

# **VOLUME B**

## **Form of Tender & Schedule**

for

**Interior Alterations / Upgrades to  
unit 2 at Carlow Community  
Enterprise House Carlow**

prepared for

**Carlow Community Enterprise  
Centres CLG**



**Brennan  
Associates**



**Strictly Private & Confidential**

**Project No. 2947**

**2<sup>nd</sup> October 2026**



QUANTITY SURVEYING



CONSTRUCTION COST CONSULTANCY



PROJECT MANAGEMENT



PROJECT ADVISORY SERVICES

Interior Alterations / Upgrades to unit 2 at  
Carlow Community Enterprise House



Document Control

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|              |                    |  |           |  |
|--------------|--------------------|--|-----------|--|
| Revision No. |                    |  |           |  |
| 1.0          | Summary of Changes |  |           |  |
|              | Originator:        |  | Approved: |  |
|              | Date:              |  | Date:     |  |

**Contents**

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**Contents**

1. Certificate Relating to Bone Fide Tender .....2

2. Confirmation of Inclusions .....4

3. List of Major Sub-Contractors.....6

4. Breakdown of Tender Sum.....8

5. Form of Tender & Schedule .....9



## **1. Certificate Relating to Bone Fide Tender**

## **Volume B – Form of Tender and Schedule**

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### **1. Certificate Relating to Bone Fide Tender**

1. The essence of Tendering is that the client shall receive bona fide competitive Tenders from all firms Tendering. In recognition of this principle, we certify that this is a bona fide Tender intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under or in accordance with any agreement or arrangement with any other person.
2. We also certify that we have not:
  - a) communicated to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
  - b) entered into any agreement or arrangements with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted;
  - c) offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said supplies, services, or work act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2(a), 2(b), 2(c) above at any time before the acceptance or decline of this Tender.
4. In this certificate the word "person" includes any persons and any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

**Signed as in Tender**

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**For and on behalf of**

---

**Date**

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## **2. Confirmation of Inclusions**

**Volume B – Form of Tender and Schedule**

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**2. Confirmation of Inclusions**

**The Contractor should indicate in writing hereunder his confirmation of the following inclusions in his Tender.**

1. The Contractor will not deviate from the plans and elevations that form part of the Tender Documents.

Comment: .....

2. The Contractor will meet all aspects of the Specifications

Comment: .....

3. The Contractor will submit all drawings, details and schedules to the Employer's Agent for approval in good time

Comment: .....

4. The Contractor confirms that the company is sufficiently stable with regard to its financial status / cashflow and has sufficient financial reserves available to bring this project to successful conclusion. The Contractor may be required to submit supporting documentation in this regard at a later stage.

Comment: .....



### **3. List of Major Sub-Contractors**

**Volume B – Form of Tender and Schedule**

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**3. List of Major Sub-Contractors**

**List of Major Sub-contractors**

Provide details of all specialist subcontractors that will be employed on the project and the work:

**Works Package**

**Proposed Sub-contractor**

- 1. Electrical Contractor
- 2. Mechanical Contractor
- 3. Joinery
- 4. Other:
- 5. Other:



## **4. Breakdown of Tender Sum**



**Volume B – Form of Tender and Schedule**

**4. Breakdown of Tender Sum**

|                                | Amount (€) | Amount (€) |
|--------------------------------|------------|------------|
| (06) Preliminaries             | €          |            |
| <b>Total – (Preliminaries)</b> |            | €          |

**Section B: Works to Existing Building**

|                                                            |   |   |
|------------------------------------------------------------|---|---|
| (05) Demolitions & Alterations                             | € |   |
| (22) Internal Wall, Partitions                             | € |   |
| (32) Internal Wall, Partitions Completions within openings | € |   |
| (35) Suspended Ceilings                                    | € |   |
| (42) Wall Finishes Internally                              | € |   |
| (43) Floor Finishes                                        | € |   |
| (59) Building Services (Piped & Ducted)                    | € |   |
| (69) Building Services (Mainly Electrical)                 | € |   |
| Tender Addendums (If Applicable)                           | € |   |
| <b>Total –</b>                                             |   | € |

**TOTAL – (Excluding Value Added Tax)**  
(Forward to Volume B - Form of Tender & Schedule)

€



## **5. Form of Tender & Schedule**

**Tender and Schedule**

for

*The Project*

Interior Alterations / Upgrades to unit 2 at Carlow Community Enterprise House

using the

**Short Public Works Contract**

Short Public Works Contract  
Document Reference FTS6 v1.7  
06 November 2025

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Government Buildings  
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Dublin 2

**FORM OF TENDER**

|             |                                         |                                                                                |
|-------------|-----------------------------------------|--------------------------------------------------------------------------------|
| <b>To</b>   | <i>The Employer</i>                     | Carlow Community Enterprise Centres CLG                                        |
|             | <i>Address of Employer</i>              | Enterprise House, O'Brien Road, Carlow                                         |
|             | <i>For the attention of<sup>1</sup></i> | Kieran Comerford                                                               |
|             | <i>Regarding<sup>2</sup></i>            | Interior Alterations / Upgrades to unit 2 at Carlow Community Enterprise House |
| <b>Date</b> |                                         |                                                                                |

A Dhaoine Uaisle

We have examined and understand the Conditions of the *Short Public Works Contract* and the documents listed in the attached Schedule. We offer to complete the Works on the terms of and in conformity with that contract for the lump sum of

euro<sup>3</sup> excluding all VAT<sup>4</sup>,

as adjusted in accordance with the Contract.

If included in the attached Schedule or elsewhere in the attached documents, we also offer to accept appointment as project supervisor for the construction stage on terms required by the Contract if appointed as Contractor for the Works.

In consideration of you providing us with the contract documents, we agree not to withdraw this offer until the latest of:

- (a) <sup>5</sup> days after the end of the last day for submission of this Tender
- (b) expiry of at least 21 days written notice to terminate this Tender given by us, which may not issue prior to the expiry of the period at (a)

Your acceptance of this Tender within that time will result in the Contract being formed between us.

We agree that you are not bound to accept the lowest or any tender you may receive.

Is sinne, le meas

*Signature of authorised person*

*Name in capitals*

*Title*

On behalf of

*Tenderer's name in full*

<sup>1</sup> Insert name of contact person identified in tender documents

<sup>2</sup> Insert name of Project

<sup>3</sup> Lump sum in words

<sup>4</sup> Please refer to [www.revenue.ie](http://www.revenue.ie) for details of current rates of VAT

<sup>5</sup> If not otherwise specified, read as 180 days

**Tender & Schedule for Public Works Short Form of Contract**

|                             |  |
|-----------------------------|--|
| <i>Postal address</i>       |  |
| In the presence of          |  |
| <i>Name of witness</i>      |  |
| <i>Signature of witness</i> |  |
| <i>Witness's occupation</i> |  |
| <i>Witness's address</i>    |  |

**TENDER ACCEPTED**

**Signed on behalf of the Employer<sup>6</sup>**

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| <i>Signature of an officer authorised<br/>to sign contracts on behalf of the<br/>Employer</i> |  |
| <i>Name in capitals</i>                                                                       |  |
| <i>Title</i>                                                                                  |  |
| <b>Date</b>                                                                                   |  |

<sup>6</sup> To be completed and signed only after all award procedures have been completed. Acceptance of the tender will result in a binding contract.  
FTS6 v1.7 06/11/2025

## SCHEDULE

### Clause

|             |                                                                                              |                                                                                                                                                                                                                                                                                                                                 |
|-------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1         | Employer's Representative                                                                    | Kieran Comerford                                                                                                                                                                                                                                                                                                                |
|             | Time for Completion                                                                          | 56 days, starting on the day this Contract comes into effect or Calander as stated in another contract document                                                                                                                                                                                                                 |
| 1.3         | Other documents in the Contract                                                              | See instructions to Tenderers Section 1.3                                                                                                                                                                                                                                                                                       |
| 1.10        | Performance Bond                                                                             | is not required<br><br>The amount of the performance bond is to be 10% <sup>7</sup> of the Price (as stated in the accepted tender) up to issue of the certificate of the date that the Works are substantially complete, and 5% <sup>8</sup> of the Price (as so stated) for the subsequent period stated in the form of bond. |
| 2.6         | Rate of liquidated damages                                                                   | €500 per day                                                                                                                                                                                                                                                                                                                    |
| 2.8         | Weather station                                                                              | Oak Park Carlow                                                                                                                                                                                                                                                                                                                 |
| 3.15        | Defects Certificate issued                                                                   | Between 10 and 12 months after the date on which the Works are certified substantially complete.                                                                                                                                                                                                                                |
| 4.1         | Interim payment                                                                              | Monthly 90% of the value of Works completed and materials delivered to the Site with title vested in the Employer to the Employer's satisfaction                                                                                                                                                                                |
|             | Percentage of Price to be paid after Employer certifies the Works are substantially complete | 95%                                                                                                                                                                                                                                                                                                                             |
| 4.2,<br>4.3 | Time for payment                                                                             | 10 working days after Employer receives invoice for certified sum                                                                                                                                                                                                                                                               |
| 10.3        | Minimum indemnity limit for public liability insurance.                                      | €6.5 for any one event. (Limit may be on an annual aggregate basis for products liability, collapse, vibration, subsidence, removal and weakening of supports and sudden and accidental pollution.)                                                                                                                             |
|             | Minimum indemnity limit for employer's liability insurance                                   | €13 for any one event                                                                                                                                                                                                                                                                                                           |
| 10.4        | Maximum levels of excess for                                                                 |                                                                                                                                                                                                                                                                                                                                 |
|             | ■ insurance of the Works and goods and materials for the Works                               | €5000                                                                                                                                                                                                                                                                                                                           |
|             | ■ public liability                                                                           | €6,500 <sup>9</sup>                                                                                                                                                                                                                                                                                                             |
|             | ■ employer's liability                                                                       | €6,500 <sup>10</sup>                                                                                                                                                                                                                                                                                                            |

<sup>7</sup> If no percentage specified, 10% applies.

<sup>8</sup> If no percentage specified, 5% applies.

<sup>9</sup> If no amount stated, €6,500 applies

<sup>10</sup> If no amount stated, €6,500 applies

Tender & Schedule for Public Works Short Form of Contract

|       |                                                                                                                                                                                                           |                                                                                 |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 12.3  | Percentage of the unpaid portion of the Price to be paid if Employer terminates, clause 12.2 does not apply, and Employer appoints another contractor within 12 months.                                   | 4%                                                                              |
| 14    | Project Supervisor                                                                                                                                                                                        | Contractor is to be appointed as Project Supervisor for the Construction Stage. |
| 15.2, | Body to appoint conciliator, if not agreed                                                                                                                                                                | The Royal Institute of the Architects of Ireland                                |
| 15.3  | Person to appoint adjudicator, if not agreed                                                                                                                                                              | Chairperson of the Panel of Adjudicators                                        |
| 17.1  | Subject to clause 17.2 of the Conditions, the monetary amount of the Contractor's liability to the Employer under or arising out of this Contract shall not exceed the amount stated here <sup>11</sup> . | €[       ] ([       ] euro)                                                     |
| 18    | Table of Material Categories to apply for Clause 18 Price Variation:                                                                                                                                      | Table 1A ("All Materials" category only) applies                                |

**NOTE** Shaded text (like this) may be amended

<sup>11</sup> If no sum is stated, the applicable amount is an amount equal to the Price.  
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**APPENDIX 3 to Clause 18**

**PART 1: PROPORTIONS OF MATERIALS, FUEL, NON-ADJUSTABLE OVERHEADS, PLANT AND LABOUR**

| Element                  | Percentage of Price |
|--------------------------|---------------------|
| Materials                | 95%                 |
| Fuel                     | 5%                  |
| Non-Adjustable Overheads |                     |
| Plant                    |                     |
| Labour                   |                     |
| Total                    | Must equal 100%     |

**PART 2: PERMITTED INCREASE THRESHOLD**

CA Note: Select a percentage figure from the drop-down menu below.

|                                     |    |
|-------------------------------------|----|
| The Permitted Increase Threshold is | 5% |
|-------------------------------------|----|

**APPENDIX 4 to Clause 18****INDICES AND WEIGHTINGS FOR MATERIAL AND FUEL CATEGORIES**

In respect of the **Material(s)** identified in Table 1A **OR** Table 1B below, the following weightings, indices apply:

**CA NOTE: Complete either Table 1A OR Table 1B, whichever is stated to apply in the Schedule. Clause 18 for Materials.**

**Table 1A: “All Materials” Category only**

| Weighting | Material Category                                                    | Index                                                                                                                                                     |
|-----------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.00      | All Materials [irrespective of the actual constituents of the Works] | The index for the “All Materials” category contained in Table 3 Detailed Wholesale Price Indices (excluding VAT) for Building and Construction Materials. |

**OR****Table 1B: Material Categories**

| Category No  | Weighting             | Material Category <sup>1</sup>                       |
|--------------|-----------------------|------------------------------------------------------|
| 1            |                       | Stone, sand and gravel                               |
| 2            |                       | Cement                                               |
| 3            |                       | Ready mixed mortar and concrete                      |
| 4            |                       | Concrete blocks and bricks                           |
| 5            |                       | Other Concrete Products including precast            |
| 6            |                       | Structural steel and reinforcing metal               |
| 7            |                       | Rough timber (including plain sawn)                  |
| 8            |                       | Machined, treated engineered timber                  |
| 9            |                       | Bituminous macadam, asphalt and bituminous emulsions |
| 10           |                       | Electrical fittings                                  |
| 11           |                       | All other materials                                  |
| <b>Total</b> | <b>Must equal 1.0</b> |                                                      |

**Table 2: Fuel Categories**

In respect of the **Fuel** identified below, the following weightings, indices apply:

| Category Number | Weighting              | Fuel Category                   | Index Figure                                                                                                                                                                                                             |
|-----------------|------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | 0.5                    | Fuel Oil                        | The index for the category “Fuel Oil” in Table 5, Wholesale Price Indices (excluding VAT) for Energy Products (i.e. Fuels purchased by Manufacturing Industry)                                                           |
| 2               | 0.5                    | Electricity                     | The index for the category “Electricity” in Table 7 COICOP Division 04 Housing, Water, Electricity, Gas and Other Fuels of the Consumer Price Index, published by the CSO.                                               |
| 3               |                        | Gas Oil (other than autodiesel) | The index for the category “Gas Oil (other than autodiesel)” in Table 5 Wholesale Price Indices (excluding VAT) for Energy Products (i.e. Fuels purchased by Manufacturing Industry) for Gas Oil (other than autodiesel) |
| <b>Totals</b>   | <b>Must equal 1.00</b> |                                 |                                                                                                                                                                                                                          |