S.N. na Carraige
An Charraig, Co. Dhún na nGall, F94 H674
Uimhir Rolla: 18611F
G: 074 9739244 E: scoilnacarraige@gmail.com
Príomhoide: Anna M. Nic Giolla Easbuig

Re: **Tender for Consultancy Services (Open Procedure)**

For: **Architectural Services & PSDP Services**

16/11/2026

A Dhaoine Uaisle,

The Contracting Authority invites you to tender for services in the above consultancy discipline as detailed below.

Form of Contract
The form of Contract will be:

The Standard Conditions of Engagement for Consultancy Services
and
DoES COE1 – Schedules A&B (Architect, Design Team Leader)

Tender Submission Procedure

The latest time and date for return of Tenders is: 17:00, Tuesday, 1st of December 2026

Tenders to be returned via eTenders portal only

This notification to candidates is being issued by eTenders portal and shall be deemed to have been received unless the intended recipient can provide evidence of non-delivery. The non-receipt of such communications shall not invalidate the tender process or award for this project.

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 will be deemed to be invalid tenders. Unsigned tenders/tender proposal forms will likewise be deemed to be invalid tenders. The signatures must be that of a Principal or Director of the firm.
Tenders will be assessed on the basis of the Most Economically Advantageous Tender (MEAT). The marks for each of the award criteria will be as stated in the Explanatory Notes attached to the Forms of Tender.

Tenders must be in the format prescribed in the Form of Tender.

Tenders must contain:

The completed and **signed** document entitled "Form of Tender (and Tender Proposal Form) for Consultants (Architect/Design Team Leader & Assigned Certifier)"

A completed and signed copy of **QC Part 2 (Suitability Assessment Questionnaire – Open Procedure)** responding to **QC2 Part 1 (v3.2)**, together with completed **Appendix A** and **Appendix B1**.

Queries
This Request for Tender contains all the background information that will be made available to candidates for this submission, and no additional information will be provided.

Any requests relating to purely factual or procedural matters must be made by e-mail on eTenders Portal only.

Where such requests for information (in relation to purely factual or procedural matters) require an amendment to the information provided in the Tender Documents, that information will be made available to all candidates who have obtained a copy of this document.

The latest date for submitting queries is 5 days before the latest date for tender submissions. Final answers to all queries will be issued to all tenderers not later than **3** days before the latest date for tender submissions.

Description of the Project

The project will comprise: Roof Replacement / Repair under the Climate Action Summer Works Scheme

The above description is indicative of the size and nature of the project but the extent of accommodation to be provided may increase or decrease. Additional accommodation may be added to the brief including the provision of an additional school (on the same site or sites) at the discretion of the Contracting Authority.
Any additional accommodation added at the discretion of the Contracting Authority is subject to the restrictions as set out in Article 72 of Directive 2014/24/EU (Regulation 72, European Union (Award of Public Authority Contracts) Regulations 2016)

Scope of Work

Full Architectural Services and PSDP Services in accordance with the Department's Design Team Procedures and associated Practice Notes and DoES Schedule of Stage Services for Construction Consultants (Revision 5, Jan 2018), current at the time of tender.

The Total Performance Period for the performance of the Services is stated in Section 4 of the Instructions to Tenderers document.

The Scope of Services may be increased or decreased at the discretion of the Contracting

Authority and the fee for such increases/ decreases will be determined at the Client's choice in proportion to the increase/decrease in those Services or by the Scheduled Time Charges for changes as specified in Clause 11 of the Conditions of Engagement.

Basis of Assessment for Award Criteria

Compliance Check

Tenders may be checked for compliance with this Invitation to Tender and the Tender Proposal form. Tenders which do not comply with these requirements may be excluded from further consideration.

Criterion A, B1, B2 and C

The basis of assessment of the Award Criteria is detailed in the Explanatory Notes attached to the Form of Tender.

Tender Documents

Documents to be included in the Contract:

Attached documents and available at www.education.ie under *School Building & Design > Appointment of Consultants*:

- DoES Form of Tender (and Tender Proposal Form) for Consultants – Minor (Engineers & QS) – 2018
- DoES-ITTS 1b – Instructions to Tenderers 2018 (Open)
- Available at www.education.ie under *School Building & Design > Appointment of Consultants*:
- DoES Schedule of Stage Services for Construction Consultants (Revision 5, Jan 2018)
- Conditions of Engagement
- DoES COE1 - Schedules A & B (Architect, Design Team Leader)
- DoES Tender Excel Marking Matrix.

Project Brief

Attached to eTenders notice:
Appendix 1: Project Brief - Roof Fabric Conditions and Survey Requirements

Documents not forming part of the Contract:

This Letter of Invitation to Tender and any other information issued to Candidates not stated to amend the Contract documents.

Project Type / Complexity Level / Reference Hours

This project is designated as a **Type 2a Minor Project**.
The Notional Capital Value is **€439,612.33 ex VAT**

The services cover Stages 1 through 5, with reference hours determined by the project type via the Excel Marking Matrix (used strictly for tender assessment). Full details on tender evaluation can be found in the Explanatory Notes attached to the Form of Tender.

Site Visit Details

Site visits can be arranged by appointment with the school principal between 16th November and 20th November 2026.

Is mise, le meas,

Signed Fr Rory Brady
On behalf of the Board of Management of S.N. na Carraige