23rd November 2026

Re: Invitation to Tender for Architectural Consultancy Services for Climate Action &Toilet Block Upgrades at St.Louis Secondary School, Castletown Road, Dundalk Roll No. 63910U

A Dhaoine Uaisle

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

The project consists of upgrade of a number of existing toilet facilities at the above school, together with climate action works of attic insulation, cavity wall insulation & bike racks.

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-schoolbuilding-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.*

Tenders must be returned to ***etenders*** on or before ***16th December 2026 @ 4pm***. Tenders sent to any other address 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.

Tenders may be submitted by hand, by registered post or by e-mail. Tenders submitted by e-mail must include all attachments in PDF format, signed and scanned. The onus is on the sender to obtain proof of delivery of any tender unless sent by registered post or recorded delivery.

All queries in relation to this tender competition must be submitted by etenders e-mail 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 authority.

Is mise, le meas,

M.Dolan
Secretary BOM
On behalf of St. Louis Secondary School