



20th November 2025

Invitation to tender

Re: Establishment of a single party framework agreement for supply and installation of integrated discussion microphone and simultaneous interpretation systems at Dublin Castle.

A dhaoine uaisle,

In advance of Ireland hosting the Presidency of the European Union in 2026, the Office of Public Works is seeking tender applications from qualified and experienced suppliers for the establishment of a single party framework agreement for the supply and installation of integrated discussion microphone and simultaneous interpretation systems, including infrared transmitters & receivers and soundproof booths for interpreters. This is in advance of Ireland hosting the Presidency of the EU Council in 2026.

Full details are included with the enclosed tender documentation.

You are hereby invited to prepare and submit a tender for the above contract complying with the enclosed Request for Tenders and Tender Return Document. Your tender submittal should include the Tender Return Document, the Pricing sheets (Appendix 1) and any Quality submittal documentation requested.

Please be advised of the following:

Receipt of Tenders:

The Closing Date for receipt of Tenders is **12:00 (midday), Monday 22nd December 2025**.

All completed documentation must be returned using the E-tenders system.

The e-package should be marked 'Tender for supply and installation of integrated discussion microphone and simultaneous interpretation systems.'

Tenders received after the indicated closing date/time will not be opened and will be rejected.

Any/all queries arising from your review of the Tender Documents will be formally recorded and referred to as RFI's. This information being provided to all potential bidders at the same time. Queries will only be answered via Etenders and the last date queries will be accepted is **12 noon, 15th December 2025**.

Tender Price:

The Tender Price must be indicated on the Tender Return Document. This tender bid will be a fixed price lump sum.

Insurance Cover:

All Insurance Covers indicated will be required. These are clearly documented in the tender documentation.

Site Visit:

Bidders can request to view the site by contacting the Office of Public Works via Etenders.

Award Criteria:

As instructed in the Request for Tenders, this Tender will be awarded on the basis of M.E.A.T.

A current Tax Clearance Certificate or equivalent will be required.

The Commissioners of Public Works in Ireland shall not be bound to accept the lowest or any Tender.

Is mise le meas,



Deirdre McMahon

State Events Management Unit

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