Form of Tender for Small Works for Construction Consultancy Services

For

Climate Action & Toilet Block Upgrades St.Louis Secondary Dundalk

using the

Standard Conditions of Engagement for Consultancy Services (Technical)

A Dhaoine Uaisle

We have examined and understand the Conditions of Engagement for Consultancy Services (Technical), the completed Schedules A and B (where appropriate), and any other tender information supplied, all as amended by any supplemental information, for the above contract.

We offer to provide and complete the Services required on the terms of and in conformity with the documents referred to in the preceding paragraph using fully designed tender documents developed in full compliance with the Department of Education technical guidance documents for the fixed price lump sum fee of:

Professional Disciplines	**Amount €**
Architectural Services	Insert amount in Euro excl. VAT (words or numerals accepted) €
M&E Services	Insert amount in Euro excl. VAT (words or numerals accepted) €
Other Services If Necessary (QS,C&S)	Insert amount in Euro excl. VAT (words or numerals accepted) €
PSDP	Insert amount in Euro excl. VAT (words or numerals accepted) €
Total : Fixed Price Lump Sum Fee	Insert amount in Euro excl. VAT (words or numerals accepted) **€**

as adjusted in accordance with the contract.

The amounts set out in this Form of Tender includes the full scope of services required to complete the project in a professional manner and in accordance with the Design Team Procedures for Small Works (TGD007, 7th Edition, October 2021), including “buying-in” all relevant other consultancy disciplines, expenses, and any intellectual property rights required. Costs associated with fulfilling the role of PSDP are not included in the above tender sum. We confirm that no further fee adjustments will apply with the exception of substantive Client changes.

Include a PSDP in your tender and declare that our firm is competent to carry out that role or that you are buying in that service.	Yes/No

In consideration of your providing us with the contract documents, we agree not to withdraw this offer until the later of:

60 days after the end of the last day for submission of this Tender, or

expiry of at least 21 days written notice to terminate this Tender given by us.

Your acceptance of this Tender within that time will result in the Contract being formed between us.

We agree that you are not bound to accept the lowest or any tender you may receive. We further agree that if any contract formed by acceptance of this Tender is determined to be void, voidable, unenforceable, or ineffective, any damages for which you may be liable will not exceed the amount that would have been payable under Clause 14.29 of the Conditions of Engagement on termination under clause 14.9 of the Conditions.

We declare that we meet the minimum requirements for award stated below and confirm that we will if requested by the School Authority (in writing or by email) provide the required evidence of compliance within 7 days. We further acknowledge and accept that in the event that our firm cannot or does not provide all of the required evidence to the satisfaction of the School Authority, within the time period required, the firm's Tender will be deemed to be invalid and will be excluded from further consideration.

Minimum requirements for award:

- The work will be carried out by a member of our staff (to be nominated prior to award) being fully qualified in the relevant discipline for the categories of work stated in the Tender Documents and DoE Guidance on Procuring Consultants for Small Works 4th Edition
- 3 examples of work by the firm of a similar nature size and complexity within the last 7 years
- Current Professional Indemnity Insurance (minimum €0.75m and excess not to exceed 1.5%), Public liability Insurance (€6.5m) and Employer's Liability Insurance (unless acting as a Sole Trader) (€13.0m)
- Current Tax Clearance Certificate

Minimum requirements for award for PSDP for projects without special H&S considerations:

- The work will be carried out by a member of our staff (to be nominated prior to award) being fully qualified and experienced in the provision of professional services for construction projects who has fulfilled the role of PSDP in a satisfactory manner on previous construction projects
- Signed Health and Safety Declaration of Competency as PSDP (as DoE Guidance on Procuring Consultants for Small Works 4th Edition Appendix G,)

Additional requirements for award for PSDP (at the discretion of the School Authority) for projects, where in the view of the School Authority special H&S considerations do apply:

- Evidence of externally accredited H&S training for the role of PSDP
- a copy of their current general health and safety policy
- an outline of the firm's management organisational structure with regard to allocation of duties, delegation of responsibilities etc., in relation to Health and Safety
- Copies of standard forms used for risk assessments as part of their duties under the Safety, Health and Welfare at Work Act 2005
- Arrangements for continuing professional development

- Details of the firm's procedures for disseminating information and up-to-date developments on health and safety issues.

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	Signed on behalf of
Name of Tenderer:	
Signature of authorised person : (Principal or Director)	
Name of authorised person and position in firm:	
Date:	