



Invite To Tender (ITT)

CoAction West Cork CLG – Respite House Project

Design Team Appointment (Stages (i)–(v))

1. Contracting Authority

Organisation: CoAction West Cork CLG.

Address: Slip, Bantry, Co Cork, Republic of Ireland, P75 N840

Contact:

Tel: +353 27 50114

Email: ceo@coaction.ie

2. Project Overview

This Invitation to Tender seeks a multidisciplinary Design Team.

Project Type: The extension, refurbishment and adaptation of an existing dwelling to provide a purpose-built respite service

Location: Clonakilty

Aligned with OGP, CWMF, HSE and HIQA requirements.

1. Introduction

CoAction West Cork CLG. is a Section 39 funded service provider, invites suitably qualified and experienced contractors/design teams to submit tenders for the design a of a residential respite centre located at:

The Miles, Clonakilty

This project will be delivered in compliance with all HSE, HIQA, and public procurement requirements.

2. Background

CoAction supports over 190 adults and more than 800 children through a wide range of services including:

- Respite services
- Residential supports
- Day Services
- Home supports
- Supported living
- Home share
- Multidisciplinary services for adults
- Multidiplinary services for children with complex needs.

The proposed development aims to:

- Deliver modern, compliant accommodation and/or facilities
- Enhance independence and quality of life for service users
- Replace/upgrade existing infrastructure (if applicable)

3. Scope of Services / Works

The successful tenderer will be required to deliver:

Services shall cover Stages (i)–(v) under CWMF:

Stage (i) – Preliminary

- Feasibility study and options appraisal
- Stakeholder engagement including service users
- Initial project brief
- Preliminary cost estimate
- Risk register

Stage (ii) – Design

- Concept and developed design
- Planning application
- Fire Safety Certificate and DAC

- Detailed coordinated layouts

- Updated cost plan

Stage (iii) – Tender Documentation

- Construction drawings

- Technical specifications

- Bill of Quantities

- Pre-tender estimate

- Tender support

Stage (iv) – Construction

- Site inspections

- Contract administration

- Payment certification

- Variation control

- Progress reporting

Stage (v) – Handover

- Snagging and defects

- BCAR certification

- O&M manuals

- Final account

- Project close out report

3.3 Deliverables

- Fully operational, compliant facility
- As-built drawings and O&M manuals
- Compliance certifications

4. Required Disciplines

- Architect (Lead Consultant)
- Engineer
- Quantity Surveyor
- PSDP
- Fire Safety Consultant
- Assigned Certifier

4. Project Description

The development will align with DRAFT schedule of accommodation.

5. Conditions of Contract

Contract shall be under Public Service Conditions of Engagement (COE).

Tenderers must confirm acceptance or highlight deviations.

6. Procurement Procedure

Procedure: Open Procedure

Platform: eTenders

Award basis: MEAT (Most Economically Advantageous Tender)

7. Tender Submission Requirements

Part A: Suitability, Quality and Capability Proposal

Part B: Technical submission

Part C: Financial submission

8. Evaluation Criteria

Suitability, Quality and Capability Proposal	40%
Technical	35%

Value for Money

25%

9. Programme

Issue Date: [Insert]

Submission Deadline: [Insert]

Award Date: [Insert]

10. Insurance Requirements

Professional Indemnity: €2m–€6.5m

Public Liability: €6.5m

Employer's Liability: €13m

11. Compliance Requirements

HIQA Standards must be met.

Part M Accessibility compliance required.

BCAR obligations apply.

12. Safeguarding

Tenderers must demonstrate understanding of vulnerable users.

Design must support safety, dignity and independence.

13. Clarifications

All queries via eTenders messaging system.

14. Conditions of Tender

No canvassing allowed.

No obligation to accept lowest tender.

Costs borne by tenderer.

15. Appendices

App A - Project Brief

App B - Pricing Template

App C - Tender Submission Requirements

App D - Draft Schedule of Accommodation

App E - ITT document