

TENDER SPECIFICATION DOCUMENT

Extension of the building known as the Old Garda Station at Chapel Rd, Ballinphull, Cliffoney, Co. Sligo to create a community hub with, addition of new first floor extension over existing , new linking stairs, toilets to include all associated works

Tendering organisations should read all additional tender documentation carefully and fully understand the requirements that Cliffoney Men's Shed has detailed therein to include technical documentation i.e. Drawings, H&S Plan, Planning Conditions etc.. All are provided with this notice.

Date of Issue	Refer to eTenders website.
Procedure	Open Procedure
Closing date for queries	Refer to eTenders website.
Closing date for receipt of Tenders	Refer to eTenders website

Introduction

Cliffoney Men's Shed is a volunteer-led community group in Cliffoney, County Sligo, a member of the Irish Men's Shed Association where local men can meet, socialise, share practical skills and work together on projects that benefit the wider community. The group is based in the village's former Garda Station, with a 20-year lease from Sligo County Council. Members have substantially changed the previously vacant building and developed its grounds with a polytunnel, greenhouse, raised planting beds and outdoor areas.

It now has both planning permission and grant approval to extend the property to a multipurpose community hub / centre accommodating not only the Men's Shed but also all local organisations who wish to use the facilities of which there is strong demand. This will involve adding a first floor to the existing property, linking stairs, toilets and associated works per the provided drawings.

This contract is funded by Department of Rural and Community Development and the Gaeltacht / Sligo County Council "Town and Village Renewal Scheme 2025"

Scope of Tender

The total value of the contract is estimated to be not more than €320,000 (including VAT). The procurement procedure being adopted is the Open Procedure.

Detailed Specification of Requirements

The tender is for extension of the building known as the Old Garda Station at Chapel Rd, Ballinphull, Cliffoney, Co. Sligo to create a community hub with , addition of a new first floor extension over existing , new linking stairs ,toilets with associated works per drawing specification and documents including the preliminary health & safety statement. In addition, we would set out below further instruction to ensure a uniformity of the content of any tenders received. The successful tenderer and their sub-contractors will be required to sign off an Ancillary Certificate on Completion of the build specific to the construction details used during construction to enable the issue of the final Building Control Approval Document. It is also vital to consider the local conditions when tendering. Key considerations include:

- A site visit is highly recommended prior to the submission of any tender to ensure that any discrepancies between the tender documents and the site conditions can be highlighted prior to submission of tenders. Please contact Paddy Leydon on 086 6095697 to organise
- This site visit is also to assess whether the existing electrical supply, plumbing and foul-water systems have sufficient capacity to serve both the existing structure and the proposed development..
- This contract shall be subject to the Short Form Public Works Contract and all the conditions therein.
- The site is situated in close proximity to the centre of Cliffoney Village.
- Allow for erection of external Signage.
- The contract has been partially grant approved by Sligo Co Council.
- The works is to commence immediately on contract agreement and will take up to 9 months to complete.

PLEASE NOTE: *The Tenderer shall inspect the existing premises, drawings and tender documentation and shall satisfy themselves as to the nature and extent of all Mechanical and Electrical works required to complete the proposed project. The tender price shall include for the alteration, upgrading or replacement, as appropriate, together with the testing and commissioning of all Mechanical and Electrical installations necessary to provide complete, safe and fully operational installations compliant with all current applicable Building Regulations, fire safety requirements, accessibility requirements, health and safety legislation, relevant standards, codes of practice and statutory authority requirements. The Tenderer shall include for all associated distribution equipment, containment, fittings, controls, fire-stopping, making good, certification and coordination with the building works as required.*

Account Manager

Cliffoney Men's Shed will require the appointed company to nominate a dedicated account manager who will act as the main point of contact with Cliffoney Men's Shed for the duration of the contract. This person will have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

Invoicing

All official invoices must be addressed to Cliffoney Men's Shed or will be returned to the supplier.

Pricing

All prices must include delivery and VAT. Where prices are NOT subject to VAT, this should be stated. Tenderers are requested to complete the Volume C Pricing Document as provided with this tender documentation.

Selection and Award Criteria

Selection Criteria

Cliffoney Men's Shed is using the open procedure for the award of the contract, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of suitability as per "Declaration of Suitability for Contractors for Small Works" declaration document. Failure to supply backup information to this declaration when requested may result in elimination from detailed tender evaluation.

Award Criteria

The contract will be awarded on the basis of **Lowest Price**

Evaluation

During the evaluation period, clarifications may be sought in writing from tenderers. Responses to requests for clarification may not materially change any of the elements of the tenders submitted. No unsolicited communications from tenderers will be entertained during the evaluation period. Tenderers may be invited to clarification meetings for the purpose of clarification and / or aiding mutual understanding.

Sufficiency & Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tender Documents –Discrepancy, Error, Omission

Detailed pricing of all quotes will be examined for arithmetical errors and the following approach to the correction of such errors will apply:

- Where there is a discrepancy between amounts in figures and words, the amount in words shall apply.
- Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless, in the opinion of the Contracting Authority there is a gross mathematical error in the unit price, in which event the total amount as quoted will govern
- Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

Extension of Tender Period

Cliffoney Men's Shed reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice via eTenders before the original closing date.

Timetable

Companies should record their interest in this tender on the eTenders website, www.etenders.gov.ie. This is the mechanism by which any clarifications sought, or questions answered will be issued. It is a feature of this registration process that automatic notification of any additional documentation being made available after the initial tender document is published.

- **Queries:** Any queries must be submitted via e tenders messaging facility – please refer to the eTenders notice for deadline for queries. For the purpose of circulating responses queries may be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.
- **Submission Deadline:** A digital copy of the tender must be submitted to the e-tenders post box only – please refer to the eTenders notice for tender deadline date.

Cost of Preparation of Tender

Cliffoney Men's Shed will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of proposals or any associated efforts. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event of their being required to attend clarification or other meetings or make a presentation of their proposals.

Tender Validity Period

To allow sufficient time for Tender assessment a tender validity period of 12 months is required, this period commencing on the closing date by which the Tenders are to be returned.

Currency

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be inclusive of VAT and delivery charges.

Confidentiality

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or license to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to Cliffoney Men's Shed. Any registrable interest involving the tenderer and Cliffoney Men's Shed or employees of Cliffoney Men's Shed or their relatives must be fully disclosed in the tender submission or should be communicated to Cliffoney Men's Shed immediately upon such information coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

Freedom of Information Acts

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. Cliffoney Men's Shed cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to Cliffoney Men's Shed obligations under law,

including the Freedom of Information Acts 1997 and 2003, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament) Cliffoney Men's Shed accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety or equivalent in own country of operations. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in Contracting Authority tenders and in delivering contracts awarded to them.

The contract(s) awarded on foot of this tender process will be governed by Irish law.

Tax Clearance Certificate

It will be a condition of award of contract that the successful tenderer(s) can promptly produce a current valid Tax Clearance Certificate issued by the Irish Revenue Commissioners,

Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence Cliffoney Men's Shed , relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. In accordance with Section 38 of Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

Notification of Tender Evaluations

All tenderers will be informed of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:

- Letter of Intent of award of contract.
- Letter of Regret

Payment

A schedule of payments will be agreed with the successful tenderer. The method of payment used by Cliffoney Men's Shed is cheque or bank transfer.

Award to Runner-up

If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract, Cliffoney Men's Shed considers that the successful tenderer has not met its obligations or is not performing and the contract is terminated, Cliffoney Men's Shed reserves the right during the tender validity period to award the contract to the tenderer ranked number 2 on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of Cliffoney Men's Shed to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

Replacement Personnel

Notification must be sent in writing as soon as possible to Cliffoney Men's Shed on any proposed change of nominated personnel, such change to be subject to the written approval of Cliffoney Men's Shed. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

Copyright

Cliffoney Men's Shed will have copyright ownership of any material developed for use by Cliffoney Men's Shed under the terms of this tender. The service provider may have a non-exclusive license to use such material but only for its own purposes (to be agreed with the successful tenderer).

Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent"

Summary Documents Required

Tenderers MUST submit completed and signed copies of the following documents with their tender submission:

- A fully completed Volume C Pricing Document
- Form of Tender & Schedule [FTS6] completed and signed.
- Signed Declaration of Suitability for Contractors for Small Works *[By signing this declaration, tenderers are stating that they meet the minimum Standards for Participation and the Conditions for Award and confirming that they will produce (within 7 calendar days) evidence of compliance with all sections of this declaration. **Tenderers must demonstrate 3 projects specifically for projects of a similar look, nature, and quality to this contract - in the past 7 years.** Successful/shortlisted tenderers may be required to submit a portfolio evidencing this acumen.*

Failure to submit any of the above documents may result in exclusion from the competitive process and any response that is not in the requested format may be rejected.