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Bord Oideachais agus Oiliúna Dhún na nGall
Donegal Education and Training Board

25th November 2026

Re: Invitation to Tender for Architect Design Team Services: Donegal Education and Training Board, Ballyshannon FET Centre, College Road, Ballyshannon, Co Donegal, F94 DN30
Project Scope: -To deliver a Building Fabric and Mechanical Upgrade to Donegal Education and Training Board, Ballyshannon FET Centre, Ballyshannon, Co Donegal. F94 DN30

A Dhaoine Uaisle

On behalf of Donegal Education and Training Board (the Contracting Authority for this project) you are hereby invited you to provide a fee proposal for the services outlined below for Architectural Services including buying in of additional services for the above projects.

The project consists of:
Architect Led design team for the delivery of: - The design, procurement and construction to include the insulation of external walls and the insulation and of roof spaces, the replacement of fenestration and the installation of an air source heat pump heating system and photo voltaic panels. This is including any statutory compliance requirements.

Grant approved for the works is €675,000.00
[Note - These figures are furnished to your practice on a strictly confidential basis.]

- Initial Site Visit. (to be arranged prior with School Principal
- Drawing up Tender Documentation: - Submissions are to be prepared as outlined by the DoES Guidance on the preparation of Tender Documents.
  - Volume A: Works Requirement
  - Volume B: Form of Tender and Schedule
  - Volume C: Pricing Document
  - Volume D: Additional Information.
- Appointment of main Contractor and Supervision of works on site.
- Signing off on Project/Practical Completion/O&M manuals and Health and Safety file.
- The role of PSDP will also be required as part of this project.

Form of Contract

Form of Contract will be:

- **Standard Conditions of Engagement for Consultancy Services - [COE1 for Consultancy Services Technical]** Published on http://constructionprocurement.gov.ie/standard-conditions-of-engagement/ on the date 10 days before the latest date for submission of Tenders (disregarding any amendments posted on that date) Including **schedule A&B** of the Conditions of Engagement as included as part of the Form of Tender and Schedule

The scope of service is detailed in the tender documents and in Design Team Procedures for Small Works (TGD 007)

Tender returns

Tenders shall be submitted electronically via the eTenders system. The tender submission deadline is set out in the Contract Notice. Tenders received after the stated deadline, or submitted other than through the eTenders system, will be rejected and excluded from further consideration. **The Tendering party must ensure receipt of the submission before the latest time and date for receipt of 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.

Queries

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.

Tender Evaluation

The evaluation of tenders shall be carried out in accordance with the Department of Education and Youth's *Guidance on Procuring Consultants for Small Works, 5th Edition, October 2026*, as amended, updated or

replaced from time to time, provided that any such updated guidance is in force prior to the publication of this tender competition.

Site Visit Details

Site visit by prior arrangement only, please contact Ms Pernille Burns, Donegal Education and Training Board, Ballyshannon FET Centre, College Road, Ballyshannon, Co Donegal, Ireland, F94 DN30, Contact Number: - 074 91 9851286 / 086 1913354 or email: pernilleburns@dletb.ie

PSDP

Candidates are asked to confirm on the Form of Tender if they wish to be considered for the Discharge of the Role of PSDP. This will be separate appointment and will be based on receipt of satisfactory documentary evidence that the Practice/Firm is competent to undertake same.

Format of Tender Response

Candidates are requested to furnish the following documents as part of their tender.

1. Appendix D – Form of Tender
2. Appendix E – Tender Proposal Form

Closing date for receipt of Tenders

The closing date and time for receipt of completed Tenders:

- **2pm Friday 18th December 2026**

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On behalf of Donegal Education and Training Board