

15/07/2026

Dear Tendering Contractor,

On behalf of our client, **Corlann**, formally **Brothers of Charity Services (Clare)**, you are hereby invited to submit a tender for the proposed works described in the accompanying Tender Documents.

Re: Additional Office Areas to Corlann Services Clare Training Centre, Gort Road Industrial Park, Ennis, Co. Clare

The proposed works comprise the refurbishment and alteration of the existing training centre, including:

- Construction of a new structural intermediate first floor (mezzanine) within the existing building envelope to provide additional office accommodation.
- Installation of a new enclosed platform lift complete with lift shaft, structural steelwork and associated foundations.
- Installation of new first floor windows.
- Formation of a protected escape corridor and new emergency exit.
- Installation of new fire-rated compartment floors, ceilings and partitions.
- Fire door upgrades.
- Refurbishment of existing sanitary accommodation.
- Installation of a new kitchenette and fitted furniture.
- Mechanical and electrical services alterations, including modifications to the fire alarm and emergency lighting systems.
- Internal finishes.
- All associated builder's work and ancillary site works necessary for the complete execution of the project.

The Works shall be carried out in accordance with the Contract Drawings, Specifications, Pricing Document and all other Tender Documentation.

The Contract will be awarded on the basis of the **lowest priced compliant tender**. The Employer reserves the right not to accept the lowest, or any, tender.

The Contract Period is **three (3) months** from the Commencement Date.

Tender Requirements

Tenderers shall submit:

- A completed Form of Tender.
- A fully completed Pricing Document.

- A proposed construction programme demonstrating completion of the Works within the Contract Period.
- Details of similar projects completed within the previous five years, including references.
- Any additional information requested within the Tender Documents.

Incomplete tenders or incomplete Pricing Documents may be rejected.

Site Inspection

Tenderers shall inspect the site prior to submitting their tender in order to familiarise themselves with the nature, extent and conditions of the Works.

Failure to inspect the site shall not relieve the successful Tenderer of any obligation under the Contract, nor shall any claim for additional payment arising from a lack of knowledge of the existing building or site conditions be entertained.

Site inspections may be arranged through: **Patrick Quinn, Facilities Manager** .during normal business hours.

Minimum Requirements

Tenderers shall provide evidence of:

- Current Tax Clearance.
- Public Liability Insurance with a minimum indemnity of **€6,500,000**.
- Employers Liability Insurance with a minimum indemnity of **€13,000,000**.
- Contractors All Risks Insurance appropriate to the Works.
- Competency to undertake the duties of **Project Supervisor Construction Stage (PSCS)** in accordance with the Safety, Health and Welfare at Work (Construction) Regulations.
- Suitably qualified management, supervisory and trade personnel.
- Evidence of successfully completed projects of a similar nature and complexity within the previous five years.
- Appropriate Health & Safety training and competency for all personnel engaged on the project.

The Employer reserves the right to request additional information regarding the Tenderer's technical capability, financial standing and previous experience.

Successful Tenderer

Prior to execution of the Contract, the successful Tenderer shall provide documentary evidence confirming that all insurances, tax clearance and statutory requirements remain current and valid together with copies of insurance policies, certificates and any other documentation requested by the Employer.

Tender Submission

Tenders shall be submitted electronically through the **eTenders** portal.

The closing date and time for receipt of tenders is: **3:00 pm on Friday, 14 August 2026.**

The clarification period closes at: **3:00 pm on Tuesday, 11 August 2026.**

All requests for clarification shall be submitted through the **eTenders Messaging Facility**. Responses to queries will be issued through the portal in accordance with public procurement procedures.

Yours faithfully,

Ian Sheehy MCIOB
Ian Sheehy Building Surveyor Ltd