Issue Date: 27th August 2026

RE: Colaiste Mhuire Emergency Works -

Emergency Works Upgrade Upgrade & Replacement of the existing LPG Fired, sectional cast iron boilers which provides all space heating requirements for the school Coláiste Mhuire, Johnstown, Co Kilkenny Roll Number 70600T

A Dhaoine Uaisle,

You are hereby invited to submit a Tender for the Mechanical Services Installation Contract for the above, please find enclosed the following:

1. Invitation toTender Letter
2. Tender and Schedule FTS6-V1.5
3. Pricing Document
4. Mechanical Contract Specification
5. Mechanical Drawings
6. Preliminary Health & Safety Plan
7. ITTW4 Instructions To Tender
8. Declaration of Suitability for Contractors for Small Works
9. Appendix C H & S Declaration
10. Conditions-Short Public Works Contract PW-CF6
11. BMS Points List
12. Document Register

1.1 Tender Returns:

Your tender should include the following documents completed in full.

1. Form of Tender and Schedule
2. Completed Pricing Document
3. Declaration of Suitability for Contractors for Small Works
4. Appendix C1 – H&S Declaration

The latest time and date for return/uploading of Tenderers to the etenders portal is: 12:00 Noon on Thursday 17th September 2026

Please also note:
The proposed working hours will be 7.30AM – 5.00PM Monday – Friday and 7.30AM – 1.00PM on Saturday. It is proposed to commence works immediately upon appointment. The works to LPG tank enclosure would be progressed while waiting for delivery of pumps, boilers and BMS. The completion of the works will be contingent upon delivery of equipment. Subject to delivery dates it may be necessary for boilers to be fitted during the first midterm.

Príomhoifig / Head Office:
Bóthar Átha Í Cheatharlach
Athy Road, Carlow
t. +353(0)59 9138560
info@kcetb.ie

Oifig Chill Chainnigh / Kilkenny Office
Seville Lodge, Bóthar Challainn, Cill Chainnigh
Seville Lodge, Callan Road, Kilkenny
t: +353(0)59 9138560
infokk@kcetb.ie

KCETB charity number 20083434

We highlight that the boiler replacement is an emergency and it is the intention to have the new boilers fitted at the earliest possible date.

The site should be inspected by prior arrangement with the Client, all Contractors are advised to visit the site during the tender period. You can contact the school on 056-8831135 or by email on Martin.Gleeson@ColaisteMhuireKK.ie

1. Tender Documents will be issued electronically only (in PDF format). The onus rests with the Tenderer to check the completeness of the documents. Where such format documents are incomplete or illegible, the Tenderer must notify the party issuing the documentation immediately.

2. The following documents will be the minimum required prior to the appointment of a Contractor. If other documents as required under the conditions of the contract, the contractor will be notified.

   - Tax Clearance Certificate/evidence of compliance with Tax Clearance Procedures
   - Confirmation that the project will not be commence on site until the Project Supervisor Construction Stage [PSCS] has been appointed (by the Consultant on behalf of the Client) and the PSCS has accepted that appointment (both in writing) and that the Health & Safety Authority have been notified on the correct form (again by the Consultant on behalf of the Client).
   - Confirmation that a project specific Health and Safety Plan will be prepared by the Project Supervisor (Construction) Stage prior to commencement on site.

3. Signed Suitability Assessment Declaration to include the following

   (i.) Certified turnover

   An original letter (or colour photocopy of an original letter) from the firm's accountant (signed by that accountant) stating the Certified turnover for the last 3 years financial years (which must not be less than an average of 3 times the sum tendered for this project). If for any valid reason this evidence cannot be provided then alternative evidence considered appropriate by the Contracting Authority demonstrating the same level of turnover must be provided.

   (ii.) Public Liability Insurance and Employer's Liability Insurance

   Originals or validated copies of the Public Liability Insurance policy (with a minimum level of cover of €6,500,000) and the Employer's Liability Insurance Policy (with a minimum level of cover of €13,000,000) in accordance with the conditions stated in the Instructions to Tenderers. **The contractor shall note that it is a requirement that The Contractor's Public insurance must be extended to note Kilkenny and Carlow ETB as an Additional Insured and a Non-Vitiation clause applied, similar notations are required under the Contractor's Products Liability and Contract Works Insurances.**
   The contractor will be required to arrange for their insurers to provide evidence of their insurances confirming the extension noting Kilkenny and Carlow ETB as an Additional Insured and a Non Vitiation clause applying. This must be done immediately upon receipt of the letter of intent as KCETB's insurers must validate the information.

   (iii.) Contracts Manager, Health & Safety Manager, Foreman, and PSDP

   Evidence that each of the above personnel (who all may be the one person) have

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previous experience on 2 projects of a similar nature, size and complexity in the assigned role satisfactorily completed. The evidence must include contact details (including phone numbers) for the Contracting Authorities and consultants.

(iv.) Examples of previous work over the past 7 years

3 examples of works of a similar nature, size and complexity, each carried out and satisfactorily completed within the last 7 years including the start and finish dates for the projects, the name of the Foremen, the scope of work completed by you, and contact details (including phone numbers) for the Contracting Authorities and the Consultants in charge. This information may be checked with the Contracting Authorities and/or the Consultants in charge.

3 examples of works (which may be the same as the projects above) of a similar nature, size and complexity completed within the last 7 years in a satisfactory manner in compliance with the Safety, Health and Welfare at Work Construction Regulations 2006 - 2013, with details as above and the record of enforcement actions, legal proceedings accidents, fatalities or incidents for those projects and (where applicable) measures that have been put in place by the above named Contractor to address any deficiencies in H&S procedures.

(v.) An Organisation chart showing the duty holders responsible for Health and Safety

This Organisation chart must show how responsibility for Health and Safety is allocated (in a satisfactory manner) within the firm.

(vi.) Signed Health and Safety Declaration

Signed Health and Safety Declaration in the form at Appendix C1 to QW2.

Tenderers must upload tender documents as per the Instructions to Tenderers Documents to the eTenders Box. Late tenders or tenders sent to any other address will not be considered.

Queries:
All queries must be via the etenders portal and must be submitted by 11th September 2026 at 12 Noon.

- Tenders will be opened as soon as possible after receipt of tender documents.

Is mise, le meas

Signed: Liam Scott

Liam Scott
KCETB Director of OSD

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