



Marine Instructors and Training Panel for BIM

Reference: 2025-13

Title:	Establishment of a Marine Instructors and Training Panel for BIM
Contracting Authority:	Bord Iascaigh Mhara
BIM Internal Reference:	2025-13
Procedure:	Light Touch Procedure
eTenders/OJEU ref:	PIN notice issued on eTenders
Issue Date:	Friday, 15 th August 2025
Closing Date for Queries:	Friday, 29 th August 2025
Closing Date for Tender Submission:	Initial closing date is 8 th September 2025; however, the panel will reopen to new applicants in September 2025.
Submissions and Queries via:	All queries and applications to be sent to procurement@bim.ie within the required deadlines above.

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Section One: Introduction

1.1. Overview of the Marine Instructor Panel

An Bord Iascaigh Mhara (the “Contracting Authority”) invites applicants to join this Marine Instructors Panel for the provision of specialised training services in this area.

This public procurement competition will follow the light touch procedure under the European Union Regulations 2016 (Statutory Instrument 284 of 2016). The panel is open to applicants meeting the requirements published in this document and will remain open for a term of four (4) years.

The Contracting Authority promotes a policy of fair and equal participation by Small and Medium Enterprises (SMEs) in this competition. SMEs finding the scope beyond their technical or business capacity are encouraged, in line with paragraph 5.5, to explore collaboration possibilities with other SMEs or larger enterprises. Likewise, larger enterprises are encouraged, subject to paragraph 5.5, to find practical ways to include SMEs in their proposals, aiming to maximise the social and economic benefits of potential Services Contracts arising from this competition. Particular attention will be given to those who emphasise both local and sustainable sourcing.

1.2. Overview of An Bord Iascaigh Mhara

Bord Iascaigh Mhara (BIM), Ireland’s Seafood Development Agency remit is to provide commercially relevant and innovative services to the Irish seafood industry that drive growth opportunities, add value, enhance competitiveness and create jobs in a sustainable, natural resource-based industry for the benefit of coastal communities.

BIM’s vision is a scaled Irish seafood industry capitalising on the growing opportunities for seafood in global markets and providing sustainable employment in our coastal communities.

Mission

BM’s mission is to grow a thriving Irish seafood industry to deliver on the corporate strategy (Turning the Tide, 2022-2026). BIM will implement the mission through the four strategic priorities as follows:

1. Lead and nurture leadership
2. Deliver results with solutions that effect change
3. Invest for long term growth
4. Protect our environment and our sector

Vision

BIM will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

BIM's Strategy

BIM's Strategy for 2022 to 2026 aims to deliver our mission and vision in the context of particularly challenging times for the sector. Our strategy sets out four goals that aim to redefine what we do, and to positively reshape the sector as a result. These goals are supported by four new approaches to how we work – which will change the culture and consequence of BIM as an organisation. You can learn more about our strategy [here](#).

Regulation of Lobbying

BIM does not carry on lobbying activities and therefore does not submit a lobbying return under the Regulation of Lobbying Act 2015. Any communication that BIM has with a Designated Public Official is exempted under the Act as communications by a designated public official in his or her capacity as such; communications by public servants (or those engaged on contract by a public service body) made in that capacity and relating to the functions of BIM.

BIM is not a member of any think tanks or representative or lobby groups.

Section Two: Requirements & Specifications

Applicants must address each of the issues and requirements in this part of the panel application process.

2.1. Background

Bord Iascaigh Mhara (BIM) is seeking to establish a panel of qualified Marine Instructors to support the delivery of safety and technical training across its national training programmes.

The panel will consist of individuals from the marine industry who possess strong verbal and written communication skills and hold a valid Certificate of Competency in either a Deck or Engineering capacity. A full clean driving licence is also required.

This panel will play a key role in enhancing BIM's training capacity and supporting safety, skills development, and industry compliance across the Irish seafood and marine sector.

2.2. Description of the required services

A. Mandatory Training Requirements

Successful candidates will be trained internally, if needed, to become certified instructors under QQI Level 6 Train the Trainer, STCW Fire Training BA Instructor, STCW Personal Survival Techniques Instructor, or STCW First Aid Instructor.

Instructors on the panel will be responsible for the delivery and/or assessment of the following training courses:

- STCW – Elementary First Aid
- STCW – Personal Survival Techniques
- STCW – Personal Safety and Social Responsibility
- BIM – Enhanced Safety Training
- BIM – Safety Awareness and Fire Prevention
- GMDSS – Radio (GOC/LRC/ROC/SRC)
- Marine Engineering (subject to discipline)
- Navigation Skills (subject to discipline)

B. Panel Member Responsibilities

- Local course administration (BIM portal entry, bookings, payments, registration, attendance and assessment records).
- Safe management and forwarding of course materials to NFCL.
- Preparation and maintenance of training equipment.
- Staying current with industry and training standards.
- Contributing to the development and consistency of training materials.
- Complying with BIM's ISO 9001 Quality Management System and QA requirements from QQI and the Department of Transport.

2.3. The Tender Process

This constitutes an open panel. A PIN notice is published on e-tenders and will be published annually for the four (4) year duration of this panel. New applicants will be able to apply via the BIM website at any stage. BIM will select panellists to deliver programmes based on their track record, location, availability and competency.

2.4 Fees/Payment

Fees are fixed for this contract at a trainer fee of €500 per day for the first two years. Inflation from year two onwards will be tied to the Harmonised Consumer Price Index.

Costs such as travel, administration, and insurance, are all included in this fee. Travel expenses (time spent travelling to schools or other locations) is not payable as an additional fee.

Any additional expenses required in exceptional circumstances will be subject to agreement and approval in advance with the BIM team.

2.5 Location & Travel

Panellists will be required to travel to the regions the training is taking place in and to meet with staff from BIM as required from time to time.

2.6 Application Form

To apply as either an Individual Trainer, or to nominate a Trainer from your organisation, tenderer's must complete the Marine Trainer Application Form, available here.

Tenderer's must return a completed Application Form via email to procurement@bim.ie, with the subject line: **Marine Instructors and Training Panel for BIM Application Form.**

Initial applications must be completed and submitted by **12:00 hours (Irish Standard Time) on Monday, 8th of September 2025**. The programme will reopen to new admissions and remain open from September.

2.7 Marine Instructor Engagement Process

Those selected to provide services will sign a Letter of Engagement with BIM.

In the case of an organisation nominating an individual to provide these services, the Director of the organisation will be asked to sign and return the Letter of Engagement. They will also be required to confirm that they have board/management committee approval for the nomination of the individual and authorisation for the Director to sign the Letter of Engagement.

The names of successful applicants will be published on BIM's website.

Individuals/Organisations will then be issued with a purchase order number, which must be quoted when reporting and invoicing for services delivered.

Applicants are advised to note that if the total value of services received by an individual/organisation exceeds €10,000 or more from BIM in any 12-month period, then a tax clearance certificate or tax clearance access numbers will be required.

Section Three: Selection & Award Criteria

3.1 Selection Criteria

Tenderers will either pass OR fail each of the Selection Criteria identified below.

A Tenderer who fails a selection criterion will be excluded from participating in this Competition.

A. Economic and Financial Standing

- I. Applicants will be asked to supply a current Tax Clearance Certificate if payments to them exceed €10,000 in a calendar year.
- II. Applicants must confirm their availability to deliver the services during the term of the contract.
- III. Tenderers will be asked to put the following levels of insurance in place if they are successful in being admitted to the panel.

Insurance policies in place for **Individual Applicants**:

Type of Insurance Indemnity Limit	
Public Liability	€2.6 million limit for any one claim or series of claims arising out of a single occurrence
Professional Indemnity	€100,000 limit for each and every claim excluding defence costs

Insurance policies in place for **Organisation Nominated Applicants**:

Type of Insurance Indemnity Limit	
Employer's Liability	€13 million limit for any one claim or series of claims arising out of a single occurrence
Public Liability	€2.6 million limit for any one claim or series of claims arising out of a single occurrence
Professional Indemnity	€100,000 limit for each and every claim excluding defence costs

**Successful applicants will be required to submit a copy of a letter from their Insurance Brokers or copies of their current insurance certificates showing the above levels of cover, if awarded work under this agreement.*

3.2 Award Criteria

The Services Contract will be awarded on the basis of the most economically advantageous tender(s) (MEAT Award Criterion) in accordance with the following criteria laid out in the table below. Attention should be paid to minimum qualifying thresholds for responses.

Criterion A	Weighting	Maximum Marks	Minimum Marks
	20%	200	120
Title	Understanding the Requirements		
Description	Tenderers must demonstrate an understanding of the requirements set out in section 2 of this document.		
Criterion B	Weighting	Maximum Marks	Minimum Marks
	60%	600	360
Title	CV of proposed Marine Instructor		
Description	Applicants must provide one CV using the template issued within the Application Form. The CV must demonstrate their experience delivering these requirements.		
Criterion C	Weighting	Maximum Marks	Minimum Marks
	20%	200	120
Title	Communications & Reporting Management		
Description	Applicants must outline their approach to: <ul style="list-style-type: none"> i. Managing Communication with BIM ii. Managing outstanding requests, queries and complaints iii. Reporting on KPIs, contract management etc. 		
Total Available Marks	1,000 (100%)		