

Instructions for Completing the PQQ – Stage 1 of Tender Process

1. All sections of the Pre-Qualification Questionnaire (PQQ) must be completed in full.
2. As part of Section A1 applicants must declare whether they intend on using sub-contractors (sub-agents), as part of this competition/contract. If Yes is selected to this question then a list of the sub-contractors must be included. Please supply a separate list of sub-agents if there is not enough room on the official submission document. This can be emailed separately to international@gmit.ie
3. Under Section A2 applicants must confirm that they are tax compliant in their home country of operation, but also that they have an Irish Tax Clearance Certificate, **or confirm** that they have applied for one using the Irish Revenue TC1 form.
4. Section A3 is mandatory in relation to the insurance requirements. If the applicant is not required to have insurance in their country of operation then this must be confirmed in writing by the applicant's solicitor or accountant.
5. Under Section A5 we advise applicants not to list all 18 territories unless they can demonstrate capacity to service all of these markets, with some in-market presence as part of the overall proposal.
6. In section A6 a list of branch offices is required, relevant to the territories listed in Section A5. If the applicant only has one office then this office and the full address must be included in this section in addition to section A1.
7. Section A7 is mandatory and one of the most important sections of the PQQ. Here the applicant must demonstrate that they have successfully conducted business for other higher education institutions either in Ireland or some other traditional recruitment market such as the UK, USA, New Zealand, Australia, Canada.
8. Section A9 is also a mandatory section. Here applicants must include any professional body affiliations they may have such as: ICEF Agency Certification, British Council Affiliations or local Chambers of Commerce.
9. Applicants will only be considered for Stage 2 of the Tender Process once they have satisfied all of the requirements outlined during the PQQ (Stage 1).