

19th October 2026

To Each Tenderer

**Re:** Invitation to Tender for Construction Works (Open Procedure)  
**For:** Construction of a single storey extension to the north side of the existing school building to create a single new classroom and 4 no. S.E.T. Rooms, Connection to existing services on the site and all the site works connected with the work mentioned above at St. Edward's NS, Clarion Road, Ballytivnan, Sligo, F91 DX64.

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The Employer invites you to tender for construction works for the above, as detailed below.

#### **Form of Contract**

The Form of Contract will be: PW-CF6 Public Works Short Form of Contract

#### **Tender Returns**

The tender return must contain tender form along with a fully completed pricing schedule.

The latest time and date for return of Tenders is: **4pm on Monday 23<sup>rd</sup> Nov 2026**

The address for submission of Tender is:

For the Attention of:  
Mrs. Sinéad Grimes, Principal,  
St. Edward's National School,  
Clarion Road, Ballytivnan,  
Sligo  
F91 DX64

Tender submissions are best made through the eTenders portal. If this is not possible, Tender submissions must be sent (by Hand or by Registered Post) to arrive at the above address not later than the latest time and date stated above. Email and Fax submissions are not permitted. Tenders sent to any other address will be deemed to be invalid tenders. Unsigned or incorrectly signed Forms of Tender will likewise be deemed to be invalid tenders.

Tenders must be in the format prescribed in the Instruction to Tenderers.

Return envelopes must be clearly marked with the name of the Tenderer, the name of the Contract, and the content for example "Tender of ABC Limited for XYZ...Project – Form of Tender".

## Queries

Queries must be submitted by email via the eTenders query facility – See contract notice.

All queries must be submitted as soon as possible and, in any event not later than 8 working days before latest time for receipt of Tender although the Employer may at its discretion respond to queries raised after that date. If the Employer responds to a query, it will send the response to each Tenderer, unless the Tenderer asking the query has clearly designated the query as confidential and the Employer agrees that it should be treated as confidential.

## Basis of Assessment for Award Criteria

The basis of assessment of the Tenders is detailed in the Instructions to Tenderers.

## Tender Documents

Documents to be included in the Contract:

- Volume A: Works Requirements (as stated in Project Particulars)
- Volume B: Form of Tender and Schedule
- Volume C: Pricing Document

Documents not forming part of the Contract:

This invitation to Tender

Additional Information as referred to in Appendix 3 of the ITT and listed in Summary of Additional Information

## Site Visit Details

Contact the school on [\(074\) 9143480](tel:0749143480) prior to visit.

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Signed

On behalf of the Board of Management,  
St. Edward's National School,  
Clarion Road, Sligo.