Tipperary ETB
Bord Oideachais & Oiliúna Thiobraid Árann
Tipperary Education & Training Board

Clodagh Ní Cheallaigh
Príomhfheidhmeannach

Clodagh Kelly
Chief Executive

www.tipperaryetb.ie

**CFT 9468758**

**Project C1243– Invitation to Tender for Architectural Consultancy & PSDP Services for Category 2: Climate Action & Roof Works, with bought in services as required, at Raheen College Raheen Road, Clonmel, Co Tipperary E91H9P7. Roll Number 72420E**

Date: 10/11/2026

A Dhaoine Uaisle

On behalf of Tipperary ETB (the Contracting Authority for this project) you are hereby invited to tender for Architectural services (including buying in of additional services, and other disciplines as required) for the above project.

Please ensure that your organisation has adequate resources to complete the project by **31/08/2026**. Do not submit a tender if you are unable to meet this deadline.

The successful Consultant will be required to manage and oversee to completion, a construction Contractor on the project as outlined below. It will also be a requirement for the Consultant to manage all costs involved and to maintain a schedule of fees, as required and when they fall due. Any additional services, outside of 'Essential Elements of Scope' must have the prior consent of Tipperary ETB.

**The project consists of associated airtightness works, attic insulation, cavity wall insulation, and bike rack and all roof work.**

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.

Your proposal must include the following:
Appendix D – Form of tender for Small Works
Appendix E – Tender Proposal Form_GPP
Appendix G – Design and PSDP Appointee – Health & Safety Declaration

The address to which tenders must be returned must be **via etenders** and the date and time before which tenders must be received are stated in the Contract Notice. 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.

Tender submissions must be submitted 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.

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

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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.

**Climate Obligations:**

As outlined in the attached, Tipperary ETB – Green Public Procurement Policy, it is anticipated that all works will contribute to improving the energy efficiency of the building. You will be required to report on the benefits of these improvements in the context of applicable climate obligations.
Appendix H – Tipperary ETB Green Public Procurement Reporting Templates will be provided at Letter of Intent stage to the apparently successful tenderer.

**Schedule of Maintenance, Warranties & Demonstrations:**

The successful Consultant will be required to engage with the Contractor to ensure a Schedule of Maintenance, Warranties & Demonstrations is completed (see attached template included with the CFT documentation)

Please note that tender documentation must be zipped prior to return via etenders.

Please find attached a document called 'Tips and Hints for uploading tender responses'. You are advised to read this document to ensure all uploading requirements are complied with.

**Conflict of Interest Declaration**

Please note: The successful consultant will be requested to provide a signed Conflict of Interest Declaration prior to issue of invitation to tender to Contractors on behalf of their firm and for all consultancy disciplines where that firm are buying in the services of other disciplines - (see template below)

**Site Visit Details:**

**Tenderers are reminded that it is mandatory to visit the site. Site visits can be arranged by contacting Acting Principal Dominic Walsh: on 086 3573692 or via the landline 052 6121450.**

Is mise, le meas

Clodagh Kelly.

Clodagh Kelly
Chief Executive
Tipperary Education and Training Board (ETB)

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# UNDERTAKING TO DECLARE POSSIBLE CONFLICT OF INTEREST AND MAINTAIN CONFIDENTIALITY OF INFORMATION

## Tender Evaluation

| DECLARATION | |
|---|---|
| **Contracting Authority:** | Tipperary ETB |

| Capital Buildings Department | |
|---|---|
| **Programme Code** | CXXXX |
| **Project Description** | Contractor Tendering – Project description |

| Contractor |
|---|
| CFT |
| |

I Name being a member of the evaluation panel for the above project and being in the course of my duties called upon to evaluate tenders and to advise or make recommendations on the selection or identification of successful and unsuccessful bidders, do hereby undertake the following:

- I solemnly undertake that I will declare, should it arise, any relationship, filial or otherwise, or any interest, whether arising through personal or professional association, current or prospective contractual obligations or any other activity or involvement which I have or had with any organisation or individual which the Contracting Authority is considering for admission to the framework or award of contract. (Note: details of any perceived conflict is to be outlined in the next page).

- I undertake to conduct my duties as a member of the evaluation panel in an impartial and balanced manner, in order to enable the Contracting Authority to reach a decision on award which:

  i) Is based on the published award criteria; and
  ii) Represents a genuine exercise of the Contracting Authority's discretion.

- I further undertake to maintain the total confidentiality of all documentation and information received in relation to this contract award process which comes to my notice against all parties other than the Contracting Authority and its nominees, and to maintain this confidentiality both now and in the future.

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| | |
|---|---|
| **Signed:** | |
| **Print Name** | |
| **Firm name & Discipline** | |
| **Date:** | |

| **Outline of any relationship, interest, involvement or activity as described overleaf (if not applicable put N/A and no need for manager signature):** | |
|---|---|
| | |
| **Noted by Manager:** | |
| **Name:** | |
| **Signature:** | |
| **Date:** | |
| **Remedial action:** | |
| | |

## Conflict of Interest

**"Conflict of Interest"** are defined in Regulation 24(2) of the European Union (Award of Public Authority Contracts) Regulations 2016 to include "any situation where a relevant staff member has directly or indirectly a financial, economic or other personal interest which might be perceived to compromise his or her impartiality and independence in the context of the procurement procedure". By Regulation 24(1), contracting authorities are obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures. To facilitate its compliance with Regulation 24(1).

It is important to note that it is not necessary that a person's impartiality and independence are actually compromised; a conflict of interest will arise where a person's impartiality and independence are merely perceived to be comprised. Examples of conflicts of interest include: *(This is not an exhaustive list)*

- Having a financial interest (e.g. holding shares or options) in a tenderer or any entity involved in any tendering consortium
- Having a financial, economic or other personal interest in the outcome of the evaluation of any tender evaluation process
- Being employed by (as staff member or volunteer) or providing services to any tenderer

- Being a member of a tenderer's management/executive board
- Receiving any kind of monetary payment or non-monetary gift or incentive from any tenderer or its representatives
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any tenderer (It is important to note in this regard that a person's previous relationship with a tenderer which ended badly could be perceived by that tenderer to affect that person's impartiality.)

It is important to emphasise that conflicts of interest are not limited to the examples above and that in considering whether or not there are circumstances which might give rise to a conflict of interest it is not sufficient simply to consider those examples; rather it is necessary to consider whether circumstances exist which could be perceived to compromise your impartiality and independence in the context of the procurement procedure.

It is your responsibility to ensure that any and all potential conflicts of interest are disclosed to the Tipperary ETB (in writing prior to you becoming involved in the tender evaluation process. The Contracting Authority shall not permit a person to participate in a procurement procedure if that person has a conflict of interest within the meaning of Regulation 24(2) which cannot be remedied. Decisions in respect of conflicts of interest shall be made by the Contracting Authority.

## Confidentiality Undertakings

**"Procurement project / exercise"** encompasses any formal and informal meetings, associated discussions, meeting preparation and follow up or any other activity related to the procurement project and / or exercise.

**"Data"** means all information, facts, data and other matters of which I acquire knowledge, either directly or indirectly, as a result of my activities as an evaluator of any supplier Pre-Qualification Questionnaire or Tender submissions or tender interviews/presentations etc.

"**Personal Data**" means any information relating to an identified or identifiable natural person (a "**Data Subject**")

"**Processing**" means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**"Documents"** means all draft, preparatory information, documents and any other material in either paper or electronic form, together with any information contained therein, to which I have access, either directly or indirectly, as a result of my participation in any procurement exercise. Furthermore, any records or notes made by me relating to information or documents shall be treated as Confidential Documents.

**"Evaluation Team"** is the team to carry out the evaluation of proposals received in response to a tender process whereby the team will recommend tenderers for admittance to a Framework

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Agreement and / or award of contract. The team may consist of staff directly employed by the ETB and external contractors or subject matter experts.
**"Chair of the Evaluation Team"** is the Tipperary ETB staff member nominated to lead the evaluation process and direct evaluation team members, in an advisory capacity only.
"**Sourcing Team**" means any person, including any ETB staff member, who is part of a sourcing team, and who is involved in one or more of the following: specification design, competition design, setting award criteria and tender evaluation for a particular procurement process.