Appendix E - Tender Proposal Form Climate Action & Toilet Block Upgrades St.Louis Secondary School Dundalk

Tender Proposal Form for Consultancy Services for small projects

(Maximum 4 Pages to be completed by applicant for Criteria 1 to 3)

Project Title:			
Consultancy Discipline:			
Name & address of Tendering firm:			
Telephone:		Company email:	
Authorised Representative:			
Telephone:		email:	

The minimum standard for a pass mark on each of the following criteria is 40%. Tenderers who fail to get a pass mark on any one criterion will be excluded

Criterion 1 – Service to be provided [max 25 marks]

This should be a comprehensive schedule of the services to be provided and the resources to be applied and allowed for in the tendered fee, including the name of the qualified person within the firm who will undertake the work and a list of the relevant other services required (including Quantity Surveying Services) which will be bought in, including confirmation of the names of those service providers and that their services will be provided by qualified professionals in the relevant discipline.

Where the Building Control (Amendment) Regulations 2014 apply to the project, a commentary is required on how the firm intends to comply with these regulations, including acting as Design Certifier and Assigned Certifier and, as Assigned Certifier, drawing up and implementing an Inspection Plan for the project, as part of the overall service to be provided.

[The "Essential Elements in Scope of Service to be included in Tender" at the end of the Tender Proposal Form sets out the basic scope of service required to be covered in the tendered fee. It is there as a guide to tendering consultants on the minimum level of service required but does not relieve tenderers from the requirement to describe the scope of service they intend to provide and the resources included in their tender to deliver the service.]

Criterion 2 – Competency of firm to carry out work [max 25 marks]

This should be a brief commentary on why the firm is competent to carry out the works and the skills they will bring to the project and the experience they have of delivering projects of a similar size, nature and complexity within the past 7 years.

Criterion 3 – Project Delivery [max 20 marks]

How the firm will deliver the project including how the project will be completed on time and within budget, and in the case of additional accommodation how it will be carried out without adversely affecting future expansion.

Criterion 1 – Service to be Provided (A comprehensive schedule of the services to be provided and the resources to be applied and allowed for in the tendered fee). **[max 25 marks]**	Marks
Criterion 2 – Competency of firm to carry out work [max 25 marks]	Marks

Criterion 3 – Project Delivery [max 20 marks]	Marks

Signed on behalf of

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

ESSENTIAL ELEMENTS IN SCOPE OF SERVICE TO BE INCLUDED IN TENDER

1. A specified and suitably qualified and experienced person to be the contact person for the duration of the project.

2. This specified person to be the Design Team Leader and financial controller of the entire project.

3. The Design Team Leader to liaise with and update the Client on a regular and ongoing basis from the commencement of the project.

4. Design Team Procedures for Small Works (TGD007, 7th Edition October 2021) to be complied with.

5. Detailed programme for the project from conception to completion to be prepared by the appointed consultant and discussed and agreed with the School Authorities at the commencement of the services.

6. Sketch and conceptual designs in accordance with DoE Technical Guidance Documents to be presented to the School Authorities for approval.

7. For all devolved grant projects apart from Summer Works and Emergency Works projects, a detailed submission to the DoE, in a specified format, setting out the scope of the project and detailed costs, is required at the end of Stage 2a and before seeking planning permission (see TGD007). Written approval is required from the DoE before proceeding to the next stage.

8. Where planning permission is required, planning application documentation to be presented to the School Authorities and approval sought prior to submission to the Local Authority.

9. Tender documentation based on completed design to be prepared and presented to the School Authorities before seeking tenders. Completed design includes all structural design and building services design. Transferring design responsibility to tendering contractors for structural elements or for building services is not acceptable.

10. Preliminary Health and Safety Plan to be prepared by the PSDP in consultation with the School Authorities and included as part of the tender documents.

11. Where the Building Control (Amendment) Regulations (BC(A)R) apply to the project, the Design Team Leader will act as Design Certifier and Assigned Certifier.

12. The Inspection Plan required by BC(A)R to be prepared by the Assigned Certifier, discussed with the School Authorities and included in the tender documents.

13. Before seeking tenders confirm that the project scope and cost remains within the scope and cost approved at Stage 2a, or, where this is not the case, explain and justify any proposed adjustment to the project scope and cost. Written approval is required from the DoE before proceeding to tender stage.

14. Tenders for the works to be returned to the school and opened in the presence of the Design Team Leader and representatives of the School Authorities.

15. Before commencing construction confirm that the project scope and cost remains within the scope and cost approved at Stage 2a (or Stage 2b if DoE approval for an adjustment was given), or, where this is not the case, explain and justify any proposed adjustment to the project budget. Written approval is required from the DoE before proceeding to construction.

16. During construction, site meetings, attended by the Design Team Leader, to be scheduled every 2 weeks for the duration of the project.

17. A full set of as-built construction drawings (electronic and hard copy) to be given to the School Authorities as part of the Safety File on completion.

18. Detailed operation and maintenance manuals to be given to the School Authorities as part of the Safety File and explained.

19. Final account to be completed and given to the School Authority within 2 months of Substantial Completion of the works (one month if the Short Form of Contract is used).

Note:
The above constitutes essential elements of the required service only and is not a comprehensive scope of service. The essential elements are deemed to be included in every tender.

To achieve a high mark for this criterion, tendering consultants must give a comprehensive schedule of the services to be provided together with details of resources (i.e. hours and rates per hour) to be applied to deliver the services. These resources must be related to the tendered fee.