

COUGHLAN CONSULTING ENGINEERING**Climate Action Summer Works Project - Scoil Mhuire Brierhill - Roll No. 17845C****Minimum Tenderer Requirements and Evidence Schedule***For issue with the eTenders contractor competition*

Purpose. The works will be undertaken in a live primary-school environment. These requirements are intended to ensure that only tenderers who demonstrate the necessary experience, competence, resources, health and safety capacity, and ability to manage a highly controlled occupied site qualify for consideration, while keeping tender-stage submissions proportionate and concise.

Relationship with Department suitability documentation. These project-specific requirements are to be read in conjunction with, and do not replace, the current DoEY Contractor Suitability Declaration for Small Works and any mandatory Department/CWMF health-and-safety or exclusion declarations applicable to the competition on the date of publication. Tenderers must satisfy both the standard minimum requirements and the project-specific requirements below.

Award basis. The project-specific requirements identified below are minimum Pass/Fail requirements and are not weighted award criteria. Subject to tender compliance and satisfactory suitability, award will be determined in accordance with the Instructions to Tenderers and the applicable Department procurement procedure.

1. Mandatory tender-stage submissions - Pass/Fail

The following documents and confirmations must accompany the tender by the stated deadline. They are intended to be short and focused. Failure to provide a mandatory submission, or failure of the material submitted to demonstrate the stated minimum requirement, may render the tender non-compliant, subject to any clarification that is permissible under the applicable procurement rules.

Page limits. Where a maximum page limit is stated, only material within that limit will be taken into account when assessing the requirement. Material submitted beyond the limit will not be assessed. Exceeding a page limit will not, of itself, automatically exclude a tenderer. Tenderers must ensure that all evidence necessary to demonstrate compliance appears within the permitted pages.

No.	Requirement	Tender-stage evidence	Page / format limit	Assessment
1	Mandatory site visit	Attendance at a site visit arranged through Coughlan Consulting Engineering. The principal scheduled visit is Thursday 17 th September 2026 between 10.00am and 3.30pm. An alternative appointment may be	Attendance record	Pass / Fail

		facilitated within the tender period where genuinely required and arranged in advance.		
2	Standard suitability documentation	Completed and signed current DoEY Contractor Suitability Declaration for Small Works, together with any other mandatory declarations expressly identified in the tender pack.	Department standard form	Pass / Fail
3	Form of Tender and pricing	Completed and signed Form of Tender together with the fully completed pricing document / Schedule of Works.	Standard tender documents	Pass / Fail
4	Comparable project schedule	Identify three completed projects of a similar nature, scale and complexity. At least one must demonstrate work in a live school or similarly sensitive occupied environment where enhanced segregation, security and access-control arrangements were required. For each project state client, approximate value, dates, brief scope, role and referee contact details. Reference letters / Certificates of Satisfactory Execution are not required with the initial tender unless separately required by the standard form.	Maximum 2 A4 pages total	Pass / Fail
5	Key personnel	Name the proposed Contracts / Project Manager and Site Manager / Foreman and submit one CV for each. Each CV must demonstrate relevant qualifications and experience, including comparable refurbishment / alteration work. At least one of the two named personnel must demonstrate direct experience of managing or supervising works in a live school or similarly sensitive occupied environment.	Maximum 2 A4 pages per CV	Pass / Fail
6	Live-school outline methodology	Submit a concise project-specific outline explaining how the tenderer will maintain secure segregation, controlled access, safe deliveries and pupil protection while the school is occupied. The methodology must expressly address the mandatory Live-School Site Security requirements in Section 3.	Maximum 2 A4 pages	Pass / Fail
7	Working-hours and phasing acceptance	Confirm acceptance that, while the school is in operation, works within or affecting pupil-accessible areas will ordinarily be restricted to after 3.00pm on weekdays and to weekends, except where specific daytime works are agreed in advance with the School and can be safely and fully segregated. Tenderers must allow for these restrictions in programme and pricing.	Signed confirmation	Pass / Fail
8	Preliminary programme / mobilisation	Provide a concise preliminary programme confirming earliest mobilisation, intended sequencing and ability to resource the works within the required programme and live-school restrictions.	Maximum 1 A4 page	Pass / Fail
9	Green Public Procurement acceptance	Confirm acceptance of the Green Public Procurement requirements in Section 4 and of all item-specific environmental performance requirements contained in the Works Requirements / pricing schedule. Product-specific environmental evidence is not required with the initial tender unless expressly requested.	Signed confirmation	Pass / Fail

2. Project-specific minimum suitability requirements

The tenderer must satisfy the following minimum requirements. Full substantiating evidence is not required from every tenderer at tender stage unless specifically requested in Section 1. The preferred tenderer will be required to substantiate these matters before award in accordance with Section 5.

- Satisfactory completion of three projects of a similar nature, scale and complexity, with at least one project demonstrating work in a live school or similarly sensitive occupied environment where enhanced segregation, security and access-control arrangements were required.
- Relevant experience of refurbishment and alteration works in an existing building.
- Relevant experience of roof, building-fabric and associated mechanical and electrical works, either directly or through appropriately competent specialist subcontractors.
- Appropriate insurance, tax compliance and financial capacity in accordance with the current Department suitability requirements.
- Competent and suitably experienced management, site-supervision and health-and-safety personnel.
- Competence and capacity to undertake the role of Project Supervisor Construction Stage (PSCS).

- Sufficient manpower, current capacity and access to the specialist subcontractors and suppliers required for the project.
- Appropriate quality-control, testing, commissioning, certification and defect-management systems.
- Ability to mobilise, commence and properly resource the project within the required programme and the live-school working restrictions.

Named personnel. The named Site Manager / Foreman is expected to be present whenever works are being undertaken on site, subject to reasonable temporary absence. Any proposed substitution of the named Contracts / Project Manager or Site Manager / Foreman following tender must receive prior written approval from the Employer's Representative, and any replacement must demonstrate experience and competence at least equivalent to the person originally proposed.

3. Mandatory Live-School Site Security requirements

The security of the construction area is of particular concern. The school has autism classes, including pupils who may display significant flight-risk behaviours. Tenderers must understand that a robust standard of physical segregation and access control is essential. The Works Requirements, preliminaries and Preliminary Safety and Health Plan are to incorporate the following minimum requirements:

- Continuous secure physical separation between pupils and the works area.
- Robust hoarding, fencing and lockable gates that cannot readily be opened, moved or breached by a child.
- No unattended gaps, temporary openings or unsecured access points at any time.
- Controlled site access and signing-in / signing-out arrangements for contractor personnel and visitors.
- A named individual with day-to-day responsibility for site security.
- Recorded inspections of barriers, gates and access points before the school opens and before the contractor leaves the site.
- Secure storage of tools, ladders, plant, chemicals and materials, with no equipment positioned so as to facilitate climbing or unauthorised access.
- Separation of contractor, delivery and pupil circulation routes wherever practicable.
- Controlled deliveries and vehicle movements, particularly during pupil arrival, break and dismissal periods, with a competent banksman where required.
- Maintenance of all required school fire exits, evacuation routes and emergency-service access.
- A clear procedure where a child approaches, enters or attempts to enter the works area, including immediate notification to school management.
- Identification and safeguarding induction for all site personnel.
- Restrictions on access to occupied school areas and on photography / recording except where specifically authorised for project purposes.
- Prompt reporting to the Principal and Employer's Representative of any security breach, attempted unauthorised entry, near miss or failure of the segregation arrangements.

Tender-stage requirement. Every tenderer must expressly accept these requirements and submit the maximum 2-page outline methodology described in Section 1. The preferred tenderer must subsequently submit a detailed project-specific Site Security and Live-School Management Plan, together with the developed Construction Stage Safety and Health Plan, before taking possession of the site or commencing works.

4. Green Public Procurement requirements

The Contractor shall comply with the applicable requirements of Department of Education Technical Note SDG 01 - TN07 (current version), Circular 17/2025 and relevant national Green Public Procurement criteria applicable to the works. These requirements are general contract requirements and are not separate priced items.

- Construction and demolition waste shall be minimised and, where practicable, segregated for reuse, recycling or recovery. Waste shall be transported by appropriately authorised operators to appropriately authorised facilities, with records retained for inspection.
- Materials shall be ordered, stored and managed so as to minimise avoidable waste, damage, surplus materials and packaging.
- Where the Works Requirements or pricing schedule specify environmental performance standards, low-carbon material requirements, Environmental Product Declarations, Declarations of Performance or other product certification, the Contractor shall provide the required evidence before the relevant product is incorporated into the works.
- Products proposed as equivalents to named reference products must meet or exceed the stated technical and environmental performance requirements.

No additional EPD or environmental product pack is required with the initial tender unless expressly identified in the tender documents. Verification will generally be undertaken with the preferred tenderer and/or before product approval and installation.

5. Preferred tenderer - supporting evidence before award

To avoid unnecessary paperwork for all bidders, the following detailed evidence will ordinarily be requested only from the preferred tenderer, within the period stated in the applicable Department procedure / tender documents (normally within 7 days where the Small Works Suitability Declaration requires substantiation). Failure to substantiate a declared minimum requirement may result in the tenderer failing the suitability assessment and the next-ranked qualifying tender being considered.

Verification area	Evidence to be provided / verified
Department suitability evidence	All supporting evidence required by the current DoEY Contractor Suitability Declaration for Small Works, including the required financial / turnover and health-and-safety evidence.
Comparable project experience	Full details of the three comparable projects identified at tender stage, including project value, scope, dates, client / referee contact details and any required Certificates of Satisfactory Execution. At least one reference must verify satisfactory performance in a live school or similarly sensitive occupied environment.
References	Direct verification by the Consultant / School as appropriate, including workmanship, programme performance, management of defects, compliance with instructions, health and safety, site security / segregation and whether the referee considers the contractor competent to undertake comparable work again.
Insurance	Current insurer / broker evidence confirming all required cover levels.
Tax and financial capacity	Current tax-clearance status and the financial / turnover evidence required by the Department suitability documentation. Where the applicable Department form requires annual turnover above a stated multiple of the tender sum, that requirement must be substantiated.
Management and supervision	Confirmation of availability of the named Contracts / Project Manager and Site Manager / Foreman, together with any additional project organisation chart reasonably required.
PSCS and health and safety	Evidence required under the applicable contractor / PSCS health-and-safety requirements, including competence, experience, training and relevant management systems.
Manpower and current capacity	A concise resource statement identifying current workload and contractual commitments, personnel available to this project, proposed site staffing and ability to mobilise within the required timeframe.
Specialist subcontractors	Details of proposed or available specialist resources for roofing, mechanical, electrical, fire alarm / emergency lighting, fire-resisting glazing / doors and any other specialist packages, where relevant.
Quality-control systems	Details of arrangements for supervision of workmanship and subcontractors, inspection and testing, recording of concealed works, testing / commissioning, certification, snagging, defect management and collation of as-built / handover information.
Detailed programme	A developed project programme consistent with the tendered price, live-school restrictions, agreed phasing and required commencement / completion dates.
Live-school management	Detailed Site Security and Live-School Management Plan addressing every requirement in Section 3 and any additional measures identified at preferred-tenderer stage.

GPP / product verification	Product data, EPDs, Declarations of Performance or equivalent environmental evidence only where expressly required by the Works Requirements or requested for product approval. Such evidence may be provided before incorporation of the relevant product rather than with the initial tender.
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6. Evaluation, clarification and tender integrity

- Tender-stage mandatory requirements will be assessed on a Pass / Fail basis before the tender is treated as qualifying for price comparison.
- The current Department suitability process will be applied in accordance with the applicable procedure and tender documents.
- Any clarification sought will be limited to what is permissible under the procurement rules and will be handled consistently. Tenderers should not assume that a material omission can be remedied after the deadline.
- Where a tender appears abnormally low, the Contracting Authority may seek a written explanation and supporting information in accordance with the applicable Department procedure before deciding whether the tender can be accepted.
- No tenderer will be permitted to materially alter its tender, price, proposed methodology or minimum suitability position after the closing deadline except where expressly permitted as a lawful clarification.
- The Contracting Authority reserves the right not to award the contract where no tender satisfies the mandatory requirements or where the procurement cannot otherwise proceed in accordance with the applicable rules.

For and on behalf of Coughlan Consulting Engineering

Structural & Civil Engineers

Signed: _____

Name: Robert Coughlan

Qualifications: BE, CEng, MIEI, MISTuctE

Date: _____