ST. MUREDACH'S DIOCESAN COLLEGE

Sligo Road, Ballina, Co. Mayo. F25 FF25
Principal/President: Mr. Wayne Walsh

6th November 2026

Re: Invitation to Tender for Architectural Consultancy Services for CASWS 2026 CAT 7 – Climate Action & Windows Project at St Muredach's College, Sligo Road, Ballina, Co Mayo

Roll Number 64510J

A Dhaoine Uaisle

On behalf of the School Authority (the Contracting Authority for this project) you are hereby invited to tender for Architectural **Consultancy S**ervices (including buying in of additional services for other disciplines as required) for the above project.

The project consists of refurbishment / replacement of existing timber sash windows, timber single glazed windows, repairs to plasterwork, old external doors, new automatic door decoration etc. The level of grant is €1.3m (inclusive of fees and Vat). A copy of the Approval Letter from the Department is included with this letter.

The Form of Contract will be the Standard Conditions of Engagement for Consultancy Services (Technical COE1) including the Template Schedule A and B, available at https://www.gov.ie/en/collection/ddc58-school-building-and-design/ > *Appointment of Consultants* > *Small Works.*

The scope of service is detailed in the tender documents and in Design Team Procedures for Small Works (TGD 007) available at https://www.gov.ie/en/collection/ddc58-school-building-and-design/ > *Technical Guidance Documents / School Design Guides.*

Tender submissions must be received by eTenders portal only, with the onus resting with the Tendering party to ensure receipt of the submission before the latest time and date for receipt of tenders. Tenders sent to any other address, or received after the specified date and time, will be deemed invalid tenders. Unsigned tenders/tender proposal forms will likewise be deemed invalid tenders. The signature for the Form of Tender/Tender Proposal Form must be that of a Principal or Director of the firm. Tenders must be in the format prescribed in the Form of Tender/Tender Proposal Form and all required documents must be submitted.

All queries in relation to this tender competition must be submitted (and will be answered) through the e-Tenders website. All queries must be submitted as soon as possible and in any event not later than 5 working days before the latest time for receipt of tenders, although the Contracting Authority may at its discretion respond to queries raised after that date. If the Contracting Authority responds to a query, it will send the response to each Candidate unless the Candidate raising the query has clearly designated the query as confidential and the Contracting Authority agrees that it should be treated as confidential.

Tenders will be assessed in accordance with Guidance on Procuring Consultants for Small Works, 4th Edition October 2021.

Candidates may visit the site by prior arrangement with the School Authorities.

Is mise, le meas

Wayne Walsh
Principal
(on behalf of the School Authority)