

03 Instructions to Tenderers

1. General

These Instructions to Tenderers set out the procedures governing the submission of Tenders for the refurbishment and improvement works at Galway Stadium on behalf of Greyhound Racing Ireland ("the Employer").

Tenderers shall carefully examine the Tender Documents and shall submit their Tender in accordance with these Instructions.

Failure to comply with the requirements of the Tender Documents may result in a Tender being deemed non-compliant and excluded from further consideration.

2. Examination of Tender Documents

Tenderers shall satisfy themselves that they have received and reviewed all documents forming part of the Tender Package.

Any ambiguity, discrepancy, conflict or omission identified within the Tender Documents shall be notified to the Employer's Representative through the clarification process prior to the Tender Submission Date.

Tenderers shall be deemed to have taken account of all matters that could reasonably be ascertained from examination of the Tender Documents and inspection of the Site.

3. Clarifications

All requests for clarification relating to the Tender Documents shall be submitted through the designated e-tendering portal.

Clarification requests received after the published deadline may not be considered.

Responses to clarifications which materially affect the Tender Documents shall be issued to all Tenderers through the e-tendering portal.

No verbal statement, representation or explanation shall modify the Tender Documents unless subsequently confirmed in writing by the Employer.

4. Site Visit

Tenderers are expected to attend a site visit prior to submission of their Tender.

Tenderers wishing to attend a site visit shall submit a written request through the designated e-tendering portal no later than Friday, 3 July 2026. Requests received after this date may not be accommodated by the Employer.

Following receipt of the request, the Employer shall confirm the date, time and arrangements for the site visit.

The purpose of the site visit is to enable Tenderers to familiarise themselves with the Site, the nature and extent of the Works, access arrangements, operational constraints and all other matters that may affect the execution of the Contract.

Tenderers shall satisfy themselves as to all conditions that may influence their Tender, and submission of a Tender shall be deemed to constitute confirmation that the Tenderer has made adequate enquiries regarding the Site and the obligations arising under the Contract.

No claim arising from a Tenderer's failure to inspect the Site adequately or to obtain sufficient information to prepare its Tender shall be entertained.

5. Tender Submission

Tenders shall be submitted electronically through the designated e-tendering portal no later than the Tender Submission Date stated in the Invitation to Tender.

Late submissions may be rejected and may not be considered by the Employer.

Tenderers shall ensure that all documents requiring signature are duly completed and executed by an authorised representative of the Tenderer.

6. Tender Return Requirements

Tenderers shall submit all documentation identified within the Tender Return Checklist.

Failure to provide the required information may result in the Tender being deemed non-compliant.

7. Tender Validity

Tenders shall remain open for acceptance for a period of ninety (90) days from the Tender Submission Date.

Tenderers shall not withdraw or amend their Tender during this period without the written consent of the Employer.

8. Tender Costs

Tenderers shall bear all costs associated with the preparation and submission of their Tender.

The Employer shall not be liable for any costs incurred by Tenderers irrespective of the outcome of the procurement process.

9. Confidentiality

Tenderers shall treat all information contained within the Tender Documents as confidential and shall use such information solely for the purpose of preparing and submitting their Tender.

Tenderers shall not disclose any information relating to this procurement process to third parties without the prior written consent of the Employer, except where disclosure is required by law.

10. Employer's Rights

The Employer reserves the right to:

- Seek clarification of any Tender submission.

- Verify information provided by Tenderers.
- Request the correction of obvious arithmetic errors in accordance with applicable procurement requirements.
- Reject any or all Tenders received.
- Discontinue, suspend or amend the procurement process at any stage.
- Decline to award the Contract.

Nothing contained within these Instructions to Tenderers shall oblige the Employer to award a Contract to any Tenderer.

11. Applicable Contract

The Contract for the Works shall be the Public Works Contract for Minor Building and Civil Engineering Works Designed by the Employer (PW-CF5 v2.9), together with the completed Schedule and the documents comprising the Tender Package.

Tenderers shall be deemed to have familiarised themselves with the terms and conditions of the Contract prior to submission of their Tender.