



Comhairle Cathrach Chorcaí **Cork City Council**

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Community, Culture & Placemaking Directorate

Framework Agreement For The Provision Of Civil Engineering Contractor Services For Housing Estates Prior To Taking-In-Charge

Instructions to Tenderers / Award Criteria Document – Revision 01

24 September 2026

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2.0 EMPLOYER'S REQUIREMENTS

2.1 Procurement Document and Pricing Schedule

Procurement Reference: _____

Contracting Authority: Cork City Council

Framework Duration: Four (4) Years

Procurement Procedure: Open Procedure

eTenders Competition ID: _____

Issue Date: _____

Submission Deadline: _____

3.0 INTRODUCTION AND BACKGROUND

3.1 Contracting Authority

Cork City Council (the "Contracting Authority") invites suitably qualified and experienced civil engineering contractors to submit tenders for appointment to a Multi-Operator Framework Agreement for Minor Civil Engineering Works within the administrative area of Cork City Council.

The Framework Agreement is being established by the Development Management Section of Cork City Council to facilitate the efficient procurement and delivery of minor civil engineering works arising in the course of development management activities, planning enforcement actions, taking-in-charge projects, public realm improvements, infrastructure remediation works, and other operational requirements.

The Framework Agreement is intended to provide a responsive and compliant mechanism through which the Contracting Authority may procure civil engineering works of a routine, urgent or programmed nature during the Framework Period.

3.2 Purpose of the Framework

The purpose of this procurement is to establish a panel of suitably qualified civil engineering contractors capable of undertaking minor civil engineering works on behalf of Cork City Council.

Contractors appointed to the Framework shall be eligible to participate in call-off competitions and/or direct drawdown arrangements, as described in this document.

Appointment to the Framework Agreement shall not constitute a guarantee of work, minimum workload, exclusivity arrangement or minimum level of expenditure by Cork City Council.

3.3 Indicative Scope of Works

The Framework may be utilised for the delivery of works including, but not limited to:

- a) Road reinstatement works;
- b) Footpath construction and repairs;
- c) Kerbing installation and replacement;
- d) Drainage repairs and upgrades;
- e) Surface water infrastructure works;
- f) Minor foul drainage works;
- g) Excavation and reinstatement works;
- h) Carriageway patching and resurfacing;
- i) Traffic management associated with works;
- j) Utility trench reinstatements;
- k) Public realm improvement works;
- l) Boundary and retaining structure repairs;
- m) Minor concrete works;
- n) Landscaping and reinstatement works;
- o) Emergency and reactive civil engineering works.

3.4 Framework Duration

The Framework Agreement shall commence on [DATE] and shall remain in force for a period of four (4) years.

The maximum duration of the Framework shall not exceed four years except where expressly permitted by applicable procurement legislation.

3.5 Estimated Framework Value

The estimated aggregate value of call-off contracts under the Framework Agreement is **€1,000,000 excluding VAT** over the four-year Framework Period.

The maximum value of the Framework shall be **€2,000,000 excluding VAT**.

Individual call-off contracts are anticipated to range between:

- Minimum Value: **€2,500 excluding VAT**
- Maximum Value: **€100,000 excluding VAT**

These values are estimates only and do not constitute a guarantee of expenditure by Cork City Council.

4.0 PROCUREMENT BASIS

4.1 Legislative Framework

This procurement is conducted in accordance with:

- a) Directive 2014/24/EU on Public Procurement;
- b) European Union (Award of Public Authority Contracts) Regulations 2016 and subsequent amendments;
- c) Circulars and guidance issued by the Office of Government Procurement (OGP);
- d) Capital Works Management Framework (CWMF);
- e) Applicable Irish public procurement law;
- f) Relevant guidance issued by the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation.

4.2 Procurement Procedure

The Framework shall be established through an Open Procedure conducted via the national public procurement portal at www.etenders.gov.ie.

All communications, clarifications, submissions and notifications shall be conducted electronically through eTenders unless otherwise specified.

4.3 Applicable Contract Forms

Call-off Works Contracts may be awarded using:

- a) Public Works Contract PW-CF6 (Civil Engineering Works Designed by the Employer);
- b) Public Works Contract PW-CF5 where appropriate;
- c) Short-form or Minor Works contracts consistent with the CWMF;
- d) Such other standard forms as Cork City Council may determine.

2.3.2 The applicable contract form shall be identified within each call-off competition.

5.0 SCOPE OF FRAMEWORK

5.1 Definition of Minor Civil Engineering Works

For the purposes of this Framework, "Minor Civil Engineering Works" means civil engineering construction, repair, maintenance, reinstatement or improvement works generally having an estimated contract value not exceeding €100,000 excluding VAT per call-off contract. The Contracting Authority reserves the right to vary this threshold where operational requirements necessitate.

5.2 Geographic Area

The Framework shall apply throughout the administrative area of Cork City Council.

Contractors shall be required to undertake works at any location within the Council's functional area

5.3 Framework Structure

Cork City Council intends to appoint **up to five (5) contractors** to the Framework Agreement. Contractors shall be ranked based on the outcome of the evaluation process.

Appointment to the Framework does not guarantee any minimum level of work.

5.4 Call-Off Mechanisms

5.4.1 Direct Drawdown

Where permitted under procurement legislation and the terms of the Framework, works may be awarded directly according to ranking.

5.4.2 Mini-Competition

For projects requiring project-specific pricing, methodology, programming or resource commitments, a mini-competition may be conducted among framework members.

5.4.3 Emergency Works

The Contracting Authority reserves the right to directly engage a Framework Contractor for emergency works requiring immediate response.

6.0 QUALIFICATION AND SELECTION CRITERIA

6.1 General Requirements

Tenderers must demonstrate that they possess the legal, financial, professional and technical capacity necessary to perform the Framework Agreement.

6.2 Relevant Experience

Tenderers shall demonstrate:

- a) A minimum of five (5) years' experience undertaking civil engineering works;

- b) Successful completion of comparable projects within the previous five years;
- c) Experience in roads, drainage, reinstatement and associated infrastructure works.

Tenderers shall provide details of at least three relevant reference projects.

6.3 Tax Compliance

Tenderers must possess a valid Tax Clearance Access Number and Tax Reference Number.

The successful contractor shall maintain tax compliance throughout the Framework Period.

6.4 Health and Safety Competence

Tenderers shall demonstrate compliance with health and safety legislation.

Tenderers shall provide:

- a) Current Safety Statement;
- b) Safe-T-Cert certification or equivalent accreditation;
- c) Evidence of competent health and safety management systems;
- d) Details of health and safety personnel.

6.5 Insurance Requirements

6.5.1 Minimum insurance levels shall be:

Insurance Type	Minimum Requirement
Public Liability	€6,500,000 any one occurrence
Employers Liability	€13,000,000 any one occurrence
Contractors All Risks	As required by call-off contract
Motor Insurance	Statutory Requirements

Evidence of insurance shall be provided prior to Framework appointment and maintained throughout the Framework Period.

6.6 Financial Capacity

6.6.1 Tenderers must demonstrate adequate financial standing.

Minimum annual turnover shall be

€2,000,000 over 4 years, the average annual expenditure would be approximately **€500,000** per annum

or

twice the anticipated annual drawdown value under the Framework, whichever is lower and proportionate.

Cork City Council reserves the right to review:

- a) Audited accounts;
- b) Management accounts;
- c) Turnover declarations;
- d) Credit ratings;
- e) Banking references.

Tenderers shall demonstrate adequate financial standing. Tenderers shall have achieved a minimum average annual turnover of **€1,000,000** over the previous three financial years. The Contracting Authority reserves the right to accept alternative evidence of financial capacity where appropriate and proportionate.

7.0 AWARD CRITERIA

7.1 Basis of Award

The Framework shall be awarded on the basis of the Most Economically Advantageous Tender (MEAT).

7.2 Evaluation Methodology

The proposed evaluation criteria are:

Criterion	Weighting
Quality Submission	40%
Price Submission	60%

7.3 Quality Assessment

7.3.1 Relevant Experience and Resources – 10%

Assessment of:

- Similar projects completed;
- Personnel resources;
- Plant and equipment resources.

7.3.2 Methodology – 15%

Assessment of:

- Approach to delivery;
- Programme management;
- Quality assurance arrangements.

7.3.3 Health, Safety and Environmental Management – 10%

Assessment of:

- Safety management systems;
- Environmental controls;
- Traffic management procedures.

7.3.4 Sustainability and Climate Action Measures – 5%

Assessment of:

- Measures to minimise carbon emissions associated with the works;
- Use of sustainable materials and construction practices;
- Waste reduction, reuse and recycling proposals;
- Protection of biodiversity and natural habitats during construction;
- Measures to improve energy efficiency and reduce environmental impacts.

7.4 Price Assessment

Price shall be evaluated using the Schedule of Rates included within the Pricing Document.

The Contracting Authority reserves the right to undertake abnormal tender analysis where rates appear unsustainable.

7.4.1

For tender assessment purposes only, the Contracting Authority shall apply a schedule of notional quantities and weightings to each item contained within the Schedule of Rates. The notional quantities are representative estimates based on the anticipated profile of works likely to arise under the Framework Agreement.

Tenderers should note that these quantities:

- Are provided solely for tender evaluation purposes;
- Do not represent actual or guaranteed quantities;
- Shall not form part of any contractual entitlement;
- May differ significantly from actual usage during the Framework Period

The Tender Price for evaluation purposes shall be calculated by multiplying each submitted rate by the corresponding notional quantity and summing the resulting amounts. The lowest evaluated tender price shall receive the maximum price score, with all other tenders scored proportionately.

8.0 PRICING DOCUMENT

8.1 General Requirements

Tenderers shall complete the Pricing Schedule in full. Rates shall include all labour, supervision, plant, materials, transport, overheads, profit, testing, compliance costs and ancillary requirements necessary for the completion of the works.

8.2 Schedule of Rates

Typical Civil Engineering Items

Item	Unit	Evaluation Quantity	Price
Excavation in all materials	m ³	500	
Disposal of excavated material	m ³	500	
Imported fill material	m ³	300	
Concrete kerbing	m	400	
Footpath construction	m ²	800	
Concrete paving	m ²	300	
Asphalt reinstatement	m ²	1,000	
Road pavement reconstruction	m ²	500	
Surface water pipework	m	300	
Foul drainage pipework	m	200	
Manholes	No.	20	
Gullies and connections	No.	40	
Road markings	m	500	
Topsoil and seeding	m ²	1,000	
Traffic Management	Item	20	

8.3 Dayworks Schedule

Dayworks Evaluation Quantities

Personnel	Evaluation Hours	Price
Site Foreman	80	
General Operative	200	
Skilled Operative	150	
Plant Operator	100	

The above quantities shall be used solely for evaluating price submissions and shall not create any obligation on the Contracting Authority to order such quantities during the Framework Period.

8.4 Basis of Call-Off Pricing

Call-off contracts may be priced by:

- a) Application of framework rates;
- b) Agreed percentage adjustment to framework rates;
- c) Project-specific pricing through mini-competition;
- d) Combination of the above.

9.0 CONDITIONS AND COMPLIANCE

9.1 Health and Safety

Contractors shall comply with:

- a) Safety, Health and Welfare at Work Act 2005;
- b) Safety, Health and Welfare at Work (Construction) Regulations 2013;
- c) All HSA guidance and statutory requirements.

Where appointed, the Contractor shall undertake the role of Project Supervisor Construction Stage (PSCS).

The Contractor shall demonstrate competency to perform PSCS duties.

9.2 Legislative Compliance

Contractors shall comply with all relevant legislation including:

- a) Roads Acts;
- b) Road Traffic Acts;
- c) Building Regulations;
- d) Waste Management legislation;
- e) Environmental legislation;
- f) Planning and Development legislation.

9.3 Standards

All works shall comply with:

- a) Transport Infrastructure Ireland Specifications;
- b) Department of Transport requirements;
- c) Relevant Irish Standards;
- d) European Standards;

- e) Cork City Council specifications.

9.4 Environmental Obligations

Contractors shall minimise environmental impacts and shall:

- a) Control dust, noise and vibration;
- b) Manage waste in accordance with legislation;
- c) Prevent pollution incidents;
- d) Protect watercourses and drainage systems.

9.5 Traffic Management

Temporary traffic management shall comply with:

- a) Chapter 8 Traffic Signs Manual;
- b) Temporary Traffic Management Design Guidance;
- c) Relevant statutory requirements.

9.6 Performance Security

The Contracting Authority may require:

- a) Performance Bonds;
- b) Parent Company Guarantees;
- c) Retentions.

Where required, performance bonds shall typically be 10% of contract value unless otherwise stated.

10.0 SUBMISSION REQUIREMENTS

10.1 Tender Submission

Tenderers shall submit the following documents:

Part 1 – Company Information

- a) Company profile;
- b) CRO details;
- c) Contact information.

Part 2 – Qualification Submission

- a) Relevant experience;
- b) Reference projects;
- c) Personnel details;
- d) Resource statements.

Part 3 – Compliance Documentation

- a) Tax Clearance details;
- b) Insurance certificates;
- c) Safety Statement;
- d) Safe-T-Cert or equivalent certification.

Part 4 – Pricing Submission

- a) Completed Schedule of Rates;
- b) Dayworks pricing;
- c) Declaration Form.

10.2 Submission Method

Tender submissions shall be made electronically through eTenders.

Paper submissions shall not be accepted.

10.3 Submission Deadline

Tenders must be submitted no later than:

Date: _____

Time: _____

10.4 Clarifications

Requests for clarification shall be submitted through eTenders not later than:

Evaluation Timeline

Activity	Indicative Date
Publication	14 th September 2026
Clarification Deadline	25 th September 2026
Tender Submission	14 th October 2026
Evaluation	4 Weeks
Standstill Period	4 Weeks
Framework Award	January 2027

11.0 FRAMEWORK AGREEMENT TERMS

11.1 Call-Off Procedures

Framework Contractors shall respond to requests for quotation within the timeframe specified by the Contracting Authority.

Standard response periods may be:

- Emergency Works: 2–24 hours
- Urgent Works: 2 working days
- Planned Works: 5–10 working days

11.2 Contractor Performance

Cork City Council shall monitor performance against key indicators including:

- a) Quality of workmanship;
- b) Programme performance;
- c) Health and safety compliance;
- d) Environmental compliance;
- e) Responsiveness.

11.3 Suspension and Removal

A Framework Contractor may be suspended or removed where:

- a) Material contractual breaches occur;
- b) Health and safety failures arise;
- c) Insurance requirements lapse;
- d) Tax non-compliance occurs;
- e) Persistent poor performance is demonstrated.

The Contractor shall be afforded due process in accordance with public procurement requirements.

11.4 Variations

Call-off contracts may be varied only in accordance with:

- a) The provisions of the relevant works contract;
- b) Regulation 72 of the Public Procurement Regulations;
- c) Applicable procurement law.

11.5 Price Review

Framework rates shall remain fixed for the first twelve (12) months.

Thereafter, Cork City Council may consider annual price reviews based on:

- a) CSO construction indices;
- b) Demonstrated market changes;
- c) Evidence submitted by the Contractor.

Any adjustment shall require prior written approval.

11.6 No Guarantee of Work

Appointment to the Framework Agreement shall not guarantee any minimum quantity or value of work.

The Contracting Authority shall have no obligation to award any call-off contract.

12.0 GENERAL CONDITIONS

12.1 Freedom of Information

Tenderers should note that information supplied may be subject to the Freedom of Information Act 2014.

12.2 GDPR

Tenderers shall comply with the General Data Protection Regulation and Data Protection Acts.

12.3 Conflict of Interest

Tenderers shall disclose any actual, potential or perceived conflict of interest.

12.4 Reservation of Rights

Cork City Council reserves the right to:

- a) Clarify any aspect of a tender;
- b) Verify information provided;
- c) Cancel the competition;
- d) Amend the procurement process;
- e) Not award the Framework.

The Contracting Authority shall not be liable for any costs incurred by tenderers in preparing submissions.

Prepared for Cork City Council Development Management Section in accordance with the principles of the Capital Works Management Framework, Office of Government Procurement guidance, and Irish public procurement requirements, adapted from the formatting and clause structure of the Council's standard Employer's Requirements documentation