



BRIEFING DOCUMENT

**Invitation for Expressions of Interest
For
The Establishment of a Multi Party Framework Agreement
for
Planning and Environmental consultancy Services for the
University of Galway

Under the Open Procedure**

**University of Galway Reference:
GALW/BUILD/1159/2024**



TABLE OF CONTENTS

1. ABOUT UNIVERSITY OF GALWAY	3
2. SCOPE OF THE FRAMEWORK AGREEMENT	4
2.1 Brief	4
2.2 ESPD	4
2.3 Type of Framework	4
2.3 Numbers Admitted to the Framework Agreement	4
2.4 Duration of the Framework Agreement	5
2.5 Estimated Value of the Framework Agreement	5
2.6 Awarding Contracts under the Framework Agreement	5
2.7 Management of Performance	5
2.8 Right to Tender outside of the Framework	5
2.9 Award to Runner Up	6
2.10 Debriefing	6
3. TENDERERS INSTRUCTIONS	6
TENDERERS CHECKLIST	7



1. ABOUT UNIVERSITY OF GALWAY

The University of Galway (Contracting Authority) is one of Ireland's foremost centres of academic excellence. With over 18,000 students, it has a long-established reputation of teaching and research excellence in the Colleges of Arts, Social Sciences, and Celtic Studies; Business, Public Policy and Law; Engineering and Informatics; Medicine, Nursing & Health Sciences, and Science. With a complement of over 2,000 (full-time equivalent) staff, the Contracting Authority is one of the largest employers in Galway and makes a significant contribution to the economic, social, and cultural fabric of the city. The University has, in recent times, formed strategic alliances with other educational institutions to enhance the provision of, and access to, university education on a regional, national and international basis.

The University of Galway locations include academic departments, schools, administrative and service units and University research institutes, centres and units both on and off campus. The main city campus extends along the River Corrib for a distance of 2.8Km. It is over 128 hectares in area (main campus and satellite locations) and has 118 individual buildings from 1845 to date. The combined floor area of the University's buildings research institutes, centres and units both on and off campus. The main city campus extends along the is over 225,000m². Approximately 30% of the University's buildings are protected.

University departments located in Galway city such as Nun's Island, Newcastle Road, University Hospital Galway and Dangan are considered part of the main campus. Off-campus facilities include the following:

- MRI, Carna, Co. Galway
- Atmospheric Research Station, Mace Head, Carna, Co Galway
- Acadamh na hOllscolaíochta, Carna, Co. Galway
- Acadamh na hOllscolaíochta, Carraroe, Co. Galway
- Acadamh na hOllscolaíochta, Doirí Beaga, Co. Donegal
- ECI, Carron, Co. Clare
- MRI, Finnavara, Co. Clare
- Shannon College of Hotel Management
- Irish Centre for High End Computing (ICHEC), Trinity Technology Campus, Dublin 2
- Medical Academies in Sligo, Letterkenny, Castlebar & Portiuncula

For the avoidance of doubt, this Framework is also being created for use by the Contracting Authority subsidiaries, at their own discretion, where they have no alternative arrangements in place. All contracts awarded under the Framework may be in any of the Contracting Authority locations.

Log on to www.universityofgalway.ie



2. SCOPE OF THE FRAMEWORK AGREEMENT

2.1 Brief

The University of Galway (contracting authority) is seeking to establish a multi-party framework agreement for the provision of planning and environmental consultancy services for University of Galway campuses and lands. The appointed consultant will be required to work on multiple projects, in some projects directly with the Contracting Authority and in others the appointed consultant will work with design teams of differing parties and the University Masterplanner, over the period of the framework. The brief, in addition to the scope of services document, are intended to form an understanding of the minimum service required by University of Galway. The successful tenderer will be required to provide services listed in the capital projects scope of services document uploaded as part of this procurement, paying particular attention to appendix 10.

2.2 ESPD

Applicants must complete and submit a self-declaration in relation to Article 57 (Exclusion Grounds) of SI 284/2016 in the form of an ESPD (Appendix A). Applicants must provide their filled in ESPD in PDF format along with the rest of the required documents as part of your submission.

2.3 Type of Framework

The Contracting Authority proposes to engage in a competitive process for the establishment of a multi-party framework agreement. A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

For	Planning & Environmental Consultancy Services
Type of framework:	Multi-Party Framework Agreement
Award of contracts:	In the context of a multi-party framework agreement, contracts will be awarded in accordance with the process outlined herein. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of supplies or services from a particular economic operator.

2.3 Numbers Admitted to the Framework Agreement

This will be established as a multi-party framework agreement with a maximum of five (5) operators, subject to that number meeting the minimum criteria and rules.



2.4 Duration of the Framework Agreement

The proposed Framework will be for an initial period of 12 months from the date of award. During this period reviews may take place based on service level, price, performance and any market changes with the successful contractor(s). The University reserves the right to extend the framework for a period or periods of up to 12 months, with a maximum of three such extensions, bringing the framework term to a maximum of 4 years but not guaranteed to be 4 years. For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the framework agreements may extend beyond the date of expiry of the agreement.

2.5 Estimated Value of the Framework Agreement

The estimated value of services to be procured pursuant to the framework agreement will be in the region of €200,000 (ex. VAT) over the lifetime of the framework. It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure under the agreement.

2.6 Awarding Contracts under the Framework Agreement

In the case of a multi-party framework agreement contracts may be awarded as follows:

- (a) For contracts less than €15,000 through application of the cascade system whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the framework agreement. Where they are not in a position to deliver the contract due to availability, conflict of interest, etc. the next ranked firm will be approached, moving in ranked order through the Framework Members until the contract is awarded.
- (b) For contracts greater than €15,000 through invitation to a mini-tender competition of all the firms admitted to the framework agreement. On each occasion, a Supplementary Invitation to Tender will be issued detailing the scope of requirements, the award criteria, a closing date and time and methodology for submission of responses.

The Contracting Authority reserves the right to employ both mechanisms as it considers appropriate under the Lot.

2.7 Management of Performance

Supplier performance will be continually monitored over the term of the framework agreement.

2.8 Right to Tender outside the Framework

The Contracting Authority intends to use the framework for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the Framework Member. Admission to a framework does not guarantee the award of any contract to any economic operator, nor does it give the member the right to be consulted in respect of, or tender for, any contract.

Admission to the framework will be conditional upon acceptance of the Contracting Authority's Contract Terms and Conditions provided with the tender documents at issue of tender.



Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission. By participating in this competition, tenderers are deemed to have accepted all terms and conditions as set out in the competition

2.9 Award to Runner Up

If for any reason, it is not possible to establish the framework agreement with the designated successful tenderer emerging from this competitive process; the Contracting Authority reserves the right to establish the framework with the next highest scoring tenderer on the basis of the terms advertised at any time during the tender validity period. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

2.10 Debriefing

Unsuccessful applicants will be notified in writing (via etenders) and provided with the following details:

- The reason(s) for the rejection of their tender
- The relative features and characteristics of the successful tender compared with their tender
- The name of the successful tenderer.

This is the totality required under the EU Remedies Directive. Due to resourcing constraints the University will not be offering individual debriefing meetings to unsuccessful bidders.

3. TENDERERS INSTRUCTIONS

(a) Submission of Tenders via www.etenders.gov.ie

The Contracting Authority is using the Tender Postbox facility, tenders must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Tenderers must ensure that they give sufficient time to upload their tender response. All Tenders submitted in soft copy must be compiled such that they can be read immediately using PDF readers.

The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

In responding to this tender all tenders must follow the format of the tender document and respond to each element of the tender document in the order as set out in this RFT. Tenderers should produce their response as a SINGLE UPLOADED DOCUMENT, if possible, which is clearly labelled, page numbered and indexed.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the tender closing date/time. Tenderers should take into account the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic postbox and a one-hour limit for upload. In order to submit a document to the electronic postbox, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.



Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process.

The closing date for tenders	is 15:00 hours (GMT) on 16 th July 2026
------------------------------	--

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline. Tenders that are received late or via other means WILL NOT be considered in this public procurement competition

(b) **Queries**

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie

The closing date for queries	is 15:00 hours (GMT) on 2 nd July 2026
------------------------------	---

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order to ensure that no party has an unfair advantage over any other.

For the purpose of circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

TENDERERS CHECKLIST

In submitting a tender, please ensure that you complete and return the following:

No	Document Name	Completed & Uploaded
1	QC Part 1	
2	QC Part 2	
3	Appendix B1: List of Previous Projects/certificate of Satisfactory Execution	
4	Appendix B3: Certificate of Satisfactory Delivery of Services	
5	Appendix C: Letter of undertaking from Insurers	
6	Appendix D1 – Evidence of Professional Qualifications and Experience (Submit multiple documents as required)	
7	Complete ESPD (Appendix A Applicants Self Declaration Re Article 57)	
8	Complete tender submission	



9	Complete quality submission folder including Criteria A-D. Please ensure no pricing element is contained in the quality submission folder.	
10	Completed price submission folder including Pricing Document (Appendix D) and Tender and Schedule	