Suitability Assessment Questionnaire

Project: Renovation of Fishbowl Youth and Community Centre at Drewsboro, Scariff, Co. Clare

Queries: Deadline for receipt of all queries is 23rd November 2026 @ 4pm. All queries are through eTenders platform.

Tender Response Deadline: All Tenders must be uploaded electronically to the eTenders platform on or before Tuesday 1st December 2026 @ 4pm.

Contract Period: The project is in receipt of grant funding and the stipulation of the funding requires that the project is completed by 31st July 2027.

Payments: The payments on the project will be made on receipt of invoices and per approval from Engineer.

The project has received grant funding and will not be in a position to fund any additional costs so it is imperative that all items are priced from the outset.

Mandatory Requirements – Pass/Fail

Tenderers must ensure to provide each of the following in their Tender Response:

- Valid Tax Clearance Certificate
- Insurance: Employers Liability Insurance
- Public Liability Insurance
- Evidence of Turnover
- Educational & Professional Qualifications (Managerial)
- Educational & Professional Qualifications (Personnel)
- Contractors Safety Statement & evidence of Health & Safety Competence (Safe-T Cert or Equivalent)
- Outline Team & Competencies
- Demonstrated similar experience with 3 projects that were public grant funded construction projects within the last 5 years – with associated references
- Environmental Management of Projects
- Confirmation of the ability to meet fixed deadlines

Evaluation Criteria

The contracting authority will evaluate the Tenders received using the Most Economically Advantageous Tender (MEAT) approach under the following headings.

1. **Cost – 80%**

   • Total fixed price exclusive of VAT.

   • Clarity of cost breakdown for all elements of construction works specifications and any other expected costs presented in **excel template format**.

   • Value for money

2. **Program of Works – 20%**

   • Detailed program of works that clearly demonstrates the ability to meet the required deadlines.

   • Cost Saving initiatives that can be introduced to the project such as recycling elements from within the existing structure.

Other Requirements

- Provision of all required documentation to comply with Building Control regulations.
- The contractor will meet directly with the Project Engineer on site as needs arise.
- Establishment of a monthly progress meeting between the Contractor, Project Engineer and representatives of the Contracting Authority to review works, discuss upcoming activities, and address any issues that may arise.
- On project completion: final account to be submitted and full resolution of all items identified on the snag list, prior to payment of retention on the project.