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Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Letter of Invitation

26 November 2026

Contract Name and details	**Summer Works Project Category 4: Climate Action & Mechanical Works**
Invitation to Tender for:	**Mechanical & Electrical Consultancy Services**
School Name:	**Corran College**
School Roll No:	**72300R**

A Dhaoine Uaisle

On behalf of Mayo, Sligo and Leitrim Education and Training Board (the Contracting Authority for this project) you are hereby invited to tender for Mechanical & Electrical services (including buying in of additional services for other disciplines as required) for the above project.

The project consists of upgrading the existing heating system, attic and cavity wall insulation, bike rack, EV charging, and LED lighting

The 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).

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.

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Tom Grady Príomhfheidhmeannach / *Chief Executive*

Registered Charity Number 20083472

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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.

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.

Candidates may visit the site by prior arrangement with the School Authorities.

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Jacinta Kelly
Buildings Officer
(on behalf of May Sligo and Leitrim ETB)

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