



Request for Tender

Removal of existing carpet tiles throughout our Cork Offices approximately 720 square meters and replace these with new carpet tiles dark in colour. The offices are currently furnished and, to minimize disruption to operations, we are seeking to have all or a portion of this work completed by 26th October 2026 if possible.

SafeFood
7 Eastgate Avenue
Eastgate
Little Island
Cork T45 RX01

28 September 2026

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1. Introduction

SafeFood invites tenders from external organisations in the public or private sector to remove all existing carpet tiles throughout our offices in Cork. These tiles are 25 years old. The tiles need to be replaced with commercial-grade carpet tiles or more specifically, Modulyss DSGN Absolute or Modulyss First Define, 1/10th Gauge nylon loop pile, 730g/m² pile weight (or equivalent) in the 7 Eastgate Avenue, Eastgate, Little Island, Cork T45 RX01. Further details regarding total floor area and timeframe for completing the work is set out in section 4 below.

2. Background

SafeFood was established in 1999 under the British Irish Agreement Act and is one of the 6 North South Implementation Bodies jointly governed by the British and Irish Governments.

SafeFood works to promote food safety and healthy eating across the island of Ireland.

Our work includes:

- public education and awareness campaigns
- commissioning research
- publication of independent reports
- supporting laboratory and scientific cooperation

The Chief Executive Officer is supported by an Advisory Board that provides strategic advice and an Advisory Committee that provides scientific and technical guidance.

SafeFood headquarters are at:

7 Eastgate Avenue
Eastgate
Little Island
Cork T45 RX01

SafeFood also has an office in Dublin at:

Irish Life Centre
Abbey Court
Lower Abbey Street



Dublin D01 Y1X2.

For more information about Safefood, visit [Safefood.net](https://safefood.net)

3. Overview of the services or works

Safefood is in the process of refurbishing our Cork Offices at 7 Eastgate Avenue, Eastgate, Little Island, Cork T45 RX01. Currently we are finalising internal restructuring works which will be completed by mid October 2026. Our existing floor carpet tiles are 25 years old and now need to be replaced. To minimise disruption to our staff, we are seeking ideally to have all or most of the carpet tiles fully replaced by Monday 26 October. Our offices are furnished at present so the tender will require moving of furniture and removal of all old tiles and replacing these with new tiles. There may be a need to relocate a small number of floor boxes in the open plan sections in Areas B and C. Our floor is a suspended steel floor with existing floor boxes.

Further details regarding total floor area and timeframe for completing the work is set out in section 4 below.

4. Details of requirements

The services required include:

Removal of all old carpet tiles and disposal in a safe and sustainable manner and installation of new carpet tiles throughout to commercial-grade carpet tiles or more specifically, ModuLyss DSGN Absolute or ModuLyss First Define, 1/10th Gauge nylon loop pile, 730g/m² pile weight (or equivalent). While our preference is for all areas to be completed by 26th October 2026 to minimize disruption to staff and our operations, we can accept a phased approach whereby Area B is completed by 26 October and Areas A and C are completed by 30 October 2026.



The approximate total floor area is as follows:

Area A	Reception landing and common area outside shower and bathrooms	70 sq meters
Area B	Open plan area, Corporate Operations Corporate Operations 7 individual offices (with furniture in situ which will need to be moved during works)	300 sq meters
Area C	Open plan area, Science Directorate, 12 desks in situ and other furniture which will need to be moved during works Science Directorate, 2 meeting rooms and 6 individual offices (with furniture in situ which will need to be moved during works)	350 sq meters
Total		720 sq meters

5. Budget

Tenderers should submit a competitive bid.

Please provide in the table below:

- a full breakdown of costs
- invoicing arrangements
- all costs in Euro only
- VAT listed separately
- the timeframe for completing the works

All rates must include administrative, supplies, any third-party costs, travel costs and any additional relevant costs or expenses. Rates cannot increase during the contract period.

Each tenderer is responsible for any costs they incur when preparing and submitting a tender.



6. Information required

All tenders must include:

1. Business name and contact details including telephone number, full address, web address (where available)
2. Name of the contact person dealing with this request (including their contact details)
3. 2 references from similar projects of comparable scale and complexity
4. A full cost breakdown in Euro with VAT listed separately. Total costs should be clearly itemized. All rates must include administrative, supplies, any third-party costs, travel costs and any additional relevant costs or expenses. Rates cannot increase during the contract period.

Tenders must be submitted **by e-tenders only on or before 3pm on Thursday 8th October, 2026**. SafeFood cannot accept late submissions.

Each tenderer is responsible for any costs they incur when preparing and submitting a tender.

7. Evaluation of tenders

SafeFood will evaluate tenders in 2 stages.

7.1 Qualification criteria

SafeFood will first check whether tenders:

- address all requirements in this document
- include all information requested in section 6 above
- demonstrate the ability to provide the required services

Only tenders that meet these requirements will move to the next stage.



7.2 Award criteria

Safefood will award the contract to the tender that offers the best overall value based on the criteria below. The decision of Safefood will be final:

- a) Overall cost (30%)
- b) Ability to meet the deadline of completing the works in Area B by 26 October 2026 (30%)
- c) Ability to meet the deadline of completing the works in Areas A and C by 30 October 2026 (10%)
- d) Proposals on the incorporation of environmentally sustainable and/or social considerations into the delivery of the service – for example in products provided and in the approach to disposing of old tiles (10%)
- e) Two references from similar projects of comparable scale and complexity (20%)

Safefood may invite tenderers to a clarification meeting before making a final decision.

8. Conditions of tender

- Any queries or requests for clarification in relation to this Request for Tender must be submitted by the e-tenders portal via the messaging function no later than **3:00 p.m. on Sunday, 4 October 2026**. Safefood may circulate responses to clarification queries to all tenderers, where appropriate.
- Safefood may share clarification responses with all tenderers.
- All information provided in the tender submission will be treated as confidential and contractually binding.
- Before any tender is awarded, the successful tenderer will be required to provide a valid Tax Clearance Certificate and evidence of insurance cover.
- Safefood is not responsible for costs incurred by tenderers during the tender process.
- Tenderers must declare any actual or potential conflict of interest.
- Safefood may cancel the tender process at any stage before awarding a contract and no liability shall fall on Safefood arising from costs incurred by tenderers in preparation of their proposals.



- There will be no contractual relationship between the parties except pursuant to a duly-signed Contract for the services specified herein. The award of a Contract does not confer exclusivity on the successful agency. At any time, SafeFood may cancel the Request for Tender and tendering process prior to a Contract being awarded by SafeFood.
- No publicity about this Request for Tender is allowed without written approval from SafeFood.
- Tenderer's attention is drawn to the Competition Act 2002 (as amended, the "2002 Act"). The 2002 Act makes it a criminal offence for agencies to collude on prices or terms in a public procurement tendering process.