



Invitation to Tender for Panel of Contractors for the Provision of Property Maintenance, Repairs & Servicing

Background/Organisational Details

Empower is a local development company situated in Fingal. Empower is responsible for the delivery of a range of Government funded programmes to meet the needs of individuals, families and community groups in the area. Our work is underpinned by community development approaches and principles.

Empower acknowledges the 2030 Agenda for Sustainable Development adopted by all UN Member States in 2015, which provides a blueprint for peace and prosperity for people and the planet. Central to this are the UN 17 Sustainable Development Goals (SDGs). These represent an urgent call for action by all countries who recognise that ending poverty and other deprivation must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth while tackling climate change and working to preserve our oceans and forest.

Empower's Sustainable Procurement Process enables us to meet our needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to us as an organisation, but also to society and the economy, while minimising damage to the environment.

The Proposal

Empower seeks suitably qualified contractors and service providers for recurring property maintenance, repairs, specialist servicing, minor works and related facilities requirements, as detailed below:

Lot	Category	Indicative scope	Service class
1	General building maintenance and handyman services	Minor repairs, fixtures, fittings, shelving, furniture assembly, patch repairs, seals, minor carpentry and general building-fabric tasks.	Planned / urgent
2	Electrical services	Fault finding, lighting, sockets, small power, emergency attendance, testing support and minor installations by appropriately registered personnel.	Emergency-enabled
3	Plumbing, underground drainage and water services	Leaks, sanitary fittings, pipework, underground drainage, pumps, water systems, emergency isolation and minor installations.	Emergency-enabled

Lot	Category	Indicative scope	Service class
4	Heating, ventilation and air-conditioning	Servicing, filters, controls, ventilation, fault response, seasonal readiness and minor works; F-gas work only by appropriately certified personnel.	Emergency-enabled where offered
5	Carpentry, doors and mechanical locks	Doors, frames, closers, windows, counters, cabinets, accessibility hardware, mechanical locksmith and boarding support. Electronic access control is Lot 11.	Urgent / planned
6A	Painting and decorating	Internal and external preparation, painting, making good and redecoration.	Planned
6B	Flooring and specialist finishes	Floor finishes and associated repairs, subject to intrusive-work and hazardous-material controls.	Planned
7	Roofing, gutters and external fabric	Roof leaks, gutters, downpipes, external seals, masonry and weather-related make-safe works. Underground drainage Lot 3.	Emergency-enabled
8	Glazing and emergency boarding	Safety glazing, mirrors, window and door glazing, emergency boarding and replacement.	Emergency-enabled
9A	Portable fire equipment	Inspection, servicing, certification and remedial work for portable fire extinguishers.	Planned
9B	Fire alarm and emergency-lighting systems	Inspection, servicing, certification, fault response and remedial works by competent specialists.	Emergency-enabled
9C	Fire doors and fire-stopping	Inspection, maintenance, repair and certification where within the contractor's demonstrated competence.	Planned / urgent

Lot	Category	Indicative scope	Service class
10	Lifts and accessibility equipment	Lift and accessibility-equipment maintenance, call-outs, repairs, examinations interface and certification support for identified assets.	Emergency-enabled
11	Security systems, CCTV and electronic access control	Intruder alarms, CCTV, panic systems, electronic access control, fobs and related regulated security services.	Emergency-enabled
12A	Specialist and deep cleaning	Deep cleaning, incident response and specialist hygiene services.	Urgent / planned
12B	Pest control	Inspection, treatment, monitoring and reporting.	Urgent / planned
12C	Waste-related facilities services	Authorised waste collection, specialist disposal and related call-outs.	Urgent / planned
13	Minor works, office moves and fit-out support	Small alterations, office moves, installations, reconfiguration, snagging and multi-trade coordination below the approved individual work ceiling.	Planned
14	Professional property and compliance support	Building surveying, condition surveys, scoping, drawings, compliance advice and technical coordination under professional-services terms.	Planned

Requirements for Tenders:

Each tender should contain an outline of the following:

- History and background of company, relevant experience and qualifications (copies required).
- Processes and procedures to support and/or advance the green and sustainable agenda.
- Current Tax Clearance Certificate or Tax Reference Number (TRN) and Tax Clearance Access Number (TCAN).
- Insurance
- Turnaround Time
- Costing mechanism for service provision.

**With regard to costings:**

- It is proposed that payment will be made electronically, on a monthly basis on receipt of invoice and supporting documentation, where relevant.
- The tender price must be all inclusive, clearly shown exclusive of VAT; the VAT rate must be specified.

Timescale

The contracted period will run from 1st January 2027 to 31st December 2027, with an option to extend for a period of up to two years, no later than 31st December 2029.

Freedom of Information

Empower undertakes to use its best endeavours to hold confidential any information provided by you, subject to our obligations under the law, including the Freedom of Information Act 1997, 2003 and 2014. Should you wish any information supplied not to be disclosed because of its sensitivity you should identify same and specify the reason(s) for its sensitivity. Whilst this will be taken into consideration, the compliance of the Freedom of Information Act will always take precedence over the release of material.

Procedure for Tenders

Empower tendering process is based on principles of value for money, integrity and fairness. Our tender evaluation process takes into account quality, methodology and previous experience with our target groups (where applicable), in a manner to ensure value for money.

Consideration will be given to processes and procedures which support and/or advance the green and sustainable agenda.

Tender submissions should be emailed directly to rft@empower.ie. Please include the following as the subject title:

Panel of Contractors for the Provision of Property Maintenance, Repairs & Servicing

Tender submissions should arrive ***no later than 5.00pm on Monday 23rd November, 2026***. Submissions received after the specified time and date will not be accepted.

The provision of this service will be subject to appropriate funding being secured by Empower.

**Award Criteria**

The tender evaluation committee using the “Most Economically Advantageous Tender” criteria set out below, will evaluate tenders based on (not in descending order of importance):

- Cost (40 marks)
- Quality of Service, Knowledge & Experience (30 marks)
- Turnaround Time (30 Marks)
- Social Clause (20 marks)

Insurance and Indemnity

The tenderer will provide the necessary evidence that Empower is indemnified and that the tenderer has the necessary insurance in place.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

Co-funded by the
European Union



Clár Oiriúnachais Pobail
agus Cúimse Sóisialta



an rialtas ag tacú le pobail



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



National Clinical
& Integrated Care Programmes
Person-centred, co-ordinated care



NICPOP
National Integrated Care
Programme for Older Persons



Sláintecare.
Healthy
Communities



An Roinn Leanaí, Míchumais
agus Comhionannais
Department of Children,
Disability and Equality



An Roinn Oideachais
agus Óige
Department of Education
and Youth



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration



An Roinn Forbartha Tuaithe
agus Pobail agus Gaeltachta
Department of Rural and Community
Development and the Gaeltacht



An Roinn Coimirce Sóisialaí
Department of Social Protection

"Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail agus Gaeltachta, agus Ciste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 -2027."

"This Project is supported by the Department of Children, Disability and Equality".

"This National Anti-Racism Roadmap Project is supported by the Ireland Against Racism Fund".

"This project is supported by the Department of Rural, Community Development and the Gaeltacht and Pobal through the Community Services Programme".

"This Project is supported by the LGBTIQ+ Community Services Fund 2026".