

Invitation to Tender as Main Contractor for Re-roofing and Associated Repairs at Former Presbyterian Church, Carlingford, Co Louth

Completed tender documents must be submitted to the CA no later than
12.00 noon on Thursday 9th July 2026

NAME OF SUPPLIER:

ADDRESS:

.....



Leighton Johnston Associates

Chartered Architects

14 Drumbeemore Road, Armagh BT60 1HP
tel: 07710 857334
email: leighton.armagh@btopenworld.com



FORM OF TENDER

Re-roofing and Associated Repairs at Former Presbyterian Church, Carlingford, Co Louth

**N.B. THIS FORM MUST BE COMPLETED IN
FULL BY ALL TENDERERS**

TO: Alan Johnston t/a Visit Carlingford Ltd

I/We

having examined the above works, the Conditions of Tender, the Conditions of Contract, the Drawings and the Specification, I/We the undersigned hereby agree to execute and complete all the works required to be performed in accordance with the foregoing documents and the RIAI Construction Contract August 2017 Edition (Without Quantities)

hereby tender and undertake to perform the said services in accordance with the terms of the aforementioned documents for the amount as set out below:

THE TOTAL AMOUNT OF THIS TENDER IS

€ _____ (Excluding VAT)
(amount in figures)

AMOUNT IN WORDS:

_____ (Excluding VAT)

Unless and until a formal agreement is prepared and executed this tender, together with our written acceptance thereof, this shall not constitute a binding contract between us.

I/We understand that the Visit Carlingford Ltd does not bind itself to accept the lowest or any tender it may receive.

As witness our hand this _____ day of _____ 2019

Signature(s) of Contractor: _____

Tender Submission Requirements

Re-roofing and Associated Repairs at Former Presbyterian Church, Carlingford, Co Louth

Selection Criteria- List of Required Information/Documentation
All applicants MUST pass STAGE 1 to proceed to STAGE 2 .

Tenders will be evaluated using the following criteria and associated weightings. Tenderers should ensure that they have enclosed the following information at the time of tender submission. Failure to supply all of the requested information shall result in the tender not being assessed.

Selection Criteria – Stage 1		Weighting
1	Details of 3 contracts of a similar nature and scale successfully completed within the past five years, giving contract value, duration, names and contact details of Supervising Officer and Employer as references will be sought. 2 of these projects shall have included the following works: Roofing in natural slate and ancillary leadwork Templates are contained in Appendix 2.	Pass/Fail
3	Valid evidence of membership of a Third Party Accredited Health & Safety Management System (Safe-T-Cert or equivalent).	Pass/Fail
4	Valid evidence of a Tax Clearance Certificate	Pass/Fail
5	Valid evidence of VAT Registration/VAT Registration Number.	Pass/Fail
6	Confirmation of Public Liability Insurance cover to a minimum value of €5 million and Employers Liability cover to a minimum of €13 million, or intention to increase to the levels stated above for the duration of this project if successful.	Pass/Fail
8	Completed Form of Tender	Pass/Fail
9	Completed and signed forms and declarations contained in the Appendices.	Pass/Fail
10	Priced Specification	Pass/Fail

Those tenders that pass Stage 1 will move on to Stage 2 evaluation.

STAGE 2 – AWARD CRITERIA – REQUIRED INFORMATION/DOCUMENTATION

Once through Stage 1 award of the tender will be based on the evaluation of the following:

Award Criteria – Stage 2		Weighting
1	Completed Quality Questionnaire contained in Appendix 1	40%
2	Completed Form of Tender and priced Schedule of Works	60%

Refer to Location Plan, Drawings and Schedule of Rates.

INSTRUCTIONS AND INVITATION TO TENDER

Re-roofing and Associated Repairs at Collon Parish Church, Co Louth

1. INVITATION TO TENDER

Alan Johnston t/a Visit Carlingford Ltd invites tenders for the above project.

The Tenderer shall be deemed to be satisfied before submitting their tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

2. SUBMISSION OF TENDER

The tender must be emailed to **leighton.armagh@btopenworld.com** by the time stated. Late tenders will not be considered.

All submissions must be in English and prices in Euro, exclusive of VAT.

The person who signs the Form must initial any alteration or erasure made in the prices shown on the Tender Form.

3. CLARIFICATION

Before submitting a tender, clarification should be sought on any points of doubt. The deadline for receipt of points for clarification is **three working days** before the tender return date and time. During the tender period requests for clarification cannot be made by telephone or in person. Requests for clarification must be made in writing (electronically or hard copy) to:

Leighton Johnston Associates
14 Drumbeemore Road
Armagh
Co Armagh
BT67 0LQ

leighton.armagh@btopenworld.com

The tenderers will be expected to have satisfied themselves that the tender price submitted will cover all expenses and obligations under the Contract, the Specification and the Conditions are acceptable, before the tender is submitted. No claims can subsequently be made for omissions.

4. WRITTEN ACCEPTANCE

Acceptance will only be made by written instruction to the successful Contractor.

5. RIGHT TO ISSUE FURTHER INSTRUCTIONS

During the tendering period, the Employer reserves the right to make changes to the Contract Documentation and the tenderer will, without reservation, accept such changes.

6. EXPENSES AND LOSSES

The Employer shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

7. PREPARATION OF TENDER

It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tenders.

8. TENDER FORM

The relevant forms shall be signed by the tenderer and submitted in the manner and by the date and time stated in the instructions, together with all relevant supporting documents.

9. SIGNING OF DOCUMENTS

All documents requiring a signature shall be signed:

- where the tenderer is an individual, by that individual,
- where the tenderer is a partnership, by two duly authorised partners,
- where the tenderer is a company, by two Directors or by a Director and the Secretary of the company or other such person being duly authorised for that purpose.

10. LOWEST TENDER

The organisation Visit Carlingford Ltd is not bound to accept the lowest or any tender or part thereof.

11. FORM OF AGREEMENT

The successful Tenderers must enter into a Form of Agreement with Visit Carlingford Ltd.

12. PERIOD TENDERS ARE TO BE HELD OPEN

Tenders must remain valid for acceptance for a period of 12 weeks from the closing date for submission of tenders.

13. OPENING OF TENDERS

Tenderers or any their representatives will not be permitted to be present when the tenders are opened.

14. QUALIFIED TENDERS

Qualification of tenders may result in rejection thereof.

15. ARITHMETICAL ERRORS

Where examination of tenders reveals errors or discrepancies, which would affect the tender figure(s) in an otherwise successful tender, the tenderer will be given details of such errors and discrepancies and afforded an opportunity of amending or confirming their offer. The tender will then be reassessed at the revised figure. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

16. EVALUATION CRITERIA

The award of the contract will be based on the Most Economic Advantageous Tender Criteria with each tender being assessed as per the scoring matrix below.

Item No	Stage 2 Award Criteria Description	Max. Score%	Max. Points out of 500
1	Quality	40%	200
2	Tender Price	60%	300

There is one tender submission but tenders will be evaluated using the following:

(a) Each tenderer must achieve a Pass on all Selection Criteria to have the Quality Questionnaire and Tender Price considered or assessed.

If required, clarifications may be sought by the assessing panel, tenderers will given 48 hours to respond after which the tender will be assessed on the information provided.

Once a tenderer has achieved a Pass each tender will be evaluated using:

(b) points for each Quality Question submitted

and

(c) Points awarded for the Tender Price submitted.

AWARD CRITERIA - QUALITY QUESTIONNAIRE

Stage 2 will be scored on the basis of the information provided in response to the quality questionnaire attached at Appendix 1 with a weighting as follows:

Stage 2 Award Criteria Quality	Max. Score %	Max. Score Points
Project Programme	5%	25
Methodology	10%	50
Relevant experience (See Appendix 2 below)	25%	125
Total	40%	200

AWARD CRITERIA –TENDER PRICE

Stage 2 Award Criteria Tender Price	Max. Score %	Max. Score Points
Tender Price	60%	300

All tenderers must complete the Tender Form and submit a priced Schedule of Works. The tender price will be scored as follows:

$$\frac{(\text{Lowest Tenderer Price})}{\text{Tender Price}} \times 300 =$$

APPENDIX 1 – QUALITY QUESTIONNAIRE

INSTRUCTIONS

- A. Tenderers are required to complete the Quality Submission after consulting the Tender documents. If any alteration or addition is made to the Quality Submission, the Tender will be assessed on the basis of the unaltered original document.
- B. Tenderer responses should be limited to the maximum number of pages indicated. Thus responses should be succinct and focused. No cross referencing will be applied in the scoring process.
- C. Full responses should be provided to all Sections of the Quality Submission. Where any response necessitates a statement of fact it must be accurate and supported by documentary evidence, where required. Where it is a statement of opinion, it must be both true and reasonable. It is the Tenderer's responsibility to use its best endeavours to ensure that the Employer is not misled by any of its responses.
- D. Documentation in excess of the above requirements will not be considered in the tender evaluation.
- E. The Quality Submission, together with the Form and Certificates and the information supplied therein, shall constitute an offer by the Tenderer as part of a bona fide tender.
- F. Non-UK based organisations should provide the information substituting, where relevant, the appropriate legislation, Code of Practice, etc. which are applicable within their domestic jurisdiction.
- G. All sections in the Quality Submission shall be scored and weightings applied as indicated in the title of each section.

All Contractors shall complete Questions 1 to 3.	Score 0-5	Weighting	Max. possible score	Marking Guidance
1. Project Programme Contractor to provide details as to how they intend to programme the works and supply chain to ensure completion of the project by the proposed project completion date. This should include commencement and completion dates and key activities with timescales.	5	5	25	5 – Excellent response. Fully supported by details that demonstrate the contractor's ability to effectively programme the works and supply chain throughout the delivery of the project to meet the project deadline. 4 – Very good response. Very well supported by details that demonstrate ability to effectively programme the works and supply chain throughout the delivery of the project to meet the project deadline 3- Good response. Well supported by details that demonstrate ability to effectively programme the works and supply chain throughout the delivery of the project to meet the project deadline. 2- Satisfactory response – A limited response that is only adequately supported by details to demonstrate an ability to effectively programme the works and supply chain throughout the delivery of the project to meet the project deadline. 1– Poor response inadequately supported by details to demonstrate ability to effectively programme the works and supply chain throughout the delivery of the project to meet the project deadline.

2. Methodology Describe how the Contractor will deliver the project addressing but not confined to the following criteria: • Necessity for early ordering of long lead-in • Procedures for ensuring that the project is delivered on time. • Site access • Site security • Sequencing • Storage & delivery of materials • Dealing with site difficulties • Identification of risks to delivering the project on time & contingency plans to address. • how the Contractor will liaise with and keep informed local residents, children and traders to maintain good relations during the course of the contract from commencement to completion.	5	10	50	5 – Excellent response. Fully addressing the criteria and fully supported by details that demonstrate the contractor's ability to successfully deliver the project. 4 – Very good response. Very well addressing the criteria and very well supported by details time items, e.g. play equipment & site furniture Items 3- Good response. Well addressing the criteria and well supported by details that demonstrate ability the contractor's ability to successfully deliver the project. 2- Satisfactory response – A limited response that is only adequately addressed the criteria and is only adequately supported by details to demonstrate the contractor's ability to successfully deliver the project. 1. – Poor response inadequately addressed the criteria and is inadequately supported by details to demonstrate the contractor's ability to successfully deliver the project.
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3. Relevant Experience Provide details of 3 relevant projects of a similar nature and scale successfully completed within the past five years, giving contract value, duration, names and contact details of Supervising Officer and Employer as references will be sought. At least 2 of these projects shall have included the following works: Roofing in natural slate and ancillary leadwork Cutting and building natural dressed stonework Templates are contained in Appendix 2.	5	25	125	5 – Excellent response. Fully supported by details that demonstrate the contractor's understanding of and ability to deliver the project. 4 – Very good response. Very well supported by details that demonstrate the contractor's understanding of and ability to deliver the project. 3- Good response. Well supported by details that demonstrate the contractor's understanding of and ability to the project. 2- Satisfactory response – A limited response that is only adequately supported by details to demonstrate the contractor's understanding of and ability to deliver the project. 1 – Poor response inadequately supported by details to demonstrate the contractor's understanding of and ability to deliver the project.
Total		40%	200	

DECLARATION

I/We declare that the information provided in this Quality Submission is true and accurate and I/We understand that the information provided shall be assessed by the Employer.

Signed _____ in the capacity of _____

Duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)

Postal Address

Tel No. _____

Date _____

If the Tenderer is not a limited company the full names of several members of the firm must be listed below

APPENDIX 2

Previous Relevant Experience

Tenderers must complete the tables below for each example clearly demonstrate through completed projects that they have relevant experience. To demonstrate previous experience **three** examples must be provided. At least **two** of these schemes must be an example of similar Works which included natural slate roofing, leadwork and cutting and building natural stone in their delivery.

Example No 1:

Project Title	Project Value	Project Start Date	Project End Date
Please provide a brief outline of the Project:			

Example No 2:

Project Title	Project Value	Project Start Date	Project End Date
Please provide a brief outline of the Project:			

Example No 3:

Project Title	Project Value	Project Start Date	Project End Date
Please provide a brief outline of the Project:			