

**Responses to this Competition are
due by:
12.00 noon on Friday 8th April. 2016**

Skellig Michael, Co. Kerry.

Request for Proposals

**Public Competition for a Permit to carry
passengers to Skellig Michael, Co. Kerry**

awarded by:

**Office of Public Works
Heritage Services**

**Lakeside Retail Park,
Claremorris,
Co. Mayo.**

March 2016.

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Skellig Michael.

Competition for New Permits to Land Passengers on the Island.

Introduction

The Commissioners of Public Works (OPW) are responsible for the operation and maintenance of the Skellig Michael National Monument, which is a UNESCO World Heritage site and a Special Protection Area (SPA).

As part of their remit, the OPW are in charge of managing access to the Island and for determining a sustainable level of visitor traffic to what has been recognised as a unique and fragile site. The only regular access to the Island is by boat and the OPW have therefore created a system of Permits, renewable annually, to determine which Boat Operators may travel to the Island and land passengers there. Currently, 11 Operators are in receipt of Permits.

One of the elements of the UNESCO World Heritage Site designation process relates to the engagement with local communities and the absorption of World Heritage sites into the traditional social, economic and cultural life of the areas where they are located. There is, as a result, a particular focus within the WHS process on the integration of sites into the fabric of local communities. The OPW therefore regard the involvement of local parties in Kerry in Skellig Michael as key and will seek to try and ensure that this principle is maintained in their management of the site to the greatest possible extent. This will be obvious, for example, in the insistence that Operators may not hold multiple Permits, so as to avoid a monopoly situation, or an over-dependence arising within the fleet on a single individual. However, bearing in mind the public nature of the Skellig Michael site, it is clear also that the Permits allowing Operators to bring visitors there must be awarded after an open and transparent competition.

In respect of the Boat Permit provision, the OPW has decided, in light of a careful assessment of the current position, to hold a competition for a minimum of **four (4)** new Permits, to be awarded to new entrants to the fleet, at the start of the 2016 Season. This document sets out the terms and conditions for the Competition, outlines the various documents that must be returned in response to this competition ("***the Competition Bid***") and sets out how the successful applicant will be selected.

Intending Applicants for the additional Permit at Skellig will be advised by Public Advertisement of the general Competition details and may either download the relevant competition documents from the Web or apply to be sent them manually. Any parties who require advice and assistance to interpret the requirements and understand better what is being sought may, in the preparation of their bid, ask clarification questions or seek further information. Any questions asked, and the responses, will be shared with all candidates publicly, by way of a document published on the OPW Website.

All intending Applicants must supply a working email address to enable the OPW Heritage Services to communicate with them and deal with relevant issues directly in a timely way.

General Information

The following are the general terms and conditions under which the award of a Permit will be made:

1. The Permit award will be made to a suitable qualifying Individual or a Partnership, where a boat is jointly owned.
2. The full Terms and Conditions under which Permit Holders may ply the Skellig Michael route are set out in the document "**Conditions for issuing Permits to Land Visitors on Skellig Michael for the 2016 Season**¹ which is attached to this document (**Appendix 2**). These are the rules to which any Operator who wishes to ferry passengers to Skellig must adhere.

These Terms and Conditions are issued to Boatmen annually prior to the new Visitor Season (generally early - Mid May until the end of September / early October) and, in order to participate in the Scheme, all Boatmen will be required to sign their acceptance in order to qualify for the permit. These Terms and Conditions are a key aspect to the safe operation of Skellig Michael as a visitor site and in order to avoid overloading of the Island. Non compliance with the Terms and Conditions as set out will result in corresponding action by the OPW. This action may include withdrawal of the Permit and its reallocation to another Operator.

3. It should be noted that Operators may not hold more than one Permit to travel to Skellig. Existing Permit holders are therefore excluded from this Competition². Any Applicant seeking entry to the Competition must enter solely in his / her own right (or on the basis of a Partnership), with access to his / her own vessel³ and may not act as Sub Contractor to, Agent for or Partner with any existing Permit holder. Any Competition Applicant judged to be pursuing such a course will be excluded from the Competition.
4. Boatmen operating on the Skellig route are required to be in possession of a current, valid Passenger boat licence as awarded by the Department of Transport, Tourism and Sport (D/TTAS) Marine Safety Office⁴; additionally, all Boatmen must be in possession of, as a minimum, the Boatman's safety certificate⁵. Any Operator not in possession of a validly-awarded DTTAS Licence and minimum competency certificate, or any Operator who has had either of these documents withdrawn for any reason, will not qualify for an OPW permit for Skellig Michael. The current form of this Licence is attached at **Appendix 3** and a copy of this Licence, properly approved by the relevant D/TTAS authorities, (or any amended version of same that may emerge from time to time) is required to be provided by Permit holders to the OPW before the start of each Visitor Season.
5. All applicants for Permit under this Competition are required to be in possession of a valid, current Tax Clearance Certificate (TCC), provided by the Irish Revenue authorities. Details of the TCC system and how to apply for a Cert¹ are available at:
<http://www.revenue.ie/en/online/tax-clearance.html>

¹ The **Season** is defined as the period when Skellig Michael is open to the public: ie when there are Guides present and the Island has been advertised as being available to visitors. The Season will be defined solely by the Heritage Service of the OPW.

² Relatives of existing Permit Holders may apply, in their own right, in respect of vessels not currently plying for the Skellig business.

³ OPW will consider any Applicant who does not own their own vessel and who are, for example, leasing a vessel for the purposes of applying for the Skellig Permit or who can indicate a firm intention to acquire a particular vessel.

⁴ The Minister grants a Licence to the Owner (who may be a body corporate) in relation to a specified vessel.

⁵ The master of a passenger boat must hold a valid certificate and commercial endorsement as required by the Merchant Shipping (Passenger Boat Manning) Regulations 2005.

6. All canvassing by intending Applicants after the Competition Advertisement has been published is disallowed and will immediately disqualify them. Intending Applicants should not attempt to contact the OPW Heritage Services personnel directly by telephone and should instead address any queries in writing via email or post (see separate heading "Queries" below for details on how to do this.)

The above requirements are non-discretionary and must be adhered to before an application for a Permit can be considered in detail. Failure to comply with any one of these conditions will result in exclusion from the Competition.

Competition Format.

The applicants must complete the **Competition Cover Letter** in the form set out at **Appendix 1** and attach to it all of the supplementary information required which is set out below.

The Competition Cover Letter and all the individual documents required must be submitted by the date stated in the Competition Advertisement ("the Competition Closing Date"). Any applications received after this date will be automatically excluded and the Applicant so advised.

The following are the documents required to be submitted by the applicants by the Competition Closing Date in order to be considered:

No.	Item	Details
1.	Competition Cover Letter	This is an essential requirement without which a valid bid cannot exist. It will set out the key information relating to the Applicant and must be signed by the principal person involved.
2.	Copy of current D/TTAS Passenger Boat Licence	This is an essential requirement. A fresh up to date version of this document will be required to be re-submitted at every future Permit renewal date or as part of any future Competition application.
3.	Copy of Irish Revenue Tax Clearance Certificate (TCC)	This is an essential requirement. A fresh up to date version of this document will be required to be re-submitted at each Permit renewal date or as part of any future Competition application.
4.	Full details of the vessel	Full details of the vessel it is proposed to use, including: <ul style="list-style-type: none">- Name;- Age;- Passenger capacity;- Name of owner (see 4(a) below);- Address of owner and full and contact details including postal / email address and telephone number (landline & mobile);- Insurance details; (Minimum cover requirement is €13m Employer's Liability & €6.5m Public Liability);- Details of facilities onboard, including specifically, whether there are toilets, passenger shelter etc- Proposed home berth / port of departure.- A colour photograph of the relevant vessel, clearly showing the name.
4(a)	Ownership of Vessel	<p>In the event that the Competition Applicant is not the owner of the Vessel but is leasing same, please provide full details in relation to the Lease terms as follows:</p> <ul style="list-style-type: none">- Duration of Lease- Named parties to the Lease- Copy of legal documentation detailing the Lease <p>Note:</p> <ol style="list-style-type: none">1. In the event that the Owner of the Vessel is an existing Permit Holder, this will be regarded as contravening Clause 1.1 of the Terms and Conditions (ie: only one Permit allowed to each individual) and the Competition Bid from that Applicant will be excluded and not considered further.2. In the event that the Owner of the Vessel / the named party to the Lease is a Company, relevant documentation showing the beneficial owner / owners of the Company must be provided. In the event that

		<p>this information shows that <u>any</u> of the beneficial owners is an existing Permit holder, the Competition Bid from that Applicant will be excluded and will not be considered further.</p> <p>3. In the event that the Owner of the Vessel / the named party to the Lease is a Company, and relevant documentation showing the beneficial owners of the Company is not available, or it is not completely clear who the beneficial owners are, the OPW reserves the right to disqualify the Applicant from the Competition and refuse to consider their Bid further.</p>
5.	Details of the Master of the vessel	<p>Details of the Master of the vessel proposed should be provided including:</p> <ul style="list-style-type: none"> - Skipper qualification (Boatman's Safety Certificate issued by the DTTAS) - Outline of experience (dates of service, positions held on other vessels) - Outline of specific experience with reference to the seas around Skellig Michael and the South-West coast⁶.
6.	Details of alternate Skipper(s) ⁷	<p>Details of the nominated Alternate Skipper(s) including:</p> <ul style="list-style-type: none"> - Name of Skipper(s); - Skipper qualification (Boatman's Safety Certificate issued by the DTTAS) - Outline of experience (dates of service, positions held on other vessels) - Outline of specific experience with reference to the seas around Skellig Michael and the South-West coast.
7.	Health & Safety Declaration	<p>A Personal Declaration in relation to the Health & Safety Record of both the vessel and the Applicant should be provided, using the form set out in the Competition documentation at Appendix 4.</p>
8.	Marine Safety Declaration	<p>A Personal Declaration in relation to the previous Marine Safety Record of both the vessel and the Applicant should be provided, using the form set out in the Competition documentation at Appendix 5.</p>

Any additional material offered by Applicants other than that set out above is irrelevant to the Competition assessment and will not be considered.

⁶ The transfer or issuing of an operating area by the DTTAS is highly dependent on display of local knowledge and this skill is a key factor in their assessment. The display of local knowledge by the skipper and assistant /alternate skipper will therefore be highly important.

⁷ There is no limit to the number of Alternate Skippers that may be named. However, at least one skipper alternate **must** be named and a failure to do so will result in a zero score in that section of the assessment.

Assessment Procedure⁸

The following is an outline of the Assessment and Decision procedure which will be applied in order to select the winning Applicants:

		Task	Output
Stage One:	Assessment Panel.	To assess responses to the Competition and award marks to each Applicant.	<u>Recommendation to:</u> Award Permit to four (4) specific Applicants.

		Task	Output
Stage Two:	OPW Heritage Services Management.	To consider the recommendation of the Assessment Panel and make a decision.	<u>Decision to:</u> Make a provisional award of a Permit to four (4) Applicants

		Task	Output
Stage Three:	Department of TTAS Marine Survey Office	To assess the four (4) nominated winning Applicants in terms of their seafaring skills by carrying out supervised sea trials in the seas around Skellig Michael.	<u>Recommendation to:</u> Confirm the selection of all Applicants; <u>or:</u> Deny the confirmation of selected Applicant(s)

		Task	Output
Stage Four:	OPW Heritage Services Management.	To consider the recommendation from the D/TTAS and make a decision.	<u>Decision to:</u> Confirm the final Applicant selection. <u>or:</u> Vary the final Applicant selection, in accordance with the D/TTAS recommendation ⁹ .

⁸ The various roles that are assigned to the various participants in the Assessment process are not, for any of the parties concerned, a statutory function but are a part of the process designed to ensure award of Permits in an open and transparent manner while ensuring proper validation of the applicants' merit.

⁹ In the event that any / all Candidates are not confirmed, the OPW Heritage Service will proceed to the next highest placed candidate(s) following the scored Assessment phase and repeat the process, provided that that next candidate fulfils the necessary criteria and is considered suitable for recommendation for appointment.

Award Procedure

The following is the Award procedure which will be applied following the selection of the winning Applicants:

- OPW Heritage Services will issue of Letter of Intent to the selected Applicants informing them of the intention of the OPW Heritage Services to award them a Permit for Skellig Michael and advising them of the 2 weeks minimum Notice period
- Simultaneously, OPW Heritage Services will issue a letter to all the remaining unsuccessful Applicants informing them of the decision and advising them of Appeal period¹⁰ / the proposed Award date¹¹.
- The Four (4) successful nominated candidates will participate in Sea Trials in the area around Skellig under the supervision of the D/TTAS Marine Survey Office who will assess their seafaring ability and their capacity to work the particular Skellig route safely and competently.
- Following the expiry of the 2 weeks Notice period (or any extended period), and assuming that D/TTAS sea trials have been undertaken satisfactorily, OPW Heritage Services will issue a final Award Letter to the successful candidates. (see sample template of all letters attached at **Appendix 6**).

¹⁰ In the event that one of the unsuccessful Applicants makes an Appeal, the Appeal process (see relevant section below) will follow separately.

¹¹ The final Award date will be set at the discretion of the OPW Heritage Services. In general a 2 week deadline will be preferred, but this may be extended for any reason (eg if it has not been possible to complete sea trials in time due to weather etc) and candidates so informed.

Assessment Panel composition

The applications received will be assessed by a Panel comprised of the following:

OPW official (Chairman)	Representative of OPW Heritage Services.
Conservation expert	External Nominee with experience of Skellig and the access issues involved.
Marine Expert	External Nominee drawn from the Marine Industry.

The role of the Assessment Panel will be:

- To consider the documentation received and decide whether all of the relevant required information has been supplied;
- To consider in particular whether an applicant should, by reason of a failure to supply key information under "Pass / Fail" criteria, be disqualified;
- To rate the applicants having regard to the information supplied under qualifying criteria and their view of the quality of the submissions made;
- To make a recommendation to OPW National Monuments Service Management on the successful candidates.

Documentation Assessment

Immediately following the closure of the Bid period, the Assessment Panel will meet to consider the bids received. This initial assessment will focus on the list of required documentation sought and will identify any gaps in the information supplied.

In respect of certain specific items identified as "Pass / Fail", the Panel will, in the event of adequate documentation not being supplied, whether through unavailability or because of accidental omission, request its supply. In the event that it is not then immediately provided, they will disqualify that candidate without further notice and will not provide scores for the remaining criteria¹².

In respect of other items required outside of those in the "Pass / Fail" category, if the Assessment Panel find that there is an omission of information or if they require further clarification of material submitted, they may, at their discretion, ask the relevant applicant to supply certain additional material. In the event this happens, the Panel will make the request formally, in writing, and the Applicant will also reply, in writing within a specified time period.

¹² It is understood that, in respect of the Passenger Boat Certificate, the boat might be under survey or awaiting an initial survey at the time of the application. In the absence of this document therefore, proof of a current application will be required and the Marine Survey Office will be consulted before a disqualification.

Scoring Assessment Matrix

The following is the Scoring model which will be applied by the Assessment Panel:

Item No.	Required Documentation	Provided Yes / No	Pass / Fail or Assess ¹³	Available Marks	Score
1	Department of TTAS Passenger Boat Licence		Pass / Fail	N/A	-
2	Tax Clearance Certificate		Pass / Fail	N/A	-
3	Details of Vessel proposed		Assess	40	
4	Details of Skipper proposed		Assess	60	
5	Details of Substitute Skipper(s) proposed ¹⁴		Assess	50	
6	Health & Safety Declaration		Assess	50	
7	Marine Safety Declaration		Assess	50	
	Total			250	

¹³ Material responding to **all** of the categories is required for a valid bid to exist; however, some of the issues are pass/fail items and some require individual assessment. This column indicates which category the particular item falls into. If "Pass/Fail" is indicated, then the criteria is one that absolutely **must** be met and a failure to provide the information will mean an applicant will be disqualified. If "Assess" is indicated, then it follows that the criteria is one where a qualitative judgement will be made by the Assessment Panel and scores awarded on merit.

¹⁴ It is feasible to nominate a number of additional Alternate Skippers. However, in the event that multiple Alternate Skippers are proposed, the score will be assessed to the first named **only** and the strongest / most experienced individual should therefore be clearly indicated in the bid so that appropriate credit can be awarded.

Freedom of Information

All papers created in the course of this Competition will be subject to the provision of the Freedom of Information Acts (1997 and 2014).

Candidates should, in the course of responding to the Competition, consider whether there is any matter included which they consider so commercially sensitive that they would not agree to make public to other parties in the event of an FOI Request being made and should indicate same to the OPW by way of a separate note, included with the Competition Bid.

In the event that a Freedom of Information Request is lodged after the Competition, the OPW will, as provided for in Legislation, consult fully with all relevant parties prior to the release of any documents.

Data Protection

All data submitted by Applications with their Competition Bid is subject to the provisions of the Data Protection Acts (1988 and 2003). Additionally, in the event of successful Applicants winning a Permit and engaging in the business, data derived thereafter (eg; trip frequency, numbers of passengers etc) may also be subject to Data Protection legislation.

Applicants agree that, in the event of their being selected as the winning candidate, any information or data derived from their engagement with the Skellig may be shared as follows:

- In response to any enquiry related to the maintenance of a safe regime for visitors to Skellig Michael;
- To provide regular data to the Marine Survey Office of the Department of Transport, Tourism and Sport in support of their mission to regulate the safer carriage of passengers within Irish waters;
- To engage with other Agencies concerned with Skellig Michael and its conservation and promotion. These currently include the Department of Arts Heritage and the Gaeltacht, the National Parks and Wildlife Service, the National Museum, the National Heritage Council, UNESCO, Failte Ireland and Tourism Ireland;
- To respond to enquiries from An Garda Síochána or the Revenue Commissioners;
- As part of any Discovery of documents related to any legal action taken against the OPW, the Department of AHG, the National Parks and Wildlife Service or the Department of TTAS.

Appeal Procedure

In the event that an Applicant is unhappy with the recommendation of the Assessment Panel and the subsequent decision made by the OPW Heritage Services, they may pursue an Appeal mechanism as outlined below.

Applicants who are not happy the decision taken may appeal the decision to senior OPW Management (Commissioner level) setting out their grounds for Appeal. This must be done in the 2 week period immediately following the decision to award the Permit (ie: before final confirmation of the Award of Permit). Appeals after this deadline cannot be considered. Grounds for Appeal must be fully outlined and should state clearly reasons why the Appellant believes there is grounds for a reappraisal of the decision.

Stating an intention to appeal the decision before the expiry of the 2 week notice period before Award of the Permit to the successful candidate will not have any effect on the timeframe for the award and the OPW will reserve the right to proceed to make the Award of the Permit even if those circumstances arise.

Queries

In the event that intending Applicants have a query in relation to the Competition or are unclear about any aspect of this documentation, they should address their question to the OPW National Monuments Service:

- **by email** to: padraic.campbell@opw.ie
- or
- **by post** to OPW, Lakeside Retail Park, Claremorris, Co. Mayo

before **24 March 2016**. All queries must be submitted in writing, via email or post and verbal queries will be refused and will not be responded to.

A response to all queries received will be issued by email at the same time to all parties competing no later than **1 April 2016**.

**Responses to this Competition are
due by:
12.00 noon on Friday 8th April. 2016**

Document checklist

The following is the document checklist for the Competition Bid:

	HAVE YOU REMEMBERED TO INCLUDE.....	Check
1	Your completed and signed Competition Cover Letter page. (Appendix 1)	
2	A copy of your up to date, valid Department of Transport Tourism and Sport Passenger Boat Licence as awarded by the Marine Survey Office. (Appendix 3)	
3	A copy of your current, valid, Tax Clearance Certificate	
4	Full details of the Vessel you are proposing to use (including, in the event that you do not own the Vessel yourself, details of who does and the legal arrangements around your use of it.)	
5	Full details of the Master of the Vessel (including your qualifications and relevant experience and a copy of your Boatman's Safety Certificate as issued by the DTTAS)	
6	Full details of the alternate Skipper(s) you propose to nominate, (including their qualifications and relevant experience and a copy of your Boatman's Safety Certificate as issued by the DTTAS). (Remember, if you are proposing multiple Alternates, to indicate which one is named for the purposes of scoring assessment).	
7	The completed and signed Health and Safety Declaration enclosed with the Competition documents (Appendix 4).	
8	The completed and signed Marine Safety Declaration enclosed with the Competition documents at (Appendix 5).	

Appendix 1

Competition Covering Letter

This document may be completed electronically or handwritten: however it must be signed personally by the Principal Applicant and returned with the supporting documentation required.

I wish to apply for consideration for the award of a Permit to convey passengers to Skellig Michael under the terms of the Competition being held in March 2016 by the OPW Heritage Service.

I attach all the required documents necessary for a full assessment of my bid.

The following are my key details:

1. Name of Principal Applicant: _____
Please Print clearly

2. Contact details: _____
email address

Postal address

telephone

3. I agree to be bound by the Competition Rules as set out.

Signed (Principal Applicant)

____ / ____ / 2016.

Appendix 2

Conditions for issuing Permits to Land Visitors on Skellig Michael for the 2016 Season (i.e. while there is a Guide presence on the Island)

I understand that my Permit for the 2016 Season will be issued, subject to my acceptance of the standard conditions outlined below.

Conditions:	
1: Award Process	
1.1	Only one permit per individual / Partnership for the 2016 season is permitted.
1.2	The within conditions must be accepted prior to any sailing with passengers. Any amendment by an applicant of the within conditions will invalidate the award of the Permit.
1.3	The Operator will nominate a skipper and an alternate who may operate the vessel on their behalf during the season. Such person must be clearly nominated in advance. For the sake of clarity, such person or persons as nominated by the applicant are simply acting as servant, agent or employee of the holder of the permit and have no rights whatsoever in respect of the permit.
1.4	The award of a permit does not automatically entitle the holder to receive one in subsequent years.
1.5	The issuing of a permit is valid for the 2016 season only. The Office of Public Works will designate the season on Skellig Michael. The Office of Public Works will endeavour to maintain the island open for as long a period as practicable, having regard to the need for maintenance works, the weather, costs and the comfort of visitors. The 2016 season will be from the 14th May 2016 until the 2nd October 2016, weather permitting .
2: Use of Permit	
2.1	The holder of the permit is authorised to land passengers on Skellig Michael for the official 2016 season only and in respect of a specified vessel.
2.2	The permit is personal to the grantee and is not assignable.
2.3	Only the holder or his or her nominated skipper / alternate may utilise the permit.
2.4	The permit must be clearly displayed at all times on the specified vessel.
2.5	Failure to display the permit may result in the vessel being refused permission to land on Skellig Michael.
2.6	Only persons duly authorised to do so by law shall be permitted to operate the designated vessel.
2.7	The permit will only be issued to a person with a designated vessel. The specified vessel must be licensed as a valid passenger boat by the Maritime Safety Directorate of the Department of Transport Tourism & Sport (or such Department as may hold such function in succession). A copy of the Licence must be returned to the Office of Public Works when required.
2.8	If the specified vessel needs to be withdrawn for repairs during the season or needs to be replaced, another licensed vessel may be substituted, provided always that the Office of Public Works are notified in writing as soon as practicable in advance of such substitution and are furnished with all relevant documentation regarding the replacement vessel. In such instances, a new permit will be issued which reflects the name of the replacement vessel.
2.9	The permit allows specified boat to carry a maximum of twelve passengers per day, in addition to crew.
2.10	Boats are not permitted to arrive at the pier any earlier than 10.00 a.m. and must leave no later than 4.30 p.m., unless requested and agreed in advance with the Office of Public Works staff on the Island.
2.11	Only one round-trip to Skellig Michael per day is permitted, and for the sake of clarity, the holder of the permit is permitted to land on the island only twice in one day, once for the dropping off of passengers and once for the collection of passengers, within the permitted hours of 10.00 a.m. to 4.30 p.m. Multiple trips are not permitted under any circumstances.
2.12	The permit is issued on the understanding that it will be used during the 2016 season to land

	<p>passengers on Skellig Michael.</p> <p>If the permit cannot be used for the entire 2016 season or a significant part thereof, the Office of Public Works should be notified immediately in writing.</p>
2.13	The instructions of Office of Public Works Officials or their authorised representatives must be complied with at all times.
3: Non-transferability	
3.1	The permit attaches to the selected individual / Partnership alone and cannot be transferred under any circumstances.
3.2	The permit is non-transferable and non-assignable to any person or persons.
3.3	The permit cannot be bought, sold, traded or gifted in any manner.
4: Revocation	
4.1	The issuing of a permit by the Office of Public Works is a limited and revocable privilege given to the holder of a permit and does not amount to a proprietary interest.
4.2	The permit may be revoked at any time should any of the within conditions not be complied with.
4.3	The permit may be immediately revoked or suspended, should there be any breaches of safety, which in the opinion of the Office of Public Works would justify such revocation or suspension.
4.4	The permit may be revoked at any time for such a period as is deemed necessary; (a) in the interest of public safety; (b) for the preservation of the Skellig Michael; or (c) for any other good and justifiable reason.
4.5	A permit that has not been used for a period of 28 successive days when landing is feasible will be revoked.
5: Safety	
5.1	The holder of the permit, or his or her skipper must act responsibly at all times and in compliance with the Department of Transport Tourism and Sport's licensing requirements.
5.2	In the interest of safety, visitors should be permitted a minimum of two and a half hours on the Island.
5.3	<p>As conditions on the island and its surrounding waters are at times unpredictable and often changeable within a short period of time, it may on occasion be necessary for staff on the island to restrict access to the island to visitors or, if some visitors are already on the island, to provide for their evacuation safely and quickly.</p> <p>At all times it is essential that advice and instruction from the guide in charge with regard to conditions on the island be heeded. At times, this may take the form of a general communication to the boatmen regarding conditions, but this information/instruction may also be given at the pier, depending on the circumstances. The OPW will however bear no responsibility for the decision taken by boatmen with regard to the safety of the passage, or sea conditions at the pier. It is also expected that boatmen will facilitate the smoother and safer management of the visitor operation on the Island by communicating regularly each day, either by phone or marine radio, with the on duty OPW Guide on the Island regarding issues such sea conditions, their intended time of departure and arrival and the general numbers of visitors expected.</p>
5.4	The permit holder must issue safety warnings to all passengers as directed to do so by the Office of Public Works. Specifically, permit holders will be required to distribute an Office of Public Works Safety Leaflet to passengers advising of safety procedures on the Island, before embarking on the mainland. Failure to do so will be regarded as a breach of the Terms and Conditions.
5.5	<p>Understanding that the majority of passengers are recreational visitors and may have limited knowledge or experience of the sea, permit holders will make particular provision for their safety during the passage. As well as carrying onboard the necessary lifejackets required under the conditions of the their Marine Passenger Licence, all Permit holders on the Skellig route will additionally be required to carry Personal Flotation Devices (PFD) for each passenger and will require all passengers to wear same for the full duration of their trip to and from Skellig Michael to provide for a level of buoyancy in the event that they accidentally fall overboard.</p> <p>The OPW will not specify the brand / type of PFD to be carried; however, the type selected will</p>

	have to be capable of having a full lifejacket worn over them without obstruction, should they be needed in the event of an extreme emergency (eg: where passengers must abandon the vessel). As the discretion of the Operator, Passengers may also be permitted to wear the full lifejackets throughout, should they wish.
5.6	<p>Prior to leaving the mainland harbour, the Skipper / Alternate will ensure that all passengers have donned the relevant PFD and that it is securely fastened in all cases.</p> <p>The Skipper / Alternate will also carry out a practical general demonstration of how to fit the lifejacket and will show the key features and how they are to be used in an emergency. The demonstration will also include clear information on where jackets are stowed. Understanding that Passengers will be from different countries and knowledge of English may be variable, this demonstration must be carried out in full view of passengers and must be presented in a way that is simple and aids the understanding of all. (Operators are reminded that this passenger briefing is a requirement of their MSO Licence.)</p>
5.7	Having regard to the specific issue of risk to passengers arising from transferring from the boat to the Skellig Pier, a safety protocol, detailed on the attached Appendix will be followed.

I confirm that I accept all the above conditions.

Signed_____

Date_____

Please return to:

Padraic Campbell;
OPW Heritage Service. Unit 20, Lakeside Retail Park, Claremorris, Co. Mayo.

On foot of receipt of this signed form, returned unamended, Boat Operator will be issued with a permit for the 2016 season.

Appendix 3: Marine Safety Licence template

MSO 1001 PASSENGER BOAT REPORT OF INSPECTION (Rev 1.3)



PASSENGER BOAT LICENCE OF A CLASS P3 PASSENGER BOAT

ISSUED BY THE MARINE SURVEYORS' OFFICE, DEPARTMENT OF TRANSPORT, TOURISM AND SPORT

(To be supplemented by Record of Equipment)

NAME OF BOAT:		LICENCE NO:	
NAME OF OWNER:		CLASS:	P3
ADDRESS OF OWNER:			
PERSON(S) IN CHARGE	The passenger boat must be operated by persons qualified in accordance with the Merchant Shipping (Passenger Boat Manning) Regulations 2005 (S.I. No. 649 of 2005) and relevant Marine Notices.		
PLYING LIMITS:			
MAXIMUM NO. PASSENGERS:		MINIMUM NO. CREW:	
		MAXIMUM NO. PERSONS:	

THIS IS TO CERTIFY that the provisions of the Merchant Shipping Acts relating to the inspection of passenger boats have been complied with, and that this boat is fit to ply within the limits and with the number of passengers and subject to the conditions and restrictions stated overleaf.

DATE OF EXPIRY:

DATE OF ISSUE:

SIGNED:

For the Minister for Transport, Tourism and Sport

A person authorised in this behalf by the said Minister.

[Type text]

Conditions and Restrictions:

NAME OF BOAT:

LICENCE NO

GENERAL

1. Passenger boat must only operate in favourable weather conditions. "favourable weather" means weather when the visibility is good and when the combined effects of wind, sea and swell on the passenger boat are never greater than those which would cause moderate rolling or pitching or result in the shipping of green seas on the weather deck or, in the case of an open boat, over the gunwhale;
2. Without prejudice to the Collision Regulations, every passenger boat shall be operated in a manner that takes account of other persons involved in waterborne activities, or persons who might otherwise be adversely affected by the operation of any passenger boat.
3. A person shall not operate or be in charge or attempt to operate or be in charge of a passenger boat while that person is under the influence of an intoxicant to such an extent as to be incapable of safely operating and controlling the passenger boat.
4. Every passenger boat, whilst holding a passenger boat licence, shall not be used for any other activity or purpose, which could affect or alter the conditions upon which the licence was granted, during the period of validity of the licence.
5. Every passenger boat shall be maintained in a good structural and mechanical condition and the fittings and equipment specified in the licence shall be kept in good order and be available for immediate use at all times.
6. The boat must not be used to tow another boat or craft except in an emergency.
7. This licence does not relieve the licensee of the obligation to comply with the instructions and statutory requirements of Local Authorities and Harbour Authorities.
8. Safety instructions concerning signals, life-saving appliances, means of escape, etc. must be announced to the passengers before the commencement of any voyage.
9. No loose containers of any oil or flammable product shall be stored in the machinery space; loose containers of liquid having a flash point of 60 degrees centigrade or less, shall not be carried in any location on any such boat.
10. Lifejackets to be stowed in a readily accessible location for use in an emergency.
11. In the case of open cockpit vessels with marine outboard engines, no more than two approved portable fuel tanks may be carried and the transfer of fuel from a container to an approved portable fuel tank shall not be permitted on board.
12. In the case of class P2 open vessels, every person shall wear the lifejacket or personal flotation device provided at all times when on board.
13. In the case of class P4 every person shall wear the lifejacket or personal flotation device provided at all times when on board.
14. Anchor to be stored in such a manner that it is readily available at all times.
15. In the case of class P6 when specified by the Minister, the master shall ensure that all persons on board are suitably attired and are fully briefed on emergency procedures including the procedure when a person falls overboard;
16. All persons on class P6 passenger boats used for the carriage of divers shall wear wet or dry suits together with an approved lifejacket or approved personal flotation device at all times when in the vessel.
17. In the case of class P6 passenger boats all persons shall wear an approved lifejacket or an approved buoyancy aid at all times when on deck at sea in such a vessel. All persons on board shall use safety lines when on deck at sea in cases where the bulwarks or guard rails do not comply with those requirements applicable to passenger boats of 7(1)(g). It shall be the responsibility of the master to ensure that all personnel are suitably attired and fully briefed in relation to any emergency procedures;
18. The boat is permitted to operate in daylight only.

ADDITIONAL CONDITIONS AND RESTRICTIONS IMPOSED BY AUTHORISED OFFICER (IF ANY)

25. None

26.

27.

28.

[Type text]



RECORD OF EQUIPMENT OF A CLASS P3 PASSENGER BOAT

ISSUED BY THE MARINE SURVEYORS' OFFICE, DEPARTMENT OF TRANSPORT, TOURISM AND SPORT

NAME OF BOAT:		LICENCE NO:	
Buoyant apparatus to support	Persons	Compass	<input type="checkbox"/>
Liferaft to support	Persons	Emerg. Steering	<input type="checkbox"/>
Lifejackets		Lifebuoys	<input type="checkbox"/>
Fire Pump(s)		Portable Fire Extinguisher(s)	<input type="checkbox"/>
Hose(s)		Fire Bucket(s)	<input type="checkbox"/>
Nozzle(s)		Bilge Pump(s)	<input type="checkbox"/>
Pyrotechnics		Hand	<input type="checkbox"/>
Rockets		Power	<input type="checkbox"/>
Hand		Additional Equipment	Waterproof Torch
Smoke			Tool Kit
Fire Extinguisher in Engine Space	<input type="checkbox"/>		Radio Receiver
Means of Making Sound Signals	<input type="checkbox"/>		Radar Reflector
Navigation Lights	<input type="checkbox"/>		Bucket and Lanyard
Charts of Operational Area	<input type="checkbox"/>		Orange Flag
Bilge Alarm	<input type="checkbox"/>		
Personal Flotation Devices (PFD) (not including in Lifejackets listed above)			

DATE OF EXPIRY:

SIGNED:

*For the Minister for Transport, Tourism and Sport
A person authorised in this behalf by the said Minister.*

DATE OF ISSUE:

[Type text]

NOTE:

Please ensure that the two Passenger Boat Licence Discs below are clearly displayed on either side of your boat in the plastic pockets provided.



Department of Transport, Tourism and Sport

PASSENGER BOAT LICENCE DISC

LICENCE
No:

CLASS OF
BOAT: **P3**

NAME OF
BOAT:

DATE OF
EXPIRY:

See Passenger Boat Licence for full details of operating Conditions and Restrictions

[Type text]



Department of Transport, Tourism and Sport

PASSENGER BOAT LICENCE DISC

LICENCE
No:

CLASS OF
BOAT: **P3**

NAME OF
BOAT:

DATE OF
EXPIRY:

See Passenger Boat Licence for full details of operating Conditions and Restrictions

Appendix 4: Health and Safety Personal Declaration form

(A copy of this Form is to be printed off, completed and returned with the Competition Bid.)

No.	Question	Please tick one box only for each question.	
		Yes	No
1	Have you had any reportable H&S incidents on your vessel in the past 5 years involving either passengers or crew?		
	If yes, please give <u>brief</u> details below including date, circumstances of incident and injuries caused. If there is more than one incident, please outline all on separate pages: _____ _____ _____ _____ _____ _____		
	If the answer to (1) was Yes, was the incident(s) reported to the Health and Safety Authority?		
	If yes, what action was taken subsequently in respect of the incident? _____ _____ _____ _____ _____		
2	Have you, or a Company with which you are / were involved as a Partner or Director, ever been prosecuted for an offence under H&S legislation? (If yes, give details on separate page)		
3	Have you, or a Company with which you are involved as a Partner or Director, ever been convicted of an offence under H&S legislation? (If yes, give details on separate page)		
4	Have you, or a Company with which you are involved as a Partner or Director, ever been sued civilly for negligence or a breach of care under H&S? (If yes, give details on separate page)		
I consent to the OPW contacting the Health & Safety Authority for the purposes of assessing my Competition Bid to verify any information or data held by them relative to my Health & Safety record or status.			
	Signed: _____ Please Print name: _____ Date: / / 2016		

Appendix 5: Marine Safety Personal Declaration form

(A copy of this Form is to be printed off, completed and returned with the Competition Bid.)

No.	Question	Please tick one box only for each question.	
		Yes	No
1	Have you had any reportable Marine Safety incidents on your vessel in the past 5 years?		
	<p>If yes, please give <u>brief</u> details below including date, circumstances of incident and injuries caused. If there is more than one incident, please outline all on separate pages:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
	If the answer to (1) was Yes, was the incident(s) reported to the Marine Safety Office Inspectorate?		
	<p>If yes, what action was taken subsequently in respect of the incident?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
2	Have you, or a Company with which you are involved as a Partner or Director, ever been prosecuted (either previously or currently) for an offence under Marine Safety legislation? (If yes, give details on separate page)		
3	Have you, or a Company with which you are involved as a Partner or Director, ever been convicted of an offence under Marine Safety? (If yes, give details on separate page)		
4	Have you, or a Company with which you are involved as a Partner or Director, ever been sued civilly (either previously or currently) for negligence or a breach of care under Marine Safety? (If yes, give details on separate page)		
<p>I consent to the OPW contacting the Marine Survey Office for the purposes of assessing my Competition Bid to verify any information or data held by them relative to my Marine Safety record or status.</p>			
	<p>Signed: _____</p> <p>Please Print name: _____</p> <p>Date: / / 2016</p>		

Appendix 6

Letter Templates

DRAFT

**Re : Response to Request for Proposals:
Public Competition for a Permit to carry passengers to Skellig Michael, Co. Kerry**

Dear _____,

I refer to your response to the above Request for Proposals dated _____, 2016 for the above.

I am pleased to inform you that:

1. **Stage One:** Your application has been identified by the Assessment Panel as coming within the top four (4) ranked proposals following the document assessment.
2. **Stage Two:** This assessment has been confirmed by OPW National Monuments Management.
3. **Stage Three:** You will now therefore proceed to the Sea Trials stage.

The Department of Transport Tourism and Sport (Marine Survey Office) will be in touch with you shortly to make the necessary practical arrangements.

This is not a Letter of Acceptance. The OPW has not made a decision to award you a Permit. Please note therefore that this letter does not purport to do so or to create binding legal relations or obligations on either side.

Subject to satisfactory completion of the Sea Trials, the OPW may decide to issue a Letter of Award to you, following the expiry of the standstill period (minimum 2 calendar weeks) as set out in the Competition documentation.

Yours sincerely,

Signed _____
On behalf of The Office of Public Works

DRAFT

**Re : Response to Request for Proposals:
Public Competition for a Permit to carry passengers to Skellig Michael, Co. Kerry**

Dear _____,

I refer again to your response to the above Request for Proposals dated _____, 2016 for the above.

I am pleased to inform you that, following completion of Sea Trials, we are happy to make an offer to you for the Award of a Permit to carry Passengers to Skellig Michael, Co. Kerry.

Final award of the Permit is subject to the fulfilment of the following condition:

- Provision of ... *(Insert details of any specific document required which has not already been provided as part of the application).*
- Return of a signed copy of the Terms and Conditions document (attached).

The Permit is potentially valid for three (3) years commencing from 2016. However, in the first instance, a Probation Period of 12 months, commencing immediately, will apply and your performance during 2016 and your continuing compliance with the terms of the award will be assessed before the continuation of the Permit for 2017 and 2018 is confirmed.

Yours sincerely,

Signed _____
On behalf of The Office of Public Works

DRAFT

**Re : Response to Request for Proposals:
Public Competition for a Permit to carry passengers to Skellig Michael, Co. Kerry**

Dear _____,

I refer to your response to the above Request for Proposals dated _____, 2016 for the above.

We have assessed all of the proposals received in accordance with the criteria set out in the Competition documentation and have determined that the preferred candidates are:

- Candidate name
- Candidate name
- Candidate name
- Candidate name

It is our intention, subject to satisfactory Sea Trials being undertaken, to award the four Permits immediately available to these applicants no earlier than 16 days from the date of this letter.

Feedback in relation to your application can be obtained by writing to:

Padraic Campbell
Office of Public Works
Heritage Services
Unit 20, Lakeside Retail Park,
Claremorris,
Co. Mayo.

or by emailing padraic.campbell@opw.ie

I would like to thank you for your participation in this Competition and wish you better success in future bids.

Yours sincerely,

Signed _____
On behalf of The Office of Public Works