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MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

MUNSTER TECHNOLOGICAL UNIVERSITY

PROJECT INFORMATION MEMORANDUM

Stage 1 Restricted Procedure

For the

**Establishment of a Framework Agreement for the Provision of Energy
Efficiency Designer (EED) Services for Energy Efficiency, Sustainability and
Decarbonisation Projects**

at

Munster Technological University



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1. INTRODUCTION

Munster Technological University (MTU) invites suitably qualified and experienced economic operators to participate in Stage 1 of the Restricted Procedure for the establishment of a Multi-Party Framework Agreement for the Provision of Energy Efficiency Designer (EED) Services for Energy Efficiency, Sustainability and Decarbonisation Projects.

MTU is a multi-campus technological university with six campuses across Cork and Kerry, serving approximately 18,000 students. As a public sector body, MTU is committed to the objectives of the Government's Climate Action Plan and the Public Sector Climate Action Mandate. The University is actively progressing measures to improve the energy performance of its estate, reduce carbon emissions, enhance sustainability and support the development of high-quality, future-proofed learning and research environments.

MTU is embarking on a Capital Development Programme comprising a portfolio of energy efficiency, sustainability and decarbonisation projects across its Cork and Kerry campuses. The programme will include the retrofit and upgrade of existing buildings owned by the University, with individual construction projects anticipated to range in construction value from approximately €10,000 to €5,000,000 excluding VAT, encompassing a diverse range of retrofit and associated works.

The Framework will provide MTU with access to independent Energy Efficiency Designer (EED) services to support the development and delivery of these projects. EEDs appointed under the Framework will provide specialist energy efficiency and sustainable design advice throughout the relevant stages of the project lifecycle and will work collaboratively with MTU and other professional consultants appointed by the Client, including Project Management, M&E and other specialist teams. The EED will remain independent of these teams and will provide specialist advice and oversight within their defined scope of responsibility.

Services will be provided in accordance with applicable legislation, public procurement requirements, the MTU Capital Projects Sustainable Design Procedure, relevant standards and guidance, best practice in sustainable design, and the objectives of national energy efficiency and decarbonisation programmes.

This Project Information Memorandum provides prospective Applicants with an overview of the proposed Framework Agreement, the scope of services, the procurement process and the information required to participate in Stage 1 of the Restricted Procedure.

2. GENERAL FRAMEWORK OVERVIEW

Munster Technological University (MTU) proposes to establish a Multi-Party Framework Agreement for the provision of independent Energy Efficiency Designer (EED) Services.



The Framework will comprise suitably qualified and experienced Consultants who may be appointed to individual project commissions during the Framework term, in accordance with the procedures set out in the Framework Agreement.

The Framework will provide MTU with access to specialist EED services to support the development and delivery of energy efficiency, retrofit, sustainability and decarbonisation projects across its estate. EEDs will provide specialist advice, design input, review and oversight in relation to energy efficiency and sustainable design and will work collaboratively with MTU and other professional consultants appointed separately by the Client, including Project Management, M&E, Architecture, Civil and Structural Engineering, QS, PSDP and other specialists as required.

The EED appointment will remain independent of these other professional appointments and will not extend to overall project management or disciplines separately appointed by MTU. The scope and value of individual EED commissions will vary according to the nature, scale, complexity, funding and programme requirements of each project.

The procurement will be undertaken using the Restricted Procedure in accordance with the European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. No. 284 of 2016). Following Stage 1, the successful candidates who are shortlisted, will be invited to Tender Stage 2.

2.1 Initial Contract

The Initial Contract comprises the provision of independent Energy Efficiency Designer (EED) services to support the development of decarbonisation plans and the identification, assessment and prioritisation of energy efficiency and decarbonisation opportunities for the following two MTU projects:

1. National Maritime College of Ireland (NMCI), Ringaskiddy, Co. Cork

The EED will undertake an initial assessment of the NMCI buildings, energy use and existing building services infrastructure and will facilitate the EED Process in accordance with IS 399. Working in conjunction with the PM-led Integrated Design Team, the EED will lead the identification, assessment and prioritisation of energy efficiency and decarbonisation opportunities and the development of a Register of Opportunities.

The EED will provide specialist energy efficiency and decarbonisation input to the development of the Decarbonisation Plan, which will be developed in conjunction with the PM-led Integrated Design Team. The Plan will identify an appropriate pathway for improving energy efficiency, reducing carbon emissions and reducing reliance on fossil fuels, taking account of the opportunities identified through the EED Process.

As an immediate priority, the EED will assess the existing gas-fired boiler plant, in the context of energy efficiency and decarbonisation, noting that the plant is approaching the end of its operational life. The



EED will assess the energy and decarbonisation requirements associated with its replacement and identify and evaluate appropriate low-carbon heating options, including the feasibility of an Air Source Heat Pump (ASHP) system and other suitable alternatives.

The EED will provide specialist energy efficiency and decarbonisation input to the development of the technical requirements and scope for the proposed heating plant replacement, working in conjunction with the PM-led Integrated Design Team and other relevant professional consultants.

Subject to MTU approval, the EED may subsequently be required to provide further specialist EED services in support of the development and implementation of the preferred solution, working in conjunction with the other professional consultants appointed by MTU.

Details of the Initial Contract, including the project brief and detailed scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

2. Cork School of Music (CSM), Cork

The EED will also undertake an initial assessment of the CSM buildings, energy use and existing building services infrastructure and will facilitate the EED Process in accordance with IS 399. Working in conjunction with the PM-led Integrated Design Team, the EED will lead the identification, assessment and prioritisation of energy efficiency and decarbonisation opportunities and the development of a Register of Opportunities.

The EED will provide specialist energy efficiency and decarbonisation input to the development of the Decarbonisation Plan, which will be developed in conjunction with the PM-led Integrated Design Team. The Plan will identify an appropriate pathway for improving energy efficiency, reducing carbon emissions and reducing reliance on fossil fuels, taking account of the opportunities identified through the EED Process.

As an immediate priority, the EED will assess the existing gas-fired boiler plant, in the context of energy efficiency and decarbonisation, noting that the plant is approaching the end of its operational life. The EED will assess the energy and decarbonisation requirements associated with its replacement and identify and evaluate appropriate low-carbon heating options, including the feasibility of an Air Source Heat Pump (ASHP) system and other suitable alternatives.

The EED will provide specialist energy efficiency and decarbonisation input to the development of the technical requirements and scope for the proposed heating plant replacement, working in conjunction with the PM-led Integrated Design Team and other relevant professional consultants.

Subject to MTU approval, the EED may subsequently be required to provide further specialist EED services in support of the development and implementation of the preferred solution, working in conjunction with the other professional consultants appointed by MTU.



Details of the Initial Contract, including the project brief and detailed scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

2.2 Indicative Pipeline of Projects

In addition to the Initial Contract, MTU anticipates procuring further Energy Efficiency Designer (EED) services during the lifetime of the Framework Agreement. The indicative projects below are based on findings from an SI 426 Energy Audit and are provided solely to illustrate the potential type, scale and geographical spread of projects that may be commissioned.

The pipeline is indicative and non-exhaustive. Projects may involve the assessment, development and implementation of a range of energy efficiency, sustainability and decarbonisation measures, including:

- Decarbonisation of heating and energy systems;
- Building fabric and energy efficiency upgrades;
- BMS, energy monitoring and metering improvements;
- Renewable energy and energy storage solutions;
- Ventilation, heat recovery and indoor environmental quality improvements;
- Lighting and lighting control upgrades;
- Electrical infrastructure and electrification requirements, including EV charging; and
- Other measures identified through energy audits, feasibility studies, energy modelling and decarbonisation assessments.

While there is a significant range of different project to be reviewed across the Cork and Kerry Campuses, an Indicative key projects include:

Campus	Project
MTU Bishopstown – Main 1974 Building	Undertake a survey of the existing heating distribution system to establish its condition, configuration and suitability for retention or adaptation, and to identify the most feasible heating solution (in lieu of gas) for the space.
MTU Bishopstown – Student Centre, Administration Building, Library + IT Building and Tourism Building	Review the existing heat distribution system and assess heat pump options for the space and associated energy centre, including their technical feasibility and suitability.



Kerry North Campus – KSA Building	Replacement of LPG/kerosene heating with Air Source Heat Pump
Kerry North Campus – Solas Building	Replacement of LPG/kerosene heating with Air Source Heat Pump
MTU Bishopstown – Melbourn Building	Cooling and heat recovery incorporating data centre integration
MTU Bishopstown – Melbourn Building	Replacement of gas boilers with Air Source Heat Pump
Multiple MTU Locations	Rooftop solar photovoltaic (PV) installations

The scope, timing, value and delivery of individual projects will be subject to funding availability, statutory approvals, programme priorities and MTU's operational requirements.

MTU reserves the right to amend, add to, defer or omit projects from the indicative pipeline during the term of the Framework Agreement.

All other projects identified in this Project Information Memorandum are indicative only and remain subject to the availability of funding, statutory approvals, business case approval, programme priorities and MTU's operational requirements. Their inclusion does not constitute a commitment by MTU to proceed with any such project or to procure the associated consultancy services.

Nothing in this Project Information Memorandum shall be considered as a guarantee of any minimum value, volume or number of commissions to be awarded under the Framework Agreement. MTU makes no representation as to the quantity, frequency or value of services that may be required during the term of the Framework.

MTU is not obliged to procure all or any services falling within the scope of the Framework Agreement through the Framework and reserves the right, at its sole discretion and in accordance with applicable public procurement legislation, to undertake separate procurement procedures where it considers this to be appropriate.

3. THE PROCEDURE

3.1 Stage 1 Suitability Assessment

Applicants are required to complete and submit a completed SAQ.



Applicants will be assessed on the basis of the rules, criteria and weightings set out in the SAQ, which are aimed at establishing the technical and professional abilities of Applicants as well as their financial standing.

It is envisaged that, subject to the quality and number of responses received, the top 6 scoring Applicants, which also meet the minimum criteria and rules for selection, will be invited to tender at Stage 2.

Where a tie in scores occurs at the lowest ranking, all Applicants qualifying with that score will be added to the list.

Prior to the issue of the Invitation to Tender document, if a selected Applicant withdraws from the competition for whatever reason, the MTU reserves the right to include the next highest scoring Applicant in the invitation to tender list.

3.2 Stage 2 Invitation to Tender (ITT)

Applicants who are selected for inclusion on the tender list will be issued a formal Invitation to Tender Document, inclusive of the award criteria and further information in relation to the second stage of this process and the works required.

4. SCOPE OF SERVICES UNDER THE FRAMEWORK AGREEMENT FOR ENERGY EFFICIENCY DESIGNER (EED) SERVICES

The successful EEDs appointed to the Framework may be required to provide independent specialist services to support MTU in the assessment, development and implementation of energy efficiency, sustainability and decarbonisation projects across the University estate.

Services will be defined having regard to the requirements of each individual commission and, where applicable, shall be undertaken in accordance with IS 399. Services may include, but shall not be limited to:

- Energy assessments, energy audits and reviews of existing building energy performance;
- Specialist input to decarbonisation planning and development of Registers of Opportunities;
- Identification, assessment and prioritisation of energy efficiency and decarbonisation measures;
- Feasibility studies and technical options appraisals;
- Energy, carbon and lifecycle analysis;
- Development and review of energy efficiency and sustainable design proposals;



- Specialist advice on low-carbon heating, electrification, renewable energy and other energy efficiency and decarbonisation measures;
- Review of design information and proposals prepared by other members of the project team from an energy efficiency, sustainability and decarbonisation perspective;
- Support in the preparation of business cases, cost-benefit analyses and funding applications;
- Advice and support during the procurement and tendering of energy-related works;
- Specialist EED advice and input during construction, commissioning and handover, where required;
- Energy performance verification, measurement and reporting;
- Post-occupancy energy performance assessment and review; and
- Other specialist EED services reasonably required by MTU in connection with energy efficiency, sustainability and decarbonisation projects.

The EED will work collaboratively with MTU and other professional consultants appointed by the Client, including Project Management, M&E, Architecture, Quantity Surveyor, Civil and Structural Engineering, PSDP and other specialists as required. The EED will remain independent of these appointments and will be responsible only for the specialist EED services included within each individual commission.

Services shall be provided in accordance with applicable legislation, MTU's Policy's and Procedures i.e. Capital Projects Sustainable Design Procedure, MTU's Electrical Spec, the Capital Works Management Framework (CWMF), the Infrastructure Guidelines, Building Regulations, health and safety legislation, funding programme requirements and recognised industry best practice. The Framework will support MTU in delivering projects aligned with Ireland's Climate Action Plan and the University's sustainability objectives.

Details of the Initial Contract, including the project brief and scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

The successful Tenderers will be required to enter into a Framework Agreement with Munster Technological University (MTU).

The Framework Agreement will have a duration of four (4) years from the commencement date, unless terminated earlier in accordance with its terms.

Appointment to the Framework Agreement does not constitute a commitment or guarantee by MTU to award any minimum number or value of commissions or to procure any services from any Framework Member. No guarantee is given as to the volume, frequency or value of work that may arise during the term of the Framework Agreement.



MTU reserves the right to procure services within the scope of the Framework Agreement by alternative procurement procedures where permitted under applicable public procurement legislation and where, at its sole discretion, it considers it appropriate to do so.

4.1 Contractual Terms and Conditions

Applicants may participate as an Energy Efficiency Designer (EED) in only one tender submission under this competition.

A subcontractor or specialist consultant may, however, be included in multiple tender submissions and may act as a subcontractor or specialist consultant to multiple Applicants participating in the competition.

Failure by an Applicant to comply with the above requirement may result in the affected submission(s) being deemed non-compliant and excluded from further consideration.

The successful Tenderers will enter into a Multi-Party Framework Agreement with Munster Technological University. The Framework Agreement will govern the operation of the Framework and the award of individual Call-Off Contracts during its term. The Conditions of Appointment for commissions awarded under the Framework Agreement shall be the Standard Conditions of Engagement for Consultancy Services (Technical) (COE-1, Version 2j, dated 30 September 2024), or such updated version as may be in force at the time of the relevant appointment.

Successful Tenderers will be required to enter into and comply with the Framework Agreement and its associated terms and conditions. The Framework Agreement and associated contractual documentation will be issued to Applicants at Stage 2 of the Restricted Procedure.

Formal acceptance of the Framework Agreement and its terms and conditions will be a condition of appointment to the Framework.

4.2 Governance

Compliance with Capital Works Management Framework and Infrastructure Guidelines.



5. TENDERING TIMETABLE

MTU expects to complete this competition in accordance with the indicative timetable set out below. The dates provided are preliminary only and may be subject to change at MTU's absolute discretion.

Key Milestone	Proposed Date
Stage 1 - Publish notice on OJEU website	2 nd September 2026
Stage 1 - Last date for submission of clarification questions	2 nd October 2026 [12:00noon Local Time]
Stage 1 - Deadline for Return of Suitability Questionnaires	12 th October 2026 [12:00noon Local Time]
Stage 1 - Completion of Evaluation and Shortlisting of Applicants for Stage 2	16 th October 2026 [Anticipated]
Stage 2 - Invitation to Tender Documents issued (anticipated)	29 th October 2026 [Anticipated]
Stage 2 - Last date for submission of clarification questions (anticipated)	19 th November 2026 [Anticipated]
Stage 2 - Deadline for return of Tender Documents (anticipated)	27 th November 2026 [Anticipated]
Stage 2 - Notification of intention to award contract (anticipated)	December 2026 [Anticipated]

6. METHODOLOGY FOR MARKING

The qualitative criterion for items 3.4a, 3.4c, 3.4d and 3.4h at Stage 1 will be marked using the following methodology. Each question will be marked out of 100 and the allocated Mark will then be weighted, and an overall score calculated for the Candidate.

Assessment	Score	Interpretation
Excellent	91-100	Comprehensive response, demonstrating extensive experience, qualifications, expertise and systems as applicable. Description fully supported.
Very Good	81-90	Response demonstrates very good experience, qualifications, expertise and systems as applicable. Description is strongly supported.



Good	71-80	Response demonstrates good experience, qualifications, expertise and systems as applicable. Description is well supported.
Satisfactory	61-70	Response demonstrates some experience, qualifications, expertise and systems as applicable. Description is supported.
Acceptable	50-60	Response demonstrates limited experience, qualifications, expertise and systems as applicable. Description is partially supported.
Unacceptable	0-49	No response or unacceptable information provided.

Table 1 – Scoring Matrix

Any Candidate:

- (i) not passing on a 'pass / fail' criterion, or
- (ii) achieving less than 50% of the maximum marks on any individual 'qualitative' criterion (i.e. items 3.4a, 3.4c, 3.4d and 3.4h of the SAQ); or
- (iii) achieving less than 50% of the total available qualitative marks, will be excluded from further consideration.