Letter of Invitation

Quignamanger National School (15257V)
Cregg's Road, Ballina, Co. Mayo, F26 YX95
November 2026

Invitation to Tender for Building Services (Mechanical) Consultancy Services for Climate Action Summer Works project at Quignamanger National school
Roll Number 15257V

A Dhaoine Uaisle

On behalf of the School Authority (the Contracting Authority for this project) you are hereby invited to tender for Building Services (Mechanical) services (including buying in of additional services for other disciplines as required) for the above project.

Project overview: The existing LPHW Space Heating installation in the original school building dates back to the time of construction of the building in 1983 and is in a poor condition at this stage and requires to be replaced. There is no cavity insulation in the 1983 building, with only 100 mm of attic insulation in this section of the building also. The proposed Climate action works consist of the provision of the top up of the existing attic insulation, provision of pumped cavity wall insulation, provision of a heat pump system and the provision of an twin EV Charging pedestal.

The area of the building for which the proposed works are required consist of the original 1983 school building which has a total floor area of approx. 1235m^2 and comprises 8 number mainstream classrooms, resource rooms, staff room, library, offices, male and female toilets and staff toilets, GP Hall, heating centre, stores, and circulation areas. Approximate budget for the project is €680,000

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.*

The address to which tenders must be returned 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 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

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.

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School Principal
Quignamanger National School
Cregg's Road,
Ballina,
Co. Mayo
F26 YX95
(on behalf of the School Authority)