by the school must have the correct product code, price, and unit size on their purchase order. It is the successful tenderers responsibility to communicate errors to the school and request that they be corrected BEFORE the order is processed.

**Note: Please see the list included in the excel pricing sheet to review the specifications required for the Lot.**

# Appendix 2: Pricing Schedule

## 2.1 Form of Tender

**THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS. Failure to sign this Form of Tender will invalidate the offer.**

|  |
| --- |
| **To: (Insert School Name)**  **From:** |
| **Re:** **Provision of** **schoolbooks through the Primary Schoolbook Scheme funded by the Department of Education** |
|  |

1. I / We have examined the Tender Documentation and herby offer to provide the services in accordance with the details contained within the Call for Tender Document.
2. All costs must be quoted in Euro and exclusive of VAT. The best offer under each Lot will receive 100% of available marks and the other bids will score a percentage of the total available marks based on the percentage price difference from the best offer.

**2.2 List of Items (60% - 600 marks)**

**Tenderers are required to complete the Excel Pricing Sheet, in the Pricing Schedule File.** Tenderers are advised that where a unit Cost (ex VAT) is required and a Tenderer leaves that cell empty or inserts a zero (0), then this item will be deemed to be free of charge.

**Note:** The quantities provided are for illustrative purposes only and does not represent a commitment to this volume of possible orders under the contract. Tenderer(s) are requested not to insert additional columns or options when completing the Pricing Schedule File.

**Marks for Cost Criteria (A1) will be allocated using the following formula:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Score** | **=** | **Lowest Tendered Rate** | **x** | **Maximum Number of Marks Available** |
| **Tendered Rate under evaluation** |

# Appendix 3: Tenderer’s Statement

(For reference only – please complete version in the Tender Response Document)[Tenderers shall complete and return the following form of Tenderers’ Statement printed on the Tenderers’ headed notepaper and signed by the Tenderer.]

**TENDERERS’ STATEMENT**

TO: (Insert School Name) . Having examined your Call for Tenders (the “CFT”) including the Instructions to Tenderers, the Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Goods Contract, we hereby agree and declare the following:

|  |  |
| --- | --- |
| 1. | We understand the nature and extent of the Goods required to be delivered as described in Requirements and Specifications at Appendix 1 to the CFT. |
| 2. | We accept all the Terms and Conditions of the CFT, the Goods Contract, and the Confidentiality Agreement and agree, if awarded a Goods Contract, to execute the Goods Contract at Appendix 5 to the CFT and the Confidentiality Agreement at Appendix 6 to the CFT. |
| 3. | We accept all the Selection and Award Criteria as set out in Part 3 of the CFT. |
| 4.  5. | We agree to supply the Contracting Authority with the Goods in accordance with the CFT and our Tender.  We agree that, if awarded any Goods Contract, we shall, in the performance of such contract, comply with all applicable obligations in the field of environmental, social, and labour law. |
| 6. | We confirm that we have complied with all requirements as set out at Part 2 of the CFT. |
| 7. | We confirm that all prices quoted in our Tender will remain valid for the period, commencing from the Tender Deadline, specified at paragraph 2.10.3 of the CFT. |
| 8. | We shall, if awarded any Goods Contract under the CFT, have in place on the Effective Date of the Goods Contract all insurances (if any) as required by paragraph 2.21.1 of the CFT. |

|  |  |
| --- | --- |
| **SIGNE** | **Company** |

# Appendix 4: Declaration as to Personal Circumstances of Tenderer

**(for reference only – please complete version in the Tender Response Document)**

Re: Call for Tenders for the Supply of Schoolbooks

**NAME:** [Click here and insert name]

I, [Click here and insert name of Declarant],having been duly authorised by [Click here and insert name of entity] sincerely declare that [Click here and insert name of entity] itself or any person who has is a member of the administrative, management or supervisory body of [Click here and insert name of entity] or has powers of representation, decision or control in [Click here and insert name of entity]*:*

1. Has never been the subject of a conviction for participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA.
2. Has never been the subject of a conviction for corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or [Click here and insert name of entity].
3. Has never been the subject of a conviction for fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests.
4. Has never been the subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.
5. Has never been the subject of a conviction for money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.
6. Has never been the subject of a conviction for child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
7. Is not in breach and has not breached its obligations relating to the payment of taxes or social security contributions.
8. Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services 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 European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
9. Is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
10. Is not guilty of grave professional misconduct.
11. Has not entered into agreements with other economic operators aimed at distorting competition.
12. Is not aware of any conflict of interest due to its participation in the Competition;
13. Has not had any prior involvement in the preparation of the Competition.
14. Has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
15. Is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).
16. Has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Declarant** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Declarant in print or block capitals** |
| **Declared before me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is personally known to me**  **(or who is identified to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who is personally known to me)**  **at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(signed) Practising Solicitor/Commissioner for Oaths** | |

# Appendix 5: Goods Contract

Insert School Logo

(Insert School Name)

and

[Insert successful Tenderer’s full legal name - to be completed on signing.]

**AGREEMENT**

Relating to the Supply of Goods pursuant to

Call for tenders for the supply and delivery of Schoolbooks

THIS AGREEMENT is made on the [date e.g. 2nd] day of [month] 20[year] BETWEEN:

, (Insert School Name) (“the Contracting Authority”); and[Contractor's full legal name], of [Address:] (“the Contractor”)(each a “Party” and together “the Parties”).WHEREAS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A. | By Call for Tender entitled “[Title of CFT]” advertised on eTenders, eTenders Notice Number \_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_and dated [insert date of CFT](“the CFT”), the Contracting Authority invited tenders from economic operators (“Tenderers”) for the provision of the goods described in Appendix 1 to the CFT (the “Goods”). References to the CFT shall include any clarifications issued by the Contracting Authority via the messaging facility on [www.etenders.gov.ie](http://www.etenders.gov.ie) between [] and [] (the “CFT Clarifications”). The CFT (including the CFT Clarifications) is hereby incorporated by reference into this Agreement. | | | | |
| B. | The Contractor submitted a response to the CFT dated [insert date of tender] (“the Submission”). References to the Submission shall include any clarifications issued by the Contractor in writing to the Contracting Authority between [insert date] and [insert date] (the “Submission Clarifications”). The Submission (including the Submission Clarifications) is hereby incorporated by reference into this Agreement. | | | | |
| 1. | This Agreement consists of the following documents, and in the case of conflict of wording, in the following order of priority: | | | | |
|  | | | i. | This Agreement and Schedules A to D attached hereto; | |
|  | | | ii. | The CFT; and Price Sheet and | |
|  | | | iii. | The Submission. | |
| 2. | | | The Contractor shall sell, and the Contracting Authority shall purchase in accordance with this Agreement (“Agreement”) the Goods described in Schedule B (“Goods”). Schedule B details the nature, quantity, quality, time of delivery and functional specifications of the Goods in accordance with the CFT and the Submission (“the Specification”). | | |
| 3. | | | Subject to the terms and conditions of this Agreement, the Contracting Authority agrees to pay to the Contractor the charges as stipulated in Schedule C (“the Charges”). The Charges are exclusive of VAT which shall be due at the rate applicable on the date of the VAT invoice. | | |
| 4. | | | For the purposes of this Agreement, the Contracting Authority’s Contact is [Insert School Principal’s Name] (Principal) (Insert School Name) , the Contractor’s Contact is [Contractor contact name] of [Contractor contact address]. | | |
| 5. | | | This Agreement shall take effect on the date of this Agreement (“the Effective Date”) and shall expire on (Insert End Date) unless it is otherwise terminated in accordance with the provisions of this Agreement or otherwise lawfully terminated or otherwise lawfully extended as agreed between the Parties (“the Term”).  Delete if not applicable:  The Contracting Authority reserves the right to extend the Term for a period or periods of up to (12) months with a maximum of (0) such extensions permitted subject to its obligations at law. | | |
| 6. | | | Unless otherwise specified herein, a defined term used in this Agreement shall have the same meaning as assigned to it in the CFT. | | |
| 7. | | | Headings are included for ease of reference only and shall not affect the construction of this Agreement. | | |
| 8.  9. | | | Unless the context requires otherwise, words in the singular may include the plural and vice versa.  References to any statute, enactment, order, regulation, or other legislative instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended, unless specifically indicated otherwise. | | |
| SIGNED for and on behalf of the Contracting Authority  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (being a duly authorised officer) | | | | |
| Witness | | | | |

## Schedule A: Terms and Conditions

### 1. Contractor’s Obligations

|  |  |  |
| --- | --- | --- |
| A. | The Contractor undertakes to act with due care, skill and diligence in the supply of Goods and generally in the carrying out of its obligations under this Agreement and in the appointment, monitoring and retention of its agents and Subcontractors. The Contractor shall require its agents and Subcontractors to exercise due care, skill and diligence in the supply of the Goods and generally in the carrying out of obligations allocated by the Contractor to its agents and Subcontractors under this Agreement. | |
| B. | In consideration of the payment of the Charges and subject to clause 5 the Contractor shall: | |
|  | 1. | supply the Goods in accordance with the Specification, the CFT, the Contracting Authority’s directions and the terms of this Agreement; |
|  | 2. | comply with and implement any policies, guidelines and/or any project governance protocols issued by the Contracting Authority from time to time and notified to the Contractor in writing; |
|  | 3. | comply with all local security and health and safety arrangements as notified to it by the Contracting Authority; and |
|  | 4. | supply the Goods in accordance with good industry practice and comply with all applicable laws including but not limited to all obligations in the field of environmental, social and labour law. that apply at the place where the Goods provided, that have been established by EU law, national law, collective agreements and by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU. The Contractor shall be responsible for compliance with all statutory requirements of an employer and without prejudice to the generality of the foregoing shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained for the purposes of complying with this Agreement. |
| C. | The Contractor is deemed to be the prime contractor under this Agreement and the Contractor assumes full responsibility for the discharge of all obligations under this Agreement and shall assume all the duties, responsibilities and obligations associated with the position of prime contractor. The Contractor as prime contractor under the Submission hereby assumes liability for its Subcontractors and shall ensure that its Subcontractors shall comply in all respects with the relevant terms of this Agreement, including but not limited to clause 1B (4) above, to the extent that it or they are retained by the Contractor. | |
| D.  E. | Without prejudice to clause 1C, where the Contracting Authority becomes aware that any of the exclusion grounds set out in Article 57 of EU Directive 2014/24/EU apply to any Subcontractor, the Contracting Authority reserves the right to require the Contractor to immediately replace such Subcontractor and the Contractor shall comply with such requirement. The Contractor shall include in every sub-contract a right for the Contractor to terminate the sub-contract where any of the exclusion grounds apply to the Subcontractor and a requirement that the Subcontractor, in turn, includes a provision having the same effect in any sub-contract which it awards.  During this Agreement, the Contractor shall be an independent contractor and not the employee of the Contracting Authority. Neither Party shall have any authority to bind or commit the other. Nothing herein shall be deemed or construed to create a joint venture, partnership, and/or fiduciary or other relationship between the Parties for any purpose. The officers, employees or agents of the Contractor are not and shall not hold themselves out to be (and shall not be held out by the Contractor as being) servants or agents of the Contracting Authority for any purposes whatsoever. | |
| F. | The Contracting Authority acknowledges that the Contractor may from time to time be dependent on the Contracting Authority to facilitate the Contractor in the carrying out of its duties under this Agreement. The Contracting Authority agrees to use its reasonable endeavours to so facilitate the Contractor within the timescales and in the manner agreed by it in writing in accordance with clause 11. | |
| G. | The Contractor agrees that any information relating to this Agreement and / or the performance of this Agreement may be passed by the Contracting Authority to the Office of Government Procurement (“OGP”) and that the OGP may use this information in the analysis and reporting of spend data including the preparation and publishing of reports. | |

### 2. The Goods

|  |  |  |
| --- | --- | --- |
| A. | The Contractor shall deliver the Goods at the time(s), to the location(s) and on the date(s) specified in the Specification or otherwise agreed in writing between the Parties. | |
| B. | Unless otherwise stated in the Specification: | |
|  | 1. | Where the Goods are delivered by the Contractor, the point of delivery shall be when the Goods are removed from the transporting vehicle at the Contracting Authority’s premises as notified to the Contractor. Where the Goods are collected by the Contracting Authority, the point of delivery shall be when the Goods are loaded on the Contracting Authority’s vehicle. |
|  | 2. | Delivery shall include the unloading, stacking or installation of the Goods by the Contractor’s staff, agents, or carriers at such place as the Contracting Authority or a duly authorised person shall reasonably direct. |
|  | 3. | The Goods shall be packed and marked in a proper manner and in accordance with the Contracting Authority’s instructions and any statutory requirements and any requirements of the carriers and manufacturers. In particular, the Goods shall be marked with the contract number (or other reference number if appropriate) and the net, gross and tare weights. The name of the contents shall be clearly marked on each container and all containers of hazardous Goods (and all documents relating thereto) shall bear prominent and adequate warnings. |
|  | 4. | Unless expressly agreed to the contrary, the Contracting Authority shall not be obliged to accept delivery by instalments. If, however, the Contracting Authority does specify or agree to delivery by instalments, delivery of any instalment later than the date specified or agreed for its delivery shall, without prejudice to other rights or remedies of the Contracting Authority, entitle the Contracting Authority to terminate the whole of any unfulfilled part of the Agreement without further liability to the Contracting Authority. |
|  | 5. | The Contracting Authority shall be under no obligation to accept or pay for any Goods delivered more than the quantity ordered. The risk in any over-delivered Goods shall remain with the Contractor. |
|  | 6. | The Contracting Authority shall be under no obligation to accept or pay for any Goods supplied earlier than the date for delivery stated in the Specification. |
| C. | Any Contractor pre-printed terms and conditions produced, signed or stamped by either Party or for whatever purpose during this Term are hereby disallowed. | |
| D. | Time of delivery shall be of the essence and if the Contractor fails to deliver the Goods within the time period promised or specified in the Specification, the Contracting Authority may by notice in writing to the Contractor’s Contact release itself from any obligation to accept and pay for the Goods and / or terminate this Agreement in either case without prejudice to any other rights and remedies of the Contracting Authority. | |
| E. | Without prejudice to any general right to damages under this Agreement where the Contractor does not deliver the ordered amount within delivery dates or lead times in accordance with this Agreement, the Contracting Authority may, at his discretion, deduct [2%] per cent per week, or part thereof, for each week of late delivery of the value of the entire relevant invoice or order as liquidated damages up to a maximum amount of [number] per cent of the Charges (or invoice or order) price for the relevant Goods (the “Liquidated Damages Threshold”).  Where the Liquidated Damages Threshold is met or exceeded (being that delivery continues not to be performed after the Liquidated Damages Threshold is met), the Contracting Authority shall be entitled to:   1. claim any remedy available to it (whether under this Agreement or otherwise) for loss or damage incurred or suffered by it after the end of the Liquidated Damages Period; and; 2. without prejudice to sub-clause (1), the Contracting Authority shall be entitled to terminate the Agreement with immediate effect by giving notice in writing to the Contractor. | |

### 3. Inspection of Goods

|  |  |  |
| --- | --- | --- |
| A. | The Contracting Authority or its authorised representative may inspect (to include a call for advance samples) or test the Goods either completed or in the process of manufacture, during normal business hours on reasonable notice at the Contractor’s premises (including the premises of any subcontractor or agent) and the Contractor shall provide all reasonable assistance in relation to any such inspection or test free of charge. A failure to make a complaint at the time of any such inspection or test and / or the approval given during or after such inspection or test shall not constitute a waiver by the Contracting Authority of any rights or remedies in respect of the Goods and the Contracting Authority reserves the right to reject the Goods in accordance with clause 3B. | |
| B. | The Contracting Authority may by written notice to the Contractor reject any of the Goods which fail to conform to the approved sample or fail to meet the Specification. Such notice shall be given within a reasonable time after delivery to the Contracting Authority of such Goods. If the Contracting Authority rejects any of the Goods pursuant to this clause the Contracting Authority may (without prejudice to other rights and remedies) either: | |
|  | 1. | treat the Agreement as discharged by the Contractor’s breach and obtain a refund (if payment for the Goods has already been made) from the Contractor in respect of the Goods concerned together with payment of any additional expenditure reasonably incurred by the Contracting Authority in obtaining other Goods in replacement provided that the Contracting Authority uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement Goods. |
|  | or | |
|  | 2. | have such Goods promptly, and in any event within seven (7) calendar days, either repaired by the Contractor or replaced by the Contractor with Goods which conform in all respects with the approved sample or with the Specification and due delivery shall not be deemed to have taken place until such repair or replacement has occurred. |
| C. | Rejected Goods shall be removed by the Contractor from the Contracting Authority within 2 (two) calendar days from the date of the notification to the Contractor of their rejection. In the event of failure by the Contractor to remove Goods within 10 (ten) calendar days of such notification, the Contracting Authority may dispose of such Goods as he sees fit and pending such removal, the Goods will remain with the Contracting Authority at the risk of the Contractor. Any costs incurred by the Contracting Authority relating to such disposal shall at the option of the Contracting Authority be borne by the Contractor. | |
| D. | For the avoidance of doubt, the Contracting Authority will be deemed to have accepted the Goods if it expressly states the same in writing or fails to reject the Goods in accordance with clause 3B. | |
| E. | The issue by the Contracting Authority of a receipt note for the Goods shall not constitute any acknowledgement of the condition, quantity or nature of those Goods, or the Contracting Authority’s acceptance of them. | |
| F. | The Contractor hereby guarantees the Goods for [insert period] from the date of delivery (the “Guarantee Period”) against faulty materials or workmanship. The Contracting Authority shall within such Guarantee Period, or within 14 calendar days thereafter, give notice in writing to the Contractor of any defect in any of the Goods as may have arisen during such Guarantee Period under proper and normal use. The Contractor shall (without prejudice to any other rights and remedies which the Contracting Authority may have) promptly remedy such defects (whether by repair or replacement as the Contracting Authority shall elect) free of charge, which replaced or repaired Goods shall also have the benefit of this clause for the Guarantee Period. | |

### 4. Risk and Title

|  |  |
| --- | --- |
| A. | The Goods ordered under this Agreement shall be delivered to any location specified by the Contracting Authority, in Ireland, without limit to the number of locations, in the quantities and by the dates specified in the orders, unless otherwise stated. Any extension of the delivery time shall not constitute a general waiver or acquiescence on the part of the Contracting Authority. All such Goods shall be delivered free of encumbrances or retention of title clauses or similar provision. The Charges quoted shall be based on the understanding that the Goods are to be delivered carriage paid to the various locations as specified in the order, along with the necessary delivery documentation. Pending such delivery, the Goods shall remain at the risk of the Contractor. |
| B. | Title shall pass to the Contracting Authority on payment for the Goods. |

### 5. Payment

|  |  |  |
| --- | --- | --- |
| A. | Subject to the provisions of this clause 5 the Contracting Authority shall pay and discharge the Charges (plus any applicable VAT), in the manner specified at Schedule C. Invoicing arrangements shall be on such terms as may be agreed between the Parties. | |
| B. | Discharge of the Charges is subject to: | |
|  | 1. | Compliance by the Contractor with the provisions of this Agreement including but not limited to any milestones, compliance schedules and/or operational protocols in place pursuant to clause 11A from time to time; |
|  | 2. | The furnishing by the Contractor of a valid invoice and such supporting documentation as may be required by the Contracting Authority from time to time. Any Contractor pre-printed terms and conditions are hereby disallowed; |
|  | 3. | Invoices being submitted to the Contracting Authority’s Contact (as set out in this Agreement or such other alternative contact as may be agreed between the Parties). All and any queries relating to the invoice and/or the Goods for any billing period (including whether or not Goods have been accepted, rejected, satisfactorily repaired or replaced as the case may be) must be raised by the Contracting Authority’s Contact within 14 calendar days of receipt of invoice. In circumstances where no queries are raised within the said 14-day period the invoice shall be deemed accepted. Upon resolution of any queries on the invoice to the satisfaction of the Contracting Authority or upon such deemed acceptance the invoice shall be payable by the Contracting Authority. Payment is subject to any rights reserved by the Contracting Authority under any other provision of this Agreement; and |
|  | 4. | The Contracting Authority being in possession of the Contractor’s current Tax Clearance Certificate. The Contractor shall comply with all EU and domestic taxation law and requirements. |
| C. | The European Communities (Late Payment in Commercial Transactions) Regulations, 2012 shall apply to all payments. Incorrect invoices will be returned for correction with consequential effects on the due date of payment. | |
| D. | Wherever under this Agreement any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to the Contracting Authority in respect of any breach of this Agreement), the Parties may agree to deduct that sum from any sum then due, or which at any later time may become due to the Contractor under the Agreement or under any other agreement or contract with the Contracting Authority. Any overpayment by either Party, whether of the Charges or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment. | |
| E. | Where indicated in the Specification, the Charges shall include the cost of instruction of the Contracting Authority’s personnel in the use and maintenance of the Goods and such instructions shall be in accordance with the requirements detailed in the Specification. | |
| F. | The Charges shall be discharged as provided for in this clause subject to the retention by the Contracting Authority in accordance with section 523 of the Taxes Consolidation Act 1997 of any Professional Services Withholding Tax payable to the Contractor. All taxes applicable to the provision of the Goods under and in accordance with this Agreement will be the sole responsibility of the Contractor and the Contractor so acknowledges and confirms. | |

### 6. Warranties, Representations and Undertakings

|  |  |  |
| --- | --- | --- |
| A. | The Contractor acknowledges, warrants, represents, and undertakes that: | |
|  | 1. | it has the authority and right under law to enter, and to carry out its obligations and responsibilities under this Agreement and to supply the Goods hereunder; |
|  | 2. | it is entering into this Agreement with a full understanding of its material terms and risks and can assume those risks; |
|  | 3. | it is entering into this Agreement with a full understanding of its obligations regarding taxation, employment, social and environmental protection and can assume and fulfilling those obligations; |
|  | 4. | it has acquainted itself with and shall comply with all legal requirements or such other laws, recommendations, guidance or practices as may affect the supply of the Goods (to include manufacture and distribution process) as they apply to the Contractor; |
|  | 5. | it has taken all and any action necessary to ensure that it has the power to execute and enter into this Agreement; |
|  | 6 | the status of the Contractor, as declared in the “Declaration as to Personal Circumstances of Tenderer” dated [Insert Date] which confirms that none of the excluding circumstances listed in Article 57 of EU Directive 2014/24/EU apply to the Contractor, remains unchanged; |
|  | 7. | It has inspected the Contracting Authority’s premises, lands, and facilities before submitting its Submission and has made appropriate enquiries so as to be satisfied in relation to all matters connected with the performance of its obligations under this Agreement; |
|  | 8. | the Contracting Authority shall be under no obligation to purchase any minimum number or value of Goods. |
| B. | The Contractor shall be and undertakes to be responsible for and to take due precautions for the safe custody of any Goods on his premises which are the property of the Contractor and shall insure the same against any form of loss or damage and the Contractor so acknowledges and confirms. | |
| C. | The Contractor confirms and undertakes that the Goods supplied will, at the time of delivery (and for the Guarantee Period), correspond to the description given by the Contractor in accordance with the Submission (to include any samples furnished thereunder) and the Specification (Schedule B) and that the manufacture, distribution and processes employed will comply in all material respects with the representations made in the Submission. None of the provisions of the Sale of Goods Acts 1893 and 1980 shall be excluded or limited under this Agreement. | |
| D. | The Contractor undertakes to ensure that all and any necessary consents and/or licences are obtained and in place for the purposes of this Agreement. The Contractor hereby indemnifies the Contracting Authority and shall keep and hold the Contracting Authority harmless from and in respect of all and any liability loss damages claims costs or expenses which arise by reason of any breach of third party intellectual property rights in so far as any such rights are used for the purposes of this Agreement. | |
| E. | The Contractor undertakes to notify the Contracting Authority forthwith of any material change to the status of the Contractor with regard to the warranties, acknowledgements, representations and undertakings as set out in clause 6A and to comply with all reasonable directions of the Contracting Authority with regard thereto which may include termination of this Agreement. | |

### 7. Remedies

|  |  |
| --- | --- |
| A. | The Contractor shall be liable for and shall indemnify the Contracting Authority for and in respect of all and any losses, claims, demands, damages or expenses which the Contracting Authority may suffer due to and arising directly as a result of the negligence, act or omission, breach of contract, breach of duty, insolvency, recklessness, bad faith, wilful default or fraud of the Contractor, its employees, Subcontractors or agents or any of them or as a result of the Contractor’s failure to exercise skill, care and diligence as outlined in clause 1. The terms of this clause 7A shall survive termination of this Agreement for any reason. |
| B. | Save in respect of fraud (including fraudulent misrepresentation), personal injury or death, neither Party will be liable for any indirect losses (including loss of profit, loss of revenue, loss of goodwill, indirectly arising damages, costs and expenses) of any kind whatsoever and howsoever arising even if such Party has been advised of their possibility. |
| C. | Should the Contracting Authority find itself obliged to order elsewhere in consequence of the failure of the Contractor to deliver Goods of approved quality, the Contracting Authority shall be entitled to recover from the Contractor any excess prices which may be paid by the Contracting Authority. |
| D. | Except as otherwise expressly provided by this Agreement, all remedies available to either Party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. |
| E. | Save in respect of fraud, personal injury or death (for which no limit applies), the limit of the Contractor’s aggregate liability to the Contracting Authority under this Agreement whatsoever and howsoever arising shall not under any circumstances exceed [150] per cent of the Charges paid or projected to be paid (whichever is higher) under this Agreement regardless of the number of claims. |
| F. | If for any reason the Contracting Authority is dissatisfied with the performance of the Contractor, a sum may be withheld from any payment otherwise due calculated as follows:  [insert]  (“the Retention Amount”) which Retention Amount shall not at any given time exceed [number] per cent of the Charges. In such event the Contracting Authority shall identify the Goods with which it is dissatisfied together with the reasons for such dissatisfaction. Payment of the Retention Amount will be made upon replacement and/or remedy of the Goods as identified by the Contracting Authority or resolution of outstanding queries. The Contracting Authority shall hold the Retention Amount on behalf of the Contractor but without any obligation to invest. The terms of this clause 7F shall be without prejudice to and not be in substitution for any remedy of the Contracting Authority under this Agreement. |

### 8. Confidentiality

|  |  |  |
| --- | --- | --- |
| A. | Each of the Parties to this Agreement agrees to hold confidential all information, documentation and other material received, provided or obtained arising from their participation in this Agreement (“Confidential Information”) and shall not disclose same to any third party except to: - | |
|  | 1. | its professional advisers subject to the provisions of this clause 8; or |
|  | 2. | as may be required by law; or |
|  | 3. | as may be necessary to give effect to the terms of this Agreement subject to the provisions of this clause 8; or |
|  | 4. | in the case of the Contracting Authority by request of any person or body or authority whose request the Contracting Authority or persons associated with the Contracting Authority (including but not limited to the Legislature and/or the Executive and/or the Civil Service) considers it necessary or appropriate to so comply. |
| B. | The Contractor undertakes to comply with all reasonable directions of the Contracting Authority regarding the use and application of all and any of its Confidential Information and shall comply with the confidentiality agreement as exhibited at Appendix 6 to the CFT (“the Confidentiality Agreement”).  The obligations in this clause 8 will not apply to any Confidential Information: | |
|  | 1. | in the receiving Party’s possession (with full right to disclose) before receiving it from the other Party; or |
|  | 2. | which is or becomes public knowledge other than by breach of this clause; or |
|  | 3. | is independently developed by the disclosing Party without access to or use of the Confidential Information; or |
|  | 4. | is lawfully received by the disclosing Party from a third party (with full right to disclose). |
| C. | In circumstances where the Contracting Authority is subject to the provisions of the Freedom of Information Act 2014, then in the event of the Contracting Authority receiving a request for information related to this Agreement, the Contracting Authority shall consult with the Contractor in respect of the request. The Contractor shall identify any information that is not to be disclosed on grounds of confidentiality or commercial sensitivity and shall state the reasons for this sensitivity. The Contracting Authority will consult the Contractor about this confidential or commercially sensitive information before deciding on any Freedom of Information request received. | |
| D. | The terms of this clause 8 shall survive expiry, completion, or termination for whatever reason of this Agreement. | |

### 9. Force Majeure

|  |  |  |
| --- | --- | --- |
| A. | A ‘Force Majeure Event’ means an event or circumstance or combination of events and/or circumstances not within the reasonable control of the Affected Party (as defined in clause 9B below) which has the effect of delaying or preventing that Party from complying with its obligations under this Agreement including but not limited to acts of God, war, out-break of disease, insurrection, riot, civil disturbance, rebellion, acts of terrorism, government regulations, embargoes, explosions, fires, floods, tempests, or failures of supply of electrical power, or public telecommunications equipment or lines, excluding industrial action of whatever nature or cause (strikes, lockouts and similar) occurring at the Contractor (or Subcontractor or agent) places of business. | |
| B. | In the event of any failure, interruption or delay in the performance of either Party’s obligations (or of any of them) resulting from any Force Majeure Event, that Party (“the Affected Party”) shall promptly notify the other Party in writing specifying: | |
|  | 1. | the nature of the Force Majeure Event; |
|  | 2. | the anticipated delay in the performance of obligations; |
|  | 3. | the action proposed to minimise the impact of the Force Majeure Event; |
|  | and the Affected Party shall not be liable or have any responsibility of any kind for any loss or damage thereby incurred or suffered by the other Party; provided always that the Affected Party shall use all reasonable efforts to minimise the effects of the same and shall resume the performance of its obligations as soon as reasonably possible after the removal of the cause. | |
| C. | If the Force Majeure Event continues for 30 (thirty) calendar days either Party may terminate at 14 days’ notice. | |
| D. | In circumstances where the Contractor is the Affected Party, the Contracting Authority shall be relieved from any obligation to make payments under this Agreement save to the extent that payments are properly due and payable for obligations actually fulfilled by the Contractor in accordance with the terms and conditions of this Agreement. | |

### 10. Termination

|  |  |  |
| --- | --- | --- |
| A. | Subject to the provisions of sub-clause 10B, this Agreement may be terminated by the Contracting Authority, without liability for compensation or damages, by serving thirty (30) days written notice to the Contractor. Subject to the provisions of sub-clause 10B, this Agreement may be terminated by the Contractor, without liability for compensation or damages, by serving thirty (30) days written notice to the Contracting Authority. | |
| B. | Either Party shall have the right (in addition to any other rights which it has at law) to terminate this Agreement immediately and without liability for compensation or damages on the happening of any of the following: | |
|  | 1. | if the other Party commits any serious breach or a series of breaches of any provision of this Agreement and fails to remedy such breach(es) (if the breach(es) are capable of remedy) within 30 days after receipt of a request in writing from the other Party;  and/or |
|  | 2. | if the other Party becomes insolvent, becomes bankrupt, enters into examinership, is wound up, commences winding up, has a receiving order made against it, makes any arrangement with its creditors generally or takes or suffers any similar action as a result of debt, or an event having an equivalent effect. |
| C. | The Contracting Authority shall have the right, in addition to any other rights which it has at law, to terminate this Agreement immediately and without liability for compensation or damages in circumstances where the Contracting Authority becomes aware that any of the exclusion grounds set out in Article 57 of EU Directive 2014/24/EU apply to the Contractor. | |
| D. | Termination of this Agreement shall not affect any antecedent and accrued rights, obligations or liabilities of either Party, nor shall it affect any provision of this Agreement which is expressly or by implication intended to come into or continue in force on or after such termination. | |
| E. | On completion or termination of this Agreement, howsoever arising, the Contractor shall immediately return all confidential information, records, papers, materials, media, and other property of the Contracting Authority which is in its possession. | |

### 11. Contract Management

|  |  |  |
| --- | --- | --- |
| A. | The Contracting Authority’s Contact and the Contractor’s Contact shall liaise on a regular basis to address any issues arising which may impact on the performance of this Agreement and to agree milestones, compliance schedules and operational protocols as required by the Contracting Authority from time to time. If requested in writing by the Contracting Authority, the Contractor shall meet formally with the Contracting Authority to report on progress and shall comply with all written directions of the Contracting Authority. | |
| B. | The Contractor agrees to: | |
|  | 1. | liaise with and keep the Contracting Authority’s Contact fully informed of any matter which might affect the observance and performance of the Contractor’s obligations under the Agreement; |
|  | 2. | maintain such records and comply with such reporting arrangements and protocols required by the Contracting Authority from time to time; |
|  | 3.  4. | comply with all reasonable directions of the Contracting Authority; and  comply with the service levels and performance indicators set out in Schedule D. |
| C. | The Contracting Authority or its authorised representative may inspect the Contractor’s premises, lands and facilities (or such part or parts thereof relating solely to this Agreement) with due access to relevant personnel and records upon reasonable notice in writing to ensure compliance with the terms of this Agreement. The Contractor shall comply with all reasonable directions of the Contracting Authority thereby arising. The cost of inspection shall be borne by the Contracting Authority. | |
| D. | The Contractor shall be required to hold for the Term insurances of the nature and amount as set out in the CFT and shall immediately advise the Contracting Authority of any material change to its insured status. The Contractor shall produce proof of current premiums paid upon request and where required produce valid certificates of insurance for inspection. The Contractor shall carry out all directions of the Contracting Authority regarding compliance with this clause 11D. | |
|  |  | |

### 12. Disputes

|  |  |
| --- | --- |
| A. | In the event of any dispute arising out of or relating to this Agreement (the “Dispute”), the Parties shall first seek settlement of the Dispute as set out below. |
| B. | The Dispute shall be referred as soon as practicable to [insert Contractor senior contact] within the Contractor and to [insert name] within the Contracting Authority, respectively. |
| C | If the Dispute has not been resolved within fifteen (15) Business Days (or such longer period as may be agreed in writing by the Parties) of being referred to the nominated representatives, then either Party may refer the Dispute to an independent mediator, the identity of whom shall be agreed in advance by the Parties. |
| D | If the Parties are unable to agree on a mediator or if the mediator agreed upon is unable or unwilling to act, either Party may within twenty-one (21) days from the date of the proposal to appoint a Mediator or within twenty-one (21) days of notice to either Party that the mediator is unable to act, apply to CEDR Ireland to appoint a mediator. |
| E | Any submissions made to and discussions involving the mediator, of whatever nature, shall be treated in strict confidence and without prejudice to the rights and/or liabilities of the Parties in any legal proceedings and, for the avoidance of doubt, are agreed to be without prejudice and legally privileged. The Parties shall make written submissions to the mediator within ten (10) Business Days of his/her appointment. |
| F | The Parties shall share equally the cost of the mediator. The costs of all experts and any other third parties who, at the request of any Party, shall have been instructed in the mediation, shall be for the sole account of, and shall be discharged by that Party. |
| G | For the avoidance of doubt, the obligations of the Parties under this Agreement shall not cease or be suspended or delayed by the reference of a dispute to mediation. The Contractor shall always comply fully with the requirements of the Agreement. |

### 13. Governing Law, Choice of Jurisdiction and Execution

|  |  |
| --- | --- |
| A. | This Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Parties hereby agree that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement. |
| B. | This Agreement shall be executed in duplicate and each copy of the Agreement shall be signed by all the Parties hereto. Each of the Parties to this Agreement confirms that this Agreement is executed by their duly authorised officers. |

### 14. Notices

|  |  |  |
| --- | --- | --- |
| A. | Any notice or other written communication to be given under this Agreement shall either be delivered personally or sent by registered post or email. The Parties will from time to time agree primary and alternative contact persons and details for the purposes of this clause 14. | |
| B. | All notices shall be deemed to have been served as follows: | |
|  | 1. | if personally delivered, at the time of delivery; |
|  | 2. | if posted by registered post at the expiration of 48 hours after the envelope containing the same was delivered into the custody of the postal authorities (and not returned undelivered); and |
|  | 3. | if communicated by email, on the next calendar day following transmission. |

### 15. Assignment and Subcontract

Subject to a Party’s obligations at law, any assignment to a third party, subcontract or other transfer of a Party’s rights or obligations under this Agreement (the “Assignment”) requires the prior written consent of the other Party. Prior to any such Assignment, the assignee will be obliged to sign an undertaking to comply with all obligations under this Agreement. Any attempted Assignment not complied with in the manner prescribed herein shall be null and void.

### 16. Entire Agreement

This Agreement constitutes the entire agreement and understanding of the Parties, and any and all other previous agreements, arrangements and understandings (whether written or oral) between the Parties with regard to the subject matter of this Agreement (save where fraudulently made) are hereby excluded.

### 17. Severability

If any term or provision herein is found to be illegal or unenforceable for any reason, then such term or provision shall be deemed severed and all other terms and provisions shall remain in full force and effect.

### 18. Waiver

No failure or delay by either Party to exercise any right, power or remedy shall operate as a waiver of it, nor shall any partial exercise preclude further exercise of same or some other right, power or remedy.

### 19. Non-exclusivity

Nothing in this Agreement shall preclude the Contracting Authority from purchasing goods (or Goods) from a third party at any time during the currency of the Agreement.

### 20. Media

No media releases, public announcements or public disclosures relating to this Agreement or its subject matter, including but not limited to promotional or marketing material, shall be made by the Contractor without the prior written consent of the Contracting Authority.

### 21. Conflicts, Registrable Interests and Corrupt Gifts

|  |  |
| --- | --- |
| A. | The Contractor confirms that it has carried out a conflicts of interest check and is satisfied that it has no conflicts in relation to the Goods and its obligations undertaken under this Agreement. The Contractor hereby undertakes to advise the Contracting Authority forthwith should any conflict or potential conflict of interest come to its attention during the currency of this Agreement and to comply with the Contracting Authority’s directions in respect thereof. |
| B. | Any registrable interest involving the Contractor (and any Subcontractor or agent as the case may be) and the Contracting Authority, the Ceann Comhairle (Speaker), or any member of the Government, or any member of the Oireachtas, or their relatives must be fully disclosed to the Contracting Authority immediately upon such information becoming known to the Contractor (Subcontractor or agent as the case may be) and to comply with the Contracting Authority’s directions in respect thereof to the satisfaction of the Contracting Authority. The terms “registrable interest” and “relative” shall be interpreted as per section 2 of the Ethics in Public Office Act 1995 (as amended) a copy of which is available on request. |
| C. | The Contractor shall not offer or agree to give any public servant or civil servant any gift or consideration or commission of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this or any other public contract. Any breach of this clause 21C or the commission of any offence by the Contractor, any Subcontractor, agent or employee under the Prevention of Corruption Acts 1889 to 2005 shall entitle the Contracting Authority to terminate this Agreement forthwith and to recover the amount of any loss resulting from such cancellation, including but not limited to recovery from the Contractor of the amount or value of any such gift, consideration or commission. |

### 22. Access to Premises

|  |  |
| --- | --- |
| A. | Any of the Contracting Authority’s premises made available from time to time to the Contractor by the Contracting Authority in connection with this Agreement, shall be made available to the Contractor on a non-exclusive licence basis and shall be used by the Contractor solely for the purpose of performing its obligations under this Agreement. The Contractor shall have use of such premises as licensee and shall vacate the same on completion, termination, or abandonment of this Agreement. |
| B | The Contractor shall upon reasonable notice by the Contracting Authority allow the Contracting Authority access to its premises (including the premises of any Subcontractor or agent) where the Goods are being performed for the Contracting Authority under this Agreement. |

### 23. Non-Solicitation

|  |  |
| --- | --- |
| A. | For the Term and for a period of 12 months thereafter (and save in respect of publicly advertised posts) neither the Contracting Authority nor the Contractor shall employ or offer employment to any of the other Party’s employees without that other Party’s prior written consent. |

### 24. Change Control Procedure

|  |  |
| --- | --- |
| A. | At any time during the term of this Agreement, either Party may propose a change or changes to any part or parts of this Agreement. |
| B. | The change control procedures set out in this Schedule will apply to all changes irrespective of whether the Contractor or the Contracting Authority proposes the change. |
| C. | A change control notice (“Change Control Notice”) shall be prepared for all change requests. The Change Control Notice will provide an outline description of the change requested, the rationale for the change, the effect that the change will have on the supply of the Goods (where known) and an estimate of the effort and cost required to prepare an impact assessment (“Impact Assessment”). |
| D. | All Change Control Notices proposing changes to this Agreement must be submitted for review to the other Party’s Contact. |
| E. | The Parties must indicate their acceptance or rejection of the change control request and/or Impact Assessment within a reasonable timeframe of its completion and Tender Submission for review, subject to a maximum of twenty (20) calendar days or such other period agreed between the Parties. |
| F. | On approval of an Impact Assessment, this Agreement and/or the Schedules should be updated and revised as appropriate and in writing. |
| G. | If either Party rejects the Impact Assessment, the change(s) shall not take place and the Parties shall continue to perform their obligations under this Agreement. |
| H. | The Contractor and the Contracting Authority will agree a reasonable charge in advance for investigating each proposed variation and preparing each estimate, whether the variation is implemented. If the Contracting Authority’s request for any variation is subsequently withdrawn but results in a delay in the supply of the Goods, then the Contractor will not be liable for such delay and will be entitled to an extension of time equal to not less than the period of the delay. |

### 25. Data Protection and Security

1. In this Agreement the following terms shall have the meanings respectively ascribed to them:

“Data” means all Confidential Information, whether in oral or written (including electronic) form, created by or in any way originating with the Contracting Authority (including but not limited to his employees, agents, independent contractors and/or Sub-contractors) and all information that is the output of any computer processing, or other electronic manipulation of any information that was created by or in any way originating with the Contracting Authority provided under this Agreement and includes any Personal Data;

“Data Controller” has the meaning given under the Data Protection Laws;

“Data Processor” has the meaning given under the Data Protection Laws;

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines, including but not limited to 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 repealing Directive 95/46/EC (the “General Data Protection Regulation”), and any guidelines and codes of practice issued by the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland.

“Data Subject” has the meaning given under the Data Protection Laws;

“Data Subject Access Request” means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;

“Personal Data” has the meaning given under Data Protection Laws;

“Processing” has the meaning given under the Data Protection Laws;

1. The Contractor shall comply with all applicable requirements of the Data Protection Laws.
2. The Parties acknowledge that for the purposes of the Data Protection Laws, the Contracting Authority is the Data Controller and the Contractor is the Data Processor in respect of Data which is Personal Data. Schedule E sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject.
3. Without prejudice to the generality of clause 25B, the Contractor shall, in relation to any Personal Data processed in connection with the performance by the Contractor of its obligations under this Agreement: -

(1) process that Personal Data only on the written instructions of the Contracting Authority;

(2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Contracting Authority, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

(3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;

(4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Contracting Authority has been obtained and the following conditions are fulfilled;

* 1. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);
  2. the data subject has enforceable rights and effective legal remedies;
  3. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and
  4. The Contractor complies with reasonable instructions notified to it in advance by the Contracting Authority with respect to the processing of the Personal Data;

1. The Contractor shall promptly notify the Contracting Authority if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Contracting Authority’s obligations under the Data Protection Laws and provide full co-operation and assistance to the Contracting Authority in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).
2. The Contractor shall without undue delay report in writing to the Contracting Authority any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.
3. The Contractor shall assist the Contracting Authority in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.
4. The Contractor shall at the written direction of the Contracting Authority, amend, delete or return Personal Data and copies thereof to the Contracting Authority on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.
5. The Contractor shall permit the Contracting Authority, the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland, and/ or their nominee to conduct audits and or inspections of the Contractor’s facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the services. The Contractor shall comply with all reasonable directions of the Contracting Authority arising out of any such inspection, audit or review.
6. The Contractor shall fully comply with and implement policies which are communicated or notified to the Contractor by the Contracting Authority from time to time.
7. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 25 and allow for inspections and contribute to any audits by the Contracting Authority or the Contracting Authority’s designated auditor.
8. The Contractor shall: -

(1) take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;

(2) ensure that a back-up copy of any and all such Personal Data is made [insert frequency] and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and

(3) in such an event and if attributable to any default by the Contractor or any Sub-contractor, promptly restore the Personal Data at its own expense or, at the Contracting Authority’s option, reimburse the Contracting Authority for any reasonable expenses it incurs in having the Personal Data restored by a third party.

1. (IF YOU ARE NOT CONSENTING TO A THIRD-PARTY PROCESSOR – DELETE IF NOT IN USE)

The Contracting Authority does not consent to the Contractor appointing any third-party processor of Personal Data under this agreement (OR IF USING A THIRD-PARTY PROCESSOR – DELETE IF NOT IN USE) the Contracting Authority consents to the Contractor appointing [insert third-party processor] as a third-party processor of Personal Data under this Agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially like those set out in this clause 25 as between the Contracting Authority and the Contractor, the Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 25.

1. Save for clauses 25B, 25C, 25D (4) and 25E, all the obligations on the Contractor in this clause 25 relating to the processing of Personal Data shall apply to the processing of all Data.
2. The provisions of this clause 25 shall survive termination and or expiry of this Agreement for any reason.

## Schedule B: Goods: The Specification

***\*Recommended test for schools ⬇️***

Refer to Appendix 1: Specification of Requirements and TRD of (insert preferred supplier name), attached separately for full outline of specification of requirements.

## Schedule C: Charges

***Recommended text for schools ⬇️***

(Insert the Preferred Suppliers Name) cost for the required goods as set out in the Pricing Schedule is (€ insert total winning quote)

Refer to Pricing Schedule, attached separately for full breakdown of costs and services.

## Schedule D: Service Levels

***\*Insert for example the Key Performance Indicators set out in Appendix 1.17 of the CFT, along with any other key must do’s from the Preferred Supplier, at CFT stage, if applicable, or when completing contract. Reference ⬇️ Appendix 1.17 of the CFT***

*The following are the Key Performance Indicators which will be used to monitor the running of the contract:*

1. *Delivery – have delivery times been met along with delivery accuracy?*
2. *Quality of product - is the quality of the product (including environmental requirements) as expected?*
3. *Invoicing – accuracy of documentation?*
4. *The invoice must contain product code, description, units, and cost per unit, subtotal, total. It is paramount that the school is issued the contract prices by the successful tenderer in advance of placing their first order.*
5. *Each order placed by the school must have the correct product code, price, and unit size on their purchase order. It is the successful tenderers responsibility to communicate errors to the school and request that they be corrected BEFORE the order is processed.“*

## Schedule E: Data Protection

***\*Schools only required to fill in schools name at 1.1 when completing the contract***

**Processing, Personal Data and Data Subjects**

1. **Processing by the Contractor**
   1. **Subject matter of processing**

Students of (insert school name)

* 1. **Nature of processing**

Collection of student information

* 1. **Purpose of processing**

To set up student profiles on online system for schoolbook scheme (if applicable)

* 1. **Duration of the processing**

As per term of contract

1. **Types of personal data**

* Student Name
* Student Class
* Student school email address

1. **Categories of data subject**

Not Applicable

# Appendix 6: Confidentiality Agreement

***\*Edit where highlighted only***

THIS AGREEMENT is made on the [date] day of [month] 20xx BETWEEN:

The Board of Management of (insert name of school), of (insert address) (hereinafter “the Contracting Authority”) of the one part; and (insert successful company legal name) , of (insert company address) (hereinafter called “the Contractor”) of the other part.

WHEREAS

|  |  |
| --- | --- |
| A. | By Call for Tenders dated [insert date] entitled Call for Tenders for the provision of schoolbooks through the Primary Schoolbook Scheme funded by the Department of Education (the “CFT”) the Contracting Authority invited tenders (“Tenders”) for the provision of the goods described in Appendix 1 to the CFT (the “Goods”) (“the Competition”). The Contractor submitted a response to the CFT dated the [insert date of Tender].  The Contractor has been identified as the preferred bidder in the Competition. |
| B. | For the purposes of the Competition and any subsequent contract awarded thereunder (if any) (“the Contract”), certain confidential information (the “Confidential Information”) as defined at clause 2 of this Agreement, will be furnished to the Contractor. The Confidential Information is confidential to the Contracting Authority. |

**NOW IT IS HEREBY AGREED** in consideration of the sum of €2.00 (the receipt of which is hereby acknowledged by the Contractor) as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | The Contractor acknowledges that Confidential Information may be provided to him by the Contracting Authority and that each item of Confidential Information shall be governed by the terms of this Agreement. | | |
| 2. | For the purposes of this Agreement "Confidential Information" means: | | |
|  | 2.1 | unless specified in writing to the contrary by the Contracting Authority all and any information (whether in documentary form, oral, electronic, audio-visual, audio-recorded or otherwise including any copy or copies thereof and whether scientific, commercial, financial, technical, operational or otherwise) relating to the Contracting Authority, the supply of Goods under the Contract and all and any information supplied or made available to the Contractor (to include employees, agents, Subcontractors and other suppliers) for the purposes of the Contract(s); and | | |
|  | 2.2 | any and all information which has been derived or obtained from information described in sub-paragraph 2.1. | | |
| 3.  4. | For the purposes of this Agreement “Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines, including but not limited to 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 repealing Directive 95/46/EC (the “General Data Protection Regulation”), and any guidelines and codes of practice issued by the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland from time to time  Save as may be required by law, the Contractor agrees in respect of the Confidential Information: | | |
|  | 4.1 | to treat such Confidential Information as confidential and to take all necessary steps to ensure that such confidentiality is maintained; | | |
|  | 4.2 | not, without the prior written consent of the Contracting Authority, to communicate or disclose any part of such Confidential Information to any person except: | | |
|  |  | i | to those employees, agents, Subcontractors and other suppliers on a need to know basis; and/or | |
|  |  | ii | to the Contractor’s auditors, professional advisers and any other persons or bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the Contractor | |
|  |  | PROVIDED ALWAYS that the Contractor shall ensure that all such persons and bodies are made aware, prior to disclosure, of the confidential nature of the Confidential Information and that they owe a duty of confidence to the Contracting Authority; and shall use all reasonable endeavours to ensure that such persons and bodies comply with the provisions of this Agreement. | | |
| 5. | The obligations in this Agreement will not apply to any Confidential Information: | | |
|  | i | in the Contractor’s possession (with full right to disclose) before receiving it from the Contracting Authority; or | | |
|  | ii | which is or becomes public knowledge other than by breach of this clause; or | | |
|  | iii | is independently developed by the Contractor without access to or use of the Confidential Information; or | | |
|  | iv | is lawfully received from a third party (with full right to disclose). | | |
| 6. | The Contractor undertakes: | | |
|  | 6.1 | to comply with all directions of the Contracting Authority regarding the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts 1988 and 2003); | | |
|  | 6.2 | to comply with all directions as to local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities; | | |
|  | 6.3 | upon termination of the Competition (or the Contract) for whatever reason to furnish to the Contracting Authority all Confidential Information or at the written direction of the Contracting Authority to destroy in a secure manner all (or such part or parts thereof as may be identified by the Contracting Authority) Confidential Information in its possession and shall erase any Confidential Information held by the Contractor in electronic form. The Contractor will upon request furnish a certificate to that effect should the Contracting Authority so request in writing. For the avoidance of doubt “document” includes documents stored on a computer storage medium and data in digital form whether legible or not.   |  |  |  | | --- | --- | --- | | 6. | The Contractor undertakes:  6.1 to comply with all directions of the Contracting Authority regarding the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Laws);  6.2 to comply with all directions as to local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities;  6.3 upon termination of the Competition (or the Contract) for whatever reason to furnish to the Contracting Authority all Confidential Information or at the written direction of the Contracting Authority to destroy in a secure manner all (or such part or parts thereof as may be identified by the Contracting Authority) Confidential Information in its possession and shall erase any Confidential Information held by the Contractor in electronic form. The Contractor will upon request furnish a certificate to that effect should the Contracting Authority so request in writing. For the avoidance of doubt “document” includes documents stored on a computer storage medium and data in digital form whether legible or not.  The Contractor shall not obtain any proprietary interest or any other interest whatsoever in the Confidential Information furnished to them by the Contracting Authority and the Contractor so acknowledges and confirms.  The Contractor shall, in the performance of the Contract, access only such hardware, software, infrastructure, or any part of the databases, data or ICT system(s) of the Contracting Authority as may be necessary for the purposes of the Competition (and obligations thereunder or arising therefrom) and only as directed by the Contracting Authority and in the manner agreed in writing between the Parties.  The Contractor agrees that this Agreement will continue in force notwithstanding any court order relating to the Competition or termination of the Contract (if awarded) for any reason.  The Contractor agrees that this Agreement shall in all aspects be governed by and construed in accordance with the laws of Ireland and the Contractor hereby further agrees that the courts of Ireland have exclusive jurisdiction to hear and determine any disputes arising out of or in connection with this Agreement.  A. In this Agreement, the following terms shall have the meanings respectively ascribed to them:  “Data Controller” has the meaning given under the Data Protection Laws;  “Data Processor” has the meaning given under the Data Protection Laws;  “Data Subject” has the meaning given under the Data Protection Laws;  “Data Subject Access Request” means a request made by a Data Subject in accordance with rights granted under the Data Protection Laws to access his or her Personal Data;  “Personal Data” has the meaning given under Data Protection Laws;  “Processing” has the meaning given under the Data Protection Laws;  B. The Contractor shall comply with all applicable requirements of the Data Protection Laws.  C. The Parties acknowledge that for the purposes of the Data Protection Laws, the Contracting Authority is the Data Controller and the Contractor is the Data Processor in respect of Confidential Information which is Personal Data. Schedule A sets out the scope, nature and purpose of Processing by the Contractor, the duration of the Processing and the types of Personal Data and categories of Data Subject.  D. Without prejudice to the generality of clause 10(B), the Contractor shall, in relation to any Confidential Information which is Personal Data: -  (1) process that Personal Data only on the written instructions of the Contracting Authority;  (2) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Contracting Authority, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);  (3) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;  (4) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Contracting Authority has been obtained and the following conditions are fulfilled;  i. appropriate safeguards are in place in relation to the transfer, to ensure that Personal Data is adequately protected in accordance with Chapter V of Regulation 2016/679 (General Data Protection Regulation);  ii. the data subject has enforceable rights and effective legal remedies;  iii. The Contractor complies with its obligations under the Data Protection Laws by providing an adequate level of protection to any Personal Data that is transferred; and  iv. The Contractor complies with reasonable instructions notified to it in advance by the Contracting Authority with respect to the processing of the Personal Data;  E. The Contractor shall promptly notify the Contracting Authority if it receives a Data Subject Access Request to have access to any Personal Data or any other complaint, correspondence, notice, request any order of the Court or request of any regulatory or government body relating to the Contracting Authority’s obligations under the Data Protection Laws and provide full co-operation and assistance to the Contracting Authority in relation to any such complaint, order or request (including, without limitation, by allowing Data Subjects to have access to their data).  F. The Contractor shall without undue delay report in writing to the Contracting Authority any data compromise involving Personal Data, or any circumstances that could have resulted in unauthorised access to or disclosure of Personal Data.  G. The Contractor shall assist the Contracting Authority in ensuring compliance with its obligations under the Data Protection Laws with respect to security, impact assessments and consultations with supervisory authorities and regulators.  H. The Contractor shall at the written direction of the Contracting Authority, amend, delete or return Personal Data and copies thereof to the Contracting Authority on termination of this Agreement unless the Contractor is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Contractor to store the Personal Data.  I. The Contractor shall permit the Contracting Authority, the Office of the Data Protection Commissioner or other supervisory authority for data protection in Ireland, and / or their nominee to conduct audits and or inspections of the Contractor’s facilities, and to have access to all data protection, confidentiality and security procedures, data equipment, mechanisms, documentation, databases, archives, data storage devices, electronic communications and storage systems used by the Contractor in any way for the provision of the services. The Contractor shall comply with all reasonable directions of the Contracting Authority arising out of any such inspection, audit or review.  J. The Contractor shall fully comply with and implement policies which are communicated or notified to the Contractor by the Contracting Authority from time to time.  K. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause 11 and allow for inspections and contribute to any audits by the Contracting Authority or the Contracting Authority’s designated auditor.  L. The Contractor shall: -  1. take all reasonable precautions to preserve the integrity of any Personal Data which it processes and to prevent any corruption or loss of such Personal Data;  2. ensure that a back-up copy of all such Personal Data is made [insert frequency] and this copy is recorded on media from which the data can be reloaded if there is any corruption or loss of the data; and  3. in such an event and if attributable to any default by the Contractor or any Sub-contractor, promptly restore the Personal Data at its own expense or, at the Contracting Authority’s option, reimburse the Contracting Authority for any reasonable expenses it incurs in having the Personal Data restored by a third party.  M. (IF YOU ARE NOT CONSENTING TO A THIRD-PARTY PROCESSOR - DELETE IF NOT IN USE)  The Contracting Authority does not consent to the Contractor appointing any third-party processor of Personal Data under this agreement (OR IF USING A THIRD-PARTY PROCESSOR - DELETE IF NOT IN USE) the Contracting Authority consents to the Contractor appointing [insert third-party processor] as a third-party processor of Personal Data under this Agreement. The Contractor confirms that it has entered or (as the case may be) will enter into a written agreement incorporating terms which are substantially like those set out in this clause 11 as between the Contracting Authority and the Contractor, the Contractor shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 11.  N. Save for clauses 11B, 11C, 11D (4) and 11E, all the obligations on the Contractor in this clause 11 relating to the processing of Personal Data shall apply to the processing of all Confidential Information. | | |  |  |  | |  |  |  | | --- | --- | | SIGNED for and on behalf of the Contracting Authority  (being a duly authorised officer) | SIGNED for and on behalf of the Contractor | | Witness | Witness | |  |  | | | |

## Schedule A to the Confidentiality Agreement: Data Protection

***[complete when completing the contract]***

**Processing, Personal Data and Data Subjects**

1. **Processing by the Contractor**
   1. **Subject matter of processing**
   2. **Nature of processing**

* 1. **Purpose of processing**
  2. **Duration of the processing**

1. **Types of personal data**
2. **Categories of data subject**

**End of document**

1. The term “schoolbooks” is used throughout this document it encompasses all relevant textbooks, including ebooks, and workbooks in use at school level to support teaching and subject learning at Primary. It also includes necessary additional texts such as novels and plays for English or books of past Primary examination papers for all subjects. [↑](#footnote-ref-2)