Project Information Memorandum (PIM)

for

Schools Energy Pathfinder 2025 – Heat Pump Programme

Works Contractors

for

Sustainable Energy Authority of Ireland
Department of Education and Youth

Date: May 2026

Project Information Memorandum (PIM)

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1. Introduction

This Project Information Memorandum is part of the information package for the procurement of the following:

1. Works Contractors:
    a. For mechanical and electrical (M&E) plantroom upgrade enabling works including all associated builder's works and site works to facilitate heat pump installation.

Further details regarding the procurement process envisaged under this programme is provided below. This Project Information Memorandum should be read in conjunction with the full suite of tender documents issued.

Please note this procurement process is part of an overall Heat Pump Programme for the procurement of suitable Works Contractors for up to 29 school buildings located in 7 counties namely Kildare, Meath, Offaly, Laois, Waterford, Wexford and Wicklow with further tender competitions to follow (via separate CFT contract notices – refer to section 4 below).

2. Programme Details

2.1 Background

The Sustainable Energy Authority of Ireland (SEAI), and the Department of Education and Youth (DEY) have agreed to collaborate on the delivery of a Heat Pump Programme for the Education sector (the 'Pathfinder'). The public sector target is to reduce its greenhouse gas emissions by 51% by 2030 and increase the improvement in energy efficiency in the public sector by 50% by 2030. The need for a flexible and tailored approach to heating decarbonisation of schools is critical to enable the school sector to achieve its 2030 and 2050 climate action targets.

The main objective of this Heat Pump Programme is to target CO_2 emission reduction in schools which will assist the DEY to explore options and test various solutions. It is paving the way for, and informing, a much larger schools national heat pump programme that will play a key part in meeting the delivery of the Climate Action Plan.

2.2 The Employer and Form of Contract

The respective Education and Training Boards (ETBs) listed below will act as the Client/Contracting Authority for the duration of the works.

The school heating decarbonisation works will be coordinated by a Design Team (DT) and Technical Advisory (TA) team, acting as representatives for the SEAI and DEY (see table 2 below for details).

The form of contract will be as per table 1 below.

Contractor	Works Description	Contract Form
Works Contractor	M&E Enabling Works including heat pump installation (1nr contract per bundle).	PW-CF 5

Table 1 - Contract Information

In the context of the Works Contractor, the contract form has the following meaning:

"PW-CF 5" means the standalone Public Works Contract (available from Capital Works Management Framework (CWMF)) signed between the Works Contractor and Contracting Authority for mechanical and electrical (M&E) plantroom upgrade enabling works including all associated builder's works and site works to facilitate heat pump installation.

The insurances required is defined in each contract and includes public liability insurance, employer's liability insurance and professional indemnity insurance. Insurance policies that are in place for this project should be applicable to the project environment and times where works are taking place in a live environment.

There is a requirement for a bond for unfixed works items (i.e. off-site equipment and materials) which the Contractor wishes to seek payment for in accordance with clause 11.2 of PW-CF 5. A vesting certificate will be required to transfer the ownership of the goods to the Employer. Consideration for payment of the unfixed works items will only be for those materials as listed in the Form of Tender Schedule Part 1L.

3. Scope of Works

The Stakeholder Team have appointed an Employer's Representative (ER)-led Design Team to act on their behalf during the Tender and Contract Periods. The successful tenderer will liaise and cooperate with all Stakeholders as listed in table 2 below throughout the duration of the project up to completion and beyond for defect/snagging purposes.

The projects are to be completed over the School Summer Holiday period with completion at the end of the August 2026 summer period.

Organisation	Role	Brief
Sustainable Energy Authority of Ireland (SEAI)	Sanctioning Authority	Advisory Role/Project Funder/Stakeholder Team
Department of Education and Youth	Sanctioning Authority	Advisory Role/Project Funder/Stakeholder Team
Education and Training Boards (ETBs)	Contracting Authority / Employer	Statutory Duties under Health Safety and Welfare at Work legislation
Rogerson Reddan	Advisory Role	Programme Manager for the Stakeholder Team
Technical Advisory Team	Technical Advisory and Quality Team	Technical and Quality Advisor to the Stakeholder Team
Design Team	ER/DT lead/PSDP/Assigned Certifier	Architects, Contract Administrators, Project Managers / Schedulers / Commercial Managers / Designer's / Engineers
Works Contractor	Successful Tenderer for mechanical and electrical plantroom upgrade enabling works including all associated builder's works and site works to facilitate the heat pump installation.	Contractor duties in accordance with Contract Conditions.

Table 2 - Roles & Responsibilities

The scope of this project is centred around works that will reduce carbon emissions from heating systems in the existing school buildings.

It will be the responsibility of the Contractor to ensure they have adequate experienced resources to plan, track and perform the activities of the submitted and agreed programme for each school within the bundle project. The Contractor shall issue weekly reports to the Employer's Representative (ER) with updated schedules against the baseline, showing progress and highlight recovery on any item at risk.

The Contractor shall be available for any additional meetings, other than the weekly progress meeting, with the ER to review and resolve or seek further clarifications.

4. Procurement Process

A Call for Tender (CFT) will be published on www.etenders.gov.ie following an Open Procedure (OJEU) procurement process.

4.1 School Bundles

This Heat Pump Programme consists of 5 bundles comprising of between 5 to 7 schools each in various Counties.

The respective Education and Training Boards (ETBs) will be acting as the Contracting Authority for their own bundle. Please refer to table 3 below for more information.

Please note: One CFT notice per bundle will be published on etenders by the respective Contracting Authorities.

One Works Contractor will be appointed per Bundle to complete the Works at all schools within that Bundle.

Bundle Nr	School Name	Roll No	Eir Code	DT Lead	Contracting Authority
1	Ardscoil Rath Iomghain	70730J	R51DA36	Building Design Partnership	KWETB
	St. Brigids National School	16302F	R56E782		
	Kilkea NS	17714K	R14KC97		
	SN Na Cloiche Moire	14643V	R93KP89		
	St John's NS	12182B	W34K585		
	St. Brigid's Ticknevin National School	17931S	W91P868		
2	Scoil Na Rithe	19867W	A85D266	Semple and McKillop Ltd	LMETB
	Our Lady of Mercy NS	12068D	A82X571		
	Castlejordan Central National school	19300Q	R35NX94		
	SN Cul An Mhuilinn	17312N	A85D212		
	Ughtyneill NS	12897T	A82VW95		
	St Olivers Post Primary	71990R	A82RK76		
3	SN Naomh Brighde Buach	18524K	R35N406	Building Design Partnership	LOETB
	St Ciarans Mixed NS	16435B	R35P448		
	Chiarain Naofa NS	17188P	N37E227		
	Clonaslee College	71470O	R32R972		
	Mhuire Naofa NS	18335H	R35KD66		

Bundle Nr	School Name	Roll No	Eir Code	DT Lead	Contracting Authority
4	Riverchapel NS	15367F	Y25DE28	Coleman Reynolds Associates	WWETB
	St Annes NS Rathangan	19317K	Y35KT65		
	SN Raithin (Raheen)	18191J	Y21E129		
	Cushinstown NS	16673R	Y35FF98		
	Ramsgrange Central National School	19528A	Y34HX56		
	Monaseed NS	15937U	Y25RF40		
	Dungarvan College	72220T	X35PV34		
5	Kilbride NS	10683N	W91HK44	Galileo Energy Services Ltd	KWETB
	St Saviours NS	12529N	A67PV00		
	St Joseph's Glenealy NS	00984V	A67CD78		
	All Saints National School	14972R	Y14YY46		
	Brannoxtown Community NS	16817P	W91NY67		

Table 3 - Bundle Information

5. Programme

The estimated programme for the procurement process is as follows:

Action	Indicative Date
Invitation to Tender	As per published etenders CFT
Tender Return Date	As per published etenders CFT
Tender Assessment	2 weeks
Notification of results	As per Instructions to Tenderers (ITTs)
Standstill Period	2 weeks
Appointment / Issue Letter of Acceptance	As per Instructions to Tenderers (ITTs)

Table 4 - Procurement Timetable

6. How Tenders Will be Evaluated

Tenders will be assessed based on the criteria included in the Instructions to Tenderers (ITTs) only (refer to the Schedule of Tender Documents included in the tender pack). Tenders will initially be assessed for compliance with the requirements for tenders (refer to ITTs section 9 for details). Any tender which does not comply with these requirements may be excluded from further consideration.

6.1 Suitability Assessment

Tenders will be evaluated with respect to the financial, economic, and technical capability standards as set out in the Suitability Assessment Questionnaire (SAQ). Each question (applicable criterion) within the SAQ must be answered. Failure to answer all questions may result in a failure and therefore the exclusion of the Tenderer from the competition. Tenderers must meet the minimum standard set for all questions in order to pass the Suitability Assessment. Those tenderers who successfully pass the suitability assessment will proceed to have their tenders evaluated in accordance with the ITTs.

6.2 Award Criteria

Tender submissions will be evaluated and ranked to arrive at the Most Economically Advantageous Tender (M.E.A.T) using the award criteria and following the process as is detailed in section 9 of the ITTs.

The award criteria are set out in detail in the Particulars of the ITTs. Tenderers are referred to the ITTs Particulars for full details and requirements for the award criterion headings.

Tenderers must achieve a minimum of 40% of the available marks on each individual technical merit (quality) criterion. Failure to achieve these minimum Quality score thresholds will result in the exclusion of the tender from further consideration.

6.3 Evaluation Matrix

Tenders will be evaluated by an evaluation panel. Quality criteria scores will be arrived at using objective evidence, the professional judgement of the panel and the methodology detailed in this document and the ITTs. A “0-5 marking system” will be used as set out in table 5 below.

A mark will be awarded to each criterion from 0 to 5. This mark using the appropriate multiplier, will be used to calculate the score to be awarded.

For example, if a maximum score of 100 is available for a criterion, the base score multiplier is 20 (100 / 5). If the Tenderer is marked 5 (excellent), a score of 100 marks will be awarded (20 x 5). If the Tenderer is marked 2 (a response where significant reservations exist), a score of 40 marks will be awarded (20 x 2).

Each quality criterion will be evaluated based on the following matrix:

Indicator	Score
An excellent response: Exceeds the requirement. An excellent response that answers the question with precision and relevance. Exceptional demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works. Includes improvement through added value/innovation.	5
A very good response: The proposal meets the required standard, which may include additional benefits. A good response in terms of detail and relevance to the question. A good demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	4
An acceptable response: The proposal satisfies the required standard, perhaps with very minor reservations. A response with an acceptable level of detail and relevance. An acceptable demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the Works.	3
An unsatisfactory response: The proposal is unsatisfactory and fails to meet the required standard in most aspects. The response contains limited or irrelevant information and/or only partially addresses the question. Significant reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	2
An inadequate response: The proposal is inadequate and fails to meet the required standard. The response has an inadequate level of detail provided; and/or questions have not been answered; and/or answers are not directly relevant to the question. Major reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	1
Not eligible for consideration: No response: or the response completely fails to meet the required standard. The response is completely deficient in terms of details and relevance. Completely fails to demonstrate that the Tenderer has the ability, understanding, experience, skills, resources and quality measures required to provide the Works.	0

Table 5 - Evaluation Matrix

7. Confidentiality

This PIM and all accompanying documents shall be treated as private and confidential by the tendering Contractors, who shall not release details of this Project Information Memorandum and/or any accompanying documentation other than on a confidential basis to those who have a legitimate need to know or whom they need to consult for the purposes of preparing their tender.

Tenderers shall not at any time release information concerning the project, their scope, and the procurement documentation.

The Contracting Authority is subject to the provisions of the Freedom of Information Acts. As a result, Tenderers should clearly identify any aspects of their submission which contains information that is either commercially sensitive or confidential in nature, together with the reasons for so doing which must be clearly specified. In such cases, the relevant material may, subject to the provisions of the Acts, be protected from access in response to a request made under the Acts.

The Contracting Authority shall have the right to publicise, or otherwise disclose, to any third party, information regarding the project, the contract, the identity of parties seeking information in relation to the contract, the identity of Tenderers and/or nomination of shortlisted and preferred Tenderers (including details of their respective members, representatives, advisors, consultants, contractors, servants and /or agents); the tender process; and/or the award of the contract at any time.

Tenderers are expressly and strictly prohibited from discussing any aspect of their response and/or exchanging information and/or collusion.

Subject to the above, the submission will be treated on a confidential basis by the Contracting Authority and its advisers.

8. Tender Submission Requirements

To assist in evaluating the extent to which a tenderer meets the qualification criteria, tenderers are required to provide all of the information requested in the Tender Documents. Tenderers are referred to the Tender Submission Checklist provided within the tender pack to ensure all required documents are included in their bid.

The information requested in the Tender Documents should be submitted in English and where copies of original documents are provided in languages other than English, 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 (€) excluding VAT.

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 in the assessment process.

Tenderers are expressly and strictly prohibited from discussing any aspect of their response to the Tender with other unrelated candidates or otherwise exchanging information or colluding in respect of the project. Any tenderer who fails to comply with this requirement may be disqualified.

Tenderers must complete the Tender without referring to other documents (i.e. brochures, etc.). Please note that only the information requested in the Tender Documents will be considered for evaluation. Tenderers should not submit additional information, e.g., brochures, etc. Unnecessary information causes undue delay and will not be evaluated.

Tenders must be submitted via the electronic post box on www.etenders.gov.ie. Only Tenders submitted via eTenders will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline (noted above). Tenderers should take into account the fact that upload speeds vary. There is a maximum of 4GB for the total (combined) documents sent to the electronic post box.

It is the responsibility of Tenderers to use the post box correctly, including responsibility for the upload of documents. Please refer all post box submission queries to eTenders directly (0818 001459). Canvassing of any employee of the Project Stakeholders or their agents shall not be acceptable and will lead to the disqualification of the Tenderer from the process.

All costs associated with the preparation and submission of tenders to this procurement process will be the responsibility of the tenderer regardless of the outcome of the process including the abandonment of the process by the Client.