Coimisiún na Meán

APPENDIX 1

SPECIFICATION OF SERVICES

Supply and Installation of Office Seating and Acoustic Solutions

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1. Introduction

Coimisiún na Meán is inviting tenders for the Supply and Installation of Office Seating and Acoustic Solutions at its offices in One Shelbourne Buildings, Dublin 4.

Appendix 1 sets out the detailed scope of requirements, including the goods to be supplied and associated delivery and installation services. The Contracting Authority intends to award a Goods Contract to one successful tenderer.

The requirement includes ergonomic task chairs, meeting room and boardroom chairs, canteen chairs, upholstered meeting booths, fully enclosed acoustic pods, acoustic treatments for 17 meeting rooms, three collaboration/project spaces and five existing enclosed phone booths, together with associated feature lighting.

The project will be undertaken in a working office environment, and the successful tenderer will be expected to plan and deliver the requirements with minimum disruption to staff and business operations.

2. Scope of Works

The scope includes the following, as further detailed in Appendix 2 – Furniture Specification and Appendix 5 – Pricing Schedule:

- Supply and installation of furniture and acoustic solutions in accordance with the floor plans provided in Appendix 3 – Floor Plans and Product Visual Guides and the specifications set out in Appendix 2 – Furniture Specification.
- Ensuring that all supplied furniture and acoustic solutions are compatible with the existing furniture, finishes and workplace environment.
- Supply and installation of office seating, including ergonomic task chairs, meeting room and boardroom chairs, canteen chairs and open upholstered meeting booths (Types S1 and S2), as specified in Appendix 2 and Appendix 5 – Pricing Schedule.
- Provision of high-quality ergonomic task chairs suitable for long-term daily use in a commercial office environment. Chairs must provide a high level of comfort, durability and adjustability and be comparable to recognised premium ergonomic task chair ranges. Chairs should include, as a minimum, adjustable seat height, adjustable armrests, appropriate lumbar support, breathable and durable materials, and suitability for use at height-adjustable workstations.
- Supply and installation of fully enclosed acoustic pods for one, two and four persons, together with a separate wheelchair-accessible acoustic pod, including suitable internal furniture, lighting, ventilation, power connectivity and acoustic performance.
- Acoustic enhancements to five existing enclosed phone booths on the First Floor (Type A6), designed to improve internal acoustic comfort without compromising existing ventilation, lighting, electrical systems, doors or acoustic seals.
- Provision of acoustic treatments for 17 meeting rooms, including meeting, boardroom and video conferencing facilities, to improve speech intelligibility, reduce reverberation and enhance acoustic comfort.

- Provision of acoustic and sound-absorbing solutions for the designated meeting rooms and project/collaboration spaces. This may include:
    - ceiling-mounted acoustic treatments, baffles, rafts or panels;
    - wall-mounted acoustic panels or sound-absorbing wall treatments;
    - freestanding acoustic screens or partitions where appropriate;
    - suspended acoustic features within designated collaboration areas; and
    - associated making-good works to walls, ceilings or finishes following installation.
- Acoustic enhancements to three designated open-plan collaboration/project spaces, comprising two on the First Floor and one on the Second Floor, in accordance with the provided layouts.
- Supply and installation of feature pendant lighting above the three designated collaboration/project spaces. Proposals may include integrated acoustic lighting solutions or a combination of decorative lighting and separate acoustic treatments, subject to the existing building services and ceiling arrangements.
- Supply, delivery, assembly and installation of all furniture, acoustic products, lighting and associated accessories included within the scope of this Contract, including necessary fixings, connections and making-good works.
- Coordination and management of all suppliers, subcontractors, installers and specialist trades required to deliver the tenderer's scope of works, including furniture installation, acoustic treatments, ceiling-mounted solutions and associated electrical installation works.
- Compliance with all applicable building regulations, health and safety requirements, fire safety requirements, accessibility requirements and environmental regulations.

Desks, standalone meeting tables, storage units and other furniture items shown on the accompanying floor plans but not identified in Appendix 5 – Pricing Schedule are excluded from the scope of this Contract. Integrated tables and worksurfaces forming part of the specified acoustic pods and open upholstered meeting booths are included.

During the mandatory site visit, tenderers shall review the relevant site conditions to inform their submissions for seating, acoustic pods, enhancements to existing phone booths, acoustic treatments, lighting, delivery arrangements, access requirements and associated installation works.

Where proposed works may affect ceilings, walls, lighting, services or other existing building elements, the successful tenderer shall coordinate with Coimisiún na Meán's Project Manager, building management, the landlord and relevant contractors as required before works proceed.

The successful tenderer will be expected to collaborate closely with Coimisiún na Meán's internal project team, Project Manager and any external design consultants, where applicable, to ensure that all supplied products and installations are compatible with the existing workplace environment.

The successful tenderer shall provide a single point of responsibility for the procurement, coordination, delivery and installation of its own scope of works, including its suppliers, subcontractors and installers.

3. Product Details and Visualisations

Furniture and acoustic solution specifications are provided in Appendix 2 – Furniture Specification, while the floor plans and product visual references are provided in Appendix 3 – Floor Plans and Product Visual Guides. Tenderers must base their submissions on these documents and ensure that all products and installations are compatible with the existing layouts and furniture.

All supplied seating, acoustic pods, acoustic treatments and associated products must be of high commercial quality and suitable for long-term commercial use, meeting the specified requirements for materials, construction, upholstery, comfort, durability, acoustic performance and finishes, as applicable.

Tenderers must clearly identify the products offered, including the manufacturer, model, materials, upholstery, colours and finishes, where applicable. The products identified must correspond to those included in Appendix 5 – Pricing Schedule.

Detailed product images, technical specifications, material and finish information, relevant compliance evidence and warranty details must be provided. Samples of fabrics, finishes and selected furniture items may be requested for assessment.

Tenderers must provide a minimum of nine renderings illustrating the products offered within the existing workplace layouts. These must include:

- Three representative meeting rooms:
    - Small Meeting Room – up to 6 persons;
    - Medium Meeting Room – 7 to 10 persons;
    - Large Meeting Room – more than 10 persons.
- Two collaboration/project spaces – one on the First Floor and one on the Second Floor, illustrating the specified acoustic treatments and feature pendant lighting.
- Two open-plan office area – showing the seating and acoustic pods offered within the existing workplace layout.
- Two renderings collectively illustrating the 1-person, 2-person, 4-person and wheelchair-accessible acoustic pods, together with the existing phone booths and their proposed acoustic enhancements.

The renderings must accurately reflect the products, materials, colours and finishes included in the tender submission and demonstrate their compatibility with the floor plans provided in Appendix 3.

Acoustic treatments must comply with the requirements set out in Appendix 2 – Furniture Specification and the quantities specified in Appendix 5 – Pricing Schedule. All products and installation arrangements must be compatible with the provided floor plans and existing building conditions.

Tenderers must submit a proposal that fully meets the specified requirements. Any additional acoustic enhancements or improvements may be proposed and priced separately as optional items, without affecting the scope or pricing of the base tender.

4. Product Requirements

The successful tenderer shall supply, deliver and install all products specified in Appendix 2 and the associated Pricing Schedule.

Each product, where applicable, must:

- Be fit for purpose, safe, durable and suitable for intensive daily use in a commercial office environment;
- Be manufactured from high-quality materials, with robust construction and durable finishes;
- Be easy to clean, maintain and repair, with replacement parts available where appropriate;
- Be covered by a manufacturer's warranty, with the warranty period and conditions clearly stated;
- Comply with all applicable safety, fire safety, performance and accessibility requirements, including relevant European and Irish standards or equivalent;
- Be supported by product catalogues, technical data sheets, images, finish specifications and relevant test reports, certifications or other verifiable technical evidence sufficient to demonstrate compliance with the requirements of this tender.

5. Sustainability

Tenderers should consider environmental sustainability in the manufacture, supply, delivery, installation and end-of-life management of all proposed seating, acoustic solutions, lighting and associated materials.

Products should, where applicable, meet relevant low-VOC and formaldehyde emission requirements and incorporate recycled, recyclable, renewable or responsibly sourced materials.
All timber and timber-based products must be legally sourced and comply with applicable environmental legislation.

Products should be designed for long-term commercial use, with particular consideration given to durability, repairability, availability of replacement parts and end-of-life recyclability.
Packaging should be minimised and recyclable or reusable wherever possible. The successful tenderer shall be responsible for removing and appropriately recycling or disposing of all packaging and installation waste.

Tenderers should consider measures to minimise the environmental impact of deliveries and installation activities, including consolidated deliveries, efficient transport arrangements and waste reduction.

Tenderers should provide details of relevant environmental certifications, recycled content, responsible material sourcing, product durability, repairability and end-of-life recycling arrangements, where available.

6. Project Management

The successful tenderer shall nominate a dedicated account / project manager who will act as the main point of contact with Coimisiún na Meán's Project Manager or nominated representative throughout the delivery and installation of the Contract. This person shall have the necessary authority to manage all matters relating to the tenderer's scope of works.

The nominated account / project manager shall be responsible for coordinating and overseeing the supply, delivery and installation of all seating, acoustic pods, acoustic treatments, including enhancements to existing phone booths, feature lighting and associated elements included in the Contract, as well as the management of suppliers, subcontractors and installers.

Tenderers must identify any other key personnel involved in the delivery of the Contract, including those responsible for acoustic solutions, installation, logistics, site supervision and health and safety, where applicable.

The successful tenderer shall work closely with Coimisiún na Meán's Project Manager, who may be provided through its facilities management provider, to coordinate delivery schedules, site access, installation activities, progress updates and resolution of any issues arising during the project.

All deliveries and installation works must be carefully planned to minimise disruption to staff and business operations. The successful tenderer must take appropriate measures to protect existing furniture, finishes, fixtures and building services during installation.

Coimisiún na Meán's Project Manager will coordinate the overall project on behalf of the Contracting Authority. However, the successful tenderer shall remain fully responsible for the delivery, quality, supervision and management of its own scope of works, including all suppliers, subcontractors and installers.

Any proposed change to the nominated account / project manager or other key personnel must be notified to Coimisiún na Meán in advance and shall be subject to its approval.

7. Order Placement

Before proceeding with manufacture, procurement or installation, the successful tenderer shall review and verify the agreed product specifications, quantities, dimensions, layouts, finishes, site conditions and access requirements to ensure that the order can be fulfilled as specified.

The successful tenderer shall be responsible for confirming all relevant site measurements and installation requirements, particularly in relation to acoustic pods, wall and ceiling acoustic treatments and feature lighting.
Any discrepancies, omissions or coordination issues identified in the order documents, specifications or site conditions must be raised with Coimisiún na Meán's Project Manager or nominated representative and resolved before proceeding.

All products, materials, colours and finishes must correspond to the approved tender submission and agreed specifications. No substitutions or changes shall be made without prior written approval from Coimisiún na Meán.

The quantities set out in Appendix 5 – Pricing Schedule shall form the basis of the tender pricing. Any subsequent changes to quantities or scope must be agreed in writing and managed in accordance with the terms of the Goods Contract.

No manufacture, procurement, delivery or installation shall proceed without written authorisation from Coimisiún na Meán in accordance with the Goods Contract.

8. Delivery and Installation

The successful tenderer shall supply, deliver and complete the installation of all goods and associated works within twelve weeks of contract signing, unless otherwise agreed in writing with Coimisiún na Meán. Delivery and installation are currently anticipated for Q1 2027.

The requirements include office seating, acoustic pods, acoustic enhancements to existing enclosed phone booths, wall and ceiling acoustic treatments, feature lighting and associated items as detailed in Appendix 2 and Appendix 5 – Pricing Schedule.

The successful tenderer shall be responsible for:

- Delivery and installation programme: Providing a detailed programme identifying key milestones, lead times, delivery dates, installation stages and any dependencies requiring coordination or approval.
- Minimising disruption: Planning and coordinating works to minimise disruption to staff and business operations. Phased installation and/or out-of-hours works may be required, subject to prior agreement with Coimisiún na Meán.
- Site access and logistics: Coordinating deliveries, access arrangements, lifts, loading areas, parking, temporary storage and other logistical requirements in accordance with site security and building management procedures.
- Health and safety: Complying with all applicable health and safety requirements and providing appropriate site-specific Risk Assessments and Method Statements (RAMS) prior to commencing installation works.
- Protection of existing premises: Taking appropriate measures to protect existing furniture, flooring, walls, ceilings, fixtures and building services during delivery and installation.
- Installation and commissioning: Ensuring all goods are delivered, assembled, installed and, where applicable, tested and commissioned in accordance with the agreed specifications and manufacturers' requirements.
- Waste management: Removing all packaging, waste and redundant materials arising from the works, ensuring appropriate disposal or recycling and leaving all affected areas clean, safe and ready for use.
- Inspection and handover: Participating in the final inspection and snagging process and rectifying any defects, damaged items or incomplete works within an agreed timeframe.

9. Documentation

A delivery docket shall accompany each delivery, clearly identifying the goods and quantities delivered, relevant purchase order details and any outstanding or back-ordered items. Any shortages, damaged items or discrepancies must be reported to Coimisiún na Meán's Project Manager or nominated representative.

The successful tenderer shall provide complete handover documentation within one week of final installation, unless otherwise agreed with Coimisiún na Meán. The documentation shall be provided electronically and include, where applicable:

- Product information: Manufacturer details, product specifications, technical data sheets, catalogues and details of materials, fabrics, colours and finishes for all goods supplied.
- Warranties and guarantees: Manufacturer's warranty documentation, including warranty periods, coverage, exclusions and procedures for reporting defects and arranging repairs or replacements. Repairs or replacements covered by the warranty, including associated labour and transport costs, must be provided at no additional cost to Coimisiún na Meán.
- Compliance and certification: Relevant test reports, product certifications or other verifiable technical evidence demonstrating compliance with applicable Irish and European standards, including acoustic and fire safety requirements where applicable. Specific acoustic test reports and other compliance documentation must be provided where required under Appendix 2.
- Electrical and installation certification: Relevant electrical compliance certificates, testing and commissioning records for acoustic pods, feature lighting and associated electrical installations, where required.
- Operating and maintenance instructions: Instructions for the safe operation, cleaning, care and maintenance of all supplied products, including recommended preventative maintenance and replacement parts where applicable.
- As-installed documentation: Relevant drawings, layouts and installation details identifying the final locations of acoustic treatments, pods, lighting and other installed elements, where applicable.

All required safety-critical certification and commissioning documentation must be provided before the relevant equipment or installation is brought into use.

The successful tenderer shall ensure that all documentation is accurate, complete and consistent with the goods and installations delivered.

Final acceptance shall be subject to satisfactory completion of the inspection and snagging process, rectification of identified defects and receipt of the required handover documentation, in accordance with the terms of the Goods Contract.

10. Personnel Management

The successful tenderer shall be fully responsible for all personnel engaged by it or on its behalf in the delivery and installation of goods and associated works under this Contract, including employees, subcontractors, installers and other representatives.

Prior to attending site, the successful tenderer shall provide Coimisiún na Meán with the names and company details of all personnel requiring access to the premises. Additional identification information may be requested where necessary to meet site security requirements.

All personnel attending site must comply with Coimisiún na Meán's security, site access, health and safety and building management requirements at all times. This includes signing in and out, wearing appropriate identification, attending any required site induction, observing access restrictions and following reasonable instructions issued by Coimisiún na Meán, its Project Manager, building management or security personnel.

The successful tenderer shall ensure that all personnel are appropriately qualified, trained and competent to carry out their assigned duties and that adequate supervision is provided throughout the installation works.

Coimisiún na Meán reserves the right to refuse or withdraw site access to any individual where there are reasonable concerns regarding security, conduct, health and safety or compliance with site requirements. The successful tenderer shall promptly remove and, where necessary, replace any personnel whose continued presence on site is not approved by Coimisiún na Meán.

All costs associated with personnel management, site supervision, coordination and compliance with site requirements shall be included in the tendered price and shall not be separately chargeable unless expressly agreed in writing by Coimisiún na Meán.

11. Tender Requirements

Tenderers must demonstrate, through the Tender Response Document at Appendix 4, their capacity, experience and proposed approach to delivering the requirements set out in this specification and the associated Appendices.

Tender submissions must include, where applicable:

- Company profile, relevant experience and examples of similar completed projects;
- Detailed specifications of the seating, acoustic pods, acoustic enhancements to existing phone booths, acoustic treatments, lighting and associated products offered, including manufacturer details, dimensions, materials, upholstery, colours, finishes and technical information;
- Details of the acoustic treatment solutions offered for categories A1–A6, including relevant products, materials, finishes and acoustic performance information;
- Nine renderings illustrating the products offered, in accordance with Section 3 – Product Details and Visualisations of this Appendix;
- Evidence of product quality, durability, acoustic performance and compliance with relevant standards, including supporting technical data sheets, relevant compliance evidence and warranty information;
- Proposed project programme, including lead times, delivery and installation stages, key milestones and dependencies;
- Proposed methodology for delivery, installation, site access, health and safety, coordination, inspection and handover;

- Details of the nominated account / project manager, key personnel, suppliers and subcontractors, where applicable;
- Information on the environmental sustainability of the proposed products and delivery arrangements; and
- A completed Appendix 5 – Pricing Schedule, including all required costs for supply, delivery, installation and associated works.

Tenderers must provide their narrative responses to the award criteria within the Tender Response Document at Appendix 4.

Supporting documentation, including product catalogues, technical data sheets, certifications, renderings and other relevant product information, may be submitted as a separate consolidated PDF, clearly indexed and cross-referenced to the relevant sections of Appendix 4.

All pricing information must be provided in Appendix 5 – Pricing Schedule in accordance with the instructions in the Request for Tenders and Tender Response Document.

12. Site Visit

A mandatory site visit will be facilitated at Coimisiún na Meán's premises at:

One Shelbourne Buildings
Shelbourne Road, Dublin 4
D04 NP20

Site visits will take place on Tuesday 17 November 2026 and Wednesday 18 November 2026, between 9:00am and 2:00pm.

Tenderers wishing to attend must contact facilities@cnam.ie by close of business on **Friday 13 November 2026** to book an available slot.

Attendance at one scheduled site visit is mandatory. Ad hoc visits cannot be accommodated.
The site visit will allow tenderers to familiarise themselves with the existing layouts, furniture, meeting rooms, collaboration areas and site conditions relevant to the proposed seating, acoustic treatments, pods and lighting installations.

Attendance will be subject to compliance with Coimisiún na Meán's security, access and health and safety requirements.

Any queries arising during the site visit must be submitted through the eTenders messaging facility. Clarifications and responses will be communicated through eTenders to ensure that all tenderers receive the same information.