

Project Information Memorandum (PIM)

for

Schools Energy Pathfinder 2025 – Biomass Programme Heating Upgrade and Building Enabling Works Package

Works Contractors

for

Sustainable Energy Authority of Ireland Department of Education and Youth

Date: September 2026

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1. Introduction

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

1. Works Contractors:
 - a. Heating plantroom upgrade and associated electrical works including all associated builder's works and site works to facilitate the biomass heating installation (biomass heating installation will be completed by a separately appointed Biomass Contractor).

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 Biomass Programme for the procurement of suitable Works Contractors for up to 35 school buildings located in 10 counties namely Mayo, Roscommon, Louth, Meath, Cork, Cavan, Monaghan, Longford, Westmeath and Dublin with further tender competitions to follow (via separate CFT contract notices – refer to section 4 below).

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 Biomass 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 Biomass 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 biomass programme that will play a key part in meeting the delivery of the Climate Action Plan.

This targeted Biomass Programme is focusing on high thermal carbon emitting schools for provision with carbon neutral biomass heating systems delivered via a capital funded energy supply contracting basis. The school will own the biomass cabin and the separately appointed Biomass Contractor will enter into a contract (LESC) to supply and deliver fuel (wood pellets) and sell heat, including fully operating, maintaining, repairing and replacing biomass cabin equipment to each school for a period of 15 years.

The Pathfinder Programme has deemed the above approach a viable option for large schools and has tested the delivery model outlined above with positive feedback.

2.2 The Employer and Form of Contract

The respective Education and Training Boards (ETBs) listed in table 3 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 Heating Centre upgrade works including associated builder's works and site works to facilitate biomass heating installation <u>(biomass heating installation will be completed by a separately appointed Biomass Contractor).</u> (1nr contract per bundle).	PW-CF 5

Table 1 - Contract Information

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

"PW-CF 5" means the standalone Public Works Contract (available from Capital Works Management Framework (CWMF)) signed between the Works Contractor and Contracting Authority for heating plantroom upgrade and associated electrical works including all associated builder's works and site works to facilitate the biomass heating installation (biomass heating installation will be completed by a separately appointed biomass contractor).

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.

There is a requirement for a bond for unfixed works items (i.e. off-site equipment and materials) which the Contractor wishes to seek payment for in accordance with clause 11.2 of PW-CF 5. A vesting certificate will be required to transfer the ownership of the goods to the Employer. Consideration for payment of the unfixed works items will only be for those materials as listed in the Form of Tender Schedule Part 1L.

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 M&E Heating Centre upgrade works including associated builder's works and site works to facilitate biomass heating installation <u>(biomass heating installation will be completed by a separately appointed Biomass Contractor).</u>	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 bundle project. 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 (non OJEU) procurement process.

4.1 School Bundles

This Biomass Programme consists of 6 bundles comprising of between 5 to 6 schools each in various Counties. Please note that, while Bundle 1 and Bundle 2 remain part of the overall Biomass Programme, it will not be tendered as part of the current procurement process. Only Bundles 3 – 6 are subject to tender under this procurement process.

The respective Education and Training Boards (ETBs) will be acting as the Contracting Authority for their own bundle. Please refer to table 3 below for more information.

Please note: One CFT notice per bundle will be published on etenders by the respective Contracting Authorities.

One Works Contractor will be appointed per Bundle to complete their Works at all schools within that Bundle.

Bundle Nr	School Name	Roll No	Eir Code	DT Lead	Contracting Authority
1	School 1	Not being tendered under the current procurement process.			
	School 2				
	School 3				
	School 4				
	School 5				
	School 6				
2	School 1	Not being tendered under the current procurement process.			
	School 2				
	School 3				
	School 4				
	School 5				

Bundle Nr	School Name	Roll No	Eir Code	DT Lead	Contracting Authority
3	Kinsale Community College	91499E	P17R993	Fingleton White & Co Ltd	CETB
	Carrigaline Community School	91388S	P43XE06		
	St. Brogan's College, Bandon	70910L	P72X259		
	St. Colman's Community College	71050P	P25W658		
	Davis College	64370T	C15YF83		
	Glanmire Community College	76064F	T45W965		
4	Loreto College	61070P	H12WV60	Building Design Partnership	CMETB
	Ballieborough Community School	91351S	A82P585		
	St. Patrick's College	61060M	H12K827		
	St. Macartan's College	64810V	H18X704		
	Breifne College	70380I	H12H798		
	Beech Hill College	72210Q	H18P997		
5	Our Lady's Bower	63210P	N37TR58	Building Design Partnership	LWETB
	Loreto College	63290Q	N91PX98		
	Wilson's Hospital School	63300Q	N91AX97		
	Cnoc Mhuire	63730S	N39D450		
	Moyne Community School	91436D	N39T860		
	Templemichael College	71730O	N39DA02		
6	Old Bawn Community School	91336W	D24HP38	Coleman Reynolds Associates	DDLETB
	St. Paul's Secondary School	60902G	D12E544		
	Coláiste Bride	60122D	D22C6Y2		
	Collinstown Park Community College	70041J	D22X458		
	Deansrath Community College	70040H	D22RY77		
	Firhouse Community College	70140L	D24HY03		

Table 3 - Bundle Information

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

Please refer to the Form of Tender Schedule Part 1G for the Substantial Completion date of the Heating Upgrade and Building Enabling Works Package which is the subject of this tender competition.

All works to all schools within a Bundle, including the integrated heating system commissioning with the separately appointed biomass contractor, to be completed by 30 September 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; and**
- **Required coordination with the separately appointed biomass contractor and individual schools for site access and completion of all Works.**

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 9 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 to arrive at the Most Economically Advantageous Tender (M.E.A.T) using the award criteria and following the process as is detailed in section 9 of the ITTs.

The award criteria are set out in detail in the Particulars of the ITTs. Tenderers are referred to the ITTs Particulars for full details and requirements for the award criterion headings.

Tenderers must achieve a minimum of 40% of the available marks on each individual technical merit (quality) criterion. Failure to achieve these minimum Quality score thresholds will result in the exclusion of the tender from further consideration.

6.3 Evaluation Matrix

Tenders will be evaluated by an evaluation panel. Quality criteria scores will be arrived at using objective evidence, the professional judgement of the panel and the methodology detailed in this document and the ITTs. A “0-5 marking system” will be used as set out in table 5 below.

A mark will be awarded to each criterion from 0 to 5. This mark using the appropriate multiplier, will be used to calculate the score to be awarded.

For example, if a maximum score of 100 is available for a criterion, the base score multiplier is 20 ($100 / 5$). If the Tenderer is marked 5 (excellent), a score of 100 marks will be awarded (20×5). If the Tenderer is marked 2 (a response where significant reservations exist), a score of 40 marks will be awarded (20×2).

Each quality criterion will be evaluated based on the following matrix:

Indicator	Score
An excellent response: Exceeds the requirement. An excellent response that answers the question with precision and relevance. Exceptional demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works. Includes improvement through added value/innovation.	5
A very good response: The proposal meets the required standard, which may include additional benefits. A good response in terms of detail and relevance to the question. A good demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	4
An acceptable response: The proposal satisfies the required standard, perhaps with very minor reservations. A response with an acceptable level of detail and relevance. An acceptable demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the Works.	3
An unsatisfactory response: The proposal is unsatisfactory and fails to meet the required standard in most aspects. The response contains limited or irrelevant information and/or only partially addresses the question. Significant reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	2
An inadequate response: The proposal is inadequate and fails to meet the required standard. The response has an inadequate level of detail provided; and/or questions have not been answered; and/or answers are not directly relevant to the question. Major reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.	1
Not eligible for consideration: No response: or the response completely fails to meet the required standard. The response is completely deficient in terms of details and relevance. Completely fails to demonstrate that the Tenderer has the ability, understanding, experience, skills, resources and quality measures required to provide the Works.	0

Table 5 - Evaluation Matrix

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.