

# Tender (Type 2a Projects only)

For the Provision of:  
(Consultancy Service)

For (Project Title):

At (Location):

**Dated:**

Submitted by (Name of Firm):

Authorised Representative:

E-mail address:

Telephone:

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. [Terms used in this tender that are defined in those documents have the same meaning in this tender.]

We offer to provide and complete the Total Services required on the terms of and in conformity with the documents referred to above for the overall fee percentage stated below, made up as follows:

<b>Total Stage Services Fee</b> <i>(including Design Certifier and Assigned Certifier in accordance with BC(A)R 2014)</i>		%
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The Notional Capital Value which will be used for the purposes of Tender Assessment is

€

ex VAT

The Project Stage at which the percentage will be converted to a Fixed Price Lump sum is

**Completion of  
Stage 1\***

\* Where one or more Stages are already completed (by others) conversion to a fixed price lump sum will take place on completion of the first stage of this appointment.

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
- the 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.

The Hourly Rates (in €/hour) for the Project (and for Time Charges in accordance with Clause 11 of the COE) are:

Project Director	€	/ hour ex VAT
Project Senior	€	/ hour ex VAT
Support Staff	€	/ hour ex VAT

# DoE Form of Tender (and Tender Proposal Form) for Consultants Architect/Design Team Leader & Assigned Certifier 2022

The Total Hours<sup>1</sup> to be devoted to the Project are:

 hours

The Senior Personnel for the duration of the project will be:

Project Director	(name and job title)
Project Senior	(name and job title)
Project Senior (Back-up)	(name and job title)

**We append our submission for Criterion C - Assessment of Project and Site Specific Issues (max 1 page text and 1 page graphics)**

**We hereby declare that:**

#### Adequacy of Resources

1. The Price tendered (in our professional opinion) allows for adequate time and resources by suitably qualified personnel (as identified above) to complete the service in a competent, professional, and efficient manner in accordance with the Project Brief (and any other Tender information provided), the Project Programme, the Design Guidance, the Schedules of Accommodation, the Cost and Area limits, the Design Team Procedures and Associated Practice Notes.
2. Notwithstanding the above, if appointed we will devote sufficient resources (whether greater, the same or less than provided for by the price and hourly rates stated in the Form of Tender) to complete the tasks, stages and entire project to a high standard in a professional manner all in accordance with the DoE Design Team Procedures and associated Practice Notes.

#### Employment Law

3. We comply with all applicable provisions of employment law (statute or common law), regulations contract law applicable to our employees. This includes, without limitation, compliance with the Redundancy Payments Acts 1967 to 2014, Minimum Notice and Terms of Employment Acts 1973 to 2005, Terms of Employment (Information) Acts 1994 - 2014, Employment Equality Acts 1998 to 2015, Parental Leave Acts 1998 - 2006, Organisation of Working Time Act 1997, Payment of the Wages Act 1991, Unfair Dismissals Acts 1977 to 2015, Employees (Provision of Information and Consultation) Act 2006, Data Protection Act 2018, Safety, Health and Welfare at Work Act 2005, Industrial Relations Acts 1946 – 2015, Pension Acts 1990 – 2013, Trans-national Information and Consultation of Employees Act 1996 and all other employment related legislation. Any reference to a statutory provision includes all re-enactments and modifications of it.

#### Project Personnel

4. The personnel listed in the tender proposal will provide the service in the capacities stated. The Project Director, Senior or back-up Senior will attend all Client Consultations, Design Team Meetings, meetings with the DoE/Local Authority, and consultations/site meetings and site inspections, and in the case of the Design Team Leader will carry out all the functions of the Employer's Representative.
5. In addition, all work will have a sufficient input from the Project Director and/or Senior to ensure that the quality of service/design does not suffer.
6. The Project Director, Project Senior and Project Senior (Back-up) have adequate time available to carry out the service in a competent, professional manner in conjunction with their current workload and the firm has adequate personnel resources available to it to carry out the service.
7. We accept that the failure of one or more of the above personnel to provide the service stated (as above) in full constitutes a serious breach of contract and may result in the termination of the Contract or a negative assessment of performance for the project.

#### I.T. equipment, systems and current software

8. We have the I.T. equipment systems and current software necessary to send/ receive and read all technical documentation and drawings, to efficiently communicate with other Design Team members and the Client electronically, and if required to do so to issue Contract documents electronically (whether by CD or secure website).

<sup>1</sup> [For tender assessment purposes the Notional Hours are calculated by dividing the Total Fee (calculated by applying the Total Fee percentage to the Notional Capital Value) by the Average Tendered Rate. The Average Tendered Rate is calculated as 10% of the tendered Director Rate + 50% of the tendered Senior Rate + 40% of the tendered Support Staff Rate. Where the Notional Hours calculated as above are different from the tendered hours, the lesser of the two figures will be used for the purpose of tender evaluation.]

# DoE Form of Tender (and Tender Proposal Form) for Consultants Architect/Design Team Leader & Assigned Certifier 2022

**We accept the terms and conditions of tender in the Invitation to Tender and agree that:**

1. You are not bound to accept the lowest or any tender you may receive.
2. The amounts set out in this Form of Tender include for expenses, for any intellectual property rights required (and, where the Services include acting as Project Supervisor for the Design Process, any fee for so acting).
3. The Hourly Rates listed above will be inserted in Schedule B of the Conditions of Engagement, and used as the Rates for Time Charges to be determined in accordance with Clause 11 of those Conditions of Engagement.
4. The fees paid will not change if in practice greater (or less) time input is required to complete the work.
5. Where a substantial change increases or decreases the Scope of Services (by more than 10%) the Fee increase/ decrease will be determined at the Client's choice in proportion to the increase/decrease in those Services or by the Scheduled Time Charges for changes as specified in Clause 11 of the Conditions of Engagement.
6. The percentage apportionment of fees across the Stages will be on the basis of the percentages stated below, and are not linked to the hours worked or listed above. Where the service is a partial service the percentage division of fees will be re-adjusted proportionately. (The stage percentages for the design consultants reflect the increased time input to the later stages arising from the Building Control (Amendment) Regulations 2014.)

	Architects	Civil/Structural Engineers	M&E Engineers	Quantity Surveyors	PSDP
Stage 1	12%	12%	12%	15%	30%
Stage 2b	24%	24%	24%	15%	
Stage 3	24%	24%	24%	35%	40%
Stage 4	35%	35%	35%	30%	30%
Stage 5	5%	5%	5%	5%	

- Note 1:** Stage 1 fees Payable on satisfactory completion of Stage 1 as per Design Team Procedures 2012 and project review in Department of Education, Tullamore.
- Note 2:** Stage 2b fees Payable on lodgement and validation of all documentation in relation to planning permission, fire safety certificate and disability access certificate.
- Note 3:** Stage 3 fees Payable on signing the building contract with the successful contractor and lodgement and validation of the Commencement Notice.
- Note 4:** Stage 4 fees Payable at 3 monthly intervals during the construction period, based on the value of work certified before retention (e.g. 25% of the contract value certified, 25% of the Stage 4 fee due). Final Stage 4 payment can only be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.
- Note 5:** Stage 5 fees Payable on the issue of the Defects Certificate at the end of the Defects Period.

7. Where the appointment is to replace a consultant, we will (prior to appointment) carry out a due diligence exercise of all tender and supplemental information provided (including documents representing the work carried out to date). Where the documentation provided does not comply with Brief, including the Design Guidelines, we will (subsequent to consultation and agreement with the other Design Team members and if necessary the client) amend the documents accordingly.
8. Subject to the above review and amendment process, we undertake to accept liability (appropriate to the above consultancy discipline) for all actions and design decisions subsequent to appointment. An additional fee for carrying out due diligence and revisions to previously prepared documents (excluding substantial re-design) is provided for (see Letter of Invitation).
9. 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.

**DoE Form of Tender (and Tender Proposal Form) for Consultants  
Architect/Design Team Leader & Assigned Certifier 2022**

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**Signed by or on behalf of Tenderer**

Name of Tenderer \_\_\_\_\_

Signature of authorised person \_\_\_\_\_

**In the presence of**

Signature of witness \_\_\_\_\_ Name: \_\_\_\_\_

Name of witness \_\_\_\_\_ Occupation: \_\_\_\_\_

**DoE Form of Tender (and Tender Proposal Form) for Consultants  
Architect/Design Team Leader & Assigned Certifier 2022**

**Criterion C – Project Assessment (max 1 page text – minimum 9pt font, graphics permitted on page 2)**

Name of Project:

Name of Firm:

Site Specific Issue 1	
Site Specific Issue 2	
Project Specific Issue 1	
Project Specific Issue 2	
Climate & Sustainable Design Approach	
<b>Total Marks:</b>	

**DoE Form of Tender (and Tender Proposal Form) for Consultants  
Architect/Design Team Leader & Assigned Certifier 2022**

**Criterion C – Project Assessment (this page is for graphics use only)**

Name of Project:

Name of Firm:

**Page 2: For graphics use only if desired, (this is not compulsory)  
Note: no text permitted other than for titles of graphics**

# Explanatory Notes

## GENERAL

### Tender Documents

The Tender Documents sent to or available to each Tenderer will normally comprise:

- (1) Project specific information including the Brief and Accommodation Schedules
- (2) A copy of the Instructions to Tenderer
- (3) A blank copy of the Form of Tender, and
- (4) A Blank copy of the Excel Marking Matrix.

If the Tender process is being carried out using the Open Procedure, a blank copy of DoE-QC1 Suitability Assessment Declaration 2022, Part 2 Applicants Details & Declaration and associated appendices will also be included with the eTenders Contract Notice (or otherwise made available).

### Tender Submissions

Your tender submission should comprise:

- (1) The completed and signed **DoE Form of Tender Consultants 2022**, with the one page text and one page graphics submission for Criterion C (Project Specific Issues) attached,
- (2) If the Tender process is being carried out using the Open Procedure, a signed copy of **DoE-QC1 Suitability Assessment Declaration 2022** including Part 2 Applicants Details & Declaration and the appropriate attachments/appendices

No other information should be submitted. In particular it is not necessary to submit Schedules A & B of the Conditions of Engagement (the standard format on the web at [www.education.ie](http://www.education.ie) applies), or evidence of compliance with the Conditions for participation.

### Format of submission

**Tender submissions must be received by eTenders portal only, with the onus resting with the Tendering party to ensure receipt of the submission before the latest time and date for receipt of tenders** (tenderers should be aware of broadband speeds in their locality and allow sufficient time to upload their complete tender before the deadline).

Tenders sent to any other address will be deemed to be invalid tenders. Unsigned tenders/tender proposal forms will likewise be deemed to be invalid tenders. The signatures must be that of a Principal or Director of the firm.

The Form of Tender must not be altered and the 1 page text + 1 page graphics submission for Criterion C must be in the form specified. The format for Criterion C is free text (minimum 9 point font). Graphics are permitted on page 2, though this is not a compulsory requirement. The response to Criterion C must not exceed 1 page text and 1 page graphics.

## AWARD STAGE CRITERIA

### Weightings

If not otherwise stated in the Contract Notice/Tender Documents, the Award Stage Criteria and their relative weightings are as follows:

PRICE	A.	Price	25 marks
QUALITY	B1.	Tendered Rates	25 marks
	B2.	Resources (Hours devoted to the project)	25 marks
	C.	Project Assessment (Site Issues, Project Specific Issues and Climate & Sustainable Design Approach)	75 marks

If not otherwise stated in the Contract Notice/Tender Documents, Criterion C is divided into 5 sub-criteria (2 Site Specific Issues, 2 Project Specific Issues and Climate & Sustainable Design Approach), each with a maximum of 15 marks.

### Minimum Standards

For each of the Quality Criteria [B1, B2, and C] a **minimum standard of 40%** applies. If a tenderer receives less than 40% for any one of those criteria, that tender will be excluded. There is also a Minimum **Overall Quality Threshold of 50%**. If a tenderer receives less than 50% for criteria B1, B2, and C combined, that tender will also be excluded.

For each of the 3 categories of Personnel, if the rate tendered is less than 60% of the Adjusted Average Rate (see below) for that category, that tender will be excluded as well.

# Explanatory Notes

## Reference Levels

The marking matrix provides for the concept of Reference Rates, and Reference Hours. The Reference Hours and Rates are a mechanism to discourage abnormally low tenders.

The Reference Hours are determined by the Contracting Authority based on the size and level of complexity of the project and publicised either in the Contract Notice or the Tender Documents as appropriate. The Reference Rates for the grade of personnel listed remain the same for all projects and can be viewed by opening the marking matrix.

**The Reference Hours and Rates are not Maxima, Minima or recommended rates or hours, and tenderers may at their discretion enter higher or lower rates and hours for Criteria B1 and B2 (See below).**

It remains a matter for the tendering consultant to ensure that an adequate level of resources is tendered for each project sufficient to deliver the high standard of service required.

The Reference Rates and Hours do however have an effect on the value of the Adjusted Average hours and the Adjusted Average Rates and consequently on the Rates Marks and Resources Marks:

- If the Average Hours or Rates (see below) are less than the relevant Reference Level or within 40% of the Reference Level then the Adjusted Average is the midpoint between the two values. [For example if the Average Rate for Directors was €90/hr and the Reference Rate was €70/hr, then the Adjusted Average for that Rate would be €80/hr.]
- If the Average hours or Rates is more than the Reference Level plus 40% then the Adjusted Average is capped at the Reference Level plus 20%.

## Price [Criterion A]

The Notional Capital Value is provided by the Contracting Authority and is stated in the Letter of Invitation. The percentage fee tendered will be applied to the Notional Capital Value to establish a Lump Sum fee and this will be used for the purposes of assessment. The assessment method is that used in the applicable Excel marking Matrix which takes precedence over these explanatory notes:

- The **qualifying tender** with the lowest overall total fee (established by multiplying the Notional Capital Value by the tendered Total Fee percentage) will be awarded the maximum marks available for price. Other **qualifying tenders** are then scored by deducting one half of one percent (0.5%) of the total marks for price for every one percentage point (1%) difference between the lowest eligible total fee and that of the tenderer under consideration.
- The formula used is expressed as follows:  
Price Mark for any tenderer =  $A \times (1 - (0.5 \times [(B-C)/C])$   
Where  
A = Total Price Marks  
B = Total fee for tender under consideration  
C = Lowest eligible total fee  
Fractions / decimals of marks shall be rounded up to the nearest whole number
- The highest mark that can be obtained is the stated Maximum Price Mark, and the lowest price mark which can be obtained is zero (there are no negative marks).

## Rates [Criterion B1]

The Rates Tendered will be used for the purposes of assessment. The assessment method is that used in the applicable Excel marking Matrix which takes precedence over these explanatory notes.

- For each category of Personnel (Director, Senior, Support), an **Adjusted Average Rate** is calculated as follows:
  - First 2 separate truncated averages are calculated using the Excel TRIMMEAN. TRIMMEAN excludes a percentage of the top and bottom of the data set (i.e. the tendered rates). (TRIMMEAN rounds the number of excluded data points down to the nearest multiple of 2.)
  - Truncated Average (a) excludes 40% of the outlying figures (i.e. the top 2 and the bottom 2 in a list of 10)
  - Truncated Average (b) excludes 70% of the outlying figures (i.e. the top 3 and the bottom 3 in a list of 10)
  - The Tendered Average is calculated by getting the mid-point between these 2 truncated averages
  - If the Tendered Average is less than 40% higher than the Reference level, the **Adjusted Average Rate** is calculated as the mid-point between the Tendered Average and the Reference Level. This can be expressed as:  
 $[(\text{Average (a)} + \text{Average (b)} + 2 \times \text{Reference Level}) \div 4]$
  - If the Tendered Average is 40% or more higher than the Reference level, the **Reference level + 20%** is used instead.
- If a tenderer submits a Rate for any one category of personnel that is less than 60% of the relevant Adjusted Average Rate, then that tenderer will get Zero marks for Rates and will be excluded.



# Explanatory Notes

- To calculate the Rates marks the Excel Matrix first identifies the relevant maximum marks for each of the 3 categories of Personnel allocating 10% of the total maximum rates marks to the Director, 50% to the Senior, and 40% to the Support personnel.
- Now each tendered rate is compared to the relevant Adjusted Average Rate.
  - If the tendered rate is 90% of the Adjusted Average Rate (or more), the tenderer gets full marks for that rate.
  - If the tendered rate is 60% of the Adjusted Average Rate (or less), the tenderer gets 0 marks.
  - If the tendered rate is between 60% and 90% marks are allocated pro rata using the following formula:  
$$\frac{[(\text{Tendered Rate} \div \text{Average Adjusted Rate} - \text{Base Level})/\text{Spread} \times \text{Maximum available Marks}]$$
where the Base Level is 60%, i.e. 0.6, and the Spread is 90%-60% = 30%, i.e. 0.3
- For example:
  - if a maximum of 25 marks are allocated for Rates, the Maximum marks available for Seniors is 12.50 marks, the Adjusted Average Rate for a Senior Engineer is €77.00/hr and Tenderer A's tendered rate is €60.00/hr. (which is equivalent to 77.92% of the Adjusted Average Rate).  
$$\frac{\text{The Tendered Rate} \div \text{Adjusted Average Rate} = 0.7792 \text{ minus } 0.6 = 0.1792 \div 0.3 = 0.5973 \times 12.50 = 7.5 \text{ marks (rounded to 1 decimal place)}}$$
  - Next the marks for Director, Senior and Support Rates are added together. If the total is less than 40% of the maximum available marks then the tenderer has failed Criterion B1 and will be excluded.

## Resources [Criterion B2]

The assessment method is that used in the applicable Excel marking Matrix which takes precedence over these explanatory notes. The actual hours available for the project are calculated by dividing the Tender Price by the average rates (10% Director, 50% Senior and 40% Support).

If the Actual Hours available are less than the Tendered hours, then the Actual hours will be used for the purposes of assessment. Otherwise the Tendered hours will be used.

The calculation of Resources Marks is determined by the applicable Excel Marking Matrix as follows:

- The Adjusted Average Hours is calculated in the same manner as for Rates above.
  - First 2 separate truncated averages are calculated using the Excel TRIMMEAN.
  - The Tendered Average is calculated by getting the mid-point between these 2 truncated averages
  - If the Tendered Average is less than 40% higher than the Reference level, the **Adjusted Average Hours** is calculated as the mid-point between the Tendered Average and the Reference Level. This can be expressed as  
$$\frac{[(\text{Average (a)} + \text{Average (b)} + 2 \times \text{Reference Level}) \div 4]}$$
  - If the Tendered Average is 40% or more higher than the Reference level, the **Reference level + 20%** is used instead.
- To calculate the Resources Marks, the tendered hours/actual hours are compared to the Adjusted Average Hours.
  - If the tendered rate is 90% of the Adjusted Average Hours (or greater), the tenderer gets maximum marks.
  - If the tendered rate is 60% of the Adjusted Average Hours (or less), the tenderer gets 0 marks.
  - If the tendered rate is between 60% and 90% marks are allocated pro rata using the following formula:  
$$\frac{[(\text{Hours} \div \text{Average Adjusted Hours} - \text{Base Level})/\text{Spread} \times \text{Maximum available Marks}]$$
where Base Level is 60%, i.e. 0.6, and the Spread is 90%-60% = 30%, i.e. 0.3
- For example:
  - 25 marks are allocated for Resources. The Reference Level is 3700 hrs for a project of that complexity. Average (a) is 4250 hrs and Average (b) is 4350 hrs.  
$$[4250 \text{ hrs.} + 4350 \text{ hrs.} + 2 \times 3700 \text{ hrs.} = 16000 \div 4 = 4000 \text{ Adjusted Average hours.}]$$
  - The Tendered/Actual Hours for one tenderer is 2800 hrs (which is equivalent to 70% of the Adjusted Average Hours).  
$$\frac{\text{The Tendered/Actual hours} \div \text{Adjusted Average Hours} = 2800 \div 4000 = 0.70 \text{ minus } 0.6 = 0.10 \div 0.3 = 0.33333 \times 25 = 8.3 \text{ marks (rounded to 1 decimal place)}}$$
  - As the tenderer has scored less than 40% of the available marks for this criterion, his/her tender will be excluded.

# Explanatory Notes

## Project Specific issues [Criterion C]

There are five sub-criteria [C1 to C5]. Two of these are assigned to Site Specific issues, two for Project Specific issues and one for Climate Sustainable Design Approach.

The Contracting Authority will normally leave the choice of relevant issues to the applicant, but may at their discretion (within the above limitations) elect to specify a particular issue for response. (For example for a Special School the Contracting Authority may specify that one of the Project Specific Issues relate to Special Needs provision.)

It is expected that candidates will have read the Brief provided with the Tender documents. It is also expected that candidates will have visited the site to familiarise themselves with the Project

A maximum of 15 marks can be assigned by the Assessment Panel for each sub-criterion as follows:

Weighting	Meaning
13 to 15 marks	<p><b><i>A response with very few or no weaknesses that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the applicant will deliver to an excellent standard:</i></b>            Identifies all issues which are relevant project/site specific that are highly important to the Contracting Authority and the applicant has presented a clear easily understood summary of the issues and implications and has demonstrated that they can deal with the issues effectively.</p>
10 to 12 marks	<p><b><i>A response that demonstrates real understanding of the requirements and assurance that the applicant will deliver to a good or high standard:</i></b>            Identifies relevant project/site specific issues highly important to the Contracting Authority and the applicant has presented a clear easily understood summary of the issues and the implications for the Project.</p>
7 to 9 marks	<p><b><i>A response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark:</i></b>            Identifies relevant project/site specific issues important to the Contracting Authority and the applicant has presented a good summary of the issues and the implications for the project.</p>
4 to 6 marks	<p><b><i>A response where reservations exist. Lacks full credibility/convincing detail, and there is a risk of non-delivery:</i></b>            Issues which are relevant project/site specific issues and the applicant has only just adequately presented the implications for the project.</p>
1 to 3 marks	<p><b><i>A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery:</i></b>            Issues which have limited relevance, or where the issue is a relevant project/site specific issue but the analysis and conclusions provide limited information of merit over and above that already contained in the Brief.</p>
0 marks	<p><b><i>Response completely fails to address the criterion under consideration:</i></b>            Issues which are not relevant, issues which are not project/site specific, or a response limited to factual repetition of information already contained in the Brief (including the Department's Design guidance).</p> <p>Applicants should avoid stating the obvious and focus on the implications of issues</p>

# Explanatory Notes

In analysing site specific and project specific issues, candidates should consider the implications in the context of their own discipline.

## For example:

On an extension project on a steeply sloping site of limited capacity with difficult road access and surrounded by houses, a tenderer might identify Traffic Management as a site specific issue and highlight the implications in the context of their own discipline:

- If the response limited itself to re-stating the information contained in the brief without identifying the relevant site and project specific issues and how these might be dealt with effectively, the Assessment Panel might take the view that 0 was an appropriate mark.
- If the response identified some of the pertinent issues (e.g. planning difficulties, the area on the site needed for roads/parking, etc.) but the analysis and conclusions provide limited information of merit over and above that already contained in the Brief, the Assessment Panel might take the view that a mark of 1 to 3 was appropriate.
- If using these same identified pertinent issues the response has assessed the implications for the project and demonstrated ways in how these may be overcome, the Assessment Panel might take the view that a mark of 4 to 6 was appropriate.
- If the response in addition to the pertinent issues above concisely and clearly identified further serious consequences such as consequences for the project during the construction work (e.g. separate builder's entrance, traffic management during construction, or even the need to decant the school during construction) the Assessment Panel might take the view that a mark of between 7 and 9 marks might be appropriate.
- If the response concisely and clearly analysed all pertinent issues and all of the important implications and demonstrated (in words or graphically) how some of the more serious consequences might realistically be overcome the Assessment Panel might take the view that a mark of between 10 to 12 marks might be appropriate.
- If the response provides a concisely and clearly analysed assessment of all issues with very few or no omissions that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing demonstration as to how all of the most serious consequences can realistically be overcome the Assessment Panel might take the view that a mark of between 13 and 15 might be appropriate.

On a different project (e.g. large site, good sight lines, limited traffic, no planning issues) Traffic Management might be relevant but not of major concern and consequently a candidate choosing it as a site specific issue might struggle to get a mark of 6, even if concisely and clearly presented.

In analysing Climate Sustainable Design Approach, candidates should avoid a generic response and instead provide school and site specific examples. For example a school/site specific response may reference some of the following:

- Environmental performance requirements
- Implementation of environmental technologies and design innovations
- Financial appraisal of environmental technologies and design innovations
- Energy efficient building fabric and services design and commissioning
- Specification of resource efficient construction materials.
- Use of multi-criteria building assessment and certification
- Life cycle performance

## PREPARING A TENDER SUBMISSION

### Site Visit

It is a matter for the candidate as to whether he/she needs to visit the site prior to preparing the Tender Submission. Some issues may only be apparent from a visual inspection and a visit may give additional insights into the implications for the project.

Candidates should avoid seeking additional information from the person in attendance during the visit (whether the Principal, a member of the BoM or other) as any views they express are not part of the brief, and may not represent the requirements of the project or the opinion of the Assessment Panel.

### Completing the Form of Tender

Open the Document and complete the details as follows:

# Explanatory Notes

## Particulars of the Firm:

- Enter the details relating to your firm including the Consultancy Discipline relevant to the Tender Opportunity. If you forget to enter the Consultancy Discipline or enter the wrong one, the Contracting Authority will have no option but to exclude your Tender.
- Likewise make sure you enter the correct contact details, especially your company e-mail. If you enter an e-mail address that is not valid (or ceases to be valid) you may not receive relevant correspondence.

## Project particulars:

- Enter the Tender Date, Project Title, School and Roll Number. If it is not clear from the details you provide to which school or project the submission refers (e.g. contradictory information provided), then again the Contracting Authority will have no option but to exclude your Tender.

## Personnel for the Project:

- Next enter the Personnel for the Project. These personnel must meet the standard set in the Suitability Declaration. It is not possible to amend the personnel listed during the Award Stage of the competition. If your firm is under consideration as a preferred bidder and any one of the 3 people listed does not meet the standard required, then your Tender will be excluded. Likewise if names are not listed for each of the 3 positions your tender will be excluded.
- The Project Director can also be the Project Senior or Project Senior back-up, but you must state that this is the case.

## Hourly Rates for the Project (Criterion B1)

Consider the rates for the project carefully. The rates are relevant for two reasons:

- Marks are awarded under Criterion B1 for the level of Rates compared to the Adjusted Average Rates of tendering firms, and
- The Rates will be entered into the Schedule to the Conditions of Engagement, and may be applicable under Clause 11 (at the Contracting Authority's discretion) to additional services (if any).

Obviously low or competitive rates generate a competitive Tender Sum and potentially a greater Price Mark. However the lower your Rates are compared to the adjusted average the less Rates marks you get, and if the scope of service is amended to include any work at hourly rates these are the rates that will apply.

The calculation of Rates Marks is determined by the Marking Matrix. The maximum combined marks for Price, Rates and Hours are available when the tendered rates and hours are between 80% and 90% of the adjusted Average.

Enter the Tender Rates for each of the categories of Personnel listed, i.e. Director, Senior and Support staff in €/hr. (The rate is inclusive of all expenses including travel, office overheads and intellectual property rights, etc.)

- If you leave out any one of the rates, your Tender will be deemed invalid and will be excluded.
- Be aware also that if any one of your Rates is less than 60% of the adjusted average rates, or you get less than 40% of the marks for Rates, your firm will fail Criterion B1 and will be excluded from further consideration.

## Total Notional Hours for the Project (Criterion B2)

The Reference Hours for the Project are a guide as to the Contracting Authority's view of the level of complexity of the project and the number of hours needed to complete the work. Each Tenderer however may enter any figure they choose (whether higher or lower). Remember however that you start losing Resources Marks if the Hours Tendered are less than 90% of the Adjusted Average hours, and you will fail Criterion B2 if less than 72% of the adjusted average hours.

The calculation of Resources Marks is determined by the Marking Matrix. As above, the maximum combined marks are available when the tendered rates and hours are between 80% and 90% of the adjusted Average.

Enter the Notional Hours for the Project:

- If you leave out the Hours, your Tender will be deemed invalid and will be excluded.
- Be aware also that if you get less than 40% of the marks for Resources, your firm will fail Criterion B2 and will be excluded.

## Project and Site Specific Issues (Criterion C)

Unless otherwise stated in the Contract Notice/Tender Documents, Criterion C is divided into 2 Site Specific Issues, 2 Project Specific Issue and 1 climate and sustainable design issue, and is limited to one A4 page maximum length of text and one A4 page maximum length of graphics using the format in this Form of Tender.

Graphics are permitted within the space available on page 2 if desired. Reference to previous work is also permitted for the purpose of demonstrating the issues, analysis and conclusions, but marks are assigned for the issues and conclusions and not the previous work. In highlighting site and project specific issues, candidates should consider the implications in the context of their own discipline.

# Explanatory Notes

The **Site Specific Issues** may include any issue relating to the site such as (but not limited to) the physical characteristics of the site or immediate surroundings.

- The Issues may be single issues (e.g. Access to Drainage) or grouped together (e.g. access to all services).
- The Issues may refer to the site constraints (e.g. Ground Conditions, Vehicular Access) or to the implications of the site location (Planning, H&S, etc.).
- There are no restrictions as long as the Issue is site specific and the response is in the permitted format.

The **Project Specific Issues** (unless otherwise stated) may include any issue relating to the project (e.g. communication, delivery, standard of service, design, etc.).

- Considerable latitude will be given to the choice of issues. For example some issues may overlap with Site Issues, e.g. project delivery and risk of Planning Appeal.
- Tenderers should be careful not to focus on general issues not related to the project as the Contracting Authority may consider that such issues have limited relevance.

The **Climate & Sustainable Design Issues** (unless otherwise stated) may include any issue or issues relating to the sustainable design of the school building and its site from a climate action, decarbonisation and sustainable, whole life cycle delivery approach.

- Considerable latitude will be given to the choice of issues. For example some issues may overlap with Site Issues.
- Tenderers should be careful not to focus on general climate action issues that are not specific or related to the project.

## Signing the Form of Tender

**Applicants/Tenderers are reminded that the Form of Tender must be signed by a Director or Principal of the firm. Failure to sign the Form of Tender will invalidate the Tender submission.**