

15th July 2026

RE: New Youth Hub and alterations to Ballyconnell community Centre, Ballyconnell, Co. Cavan.

TO ALL PROSPECTIVE TENDERING CONTRACTORS

Dear Sir/Madam,

On behalf of our client, Ballyconnell Community Centre CLG, we are pleased to invite you to submit your tender for works to the existing building which involves: internal alterations, form new youth hub on first floor, cabin lift, landing, internal fire doors, glazed screen, sliding partition wall, floor finishes, handrails/balustrades, fire alarm upgrade, mechanical and electrical installation at Ballyconnell Community Centre, Ballyconnell, Co.Cavan (Eircode H14 AY24)

Important Notice:

Tenderers must sign the "Suitability Assessment Questionnaire QW2" and if requested to do so must provide the necessary evidence of compliance stated in that document within 7 days.

The applicable works contract will be: PW-CF5 Minor Building and Engineering works designed by the Employer available at (<http://www.constructionprocurement.gov.ie>)

There is no Contractor or Employer named specialists. All sub-contractors are domestic.

The works are under the Public Contract for Small Works deigned by the Employer and are described in the following Documents:

1. Instructions to Tender- ITTW2
2. Volume A – Works Requirements
3. Volume B – Tender and Schedule
4. Volume C – Pricing Document
5. Preliminary Health and Safety Plan

Tenderers should also note:

Project Supervisor for Design Process (PSDP)- Appointment

The Client has appointed Micheal Maguire Architects Ltd as Project Supervisor Design Process for the Project (Article 4 of the Regulations)

Preliminary Health & Safety Plan- In accordance with Article 4(1)b of the regulations, a health and safety plan in a preliminary form as defined in the regulations, has been prepared for the purposes of providing information to the Project Supervisor for Construction Stage.

Project Supervisor for Construction Stage (PSCS)

The successful applicant will be appointed Works Contractor and Project Supervisor for the Construction Stage (PSCS) on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations.

It is a condition precedent to the award of the Contract that the successful Tenderer will provide:

1. A current tax clearance certificate or in the case of a non-resident Contractor a statement of suitability on tax grounds from the Revenue Commissioners of Ireland.

Please note the following general conditions:

- The site may be inspected by prior arrangement with Micheal Maguire, Micheal Maguire Architects, Main St, Ballyconnell or contact no. 049 952 68 99. Minimum of 24 hours notice required prior to visit.
- It is intended that the works will commence on site in August 2026 following a successful tender process that is within the budget. The project is estimated to be completed within 7-8 weeks thereafter with all works complete by 30th September.
- The contracting authority will not be bound to accept the lowest or any tender.
- The contract will be awarded on the basis of MEAT. (Scoring 70% on Price and 30% on previous projects)
- Tenders are on a fixed price lump sum basis.
- The main contractor will be appointed as Project Supervisor Construction Stage.
- The contractor shall price the work as per the specification and drawings supplied within this tender package and shall include any obvious work required, but not clearly specified.

List works of similar nature provided over the past 7 years

The Contractor should provide details on at least 3 completed works of a similar nature with references for at least 2 of these projects. Projects to be similar size and complexity within the last 7 years. Include a description, valuation & photos of the completed works. As the project award criteria in ITTW2 will be based on Most Economically Advantageous Tender- Price (70%) and previous projects (30%). The contractors listed previous projects are essential to the award of the contract.

Tenders to be submitted to online on the etenders platform before **17.30 hrs on Wednesday 5th of August 2026.**

Yours Sincerely,

Gavin O'Leary,
For Micheal Maguire Architects Ltd, 049 952 68 99
On Behalf of Ballyconnell Community Centre