Coimisiún na Meán

APPENDIX 2

FURNITURE SPECIFICATION

Supply and Installation of Office Seating and Acoustic Solutions

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All proposed products must comply with the Mandatory (M) requirements set out below. Preferred (P) features are desirable and may be considered under Criterion B2 – Technical Merit, in accordance with the published award criteria.
Tenderers must clearly identify any deviations from the specifications and provide supporting evidence of compliance.

1. Office Task Chairs

Coimisiún na Meán requires high-quality, ergonomic office task chairs suitable for intensive daily use at individual, shared and height-adjustable workstations.
Chairs must provide appropriate ergonomic adjustment, seating comfort, durability and ease of maintenance. Tenderers must provide product specifications, relevant test reports, available finishes and warranty details.

Unit prices must include the complete chair, delivery and assembly, ready for use. Quantities and prices shall be provided in Appendix 5 – Pricing Schedule.

Technical Specification

M = Mandatory | P = Preferred

Requirement	Minimum Specification	M/P	Yes	No	Supporting Evidence / Reference
1. GENERAL REQUIREMENTS					
1. Product type	High-quality ergonomic swivel task chairs suitable for intensive daily use in a commercial office environment.	M			
2. Commercial quality	Robust construction, durable mechanisms and high-quality materials suitable for long-term use.	M			
3. Workstation compatibility	Suitable for individual, shared and height-adjustable workstations.	M			
2. FUNCTIONAL AND ERGONOMIC REQUIREMENTS					
4. Seat height	Pneumatic seat height adjustment with a minimum adjustment range of 100 mm.	M			
5. Seat depth	Adjustable seat depth with a minimum adjustment range of 50 mm.	M			
6. Backrest	Ergonomically designed backrest providing appropriate support and adjustment for prolonged use.	M			
7. Backrest tilt	Reclining or synchronised tilt mechanism with adjustable tension.	M			
8. Tilt locking	Ability to lock the backrest in multiple positions or equivalent ergonomic functionality.	M			
9. Armrests	Height and width adjustable armrests as a minimum.	M			

10. Additional armrest adjustment	3D or 4D adjustable armrests.	P			
11. Lumbar support	Adjustable lumbar support or equivalent adjustable ergonomic support mechanism.	M			
12. Swivel and base	360-degree swivel and stable five-star base with appropriate castors for carpeted floors.	M			
3. USER COMFORT AND ACCESSIBILITY					
13. Weight capacity	Minimum manufacturer-rated user weight capacity of 120 kg.	M			
14. Seat dimensions	Suitable seat width and depth for a wide range of users, with dimensions provided.	M			
15. Heavy-duty options	Availability of suitable chair options supporting users up to 150 kg.	P			
4. MATERIALS AND CONSTRUCTION					
16. Upholstery	High-quality, breathable, durable and easy-to-clean upholstery suitable for commercial office use.	M			
17. Fabric durability	Upholstery suitable for intensive use, supported by manufacturer durability or abrasion resistance information.	M			
18. Fire resistance	Upholstered components must meet EN 1021-1 and EN 1021-2, or equivalent applicable fire safety requirements.	M			
19. Padding and comfort	High-quality seat padding designed to maintain its shape, support and comfort during prolonged use.	M			
20. Frame and mechanisms	Durable frame, gas lift, adjustment mechanisms and base suitable for intensive commercial use.	M			
21. Environmental materials	Recycled or recyclable materials and environmentally certified upholstery, such as OEKO-TEX or equivalent, preferred.	P			
5. DURABILITY AND MAINTENANCE					
22. Replaceable components	Key components, including castors, armrests, gas lifts and adjustment mechanisms, must be replaceable or repairable.	M			
23. Spare parts	Replacement parts and repair support must be available throughout the warranty period.	M			
24. Extended spare parts availability	Spare parts availability for at least 10 years following supply.	P			
25. Maintenance	Chairs must be easy to clean and maintain, with appropriate maintenance instructions available.	M			
6. STANDARDS AND DOCUMENTATION					
26. Ergonomic compliance and evidence	Compliance with I.S. EN 1335-1:2020+A1:2022 and I.S. EN 1335-2:2018, or equivalent applicable standards, supported by relevant test reports,	M			

	certification or other verifiable technical evidence.				
27. Product identification	Manufacturer, model, product dimensions and detailed technical specifications must be provided.	M			
28. Materials and finishes	Product images, upholstery specifications, available colours and proposed finishes must be provided.	M			
7. WARRANTY AND SUPPORT					
29. Manufacturer warranty	Minimum 5-year warranty covering structural components, mechanisms and defects under normal commercial office use.	M			
30. Warranty terms	Full details of warranty coverage, exclusions and conditions must be provided.	M			
31. After-sales support	Clear procedures for defect reporting, repairs, replacements and warranty claims must be provided.	M			

2. Meeting Room & Boardroom Chairs

Two categories of meeting room seating are required under this Contract:

Type A – Meeting Room Chairs

High-quality, height-adjustable swivel chairs with upholstered seats, supportive backrests, armrests and stable bases with castors. Suitable for regular meetings and extended use. Stackability is not required.

Type B – Boardroom Chairs

Premium-quality, fully upholstered chairs with enhanced comfort, supportive backrests, armrests and refined finishes. Fixed or swivel bases may be proposed.
Both types must be suitable for commercial use and complement the existing workplace design. Tenderers must provide product specifications, dimensions and finishes, with each type priced separately in Appendix 5 – Pricing Schedule.

Technical Specification
M = Mandatory Requirement | P = Preferred Feature

Requirement	Type A – Meeting Room Chairs	Type B – Boardroom Chairs	M/P	Yes	No	Supporting Evidence / Reference
1. GENERAL REQUIREMENTS						

1. Product type	Height-adjustable swivel meeting room chair	Premium fully upholstered boardroom chair	M			
2. Commercial quality	High-quality, durable commercial-grade construction	High-quality commercial-grade construction with enhanced comfort and finish	M			
3. Design	Contemporary design suitable for modern meeting rooms	Professional, refined appearance appropriate for formal meetings	M			
4. Workplace compatibility	Must complement existing meeting tables, colours and finishes	Must complement existing boardroom furniture and finishes	M			
2. COMFORT AND FUNCTIONALITY						
5. Seat	Comfortably padded and upholstered seat	High-quality fully upholstered and padded seat	M			
6. Backrest	Ergonomically contoured, supportive upholstered or moulded backrest	Fully upholstered, supportive and comfortably padded backrest	M			
7. Armrests	Comfortable fixed or integrated armrests	Comfortable armrests with high-quality finishes	M			
8. Seat height adjustment	Gas-lift height adjustment suitable for standard meeting tables	Not mandatory unless included in the proposed configuration	M – Type A			
9. Swivel functionality	Smooth 360-degree swivel mechanism	Smooth swivel functionality where proposed	M – Type A; where applicable – Type B			
10. Chair base	Stable swivel base with suitable castors	Stable fixed or swivel base suitable for boardroom use	M			
11. Seating comfort	Suitable for regular and extended meetings	Enhanced comfort suitable for prolonged boardroom meetings	M			
12. Seat dimensions	Suitable seat width, depth and height for adult users	Comfortable seating dimensions appropriate for prolonged use	M			
13. User weight capacity	Minimum manufacturer-rated user weight capacity of 120	Minimum manufacturer-rated capacity of 120 kg	M			

	kg, supported by product documentation.					
14. Stability	Stable construction with safe operation of height adjustment and swivel mechanisms	Stable construction suitable for the proposed configuration	M			
15. Floor protection	Suitable non-marking castors for existing office flooring	Suitable non-marking glides or castors	M			
3. MATERIALS AND CONSTRUCTION						
16. Frame and components	Robust commercial-grade frame, base and mechanisms	High-quality durable frame and structural components	M			
17. Upholstery	High-quality, durable and comfortable upholstered seat	Premium-quality fully upholstered seat and backrest	M			
18. Fabric durability	Upholstery suitable for intensive commercial use, with abrasion resistance supported by relevant manufacturer test data, where applicable	Same requirement	M			
19. Fire resistance	Upholstered components must comply with EN 1021-1 and EN 1021-2, or equivalent applicable fire safety requirements	Same requirement	M			
20. Padding	Padding must retain its shape, comfort and support during normal commercial use	High-quality cushioning providing enhanced comfort and long-term shape retention	M			
21. Finishes	Durable, easy-to-clean materials and finishes resistant to normal wear	High-quality materials, upholstery, stitching and finishes	M			
22. Colours and materials	Proposed colours, materials and finishes to	Proposed upholstery, colours and finishes to	M			

	complement the workplace design	complement the boardroom design				
23. Sustainability	Recycled, recyclable or responsibly sourced materials preferred where practicable	Same requirement	P			
4. DURABILITY AND MAINTENANCE						
24. Durability	Suitable for intensive daily commercial use	Suitable for frequent and prolonged commercial use	M			
25. Replaceable components	Key components, including castors, gas lifts and mechanisms, must be repairable or replaceable where practicable	Serviceable components must be repairable or replaceable where practicable	M			
26. Spare parts	Spare parts and repair support must be available throughout the warranty period	Same requirement	M			
27. Extended spare parts availability	Availability of replacement parts for at least 10 years following supply	Same requirement	P			
28. Cleaning and maintenance	Easy-to-clean upholstery and appropriate maintenance instructions	Appropriate cleaning and maintenance instructions for upholstered finishes	M			
5. STANDARDS AND COMPLIANCE						
29. Safety, strength and durability	Compliance with I.S. EN 16139:2025 or equivalent applicable non-domestic seating standard, supported by relevant test reports, certification or other verifiable technical evidence.	Same requirement	M			

30. Mechanism safety	Relevant evidence of safe operation and durability of height-adjustment and swivel mechanisms	Where applicable to the proposed configuration	M – where applicable			
31. Product information	Manufacturer, model, product dimensions, seat adjustment range, images and technical data sheets	Manufacturer, model, product dimensions, images and technical data sheets	M			
32. Materials and finishes	Proposed upholstery, colour options, materials and finishes must be identified	Same requirement	M			
33. Product take-back	Details of any available manufacturer take-back or end-of-life recycling scheme	Same requirement	P			
6. WARRANTY AND SUPPORT						
34. Manufacturer warranty	Minimum five-year manufacturer's warranty covering structural components, mechanisms and manufacturing defects under normal commercial use	Minimum five-year manufacturer's warranty covering structural components and manufacturing defects under normal commercial use	M			
35. Warranty conditions	Warranty coverage, exclusions and claim procedures must be provided	Same requirement	M			
36. After-sales support	Arrangements for repairs, replacement components and maintenance support must be identified	Same requirement	M			

3. Canteen chairs

Coimisiún na Meán requires high-quality, durable commercial-grade canteen chairs suitable for frequent daily use. Chairs must provide comfortable seating, supportive backrests and easy-to-clean surfaces, with finishes complementing the existing canteen furniture. Unit prices must include complete chairs, delivery and assembly, ready for use**.** Quantities and prices shall be provided in Appendix 5 – Pricing Schedule.

Technical Specification
M = Mandatory Requirement | P = Preferred Feature

Requirement	Minimum Specification	M/P	Yes	No	Supporting Evidence / Reference
GENERAL REQUIREMENTS					
1. Product type	Commercial-grade canteen/dining chairs suitable for frequent daily use.	M			
2. Design	Contemporary appearance complementing existing canteen furniture.	M			
3. Construction	Robust metal, timber, reinforced polymer or equivalent commercial-grade construction.	M			
COMFORT AND FUNCTIONALITY					
4. Seat and backrest	Comfortable, ergonomically shaped seat with a supportive backrest.	M			
5. Seat height	Approximately 430–480 mm, suitable for standard dining tables.	M			
6. Stability	Stable construction with suitable non-marking floor protection.	M			
7. Stackability	Stackable configuration for ease of storage and flexibility.	P			
MATERIALS AND DURABILITY					
8. Materials	Durable moulded, upholstered or equivalent	M			

	commercial-grade materials.				
9. Cleaning	Easy-to-clean surfaces resistant to food spills, stains, moisture and regular cleaning.	M			
10. Finishes	High-quality, wear-resistant finishes with suitable colour options.	M			
11. Upholstery	Where upholstered seating is proposed, the materials must be suitable for intensive commercial use.	M			
STANDARDS AND COMPLIANCE					
12. Safety and durability	Compliance with I.S. EN 16139:2025 or equivalent applicable non-domestic seating standard, supported by relevant test reports, certification or other verifiable technical evidence.	M			
13. Fire resistance	Upholstered seating components must comply with EN 1021-1 and EN 1021-2 or equivalent applicable requirements.	M, where applicable			
WARRANTY AND DOCUMENTATION					
14. Warranty	Minimum five-year manufacturer's warranty covering structural integrity and manufacturing defects under normal commercial use.	M			
15. Maintenance	Cleaning and maintenance instructions, including available repair and replacement parts.	M			
16. Product information	Manufacturer, model, images, dimensions, materials, finishes and technical specifications.	M			
17. Sustainability	Recyclable materials, repairability and product take-back arrangements where available.	P			

4. Acoustic Meeting Pods

Coimisiún na Meán requires high-quality, fully enclosed and fully equipped acoustic pods for private calls, video conferencing and small meetings.

The requirement includes:

- **Type P1 – Single-Person Meeting Pod:** Enclosed acoustic booth with suitable seating for one person and an integrated worksurface.
- **Type P2 – Two-Person Meeting Pod:** Enclosed acoustic pod with two comfortable seats and an integrated meeting table.
- **Type P3 – Four-Person Meeting Pod:** Enclosed acoustic pod with four comfortable seats and an integrated meeting table.
- **Type PA – Wheelchair-Accessible Acoustic Pod**: A separate fully enclosed acoustic pod suitable for independent use by a wheelchair user, providing appropriate access, internal manoeuvring space, accessible furniture and controls.

Type PA must be supplied in addition to Types P1, P2 and P3 and priced separately in Appendix 5 – Pricing Schedule.

All pods must incorporate effective speech sound insulation, mechanical ventilation, LED lighting, electrical power and USB/USB-C charging facilities.

Unit prices must include all applicable seating, tables or worksurfaces, acoustic components, ventilation, lighting, power and charging facilities, associated fittings, delivery, assembly, installation, connection and commissioning. Each pod must be supplied complete and ready for use, with no additional charges for the specified requirements.

Tenderers must provide relevant technical documentation, acoustic test results, ventilation and lighting specifications, accessibility information and warranty details. Optional enhancements must be identified and priced separately.

Technical Specification
M = Mandatory Requirement | P = Preferred Feature

Requirement	Minimum Specification	M/P	Yes	No	Supporting Evidence / Reference
1. GENERAL REQUIREMENTS					
1. Product type	Fully enclosed, commercial-grade acoustic phone booth or meeting pod, suitable for the specified occupancy.	M			
2. Seating capacity	Type P1: one person; Type P2: two persons; Type P3: four persons; Type PA: suitable for independent use by at least one wheelchair user.	M			

3. Configuration	P1: integrated worksurface and seating; P2: two seats and meeting table; P3: four seats and meeting table; PA: accessible worksurface with suitable wheelchair positioning and manoeuvring space.	M			
4. Construction	Robust, durable, freestanding construction suitable for regular commercial office use.	M			
5. Dimensions	Full external and internal dimensions, overall height, weight and floor-loading requirements must be provided.	M			
6. Design	Contemporary design with high-quality upholstery, glazing and finishes complementing the workplace environment.	M			
2. ACOUSTIC PERFORMANCE					
7. Acoustic testing	Minimum speech level reduction of 25 dB (D_s,A), measured according to ISO 23351-1:2020 or an equivalent recognised method demonstrating comparable performance.	M			
8. Acoustic evidence	Test report identifying the tested product or representative configuration, test method and measured speech level reduction (dB).	M			
9. Acoustic classification	Speech level reduction of 30 dB (D_s,A) or greater, supported by relevant test evidence.	P			
10. Internal acoustic treatment	Sound-absorbing internal wall and ceiling finishes designed to minimise echo and reverberation.	M			
11. Acoustic sealing	Suitable acoustic seals around doors, glazing and joints to reduce sound leakage.	M			
3. VENTILATION AND COMFORT					
12. Mechanical ventilation	Integrated mechanical ventilation suitable for the maximum intended occupancy.	M			
13. Ventilation performance	Manufacturer must provide airflow capacity, ventilation arrangements and operating noise levels.	M			

14. Lighting	Integrated energy-efficient LED lighting suitable for working, meetings and video conferencing. Worksurface illumination and available lighting controls must be specified.	M			
15. Electrical power	Integrated 230V power socket(s) suitable for use in Ireland, together with USB/USB-C charging facilities.	M			
16. Automatic controls	Automatic activation of lighting and ventilation through occupancy or motion sensors.	P			
17. Internal furniture	Suitable integrated worksurface, table and/or seating appropriate to the specified occupancy.	M			
18. Additional connectivity	Provision for data connectivity or AV equipment where appropriate.	P			
4. ACCESSIBILITY					
19. Accessible pod	A separate Type PA wheelchair-accessible acoustic pod must be provided in addition to Types P1, P2 and P3.	M			
20. Accessible entrance	Accessible pod must provide sufficient clear door opening width and an appropriate door operation mechanism.	M			
21. Level access	Accessible pod must provide level or suitably accessible threshold access.	M			
22. Internal space	Sufficient internal wheelchair manoeuvring and positioning space, with clear internal dimensions provided.	M			
23. Accessible furniture	Worksurface or table suitable for wheelchair use, including appropriate height and knee clearance.	M			
24. Accessible controls	Lighting, ventilation, power sockets and other user controls must be accessible and conveniently positioned.	M			
25. Accessibility documentation	Detailed dimensions, drawings and supporting information demonstrating accessibility must be provided. The proposed installation must be compatible with applicable	M			

	Irish accessibility requirements.				
5. MATERIALS AND SAFETY					
26. Structure and finishes	Durable commercial-grade materials and easy-to-clean finishes suitable for intensive use.	M			
27. Safety glazing	Glazing must be suitable for commercial use and supported by relevant safety documentation.	M			
28. Fire safety	Construction materials and components must satisfy applicable fire safety requirements, with relevant performance documentation provided.	M			
29. Upholstery fire resistance	Upholstered seating components must comply with EN 1021-1 and EN 1021-2, or equivalent applicable requirements.	M, where applicable			
30. Electrical compliance	Electrical components must comply with applicable EU and Irish electrical safety requirements, including CE marking and declarations of conformity where required.	M			
31. Access and egress	Doors must allow safe exit and units must not obstruct circulation, emergency escape routes or existing building services.	M			
32. Installation safety	Installation must be coordinated with the building's fire safety arrangements, including any relevant requirements for detection, suppression and ventilation systems.	M			
6. SUSTAINABILITY AND MAINTENANCE					
33. Materials	Durable, responsibly sourced and low-emission materials, with relevant environmental information provided.	M			
34. Repairability	Major components, upholstery and internal fittings should be repairable or replaceable where practicable.	P			
35. Relocation	Modular construction allowing disassembly and future relocation.	P			

36. Maintenance	Maintenance and cleaning instructions, including ventilation, lighting and electrical servicing requirements.	M			
37. Product take-back	Manufacturer or supplier take-back, reuse or recycling scheme.	P			
7. WARRANTY AND DOCUMENTATION					
38. Warranty	Minimum five-year manufacturer's warranty covering structural components and manufacturing defects. Warranty details for electrical and mechanical components must also be provided.	M			
39. Spare parts	Replacement components and after-sales support must be available throughout the warranty period.	M			
40. Extended spare parts	Availability of replacement parts for at least ten years following supply.	P			
41. Product information	Manufacturer, model, images, dimensions, technical specifications, materials, finishes, test reports and warranty details must be provided.	M			
42. Installation and commissioning	Delivery, assembly, installation, electrical connection as required and commissioning of fully operational pods.	M			

5. Open Meeting Booths – Upholstered Furniture

Coimisiún na Meán requires two commercial-grade open meeting booths for installation on the Second Floor:

- **Type S1 – Two-Person Open Meeting Booth:** Face-to-face upholstered seating with an integrated meeting table.
- **Type S2 – Four-Person Open Meeting Booth:** Face-to-face upholstered seating for four persons with an integrated meeting table.

Both types must feature high upholstered acoustic panels providing visual privacy and improved acoustic comfort. The units must remain open, without doors or a roof, and be suitable for regular commercial use.

Tenderers must provide product specifications, dimensions and finishes, demonstrating suitability for the designated locations. Both types shall be priced separately in Appendix 5 – Pricing Schedule.

Requirement	Minimum Specification	M/P	Yes	No	Supporting Evidence / Reference
1. GENERAL REQUIREMENTS					
1. Product type	High-quality commercial-grade open meeting booth with integrated upholstered seating, privacy panels and meeting table.	M			
2. Seating capacity	Type S1 must accommodate 2 persons; Type S2 must accommodate 4 persons.	M			
3. Seating arrangement	Face-to-face seating with a centrally positioned integrated meeting table, suitable for the specified capacity.	M			
4. Configuration	Partially screened, open meeting furniture unit incorporating high upholstered privacy panels. No fully enclosing doors or roof.	M			
5. Commercial quality	Robust construction, durable materials and high-quality finishes suitable for frequent commercial office use.	M			
6. Design	Contemporary design complementing the existing workplace furniture and finishes.	M			
2. FUNCTIONALITY AND COMFORT					
7. Seating comfort	Comfortable padded seating and supportive backrests suitable for	M			

	informal meetings and short periods of focused work.				
8. Seating capacity and arrangement	Seating and tabletop dimensions must comfortably accommodate the specified number of users.	M			
9. Privacy panels	High upholstered back and side panels providing visual screening and contributing to acoustic comfort.	M			
10. Integrated table	Durable and stable integrated meeting table suitably sized for laptops, documents and refreshments.	M			
11. Dimensions	Overall width, depth, height, seat height and relevant table dimensions must be provided for each type.	M			
12. Space compatibility	Dimensions and configuration must be suitable for the designated Second Floor locations.	M			
13. Access and circulation	Units must provide safe and convenient access and exit without obstructing circulation or escape routes.	M			
14. Stability	Stable and robust structure suitable for frequent commercial use, including safe operation of the integrated table.	M			
15. Floor protection	Non-marking protective feet or glides compatible with existing commercial flooring.	M			
16. Power connectivity	Optional integrated power and/or USB charging facilities, subject to compatibility with the building's electrical arrangements.	P			
3. MATERIALS AND CONSTRUCTION					
17. Structural frame	Durable commercial-grade frame and supporting structure suitable for long-term use.	M			
18. Upholstery	High-quality, hard-wearing commercial upholstery suitable for frequent use, supported	M			

	by relevant manufacturer durability information.				
19. Seat padding	Comfortable and supportive padding designed to retain its shape during normal commercial use.	M			
20. Acoustic materials	Upholstered privacy panels must incorporate suitable sound-absorbing materials intended to reduce local sound reflections and improve acoustic comfort.	M			
21. Acoustic information	Manufacturer's acoustic performance information must be provided. Relevant test data must support any stated numerical acoustic performance claims.	M			
22. Table materials	Durable, stable and easy-to-clean tabletop suitable for regular commercial use.	M			
23. Finishes	High-quality, durable and easy-to-clean finishes resistant to normal commercial wear.	M			
24. Colours and materials	A suitable range of upholstery colours and finishes must be available to complement the existing workplace design.	M			
4. STANDARDS AND COMPLIANCE					
25. Seating safety and durability	Seating components must comply with EN 16139 or an equivalent applicable non-domestic seating safety and durability standard.	M			
26. Upholstery fire safety	Upholstered seating components must comply with EN 1021-1 and EN 1021-2, or equivalent applicable fire safety requirements.	M			
27. Product safety	The complete unit must be designed and constructed for safe use, with appropriate structural stability and no exposed sharp edges or unsafe components.	M			

28. Compliance evidence	Relevant manufacturer declarations, test reports or certificates demonstrating compliance with applicable safety and durability requirements must be provided.	M			
5. SUSTAINABILITY AND MAINTENANCE					
29. Repairability	Replaceable upholstery, cushions, panels or other serviceable components, where available.	P			
30. Sustainable materials	Preference for responsibly sourced timber-based materials, recycled or recyclable components and low-emission materials, where practicable.	P			
31. Product take-back	Manufacturer or supplier take-back, reuse or recycling arrangements available at the end of the product's life.	P			
32. Maintenance	Cleaning and maintenance instructions for upholstered surfaces, acoustic panels, structural components and integrated tables.	M			
6. WARRANTY AND PRODUCT INFORMATION					
33. Manufacturer warranty	Minimum five-year manufacturer's warranty covering structural components and manufacturing defects under normal commercial use.	M			
34. After-sales support	Arrangements for warranty claims, repair services and replacement components must be identified.	M			
35. Product information	Manufacturer, model, product images, seating configuration, dimensions, technical specifications, materials and finishes must be provided for both types.	M			

6. Acoustic Treatments – Meeting Rooms and Project Spaces

Coimisiún na Meán requires the design, supply and installation of acoustic treatments for 17 meeting rooms, three open project/collaboration spaces and five existing enclosed phone booths to reduce reverberation, improve speech clarity and enhance acoustic comfort.

The requirements comprise:

Type	Description	Quantity
A1	Small Meeting Rooms – up to 6 persons	8
A2	Medium Meeting Rooms – 7–10 persons	6
A3	Large Meeting Rooms – 11 persons or more	2
A4	Boardroom	1
A5	Open Project / Collaboration Spaces, including acoustic treatments and decorative suspended LED pendant lighting	3
A6	Existing Enclosed Phone Booths	5
Total		**25**

Tenderers must provide a fixed, all-inclusive price for each category (Types A1–A6), based on the quantities specified in Appendix 5 – Pricing Schedule.

Prices must include the complete design, supply, delivery and installation of the proposed acoustic solutions, including all materials, fittings, fixings and associated works required for a fully completed installation.
Type A5 prices must also include decorative suspended LED pendant lighting, associated electrical works, testing and commissioning.

Any optional enhancements must be identified and priced separately.

Technical Specification
M = Mandatory Requirement | P = Preferred Feature

Requirement	Minimum Specification	M/P	Yes	No	Supporting Evidence / Reference
1. GENERAL REQUIREMENTS					
1. Product type	High-quality commercial-grade acoustic treatments suitable for meeting rooms, project/collaboration spaces and existing enclosed phone booths.	M			
2. Meeting room categories	Solutions must address all designated Small (A1), Medium (A2), Large (A3) meeting rooms and Boardroom (A4).	M			

3. Project spaces	Acoustic solutions for three open project/collaboration spaces, including decorative LED pendant lighting.	M			
4. Design	Contemporary acoustic products with suitable shapes, colours and finishes complementing the workplace design.	M			
5. Site suitability	Proposed solutions must be compatible with existing layouts, glazing, wall and ceiling conditions and building services. Type A6 treatments must not compromise the existing phone booths' ventilation, lighting, electrical systems, doors, acoustic seals and safety.	M			
2. ACOUSTIC PERFORMANCE					
6. Acoustic purpose	Treatments must be designed to reduce reverberation and improve speech clarity and acoustic comfort.	M			
7. Sound absorption	Documented acoustic absorption performance tested in accordance with EN ISO 354 or equivalent recognised testing methods.	M			
8. Acoustic classification	EN ISO 11654 absorption classification, where applicable, or equivalent relevant acoustic performance information.	M			
9. Enhanced absorption	Class A or B sound absorption preferred, where applicable to the proposed product and installation configuration.	P			
10. Acoustic design rationale	Tenderers must explain the suitability and expected acoustic benefits of the proposed solution for each category (Types A1–A6).	M			
11. Performance evidence	Relevant acoustic test reports and manufacturer technical data must be provided.	M			
3. ACOUSTIC TREATMENTS AND INSTALLATION					
12. Treatment options	Wall-mounted panels, ceiling-mounted panels, acoustic rafts, suspended baffles or equivalent suitable solutions may be proposed.	M			
13. Product dimensions	Full product dimensions, quantities and proposed treatment coverage must be provided.	M			
14. Materials and finishes	Durable commercial-grade acoustic materials and finishes suitable for long-term office use.	M			

15. Fixings and suspension	All required brackets, fixings, suspension systems and associated components must be included.	M			
16. Building services	Treatments must not obstruct lighting, ventilation, sprinklers, smoke detectors, windows, blinds or maintenance access.	M			
17. Structural suitability	Proposed installation methods and fixing arrangements must be suitable for the existing structure and ceiling conditions.	M			
4. PROJECT SPACES – TYPE A5					
18. Acoustic treatments	Suitable acoustic treatment for each of the three designated open project/collaboration spaces.	M			
19. Pendant lighting	Decorative, energy-efficient suspended LED pendant lighting for each project space.	M			
20. Coordinated design	Acoustic treatments and lighting must form a coordinated design, using integrated or complementary products.	M			
21. Lighting specifications	Manufacturer, model, dimensions, light output, colour temperature, electrical requirements and finishes must be provided.	M			
22. Lighting installation	All lighting components, suspension systems, electrical connections, installation and commissioning must be included.	M			
5. SAFETY AND SUSTAINABILITY					
23. Fire performance	Acoustic products must comply with applicable fire safety requirements, supported by relevant EN 13501-1 reaction-to-fire classification evidence or equivalent, where applicable.	M			
24. Electrical compliance	Lighting and associated electrical components must comply with applicable EU and Irish electrical safety requirements.	M			
25. Sustainability	Recycled, recyclable, responsibly sourced and low-emission materials preferred where practicable.	P			
6. DESIGN AND DOCUMENTATION					
26. Acoustic proposal	Proposed acoustic treatment solution for each category (Types A1–A6), including a brief description of the products and intended acoustic benefits.	M			
27. Treatment schedule	For each category (A1–A6), provide a schedule identifying the	M			

	products, quantities, dimensions and treatment coverage for the designated locations, consistent with Appendix 3 – Floor Plans and Product Visual Guides.				
28. Visualisations	Visualisations must be provided in accordance with the requirements set out in Appendix 1 – Specification of Services.	M			
29. Product documentation	Product images, technical specifications, acoustic test reports, proposed materials, colours and finishes must be provided.	M			
7. WARRANTY AND SUPPORT					
30. Manufacturer warranty	Minimum five-year manufacturer's warranty covering the supplied acoustic products and manufacturing defects under normal commercial use.	M			
31. Maintenance	Cleaning, maintenance and replacement guidance must be provided.	M			

Name (block capitals):

_____

Company:

_____

Date:

_____

Signature:

_____