

Project Information Memorandum (PIM)

for

Schools Energy Pathfinder 2025 – Heat Pump Programme

Works Contractors

for

**Sustainable Energy Authority of Ireland
Department of Education and Youth**

Date: September 2026

Project Information Memorandum (PIM)

Table of Contents

1.	Introduction.....	1
2.	Programme Details	1
2.1	Background	1
2.2	The Employer and Form of Contract	1
3.	Scope of Works	2
4.	Procurement Process.....	4
4.1	School LOTs	4
4.2	Award of LOTs	5
5.	Programme	7
6.	How Tenders Will be Evaluated	8
6.1	Suitability Assessment.....	8
6.2	Award Criteria.....	8
7.	Confidentiality	8
8.	Tender Submission Requirements.....	9

List of Tables

Table 1 - Contract Information	2
Table 2 - Roles & Responsibilities	3
Table 3 - LOT Information.....	4
Table 4 - Procurement Timetable	7
Table 5 - Award Criteria	8

1. Introduction

This Project Information Memorandum is part of the information package for the procurement of the following:

1. Works Contractors:
 - a. For mechanical and electrical (M&E) plantroom works including all associated builder's works and site works to facilitate heat pump installation.

Further details regarding the procurement process envisaged under this programme is provided below. This Project Information Memorandum should be read in conjunction with the full suite of tender documents issued.

Please note this procurement process is part of an overall Heat Pump Programme for the procurement of suitable Works Contractors for up to 28 school buildings located in 7 counties namely Kildare, Meath, Offaly, Laois, Waterford, Wexford and Wicklow (refer to section 4 below for procurement competition details).

2. Programme Details

2.1 Background

The Sustainable Energy Authority of Ireland (SEAI), and the Department of Education and Youth (DEY) have agreed to collaborate on the delivery of a Heat Pump Programme for the Education sector (the 'Pathfinder'). The public sector target is to reduce its greenhouse gas emissions by 51% by 2030 and increase the improvement in energy efficiency in the public sector by 50% by 2030. The need for a flexible and tailored approach to heating decarbonisation of schools is critical to enable the school sector to achieve its 2030 and 2050 climate action targets.

The main objective of this Heat Pump Programme is to target CO₂ emission reduction in schools which will assist the DEY to explore options and test various solutions. It is paving the way for, and informing, a much larger schools national heat pump programme that will play a key part in meeting the delivery of the Climate Action Plan.

2.2 The Employer and Form of Contract

The respective Education and Training Boards (ETBs) listed below will act as the Client/Contracting Authority for the duration of the works.

The school heating decarbonisation works will be coordinated by a Design Team (DT) and Technical Advisory (TA) team, acting as representatives for the SEAI and DEY (see table 2 below for details).

The form of contract will be as per table 1 below.

Contractor	Works Description	Contract Form
Works Contractor	M&E Works including heat pump installation (1nr contract per LOT).	PW-CF 6

Table 1 - Contract Information

In the context of the Works Contractor, the contract form has the following meaning:

“PW-CF 6” means the standalone Public Works Contract (available from Capital Works Management Framework (CWMF)) signed between the Works Contractor and Contracting Authority for mechanical and electrical (M&E) plantroom works including all associated builder’s works and site works to facilitate heat pump installation.

The insurances required is defined in each contract and includes public liability insurance, employer’s liability insurance and professional indemnity insurance. Insurance policies that are in place for this project should be applicable to the project environment and times where works are taking place in a live environment.

3. Scope of Works

The Stakeholder Team have appointed an Employer’s Representative (ER)-led Design Team to act on their behalf during the Tender and Contract Periods. The successful tenderer will liaise and cooperate with all Stakeholders as listed in table 2 below throughout the duration of the project up to completion and beyond for defect/snagging purposes.

Organisation	Role	Brief
Sustainable Energy Authority of Ireland (SEAI)	Sanctioning Authority	Advisory Role/Project Funder/Stakeholder Team
Department of Education and Youth	Sanctioning Authority	Advisory Role/Project Funder/Stakeholder Team
Education and Training Boards (ETBs)	Contracting Authority / Employer	Statutory Duties under Health Safety and Welfare at Work legislation
Rogerson Reddan	Advisory Role	Programme Manager for the Stakeholder Team
Technical Advisory Team	Technical Advisory and Quality Team	Technical and Quality Advisor to the Stakeholder Team
Design Team	ER/DT lead/PSDP/Assigned Certifier	Architects, Contract Administrators, Project Managers / Schedulers / Commercial Managers / Designer's / Engineers
Works Contractor	Successful Tenderer for mechanical and electrical plantroom works including all associated builder's works to facilitate the heat pump installation.	Contractor duties in accordance with Contract Conditions.

Table 2 - Roles & Responsibilities

The scope of this project is centred around works that will reduce carbon emissions from heating systems in the existing school buildings.

It will be the responsibility of the Contractor to ensure they have adequate experienced resources to plan, track and perform the activities of the submitted and agreed programme for each school within the LOT. The Contractor shall issue weekly reports to the Employer's Representative (ER) with updated schedules against the baseline, showing progress and highlight recovery on any item at risk.

The Contractor shall be available for any additional meetings, other than the weekly progress meeting, with the ER to review and resolve or seek further clarifications.

4. Procurement Process

A Call for Tender (CFT) will be published on www.etenders.gov.ie following an Open Procedure (OJEU) procurement process.

4.1 School LOTs

Eleven (11) projects out of the total twenty-eight (28) school projects in the Heat Pump programme are not being tendered under this current procurement process.

The remaining seventeen (17) school projects, being tendered under this procurement process, are divided into eight (8) LOTs as detailed in table 3 below. Each LOT represents a separate tender competition and Contractor contract.

Tenderers may tender for all LOTs but are restricted to winning a maximum of four (4) LOTs – refer to section 4.2 for further information.

The following summarises the lotting structure for this competition:

Lot Ref	School Ref	School Name	Roll Nr	Eir Code	Contracting Authority
KW1	7.1	Ardscoil Rath Iomghain	70730J	R51DA36	KWETB
	7.6	St. Brigid's Ticknevin National School	17931S	W91P868	
KW2	7.2	St. Brigids National School	16302F	R56E782	KWETB
	7.5	St John's NS	12182B	W34K585	
KW3	7.3	Kilkea NS	17714K	R14KC97	KWETB
	7.4	SN Na Cloiche Moire	14643V	R93KP89	
LO1	9.2	St Ciarans Mixed NS	16435B	R35P448	LOETB
	9.3	Chiarain Naofa NS	17188P	N37E227	
LO2	9.1	S N Naomh Brighde Buach	18524K	R35N406	LOETB
	9.5	Clonaslee College	71470O	R32R972	
	9.6	Mhuire Naofa N S	18335H	R35KD66	
W1	10.1	Riverchapel NS	15367F	Y25DE28	WWETB
	10.6	MONASEED N S	15937U	Y25RF40	
W2	10.7	Dungarvan College	72220T	X35PV34	WWETB
	10.5	Ramsgrange Central National School	19528A	Y34HX56	
W3	10.3	S N RAITHIN (Raheen)	18191J	Y21E129	WWETB
	10.4	Cushinstown NS	16673R	Y35FF98	

Table 3 - LOT Information

4.2 Award of LOTs

Each LOT represents a separate procurement competition and contract. An interested Tenderer may tender for more than one LOT; however, a Tenderer may only be awarded a maximum of four (4) LOTs.

If a Tenderer submits the apparent MEAT tender for more than one (1) LOT, the following rules will apply:

1. Starting at LOT KW1, the apparent MEAT tenderer will be awarded LOT KW1.
2. If the Winner of LOT KW1 also submits the apparent MEAT tender for LOT KW2, they will be awarded both LOTS KW1 and KW2,
 - a) In this instance, the Winner of LOTS KW1 and KW2 will be required to provide evidence at post tender clarification stage demonstrating that the company's turnover meets the combined total turnover requirement stated in the individual LOT's SAQ.

See below calculation methodology that will be used for assessment (turnover amounts shown here are for example purposes only):

LOT KW1 SAQ turnover requirement - 1,000,000 minimum average over the last 3 years

LOT KW2 SAQ turnover requirement - 850,000 minimum average over the last 3 years

Combined SAQ turnover requirement - 1,850,000 minimum average over the last 3 year.

If the Winner cannot successfully demonstrate compliance with the combined turnover requirement, the Contracting Authority will proceed to the next highest ranked tenderer for LOT KW2.

3. If the Winner of LOTS KW1 and KW2 also submits the apparent MEAT tender for LOT KW3, they will be awarded LOTS KW1, KW2 and KW3,
 - a) In this instance, the Winner will be awarded LOT KW3, subject to demonstrating compliance with the applicable combined turnover requirement for LOTS KW1, KW2 and KW3, calculated in accordance with the same methodology set out in paragraph 2(a) above. If the Winner cannot demonstrate compliance, the Contracting Authority will proceed to the next highest ranked Tenderer for LOT KW3.

4. If the Winner of LOTS KW1 - KW3 also submits the apparent MEAT tender for LOT LO1, they will be awarded LOTS KW1, KW2, KW3 and LO1,
 - a) In this instance, the Winner will be awarded LOT LO1, subject to demonstrating compliance with the applicable combined turnover requirement for LOTS KW1, KW2, KW3 and LO1, calculated in accordance with the same methodology set out in paragraph 2(a) above. If the Winner cannot demonstrate compliance, the Contracting Authority will proceed to the next highest ranked Tenderer for LOT LO1.
5. If the same Winner of LOTS KW1, KW2, KW3 and LO1 also submitted the apparent MEAT tender for any remaining LOTS, then its tender for those LOTS will be excluded and the LOTS will be awarded to the next highest ranked Tenderer (who has not reached its maximum number of 4 LOTS),
6. The above rules will apply until all LOTS are awarded.

Should insufficient tenders be received for a specific LOT, or anomalies arise in the tender responses that cause difficulty with the application of the above rules, then the Contracting Authorities reserve the right to modify the process to ensure that all LOTS are successfully awarded. This will be done in a transparent and equitable manner and will be reported to the tenderers upon completion of the process.

5. Programme

The estimated programme for the procurement process is as follows:

Action	Indicative Date
Invitation to Tender	As per published etenders CFT
Tender Return Date	As per published etenders CFT
Tender Assessment	3 weeks
Notification of results	As per Instructions to Tenderers (ITTs)
Standstill Period	2 weeks
Appointment / Issue Letter of Acceptance	As per Instructions to Tenderers (ITTs)

Table 4 - Procurement Timetable

All works to all schools within a LOT to be completed by **31 August 2027**.

Please note: The Tenderer must include in their tender price the following associated costs as per the Works Requirements and the Preliminaries section of the Pricing Document:

- Subject to agreement with the schools, works may be completed during term time, out-of-hours and/or midterm breaks. **However, heating must be available to all schools at all times with limited disruption to school operations.** Therefore, should any works for the new heating system be completed during term time, out-of-hours and/or midterm breaks, the Tenderer must provide all temporary equipment required to provide heating to the schools until the newly installed heating systems are operational and commissioned.

6. How Tenders Will be Evaluated

Tenders will be assessed based on the criteria included in the Instructions to Tenderers (ITTs) only (refer to the Schedule of Tender Documents included in the tender pack). Tenders will initially be assessed for compliance with the requirements for tenders (refer to ITTs section 7 for details). Any tender which does not comply with these requirements may be excluded from further consideration.

6.1 Suitability Assessment

Tenders will be evaluated with respect to the financial, economic, and technical capability standards as set out in the Suitability Assessment Questionnaire (SAQ). Each question (applicable criterion) within the SAQ must be answered. Failure to answer all questions may result in a failure and therefore the exclusion of the Tenderer from the competition. Tenderers must meet the minimum standard set for all questions in order to pass the Suitability Assessment. Those tenderers who successfully pass the suitability assessment will proceed to have their tenders evaluated in accordance with the ITTs.

6.2 Award Criteria

Tender submissions will be evaluated and ranked based on the total Lowest Priced Tender per LOT as follows:

Criteria	Weighting	Maximum Score Available
Price	100%	
Tender Price as per ITTs section 7		100

Table 5 - Award Criteria

7. Confidentiality

This PIM and all accompanying documents shall be treated as private and confidential by the tendering Contractors, who shall not release details of this Project Information Memorandum and/or any accompanying documentation other than on a confidential basis to those who have a legitimate need to know or whom they need to consult for the purposes of preparing their tender.

Tenderers shall not at any time release information concerning the project, their scope, and the procurement documentation.

The Contracting Authority is subject to the provisions of the Freedom of Information Acts. As a result, Tenderers should clearly identify any aspects of their submission which contains information that is either commercially sensitive or confidential in nature, together with the reasons for so doing which must be clearly specified. In such cases, the relevant material may, subject to the provisions of the Acts, be protected from access in response to a request made under the Acts.

The Contracting Authority shall have the right to publicise, or otherwise disclose, to any third party, information regarding the project, the contract, the identity of parties seeking information in relation to the contract, the identity of Tenderers and/or nomination of shortlisted and preferred Tenderers (including details of their respective members, representatives, advisors, consultants, contractors, servants and /or agents); the tender process; and/or the award of the contract at any time.

Tenderers are expressly and strictly prohibited from discussing any aspect of their response and/or exchanging information and/or collusion.

Subject to the above, the submission will be treated on a confidential basis by the Contracting Authority and its advisers.

8. Tender Submission Requirements

To assist in evaluating the extent to which a tenderer meets the qualification criteria, tenderers are required to provide all of the information requested in the Tender Documents. Tenderers are referred to the Tender Submission Checklist provided within the tender pack to ensure all required documents are included in their bid.

The information requested in the Tender Documents should be submitted in English and where copies of original documents are provided in languages other than English, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€) excluding VAT.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account in the assessment process.

Tenderers are expressly and strictly prohibited from discussing any aspect of their response to the Tender with other unrelated candidates or otherwise exchanging information or colluding in respect of the project. Any tenderer who fails to comply with this requirement may be disqualified.

Tenderers must complete the Tender without referring to other documents (i.e. brochures, etc.). Please note that only the information requested in the Tender Documents will be considered for evaluation. Tenderers should not submit additional information, e.g., brochures, etc. Unnecessary information causes undue delay and will not be evaluated.

Tenders must be submitted via the electronic post box on www.etenders.gov.ie. Only Tenders submitted via eTenders will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline (noted above). Tenderers should take into account the fact that upload speeds vary. There is a maximum of 4GB for the total (combined) documents sent to the electronic post box.

It is the responsibility of Tenderers to use the post box correctly, including responsibility for the upload of documents. Please refer all post box submission queries to eTenders directly (0818 001459). Canvassing of any employee of the Project Stakeholders or their agents shall not be acceptable and will lead to the disqualification of the Tenderer from the process.

All costs associated with the preparation and submission of tenders to this procurement process will be the responsibility of the tenderer regardless of the outcome of the process including the abandonment of the process by the Client.