

Noel J. Farrell & Associates

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TENDER INSTRUCTIONS TO ALL TENDERING CONTRACTORS

13 August 2026

NF/AF/762_TND_1'R

Dear Sirs,

PROPOSED EXTERNAL CONCRETE HARDSTANDING PAVING & DRAINAGE WORKS AT NOVELPLAST, BAILE GHIB, CO. NA MÍ, C15 PF64 FOR ÚDARÁS NA GAELTACHTA, NA FORBACHA, CO. NA GAILLIMHE

– CONTRACTORS TENDER SUBMISSION BRIEF INSTRUCTIONS & INFORMATION, ETC.

Further to your application as a Tenderer for the above project scheduled for thirty (30) consecutive calendar working days (i.e. six (6) calendar weeks) with an approximate start c. late-October 2026 and completion c. end-November 2026, you are now requested to submit a fully detailed lump sum fixed price tender amount for the execution and completion of this external paving project, etc., Works, in accordance with the following enclosed tender Work Requirements documents, etc.

This work generally involves the installation of a section of new concrete hardstanding storage paving on the front and side of the existing fully occupied recycling site campus facility, which is the site of the Works.

The Contract period is maximum thirty (30) consecutive working days (i.e., six (6) consecutive calendar weeks), generally executed in a phased manner throughout late-October and November 2026 to suit the Novelplast recycling facility continuing uninterrupted processing and production, operations, etc.

- VOLUME 'A'**
- Works Requirements consisting of the issued documentation/information as ER/Engineer's separate instructions and advice as McKenna Consulting Engineers, Schedule of Tender Documents for the Works.
 - The Contractor is to allow for full compliance and certification, etc., with the requirements and obligations of the current Short Public Works Contract (CF-C6V.1, 25 November 2025) and the Building Regulations including the new Building Control (Amendment) Regulations 2013, operative 01 March 2025, SI No. 9 of 2025.
 - The existing Recycling Plant Facility Buildings facilities are all in 24/7 constant usage during the project which the successful tendering Contractor will have to take full cognisance of the absolute need for avoiding interference therewith in all and every respects whatsoever and howsoever arising including avoiding/minimising and also require all ancillary access/exit and welfare facilities thereto which must be maintained continually for the periodic times required for these recycling facilities activities.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

The Contract period is thirty (30) consecutive working days generally executed in a phased manner – to avoid interference with existing recycling facilities – and likely planned throughout late-October and November 2026.

- VOLUME 'A'**
- Works Requirements consisting of the issued documentation/information as ER/Architect's separate instructions and advice: (Cont'd)
 - PSCS appointment form – to be completed and returned with your tender submission, if required at this stage by the PSDP.
 - All these documents are prepared or assembled by the Engineers/Employer's Representative.
 - Engineer's Drawings and Specification of Works, Job Ref. No. 25365 inclusive, as Drawing Register Schedule, etc., dated August 2026, issued by the Engineers/ER, McKenna Consulting Engineers.
 - Engineer's Specific Description of the Works and a generic Specification of Materials and Workmanship Specification Tender Issue, dated August 2026, apply generally and equally to the project.

These are generic specifications of materials and workmanship that will be deemed to satisfy the requirements of the Employer's Representative and as the Assigned Certifier subject to post contract certification at Substantial Completion stage by the Contractor that they fully comply with the current Work Requirements, etc.

- **the submitted tender should be accompanied by full particulars and experience of the proposed Tenderer's direct and specialist paving domestic sub-contractors and who must be advised in advance with the returned tender submission. Part of any overall tender acceptability assessment will also involve the full compliance of the resources and previous experience of these domestic specialist sub-contractors and their subsequent replacement will only be by prior mutual written agreement with the Employer's Representative/Engineers, Assigned Certifier and Údarás na Gaeltachta, where relevant having replaced them with similar or more experienced firms similarly approved previously.**
- McKenna Consulting Engineers Specialist Supervisors (Design Stage) Preliminary Safety & Health Plan, dated August 2026.
- Instructions to Tenderers for Open Procedure containing all the relevant tender information and requirements including return of tender as advised on the e-Tenders direct tender platform information system.
- All queries/questions, etc., are to be raised through and dealt with via the e-tenders enquiry system.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

VOLUME 'A' – Works Requirements consisting of the issued documentation/information as ER/Architect's separate instructions and advice: (Cont'd)

- Q.S. Master Pricing Documents with General Conditions, Preliminaries and Pricing Document with relevant contract provisions as included therein as prepared by Noel J. Farrell & Associates, Chartered Quantity Surveyors:
 - The tendering Contractors particular attention is drawn to the contents of this tender and contract document and should take all issues into account when pricing the project particularly relating to the intrinsic nature of working within an existing fully occupied and functioning recycling facility requiring constant vigilant site supervision and health and safety management, etc. Particular care should be taken of abiding by the normally restricted hours of working being from 8.00 AM to 5.00 PM Monday to Friday and 9.00 AM to 1.00 PM Saturday but only on written application being made to be allowed work further on Saturdays, Sundays and Bank Holidays with prior formal written approval from the Employer's Building & Estates office. Obviously, all this is still with the complete prohibition on physical interference with and/or any disruptive disturbance to the constant usage and functioning of the existing occupied recycling buildings facility and it's occupied site and without any adjustment of the contract Sum or contract timeline period, etc.

VOLUME 'B' – Tender and Schedule Form, etc:

- Tender and Schedule duly partly completed by the Employer's Representative/Engineer for issuing to Tenderer Contractors to take cognisance thereof in their tender submission and your returning the original completed and signed copy thereof with the tender submission.
- Tender and Schedule Form – to be completed, signed and returned with your tender submission:
- A copy of your draft staged/phased Project Programme and the proposed specialist domestic sub-contractor's names/particulars, Site Foreman and all other requested information, etc., - is to be forwarded with your comparative Tender submission on the e-tender platform to the Employer and their Employer's Representative/Engineers for subsequent detailed examinations and evaluation thereof.
- The completed priced Pricing Document and it's Collection and Main Summary pages, No's. 1-52 inclusive are to be completed in full detail and returned with your tender submission.
- Údarás na Gaeltachta Invitation to Tender package of documents including all documents in the Appendices to be completed and returned where relevant as part of your tender submission and as supplied now with the ER/Engineer's tender issue packages.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

VOLUME 'C'

- The Master Pricing Documents will only be supplied herewith as PDF files of record and in no other format, however alternatively the tendering contractors can convert the program files to whatever format they wish at their own risk and responsibility, etc.
- This Master Pricing Document is produced as a Schedule of Works and rates, and will only be supplied as a PDF document of record and in no other format. The Engineer's/ER's Specification clauses for materials and workmanship, etc., have precedence over those in the Pricing Document and should be priced for in the Tender Sum submission.

Please note that this is the current Short Public Works Contract and all the particular requirements therein must be taken into account in the pricing of this strictly staged project, being executed to and/or within an existing fully operational and occupied Recycling Building facility buildings at the main site facility and all the issues arising therefrom.

- The supplied Master Pricing Document must be completed fully and properly priced out individually at all Items, Elements and Sections for complete tender purposes and failure to do so may lead to disqualification. You should check that everything is included in your priced submission, all items are rated and priced out and that all prior mathematical checks have been made before submission as they will not necessarily be checked post tender and/or pre-contract, and regardless no responsibility will be taken by the Employers or their Design Team members for any errors or discrepancies therein.
- Tenderers that have submitted a Pricing Document that is not completed adequately and in full and/or with qualifications or amendments, etc., thereto, may be deemed eligible for unilateral disqualification without further discussion and at the Employers and/or Employers Representative/Engineer entire discretion.
- The completed priced Pricing Document pages No's. 1 – 52, inclusive including Collection and Summary pages, are to be completed in full detail and returned with your tender submission

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TO ALL TENDERING CONTRACTORS.....

.....Novelpast Concrete Paving Works

Please check that you have received all the foregoing relevant documents and that all contents and pages, etc., are present and when completed for tender submission all calculations and transfers are in order and have been brought to the correct Collection and Main Summary pages and you have had them mathematically checked and have read them thoroughly, as no subsequent claim or Employer/Design Team responsibility howsoever caused will arise from a failure to do so.

In connection with the foregoing please note that:

1. The Employers, Údarás na Gaeltachta and their Employer's Representative are particularly interested in working with an experienced, proactive and practical Civil Contractor and his site staff, all capable of working together within the Contract Sum and project timescales whilst providing a high standard of health and safety, programming, management, construction and quality finish to the re-paving Works scheme, etc., and in this respect will require the highest standards to be exercised by the selected Contractor, all of which will be significant factors in the eventual selection of a Contractor considered suitable in this particular instance. The selection basis for the eventual final selection process is in the form of the lowest comparative acceptable tender price outcome and satisfying all the particular requirements and cumulative amount of the relevant apparently successful tender price submission will be advised to each of the unsuccessful tendering Contractors in writing with Letters of Regret without reasons, when a final selection of an appropriate apparently successful bid-Contractor is made. There will be no other information, clarifications, feedback, discussions, marking justification/ explanations breakdown or debrief and the like involved or supplied to any tendering Contractor. The submission of a tender by a Tenderer will be deemed to be formal acceptance of this tender selection procedure, etc. When appropriate the successful Tenderer will be advised with the issuing of a Letter of Intent, etc., when a final selection on an appropriate successful bid-Contractor is made.
2. The Tenderers are required to provide a lump sum fixed-price tender submission generally in accordance with the current Public Works Short Form of Contract issued by the Department of Public Expenditure and Reform in order to meet or exceed the Employer's functional and operational requirements as illustrated in the enclosed Work Requirements tender documents, etc:
3. All queries or enquiries relating to the tender documents must be made by e-mail on the e-Tenders document enquiry system and not directly to the Employer's Representative /Engineers or QS office. To assist the preparation of your tender submission the last date for receipt of queries from Tenderers is a minimum fourteen (14) working days prior to the tender return date and any received after this date will not be responded to unless further exchange of information is considered relevant by the Employer's Representative at their sole discretion.
 - therefore, the latest date for receipt of such queries/enquiries are to be made by e-mail through the e-Tenders reply system not later than fourteen (14) days before the date set for the tender return, after which there will be no obligation to respond by the Employers, Employer's Representative and/or Design Team members.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

In connection with the foregoing please note that: (Cont'd)

4. Tenderers will be assessed on the award criteria of the lowest analysed comparative tender price submission that adequately and comprehensively meets all the required criteria after the tender evaluation analysed adjustments and/or pre-validation process, supported by submitting the advised adequate additional supporting required information and any requested additional Works Proposals, etc.

Tenderers are advised that the only debriefing for unsuccessful Tenderers, will consist of providing them on written request with just their own individual cumulative total price mark and that of the successful preferred bid-Tenderer being considered for further selection and no other information resources, feedback, debrief meetings, discussions, justification/explanations marking breakdowns or results from other Tenderers and the like, etc., will be undertaken or be provided and this will be taken as meeting any debriefing requirements and is the basis on which tenders are submitted and by implication agreed to by each applicant as part of the tender prior pre-selection process.

The Employers and ER/Engineer's reserve the right to seek clarification in relation to any Works Proposals, etc., submitted and such clarification information response must be received within a maximum three (3) calendar days of so requesting this information because of the urgency and short time frame for commencing and completing this project.

5. The preferred Tenderer under consideration will be required as a pre-requisite to placement of the contract with them, to thoroughly inspect and re-check over all the existing identified Novelplast Recycling facility external pavings, etc., particularly the restricted site extent and occupancy due to the individual locations and access thereto, etc., within the rest of the existing occupied site facilities and all the Works Requirements and Pricing Documents, including particularly but not exclusively, all the civil engineering drawings and specifications, schedules and pricing document, etc., and submission of a completed Tender and Schedule and/or signing the Tender Letter of Acceptance will be taken as their express and implied 'sign off' off thereon as to their being entirely satisfied that the information provided therein is fully and adequately complete and sufficient to undertake, execute and complete the Works within the provisions of the relevant Public Works contract conditions and multi-phased project programme, etc.
6. No alteration or substitution of any specified materials or equipment will be allowed post-tender except on formal written application to the Employer's Representative/Engineer's and Assigned Assessor who will make a unilateral decision at their entire discretion without explanation. It is not envisaged that there will be any specified or equipment material substitutions and any such intended change should be brought to the Employer's Representative/Engineer attention during the tender period and a written decision so sought prior to submission of the tender.
7. Tendering contractors are also required to furnish with their tender submission the name of their site and contract administration personnel team including that of the full time separate Site Agent/Foreman, and Safety Officer as well as any other personal which they propose appointing permanently to site for the full duration of the project period as well as their specialist domestic sub-contractors. These personnel must have had previous experience of similar civil engineering paving works and strict timeline projects and be capable of implementing required health, safety and welfare requirements and full details of all such experience should also be forwarded.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

In connection with the foregoing please note that: (Cont'd)

8. A detailed Method Statement based and Programme of Works on a **thirty (30) consecutive calendar working days (i.e. six (6) calendar weeks)** contract period continuous phased project duration bar chart project programme project incorporating the appropriate required float times and any specific allowance in respect of inclement weather as appropriate as well as allowance for full compliance with your health and safety obligations and indicating all resource allocation requirements is to be submitted within one week of contract award notification:

- The likely targeted commencement is circa late-October 2026 and substantial completion on or before end-November 2026, all subject to further confirmation at a later date but this is for information purposes only and no commitment is made as to this project's anticipated start timescale, so your tender submission should not be based thereon.
- The contract duration period will not be part of the assessment criteria or selection process as this is a fixed period and the Tenderers will not be allowed to determine a different contract period.

This Method Statement and draft project programme must be agreed and re-checked in advance of presentation as an accurate tender submission with written confirmation from the specialist domestic asphalt and concrete paving sub-contractors as to the availability of their own labour resources and materials/ fittings supplies particularly the asphalt and concrete materials, etc.

- This Method Statement and project programme should take account of the Health & Safety Plan and Covid-19 and the like mitigation procedures and processes, etc., provided and should identify all major resources required and take account of the requirements as outlined in the Work Requirements tender documentation and the need to integrate the Works within the existing occupied recycling facility site, etc., taking cognisance of all the resulting requirements thereof in giving priority at all times to the needs and requirements of the existing fully occupied site and the need for intermittent working around and/or temporarily fencing off from the existing fully occupied and operational sections of the remaining adjacent Recycling Plant Facility buildings in a staged manner so as not to interfere with their usage nor access/egress or use thereof
- The completion of the various stages/phases of the project in individual areas will not be deemed to be Substantial or Sectional completion of the Works, which will only occur on final Substantial Completion of all the Works.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

In connection with the foregoing please note that: (Cont'd)

9. The Contractor is strongly recommended to view the existing occupied Novelplast Recycling Plant Facility site – which is the site of the Works – and note the confined and busy potential compound storage and off-loading locations and unavoidable sharing with the constantly functioning adjacent Recycling facility buildings and it's access to private and public road, pavings, parking and services, etc., located within the existing Recycling facilities site with it's fully functioning and occupation by workers, staff and visitors, etc.
- 9.01. The Contractor will not have full vacant, unimpeded and exclusive access to and usage of all the existing Recycling Plant Facility buildings nor the private access roads, car parks or passageways at thereto and is to note the restricted shared access available to the front and side of the building. They should also note that he must take special care and attention in relation to non-interference with the adjacent Faculty Buildings and the remainder of the existing occupied Recycling Plant Facility buildings facilities, etc., as well as nearby neighbouring buildings and properties, their occupants and users thereof and this particularly relates at all times to avoiding, noise, dust or other disruptive operations, and ceasing them entirely without incurring additional costs to the contract sum, when requested to do so by the Employer's Representative/Engineer, Údarás na Gaeltachta Client Authorities and/or occupiers of adjacent buildings. Access and egress is to be maintained at all times for them and the Tenderers are to allow for ensuring this in their tender assessment and submission. Any delay, disruption, contamination or damage, etc., done, or other forms of loss incurred, to these premises or facilities howsoever caused, will have to be immediately rectified at the Contractor's entire expense.
- 9.02. The Contractor is advised to make all local enquiries, inspections and investigations, particularly with the Client/Employers and Buildings Engineering Office as well as any relevant and utility providers such as ESB/Electricity Ireland, Eircom, Bord Gais and other public utility providers, etc., and all adjoining road facilities, staff, visitors and other users – in relation to prevailing means and availability of access and building conditions, and the executing of the Works, etc., via the existing public and private access road entrances and service roads, etc., with particular reference to sharing access with vehicles and pedestrians as well as avoidance of damage to existing pavings, utilities and services, etc.
10. The successful Contractor's advised specialist domestic sub-contractors will be required as advised to enter into an insurance backed form of Collateral Warranty with Údarás na Gaeltachta, as set out in the appropriate Public Works Contract Model Form 13, Form of Collateral Warranty (Clause 5.5).
11. No alteration or substitution of any specified materials or equipment will be allowed post-tender, except on prior formal written application to the Employer's Representative/Engineer who will make a unilateral decision at their entire discretion. It is not envisaged that there will be any specified or equipment material substitutions and any such intended change should be brought to the Engineer/Employer's Representative and Assigned Assessor attention during the tender period and an advance written decision so sought prior to submission of the tender. Tenderers are not to assume that any such changes will be allowed post-contract and this pre-determines the basis of what's in the Works Requirements tender documentation.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

In connection with the foregoing please note that: (Cont'd)

12. The preferred bid-Contractor under consideration must confirm in writing before the pre-appointment validation meeting and final decision for placing the Contract and issuing of the Letter of Acceptance therewith that the specialists domestic sub-contract firms, etc., required by their tender Works Requirements to provide goods, products, fittings, equipment and/or materials or to execute specific specialist works are then advised and must be those that will be engaged on and actually execute, install and/or supply the products for the Works if the Contractor is awarded the contract
13. The Contractor will be required to comply fully with all the principles and requirements of the statutory Building Regulations requirements including particularly that of the Building Control (Amendment) Regulations, 2013, operative 01 March 2014; SI NO. 9 of 2014, with respect to all its registration, inspections, certifications and satisfactory safeguard arrangements, etc., involving providing information, undertakings and certificates of compliance on completion, etc., and all other requirements of the preliminary Inspection Plan and specialist Assigned Certifier.

Pending a successful outcome of the tender process it will be the Employer's intention to appoint the selected successful bid-contractor who will then be deemed to have thereby accepted appointment as the "Builder" and agrees to perform the duties of the "Builder" (as defined in the Code of Practice) pursuant to the Building Control (Amendment) Regulations 2014, including performing the role of the Builder as set out in the Code of Practice. References to "Code of Practice" means the code of practice referred to in Section 20G of the Building Regulations. References to Ancillary Certificates, Certificate of Completion, and Inspection Plan shall have the meaning ascribed to them in such Code of Practice. The Contractor represents, warrants and undertakes to the Employer that it is and will continue to be a competent person to carry out its duties under this Agreement and the Building Regulations and has allocated and will allocate sufficient resources to enable itself to comply with the requirements of the Building Regulations.

Without prejudice to the foregoing, the Contractor undertakes to comply with the Inspection Plan and to provide to the Assigned Certifier such Ancillary Certificates (from it and its Sub-Contractors (of any tier) and other documents can be submitted by the Assigned Certifier for registration under the Building Regulations no later than the date of Substantial Completion.

14. The successful Contractor will be required to provide full information on their submission and to review, clarify and raise schedules of any considered outstanding information and on acceptance of the tender will be deemed to have signed off on the Employer's Design Teams Works Requirements drawings and specification documents, etc., and any additional information or arrangements as part of the formal pre-contract process and will be implicitly deemed thereby to have confirmed their agreement to the full adequacy of the tender design and contract information to complete the Works in accordance with the contractual provisions prior to entering onto and taking possession of the site.

Subsequently, during the progress of the project the successful Contractor will be required to engage proactively in the execution of the Works including its design development with the Employer's Representative/Engineers and Design Team to ensure it meets adequacy of design, construction, programme, functionality and fitness for purpose, etc., all without adjustment to the contract sum or programme time schedule, etc.

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TO ALL TENDERING CONTRACTORS.....

.....Novelplast Concrete Paving Works

Please arrange for your completed and agreed separate Tender and Schedule form is to be submitted to the Employer's offices, **via e-Tender direct tenders platform return system**:

- i. Tender and Schedule Form fully completed and signed tender submission.
- ii. Master Pricing Document, fully priced out, completed, signed and returned as a PDF formatted tender document.
- iii. Method Statement and Project Programme of Works Proposed based on a maximum thirty (30) consecutive working days, i.e., c. six (6) calendar weeks for the tender option.
- iv. Names and full experience particulars on all and any specialist domestic sub-contractors and Tenderer's site manager, etc.

each suitably endorsed with your company name and the project identification of:

**“Tender for Proposed External Concrete Hardstanding Paving and Drainage Works
at Novelplast Recycling Facilities Works for Údarás na Gaeltachta ”**

by not later than **THE RETURN DATE AND TIME ADVISED ON THE E-TENDERS PLATFORM, i.e., via e-Tender direct tenders platform return system** to the Employer's Office, Údarás na Gaeltachta office, i.e:

**Údarás na Gaeltachta,
Na Forbacha,
CO. NA GAILLIMHE**

**FAO: LINDA NÍ GHEANANN
FEIDHMEANACH MAOINE & SEIRBHISÍ TEICNIÚLA**

Note: All documents requiring signature by the appropriate tendering contractor representative must be signed prior to converting to the required PDF file format for transmitting via the e-Tender return system platform.

Please acknowledge receipt of these documents and by return via e-Tenders platform documents return system of your intention to submit a bona-fida tender and you can also email this confirmation direct to the Employer's Representative/Engineer's, Tomas McKenna, e-mail: tomas@mckennace.com with this confirmation. If, on subsequent review, you do not wish to submit a tender please also advise immediately to this same office and via the e-Tenders system. Please note the cut-off date for queries and enquiries on the Works Requirements tender documentation is within fourteen (14) working days of the advised latest tender return date.

Faithfully yours,

For and on behalf of
**NOEL J. FARRELL
& ASSOCIATES**



Noel Farrell

Cc. Linda ní Gheanann & Cian O'Donnchadha, Údarás na Gaeltachta, Employer.
Tomas McKenna, Employers Representative/Engineer.