

Project Ref: 3279

Date As Per Etenders Notice

Dear Tenderer,

RE: Invitation to Tender for St Olivers CC – EW2026

You are invited to tender for the above project. The project consists of remedial works to existing duct extract unit and the installation of new ductwork with associated builder's works and electrical works as outlined in the Semple & McKillop Specification.

Contained within this etenders advert you will find the following tender documentation:

- Volume A – Works Requirements, Prelim H&S Plan, Document Specifications & Drawings
- Volume B – Form of Tender & Schedules
- Volume C – Pricing Document

Tenderers will be required to return both Volume B & C documents as part of their Tender Submission. All tender documentation, fully completed and correctly executed, shall be returned with the tender or the Candidate's tender may be invalid and not considered further.

Tenderers are required to read the DoES Suitability Declaration for Small Works carefully and to make sure that they meet the minimum standards stated therein. Tenderers who do not meet those requirements should not submit a tender as they will be excluded at award stage.

Tenders shall be aware that the **Contractor shall be responsible for all works** for this project and should ensure that they tender as such including all costs associated. All Tenderers are liable for their own costs of tendering.

Tenders must include the following completed documents as part of their tender return:

- Form of Tender
- Pricing Document
- Declaration of Suitability for Contractors for Small Works

All tender documentation, fully completed and correctly executed, shall be returned with the tender or the Candidate's tender may be invalid and not considered further.

Successful candidates will be required to provide the following:

- Hold a current C2 tax clearance certificate
- They are a member of the Construction Industry Pension/ Sick Pay Scheme.
- They have current public and employer's liability insurance
- Comply with Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at

Work (Construction) Regulations S.I. 504 of 2006.

RFQ Submission Procedure: The latest time and date for return of tenders is as per Etenders Notice. No extensions to the tender period will be permitted.

The documents to be returned are as follows:

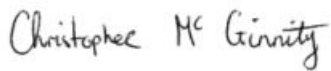
- Completed Model Forms (Refer To Volume A)
- Form of Tender (Refer To Volume B)
- Pricing Document & Schedules (Refer To Volume C)

Tenders submitted by post or email will be deemed to be invalid tenders. Unsigned tenders/tender proposal forms will likewise be deemed to be invalid tenders. The signatures must be that of a Principal or Director of the firm. Tenders must be in the format prescribed in the Form of Tender/Tender Proposal Form and all required documents must be submitted.

Candidates may visit the site by prior arrangement with the school.

If you have any queries, please do not hesitate to contact the undersigned.

Yours faithfully,

A handwritten signature in black ink that reads "Christopher McGinnity". The signature is written in a cursive, slightly slanted style.

Christopher McGinnity

For Semple & McKillop Ltd