



GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

QUALIFICATION QUESTIONNAIRE TO ESTABLISH A PANEL OF AGENTS FOR 5 YEARS' DURATION IN RELATION TO

INTERNATIONAL STUDENT RECRUITMENT SERVICES

QUALIFICATION QUESTIONNAIRE – GMIT2020-03 INTERNATIONAL AGENTS' PANEL

(Please use the above reference number on ALL correspondence in relation to this tender).

Establishment of a PANEL of Agents for the following territories:	India	South Africa
	Pakistan	Mexico
	Nigeria	Zimbabwe
	ASEAN Countries	Indonesia
	The Americas (North & South)	Thailand
	Malaysia	Hong Kong
	Gulf Cooperation Countries	Peoples Republic of China
	Kenya	Ghana
	Vietnam	Rest of World (RoW)
Procedure	Restricted	
Issue Date	Thursday 14th May 2020	
Closing Date for Queries	Ongoing (Open Panel)	
Contact for Queries	johnjoe.ofarrell@gmit.ie	
Closing Date / Time for receipt of completed Questionnaires	Ongoing (Open Panel)	
Submission of Applications	Directly to the GMIT International Office	

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

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APPENDIX 2: THE LONDON PRINCIPLES (available at www.gmit.ie/international/education-agents)

DISCLAIMER

All information contained in this Qualification Questionnaire document is provided for the purpose of facilitating the production and submission of tenders.

Candidates are recommended to read the Qualification Questionnaire document thoroughly. While all reasonable steps have been taken to ensure that the information set out in this document is factually correct, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in this document or otherwise provided by or on behalf of the **Galway Mayo Institute of Technology (GMIT)** (hereinafter “the Contracting Authority”), in writing or otherwise, to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on this document, or for the information contained in this document, or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the Contracting Authority has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority shall **NOT** be bound to accept the lowest or any tender proposal and reserves the power to accept any part of any tender proposal, unless the bidder expressly stipulates to the contrary at the time of tendering.

Without prejudice to the principle of equal treatment, the Contracting Authority is not obliged to engage in a clarification process in respect of tender submissions with missing or incomplete information and in particular, where failure to provide the required information has already been notified to candidates as a factor which will result in their exclusion from the competition. Therefore, candidates are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

1. ABOUT THE CONTRACTING AUTHORITY

Situated on the ‘West Coast of Ireland’ along Ireland’s ‘Wild Atlantic Way’, Galway-Mayo Institute of Technology (GMIT) is an award winning multi-campus higher education Institute with 7,000 students, spread across five locations in counties Galway and Mayo. It is one of Ireland’s leading university-level higher education institutes and it is the only Institute of Technology in Ireland to have won the ‘Sunday Times Institute of Technology of the Year’ three times, in 2004, 2007 and 2015.

GMIT offers programmes across a range of disciplines, including business, engineering, sciences (including health sciences), agriculture, wood technology, design and tourism & arts. GMIT awards are recognised through the European Qualifications Framework (EQF). This ensures all qualifications are quality-assured and recognised internationally. Many programmes also enjoy prestigious professional accreditation in disciplines such as Accounting, Engineering and Medical Science.

The Institute was founded in 1972 to provide learners with the technical skills and knowledge required by Ireland’s expanding industrial sector. Today, it continues to work closely with industry to ensure all degree programmes are industry informed and applied in nature. This is supported by the inclusion of accredited workplace learning on many GMIT Programmes, which enables students to practice what they have learned during their degree, in a real-life working environment. This ensures GMIT serves the needs of local and international communities, from a social, cultural, and academic perspective.

GMIT’s main campus is in Galway City, a vibrant and multicultural city by the sea. It is a safe and friendly city, famous for its festivals, live music events, theatres, restaurants, pubs and shops. In fact, a quarter of Galway’s population are students, making it one of the most vibrant University cities in Ireland!

GMIT’s student population includes over 70 different nationalities, in addition to over 30 sports and cultural societies which cater for the non-academic needs of students. Then there is the scenery – so easy to access and so stunningly beautiful. Connemara, the Burren and Mayo, just to name a few, are within a short drive of all campuses, and water activities such as sailing, surfing and diving are readily available to all students in GMIT.

Log on to www.gmit.ie for further information.

2. BACKGROUND TO THE CONTRACT AREA

2.1 Purpose of the Panel

GMIT wishes to establish a panel of Education Agents to support the recruitment of non-EU students across all campuses. All applicants who provide the information in the Qualification Questionnaire contained in Appendix 1, who clearly demonstrate they operate within this service area will be considered for admittance to the PANEL.

The PANEL will be available to facilitate the recruitment of international students on behalf of GMIT by International Recruitment Agents/Consultants initially for the 2020/2021 academic year and for the duration of the PANEL (maximum of five years but not guaranteed).

2.2 Scope of Requirements for this Service

2.2.1 Identified Territories

The Contracting Authority now wishes to appoint qualified and competent service providers to the following eighteen (18) territories:

TERRITORIES			
1	India	10	South Africa
2	Pakistan	11	Mexico
3	Nigeria	12	Zimbabwe
4	ASEAN Countries	13	Indonesia
5	The Americas (North & South)	14	Thailand
6	Malaysia	15	Hong Kong
7	Gulf Cooperation Countries	16	Peoples Republic of China
8	Kenya	17	Ghana
9	Vietnam	18	Rest of World (RoW)

Candidates can join one or more territories, provided they meet the qualification criteria and can demonstrate capacity to conduct effective promotional and recruitment campaigns in the named territories, which is required by successful panel members.

Please note that this is an indicative list of territories and it is the intention of GMIT to expand the network of territories in the future.

2.2.2 General Requirement

The service providers will be responsible for the following tasks:

- a) To provide prospective GMIT students with information in relation to GMIT study options and ultimately grow the numbers of students registered at GMIT;
- b) To Market, Promote and profile GMIT to sub-agents, high schools and universities in the relevant territories;
- c) Represent GMIT at higher education expos and other exhibitions in the relevant region;
- d) Demonstrate evidence of an established and effective sub-agent network that will promote and recruit students for GMIT;
- e) Manage the networks of sub-agents in each region (to include face-to-face planning meetings on all aspects of the recruitment cycle to GMIT including applications, admissions, immigration requirements, and programmes offered).
- f) Keep GMIT informed on developments and educational opportunities arising in the relevant marketplace, providing market intelligence and first-hand information on trends, opportunities, and changes to demand for courses
- g) Provide evidence of collaborations with relevant higher-education institutions for the purpose of developing articulation agreements with GMIT
- h) Provide information on GMIT as a study destination; travel, lifestyle etc.
- i) Provide education counselling services for students to ensure the most appropriate course selection
- j) Processing applications to GMIT via their [online application system](#)
- k) Assisting students in processing study visa applications
- l) Offering a translation service when required
- m) Provide on-ground support to GMIT recruitment efforts; thus, reducing the need to travel and extending the geographical reach of the marketing and recruitment team
- n) Provide a one-stop shop for students giving them all the information they require in choosing GMIT as their study destination and Processing student applications (guiding students in terms of the entry requirements to ensure the application will be accepted)
- o) Keep adequate records of prospective Students for the Programmes in the Territory and provide to GMIT on request details of their names and copies of correspondence with them (together with direct contact details including the applicants direct email addresses)
- p) Notify GMIT as soon as reasonably practicable of any prospective Student who has ceased or indicated that she/he will cease to apply for admission to a Programme to GMIT [and any Student who, to the Representative's knowledge, has accepted an offer to study at a higher education institution other than GMIT]

3. THE PROCEDURE

3.1 Overview of the Procedure

The purpose of the Open Agent Panel is to enable the pre-qualification of suitable parties on a continuous basis over the next five years for each of the territories identified.

The Open Panel is a mechanism for parties interested in being considered for the relevant work to qualify for consideration. The Panel will operate with an initial closing date; however, candidates are free to apply for consideration at any time thereafter. The purpose of the initial closing date is to provide The Contracting Authority with the maximum number of applications for consideration in an efficient timescale. The Panel will operate for a period of five (5) years with an option to terminate at any time prior to the expiry of the closing date.

Stage I – Qualification

1. Interested parties are invited to complete the attached Qualification Questionnaire (Appendix 1). While this Panel will remain open for applications for the entire duration of five (5) years, candidates wishing to be considered for requirements arising in the near future must respond by the specified deadline (which is set as an initial deadline).
2. Responses to the Questionnaire will be assessed in accordance with the selection criteria and minimum rules summarised in Appendix 1 of this document, which is on the basis of the pass/fail criteria set out in the questionnaire. The criteria are aimed at establishing the technical and professional abilities of candidates. It is emphasised that admission to the Panel will be contingent upon attaining a ‘pass’ score under each criterion.
3. All those who qualify will be admitted to the Panel. **This is not a guarantee of any contract being awarded.**

Stage II – Tender Stage

1. As and when requirements arise, The Contracting Authority will enter into a tender process and discussions with all appropriate providers in the relevant territories and may enter into agreements with one or more providers for each territory.

Stage III – Contract Award Stage

1. A formal agreement will be put in place which will cover the scope of services, obligations on the service provider and fees.

3.2 Anticipated Timeline for the Procedure

The following indicative timeline is envisaged for this procurement:

TASK	
PANEL DURATION	OPERATIONAL UNTIL 24th June, 2025
Issue Questionnaire	14 th May 2020
Closing date for Queries	Ongoing (Open Panel)
Mechanism for queries	international@gmit.ie
Closing date for Receipt of Applications – initial deadline	Ongoing (Open Panel)
Submission of Applications	Directly to the GMIT International Office
Notify successful and unsuccessful candidates	Generally, within 20 days of application receipt, unless the volume of applications is such as to make this commitment impossible to comply with – in such instances candidates will be notified that a response will be provided within 30 days.
Access to the PANEL after the initial closing date	The PANEL will remain open for applications being received for a period up to five years from date of issue of the Qualification Questionnaire.

INSTRUCTIONS TO CANDIDATES

4.1 Queries

Candidates should ensure that they have read this document and any associated information available on the [GMIT Website](#). Candidates should satisfy themselves that they have all the information required to complete this stage of the procurement process.

Requests for additional information and clarification on any matters relating to the Agent Qualification Questionnaire must be made directly to Mr. John Joe O’Farrell at the GMIT International Office (international@gmit.ie). Queries should be in question format and headed ‘Query: Education re Education Agent’s Panel’.

Closing date for Queries

Ongoing (Open Panel)

4.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix 1 to this Document, Candidates should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Candidates for qualification to the PANEL.

Where a ‘Rule’ is associated with a particular question, Candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition and to avoid the pain of exclusion.

Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required. Candidates are **not permitted** to delete or alter wording in the word version of the questionnaire. For the avoidance of doubt the pdf version of the document made available to candidates has precedence over any other versions.

The Qualification Questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by a Candidate in the preparation or submission of its Application or otherwise. Further, The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Candidate unless previously agreed in writing by The Contracting Authority. Each Candidate is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an Application or in participating in this process and competition.

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with the selection criteria.

4.3 Composition of Candidates

Candidates for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing, public or private, with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into the contract.

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

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

All candidates, members of groups and sub-contractors are strictly prohibited from discussing any aspect of their Application with other Candidates or otherwise exchanging information or colluding in respect of the project. Any Candidate who fails to comply with this requirement will be disqualified.

Please note that a copy of the “London Principles” (Appendix 2) has been included with this tender pack and must be adhered to.

4.4 Submission of Applications

All applications must be submitted electronically by email only to johnjoe.ofarrell@gmit.ie. All applications submitted must be compiled such that they can be read immediately using PDF readers.

NOTE: If the candidate has difficulty accessing the Online submission facility please contact The Contracting Authority immediately for an alternative mechanism for submission.

The Contracting Authority is not responsible for corruption in electronic documents. Candidates must ensure electronic documents are not corrupt.

The closing date for applications is:

Initial Closing date for Applications	25 th June 2020 @ 16.00 hours
Thereafter until the expiry of this PANEL	Ongoing until 24th June, 2025 @ 16.00 hours

4.5 Evaluation of Applications

An “Application” means the submission by a Candidate of a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria and minimum rules specified in the Qualification Questionnaire.

4.6 Clarification of Responses

While not being obliged to seek clarifications from Candidates, The Contracting Authority reserves the right, at its absolute discretion, to ask Candidates for clarification or elaboration of certain responses to assist in its evaluation of questionnaires, where it is considered appropriate and necessary in the circumstances.

However, it is emphasised that The Contracting Authority will seek clarifications where any of the essential pass requirements set out in the Qualification Questionnaire have not been met and where they were required to be provided as part of the original application on pain of exclusion from the competition. Therefore, Candidates should pay particular attention to ensure that their applications contain all the required information.

4.7 Notification of Result

Upon completion of the evaluation of applications, all Candidates will be notified of the outcome of their evaluation and will receive a letter either:

- Notifying them of their admittance to the PANEL.
- Notifying them of their failure to meet the minimum criteria and the reasons for their rejection.

4.8 Ability to Re-Apply

In the case of Candidates whose application is rejected, Candidates will be entitled to submit a new application in situations where they can rectify the reason for rejection.

4.9 Interference

Any effort by the Candidate to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.10 Freedom of Information

All responses to this qualification questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the candidate except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Candidates are invited to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.11 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify a Candidate in one of the following circumstances:

- if the Candidate has offered or given or agreed to give to any person any gift or consideration 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 contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- if like acts have been done by any other person employed by the Candidate or acting on its behalf (whether with or without the knowledge of the Candidate).

APPENDIX 1: THE QUALIFICATION QUESTIONNAIRE

Ref	Pass/fail criteria	Pass requirement
A1	Candidate Summary	Candidates must complete this section. If the Candidate is a consortium or comprised of sub-contractors, this must be clearly indicated and where the Candidate is relying on any aspect of financial, legal or technical competence of a party to the Candidate this must be identified and fully supported.
A2	Tax Compliance	Candidates are required to complete the relevant sections in the Questionnaire noting that they must be tax compliant, financially compliant and appropriately insured in order to be considered for any contractual arrangement with the Contracting Authority.
A3	Insurance	
A4	License	Do you require a licence to operate this business in your country?
A5	TerritoryChoice	Please ensure you have clearly identified the territories for which you wish to be considered.
A6	Offices	Please provide a list of your branch offices in the relevant territories.
A7	Previous Experience	<p>Candidates must demonstrate a comprehensive previous track record of delivering and supporting recruitment of international students to the education sector (preferably for Institutions in a native English Language Speaking country) and particularly of sourcing students from the Territory selected in this questionnaire (section A5). A minimum range of one (1) to three (3) students must have been placed in each relevant contract/project, in three consecutive years, prior to year of application (e.g. 1 in one year, or 3 over three years)</p> <p>Please provide at least three relevant contracts / projects which demonstrate comparable previous experience.</p>
A8	Recruitment methodology, structure and marketing activities fee and	Candidates must demonstrate suitable recruitment methodologies, fee structures and marketing activities for delivery of the required services.
A9	Affiliations / Professional Bodies	Candidates must detail any affiliations with approved / regional / national bodies relating to student recruitment or other professional bodies.
A10	Access to Student Populations	Candidates must describe the access / network of student populations in the country relevant to the lot in question.
A11	Declaration of Bona Fides	Candidates must complete, sign and date the Declaration. Non-compliant Candidates under any of the headings will be

		automatically disqualified. This Declaration also includes compliance with statutory obligations.
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A1. CANDIDATE SUMMARY**Weighting:** Pass/Fail only**Pass requirement:** Candidates must complete this section.

Organisation Name				
Contact Name				
Position				
Address				
Telephone Office				
Telephone Mobile				
Email				
Date of establishment, if applicable				
Legal Status, if any (Company (Ltd.), Partnership, Sole Trader, etc.)				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC	Yes		No	
Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.				

CONSORTIUM INFORMATION, IF APPLICABLE

Is the candidate a consortium of economic operators? Yes No		If Yes, please provide the following information:	
Please enclose an organisational chart with the proposed hierarchical structure of the grouping		Confirm if attached Yes No	
Please describe the commercial and legal relationship amongst its members			
If you answer Yes, please provide the following information:	Name	Service to be delivered	Element of technical resources consortium member is contributing
Member #1			
Member #2			
Member #3			

SUB-CONTRACTOR INFORMATION, IF APPLICABLE

Is the candidate participating with sub-contractors (sub-agents)? Yes No		If Yes, please provide the following information:	
If you answer Yes, please provide the following information:	Name	Service to be delivered	Element of technical resources sub-contractor is committed to providing
Sub-Contractor #1			
Sub-Contractor #2			
Sub-Contractor #3			
Sub-Contractor #4			
Sub-Contractor #5			
Sub-Contractor #6			
Sub-Contractor #7			
Sub-Contractor #8			

Sub-Contractor #9			
Sub-Contractor #10			
Sub-Contractor #11			
Sub-Contractor #12			
Sub-Contractor #13			
Sub-Contractor #14			
Sub-Contractor #15			

A2 – TAX CLEARANCE STATUS IN COUNTRY OF ESTABLISHMENT / IRELAND

I confirm and declare:

(A) Being tax compliant with the national provisions in our country of establishment:	Yes		No	
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(B) For Irish resident candidates with access to tax compliance via www.revenue.ie	Candidate Name	
	Candidate PPSN/Reference No.	
	Access Number	

(C) I confirm that I currently hold a valid paper tax clearance certificate issued by the Irish Revenue Commissioners (relates to Non-Residents)	Registration Number	
	Certificate Number	

OR I confirm that I have applied for a Tax Clearance Certificate details of which will be made available as soon as available – (Form TC1 available from https://www.revenue.ie/en/starting-a-business/documents/form-tc1.pdf)	Yes		No	
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A3 - INSURANCES

I confirm that we have the following insurances in place: Candidates must be appropriately insured within rules of country of establishment / operation.

Please confirm your compliance with the insurance regulations of your country of establishment/operation. A response is mandatory.

Insurance Type	GMIT Requirements	Details of Insurances in Place (country of establishment/operation)
Employers Liability (covering your employees)	€13 million	
Public Liability (covering interaction with members of the public)	€6.5 million	
Professional Indemnity Cover	€1.3 million	

AND , I confirm that all proposed sub-contractors will be verified as being appropriately insured, in their country of establishment/operation.	Yes		No	
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Please note that The Contracting Authority reserves the right to verify tax compliance and insurance prior to the award of any contract and at any time during the delivery of a contract.

Signed:

Position:

A4 - LICENCE

Do you require a licence to operate this business in your country?

YES

NO

A5 TERRITORY CHOICE

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: Candidates must indicate the Territory Choice for which they wish to be considered.

Where applications are for more than one territory, candidates must ensure they demonstrate capacity under questions A6 to A9 relevant to the territory in question.

Location 1 – India	YES		NO	
Location 2 – Pakistan	YES		NO	
Location 3 – Nigeria	YES		NO	
Location 4 – ASEAN Countries	YES		NO	
Location 5 – The Americas (North & South)	YES		NO	
Location 6 – Malaysia	YES		NO	
Location 7 – Gulf Cooperation Countries	YES		NO	
Location 8 – Kenya	YES		NO	
Location 9 – Vietnam	YES		NO	
Location 10 – South Africa	YES		NO	
Location 11 – Mexico	YES		NO	
Location 12 – Zimbabwe	YES		NO	
Location 13 – Indonesia	YES		NO	
Location 14 – Thailand	YES		NO	
Location 15 – Hong Kong	YES		NO	

A7 PREVIOUS EXPERIENCE

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: Candidates must demonstrate a comprehensive previous track record of delivering and supporting recruitment of international students to the education sector and particularly of sourcing from the country relevant to the territory in question.

PLEASE PROVIDE AT **LEAST** 3 REFERENCE CONTRACTS/PROJECTS TO DEMONSTRATE RELEVANT EXPERIENCE FOR CHOSEN TERRITORY.

Please note the Contracting Authority reserves the right to contact the referee in order to verify quality and reliability of service. Please be advised, in this instance, that upon verification of references, that you will be automatically eliminated from the tender process on discovery of falsification of any relevant information.

REFERENCE CONTRACT #1			
Start Date		End Date:	
Name of Education Institution			

Client contact person:		Phone no.:	
Client address			
Client email		Client Website	
Number of students placed during stated period			
Nature of placements – Business, Engineering, etc.			
Source Country(ies) of origin of students			
Details of Services provided			

REFERENCE CONTRACT #2			
Start Date		End Date:	
Name of Education Institution			
Client contact person:		Phone no.:	
Client address			
Client email		Client Website	
Number of students placed during stated period			

Nature of placements – Business, Engineering, etc.	
Source Country(ies) of origin of students	
Details of Services provided	

REFERENCE CONTRACT #3	
Start Date	End Date:
Name of Education Institution	
Client contact person:	Phone no.:
Client address	
Client email	Client Website
Number of students placed during stated period	
Nature of placements – Business, Engineering, etc.	

Source Country(ies) of origin of students	
Details of Services provided	

A8 RECRUITMENT METHODOLOGY, FEE STRUCTURE AND MARKETING ACTIVITIES Weighting: Pass/Fail only Minimum requirement to remain eligible in the competition: Candidates must demonstrate suitable recruitment methodologies, fee structures and marketing activities for delivery of the required services relevant to the appropriate lot.	
Recruitment Methodology	
Fee Structure (fees you charge students)	

Marketing Activities

Any other relevant information

A9 AFFILIATIONS / PROFESSIONAL BODIES

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: Candidates must detail any affiliations with approved / regional / national bodies relating to student recruitment or other professional bodies.

Name of Affiliation / Professional Body	
Details of qualification / benefits of membership	

A10 ACCESS TO STUDENT POPULATIONS

Weighting: Pass/Fail only

Minimum requirement to remain eligible in the competition: Candidates must describe the access / network of student populations in the country relevant to the territory in question.

ACCESS TO STUDENT POPULATIONS IN:

Name of Location

--

Name of Location

--

Name of Location

--

Name of Location

--

Name of Location

--

A11 DECLARATION OF BONA FIDES

In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).

Weighting: Pass/Fail only

Pass requirement: Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?			
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	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 Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
Non-payment of taxes or social security obligations			
1.2	Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is		

<p>established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?</p> <p>Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved</p>		
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An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
The Economic Operator:		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as 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;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has 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.		
2.1.h	<ul style="list-style-type: none"> is 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; or 		
	<ul style="list-style-type: none"> has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or 		
2.1.i	<p>has undertaken to:</p> <ul style="list-style-type: none"> unduly influence the decision-making process of the contracting entity, or obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. 		

DECLARATION RE STATUTORY OBLIGATIONS

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:	YES	NO
Employment Equality Acts 1998-2011		
Equal Status Acts 2000-2011		
National Minimum Wage Act 2000 as amended		
Organisation of Working Time Act 1997 as amended		
Data Protection Act 2018		
Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
Disability Act 2005		
We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
<p>This Declaration is made for the benefit of The Contracting Authority</p> <p>I certify that the information provided in the Declaration re Personal Circumstances and the Declaration re Statutory Obligations is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:</p>		
Name of Economic Operator		
Signature		
Name in print or block capitals		
Rank / Position		

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