Scoil Dara

Kilcock, Co. Kildare
Telephone: 01-628 7258
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Appendix C – Sample letter of Invitation (where advertising on eTenders is required)

11th November 2026

Re: Invitation to Tender for Architectural Consultancy Services for CASWS 2026
CAT 2 – Climate Action & Roof Project at Scoil Dara, Church Street, Kilcock, Kildare

Roll Number: 61691B

A Dhaoine Uaisle

On behalf of the School Authority of Scoil Dara Kilcock, Co Kildare, (the Contracting Authority for this project) you are hereby invited to tender for Architectural Consultancy Services (including buying in of additional services for other disciplines as required) for the above project.

The school consists of 3 main sections: (i) Front 1960's flat-roofed building (ii) middle 1991 pitched roof (iii) Rear section 2002 flat roof building. There are other ancillary buildings e.g. GP hall and prefabs. The project consists proposed work will focus on the front and middle buildings and involve replacing the section of flat roof waterproofing with a new insulated membrane roof system. The level of grant is **€400,100 (construction costs only, excluding VAT and professional fees)**. 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

Michael McDonagh
(on behalf of the School Authority, Scoil Dara Kilcock, Kildare)