

## Carndonagh Community School



Name xxxxxxxxxxxx  
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Address xxxxxxxxxx  
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12<sup>th</sup> May 2017

### **Re: Invitation to Tender for Building Services (mechanical & electrical)] Consultancy Services for Boiler Replacement project at Carndonagh Community School Roll Number 91406R**

A Dhaoine Uaisle

On behalf of the School Authority (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. Please indicate if you are willing and competent to carry out the role of PSDP.

The project consists of Replacement of 2 no. Boilers, 2 no. flues and associated works. Report available at [www.carndonaghcs.ie](http://www.carndonaghcs.ie) Summer Works Scheme 2016/17: The boilers serve the main school building and must be operational before the commencement of 2017/18 academic year

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 [www.education.ie](http://www.education.ie) under *School Design > Appointment of Consultants > Small Works and Small Devolved Projects*. The scope of service is detailed in the tender documents and in Design Team Procedures for Small Works (TGD 007) available at [www.education.ie](http://www.education.ie)

Tenders must be returned to [admin@carndonaghcs.ie](mailto:admin@carndonaghcs.ie) or by Post to The Secretary, Board of Management, Carndonagh Community School, Carndonagh, Co. Donegal *by Friday 26<sup>th</sup> May 2017*. 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 e-mail to [admin@carndonaghcs.ie](mailto:admin@carndonaghcs.ie) 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, 3<sup>rd</sup> Edition April 2016.

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

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Paul Fiorentini  
Secretary, Board of Management, Carndonagh Community School,  
(on behalf of the School Authority)

