Leitrim County Council

OPEN PROCEUDRE

REQUEST FOR TENDER

Scope of Contract	
To carry out a feasibility study and to develop a Masterplan for the regeneration and redevelopment of brownfield, underutilised lands in the town of Mohill, Co. Leitrim	
Procedure	
Open Procedure – National Level	
Key Dates	
Issue Date	3 November 2026
Closing Date for Queries	12pm 2 December 2026
Closing Date for Tender Submissions	4pm 10 December 2026
Contact for Queries	
Questions and Answers facility on www.etenders.gov.ie	
Format for submission of tenders	
Via www.etenders.gov.ie only	

Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal *www.etenders.gov.ie*. Registration is free of charge and there is no charge for documents.

Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

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1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Leitrim County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.leitrim.ie.

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority is to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the contract.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture Tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

2. SCOPE OF THE CONTRACT

2.1 Overview of the Requirement

Leitrim County Council invites tenders from suitably qualified and experienced multi-disciplinary teams to carry out a feasibility study and to develop a Masterplan for the regeneration and redevelopment of brownfield, underutilised lands in multiple land ownership to the south of Main Street / west of Hyde Street in the town of Mohill, Co. Leitrim.

The successful team should be led by a suitably qualified Urban Designer with input from Town Planners to perform all necessary analysis and diagnosis to deliver a tailored high-quality, place-led Masterplan that will provide a clear and implementable framework for the sustainable regeneration, development, and long-term management of the subject lands. The Masterplan shall be grounded in strong urban design principles and will seek to foster a distinctive local identity and sense of place.

Full details of the requirements are outlined in the Project Brief document.

2.2 Details of Options

n/a

2.3 Anticipated Timeline

The following indicative timeline is envisaged for this procurement:

Issue RFT	3 November 2026
Closing date for Queries	12pm 2 December 2026
Closing date for Receipt of Tenders	4pm 10 December 2026
Clarification meetings (if anticipated)	N/A
Award decision	Mid December 2026/Early January 2027
Contract Commencement	January 2027

The dates provided above are estimates at the time of publication of the Invitation to Tender. The Contracting Authority will endeavour to run the process to this timetable but this cannot be guaranteed.

2.4 Termination of Contract – replicate across all documents

The Contracting Authority reserves the right at its sole discretion to terminate any contract and any framework where, due to matters outside its control, including but not limited to, increased costs arising from any changes in the Customs Union, which render the commercial arrangement uncompetitive.

3. DETAILED SPECIFICATION OF REQUIREMENTS

The Contracting Authority proposes to engage in a competitive process for the award of a contract as specified hereunder.

3.1 Specification

Please refer to the Project Brief Document.

3.2 Duration

The contract will be for a period of 1 year.

The Contracting Authority reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs. The number and duration of extensions will be one only and for 6 months

3.3 Indicative budget

The indicative budget for the contract is in the range of €45,000 - €50,000 excluding VAT.

3.4 Compliance with the Terms and Conditions

Award of contract will be subject to the successful tenderer agreeing to the Contract Terms and Conditions.

3.5 Award to Runner Up

If for any reason, it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded a contract, the successful tenderer fails to deliver the contract in accordance with the terms and conditions, the Contracting Authority reserves the right to award the contract to the next highest scoring tenderer based on the terms advertised at any time during the tender validity period. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

4. SELECTION CRITERIA

The Contracting Authority is using the **open** procedure for the award of this contract, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderers' qualifications, tenderers are required to provide the information set out in the Tender Response Document (TRD) which is based on a self-declaration model, however tenderers are required to provide the minimum information required.

Alternatively, tenderers may have compiled a European Single Procurement Document (ESPD) which will be accepted as evidence of compliance with Section 4.1.1 (a).

4.1 Relying on the Standing of Other Entities

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Tenderers are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the tender is from a consortium / joint venture Tenderers must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. The consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.

4.2 General, Legal and Financial Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.

General Information	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Legal Compliance	
• Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 2814 of May 2016 as contained in the Tender Response Document. • Complete the Declaration regarding their compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required.	
Financial	
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
Turnover	Confirmation that the tendering party turnover exceeded €100,000 during one of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.
Insurance	Confirmation of the following insurances being in place: • Employer's Liability - €13 million • Public Liability - €6.5 million • Product Liability - €6.5 million • Professional Indemnity - €1 million • Environmental Liability Impairment (EIL) (where there is a risk of gradual pollution or contamination) - €6.5 million. • Cyber Liability - €6.5 million

4.3 Technical Capacity Requirements

Tenderers are required to provide information on the following in the Tender Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in your tender being considered inadmissible.

Manpower Levels	
Tenderers must provide information which demonstrates access to the minimum number of skilled personnel as indicated below and outlined in the TRD.	
Skillset Required	**Minimum Number**
The project team should be headed by a lead consultant with the ability to co-ordinate a multi-disciplinary team, which shall include, at a minimum: • Lead Urban Designer • Urban / Town Planner • Architect / Urban Design Specialist • Landscape Architect • Civil / Transportation Engineer • Environmental Consultant (including ecology) • Community Engagement Specialist The submission must also demonstrate how the team proposed can bring value added input to this project including but not limited to the application of capabilities, technical resources and skilled personnel.	As appropriate
Technical Resources	
Tenderers must provide information which demonstrates access to the required level of technical resources as indicated below and outlined in the TRD.	
Technical Resource Required	**Minimum Requirement**
Details of the names, roles, qualifications, and relevant experience of the persons who will be involved in the provision of the services sought, including any subcontractors which the tenderer proposes to employ (where relevant). An up-to-date Curriculum Vitae for each person should be provided including all professional qualifications of nominated personnel. Rule: Tenderers must provide evidence that the proposed project team has the professional qualifications and relevant	Details must include proposed teams experience in contracts of a similar scale and nature to the requirements and specifications.

experience and expertise to complete the services sought by the Council to a high standard. In this regard, all consultants engaged in the project must be educated to a minimum Level 8 FETAC (degree level) attained by an accredited academic institution. Proposed Senior Staff Member (Project Team Leader) who will be assigned to this project must have experience working on similar contracts in terms of scale, nature and complexity of the project.	

Previous Contracts

Tenderers will be required to demonstrate that they have had appropriate experience and a relevant track record in producing effective and successful regeneration focused Masterplans for Local Authorities. The team shall have sufficient knowledge and experience of all relevant legislation and will dedicate suitably qualified senior, experienced staff members with the required availability to meaningfully participate in the project. In this regard the Core Project Team should be identified, the specific persons, their role, and their area of expertise. The ability to create high-quality visuals, graphic design, 3D images as well as GIS and mapping capabilities are all required.

Details of previous similar contracts undertaken by proposed project team members and the scale of the subject matter of this previous contract(s). Tenderer(s) to provide the following details for each referenced contract previously undertaken:

i. Client name
ii. Contract value
iii. Delivery date
iv. Details of services provided under the contract
v. Details of how this contract is comparable to the requirements of Roscommon County Council under this competition

Identification, including their role and core project time involvement (as distinct from the general team), of those personnel in the previous contract that will be assigned by the Successful Tenderer to provide the services sought in this RFT.

Health & Safety

Tenderers must provide information which demonstrates operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Please complete the TRD.

Quality Assurance

Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether 3rd party certified. Please complete the TRD.

Environmental Management System
Tenderers must provide information which demonstrates operation of an appropriate environmental management system whether 3rd party certified or in-house. Please complete the TRD.

5. AWARD CRITERIA

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The contract will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

Criterion A	Weighting	Maximum Marks	Minimum Marks Required
	30%	300	N/A
Title	The Cost Criterion		
Description	The cost criterion is a fixed fully inclusive cost for the delivery of all the required outputs described in the tender, including attendance at meetings, presentations, IT outputs, site visits, reports etc. as described in the detailed objective & specification of requirements. This should be accompanied by a spreadsheet clearly outlining and showing a breakdown of charges for project activities by task. Specifically, Tenderers are requested to include the following: • Hourly/daily rates for members of the proposed project team and the time that each team member expects to spend on each task. • Expected costs associated with each timeframe for the various tasks and stages in relation to the project. • Price per meeting must be highlighted in the quotation. All amendments and editing required to be undertaken throughout the process shall be incorporated into the total lump sum price		
Criterion B	**Weighting**	**Maximum Marks**	**Minimum Marks – 50%**
	30%	300	150
Title	Experience and Resources		
Description	Tenderers are required to provide details on the resources proposed to fulfil all aspects of this contract. Responses must detail demonstrable evidence of qualifications, competence and expertise in the areas outlined including environmental expertise. This should include details of skills gained during similar projects of scale and how these can be applied to this project. Examples of previous work completed by each resource are required.		

Criterion C	Weighting	Maximum Marks	Minimum Marks – 50%
	40%	400	200

Title	Project Approach and Methodology
Description	A written submission setting out the Tenderer's approach to ensuring that the Services would be delivered in an effective and efficient manner, to the appropriate standard and ensuring that the optimal outcomes would be delivered to the Client. The Tenderer shall provide a detailed programme of tasks and work they would follow for the delivery of services to ensure the contract would be completed within the timescales identified in the documents. The critical path is to be outlined and all constraints identified. The tenderer will outline the proposed communication channels, quality assurance and management structure for delivery of the project. The submission should identify how the project will be structured and managed to provide the best value for money, and how it is proposed to deliver the required outcomes within the proposed time scale and should also include any innovative proposals from the Tenderer in terms of their overall approach and methodology to undertake the project, in particular how they propose to interact with the many disciplines involved within the design team.

NOTE 1: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

5.1 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	**B**
Maximum Points available for Cost	300
Formula employed	$\frac{300 \times \mathbf{A}}{\mathbf{B}}$

5.2 Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and a fail.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and a fail.

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

5.3 Clarification / Verification Meetings

Award of contract may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting. If required, tenderers will be notified of the date, time, agenda and format for such meetings as soon as possible.

A visit to the Tenderer's premises may be required to clarify any questions or queries regarding the tender offer.

Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

5.4 Clarification of Abnormally Low Tenders

If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic in light of the tendered price or any other financial matter (including proposed indicative hours), the tenderer shall be invited to provide clarification to the

Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question on the basis of it being considered abnormally low.

INSTRUCTIONS FOR TENDERERS

(a) **Submission of Tenders via www.etenders.gov.ie**

The Contracting Authority is using the Tender Postbox facility and tenders must be submitted electronically via the etenders postbox facility on www.etenders.gov.ie only. Only Tenders submitted to the electronic postbox 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. Tenderers should consider the fact that upload speeds vary.

To submit a document to the electronic postbox, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process.

The closing date for tenders	4pm 10 December 2026

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded by the designated deadline.

(b) **Queries**

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie, including any omissions which would prevent you from submitting a comprehensive tender. Please submit your query as soon as possible.

The closing date for queries	12pm 2 December 2026
Process for submitting queries	Via www.etenders.gov.ie only

In circulating responses, queries will be edited to avoid disclosing the identity of the querist, and will be circulated to all parties who have expressed an interest in the procurement on the etenders website.

(e) **Extension of Tender Period**

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing (by post or electronic means) to all parties who have expressed an interest in the notice via eTenders no later than six days before the original closing date.

in this document. Tenderers will be responsible for any costs incurred by them in the event that they are required to attend clarification or other meetings or make a presentation of their proposals.

(f) **Tender Validity Period**

To allow sufficient time for Tender assessment a Tender Validity period of 12 months is required, this period commencing on the closing date by which the Tenders are to be returned.

(g) **Correction of Errors**

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form or as between the hard copy and electronic versions of the tender. Where a discrepancy arises between any figure submitted on the pricing element of eTenders versus the content of the Tender Submission, the Tender Submission figures will be used in the assessment.

In the case of manifest errors - where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

(h) **Conflict of Interest**

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms ‘registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

(i) **Currency and Payments**

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

Invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

(j) **Withholding Tax**

Where applicable, payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

(k) **Irish Legislation and Law**

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract[s] awarded on foot of this tender process will be governed by Irish law.

(l) **Freedom of Information Acts**

All responses to this Request for Tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. the Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

(m) **Data Protection**

Tenderers are required to comply with all directions of the Contracting Authority with regard to:

(i) the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);

(ii) local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities

(iii) comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:

- Data Protection Acts, 1988 and 2003 and
- All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

(n) **Dignity at Work**

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied and services provided to it are accessible to persons with disabilities.

(o) **Notification of Tender Evaluations**

All tenderers will be informed of the outcome of their tenders following tender evaluation and any necessary clarifications. The Contracting Authority will issue a Letter of Regret with the name of the winning tenderer(s) and the scores of the tenderer and the winning tenderer.

(p) **Collusive Tendering**

If any Tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its Tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its Tenders, the bid submitted by such Tendering Part shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

(q) **Anti-Competitive Conduct**

Tenderers attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

(r) **Publicity**

Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word “media” includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

(s) **Amendment of Tender Documentation**

Tenderers are prohibited from amending any text or content of forms or declarations or templates provided as part of this tender competition in their tender responses. Where amendments have been identified, the Contracting Authority may at its discretion eliminate the tenderer from further consideration.

(t) **Change in Law**

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfill the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.