



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

GUIDANCE ON APPOINTMENT OF DESIGN TEAMS FOR DEVOLVED GRANT PROJECTS

Planning and Building Unit
Department of Education and Skills

Web: <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/>

First edition: March 2019

Version 2.1: July 2023

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Version History	Update Details
V2.1: July 2023	Tender upload instructions updated to reflect eurodynamics e-tenders platform

1. General

Following receipt of the letter of approval from the Department, and prior to the signing of the form of acceptance, School Authorities/ETBs must tender for Consultants to form a Design Team to design, procure and oversee the approved works.

The following Design Team consultants will be required:

- Architect
- Building Services Engineer
- Civil/Structural Engineer
- Quantity Surveyor

The consultants must have appropriate professional Qualifications, Professional Indemnity Insurance Cover and previous experience in consultancy service of a similar nature.

In addition to the above consultants, under Health and Safety legislation it is a legal requirement to appoint a competent person to act as Project Supervisor (Design) Process to oversee the health and safety requirements of the project.

The Department’s procurement procedures for appointing consultants for projects vary in relation to the size and complexity of the project as follows:

- (a) Estimated construction cost €1m - €3.0m (ex VAT) – Open Procedure; Type 2a projects.
- (b) Estimated construction cost €3.0m - €10.0m (ex VAT) – Restricted Procedure using the Department’s Framework for Type 2b projects.
- (c) Estimated construction cost €10.0m - €25.0m (ex VAT) – Restricted Procedure using the Department’s Framework for Type 3 projects.
- (d) Estimated construction cost over €25.0m (ex VAT) – Restricted Procedure using the Department’s Framework for Type 4 projects.

In the case of PSDP Services appointments for all projects over €1m are based on a Restricted Procedure using the Department’s PSDP Framework panels.

2. Appointment of Consultants

As the anticipated aggregated value of Design Team services will be in excess of the EU threshold for services the Request for Tenders will need to be published on eTenders and in the Official Journal of the European Union (OJEU). Details of the procedures to be followed, together with checklists for the completion of eTenders and OJEU contract notices are set out below (completion of the OJEU contract notice is facilitated through eTenders).

Appointment of Design Teams for approved works without a formal tender process will expose the School Authorities/ETBs to challenge and subsequent financial penalties from a firm that considers it was not afforded an opportunity to tender.

For devolved projects the School Authority/ETB will be responsible for any challenges that may arise due to a failure to comply with the relevant procedures and guidelines. Any such challenge would also result in the project being substantially delayed.

3. Open Procedure

3.1 Who can submit a tender

For an Open Tender process the tender is open to all consultancy firms that meet the minimum criteria set down in the request for tenderers. The School Authority must advertise the tender opportunity on www.etenders.gov.ie. Where any Consultant (being qualified in the appropriate discipline) has expressed an interest in tendering for the project (e.g. by writing or emailing the school), and where that Consultant meets (or declares that they meet) the minimum standard required, that Consultant should be notified that a contract notice has been uploaded on the eTenders website from which, upon registering their interest, all necessary tender instructions and documentation can be obtained. (There is no upper limit on the number of Consultants permitted to submit tender submissions.) The only way to submit a tender is through eTenders.

In order to ensure an adequate tender response it is advisable to contact any suitably qualified firms that may be known to the School Authority, or that may have worked successfully for the School Authority in the past, and advise them of the tender opportunity to be accessed through eTenders.

3.2 Eligibility of Firms / Consultants to tender

Under the Building Control Act 2007, a body corporate, firm or partnership carrying on business under a name, style or title containing the word “architecture” must be under the control and management of a registered professional architect, i.e. at least one of the directors must be a registered architect.

The same applies to the title “Quantity Surveying” and “Building Surveying”, i.e. a body corporate, firm or partnership carrying on business under either of these titles must be under the control and management of a registered Quantity Surveyor (in the case of the former) or a registered Building Surveyor (in the case of the latter).

The registration of Engineers as Chartered Engineers is governed by the Institution of Civil Engineers of Ireland (Charter Amendment) Act, 1969.

The websites of the professional bodies include search facilities for checking the qualification status of members, including, in the case of Architects, Building Surveyors and Quantity Surveyors, their registration number. The following are the relevant professional bodies:

Architects	Royal Institute of the Architects of Ireland (RIAI)
Building Surveyors	Society of Chartered Surveyors Ireland (SCSI)
Quantity Surveyors	Society of Chartered Surveyors Ireland (SCSI)
Building Services Engineers	Engineers Ireland (IEI) and Association of Consulting Engineers of Ireland (ACEI)
Civil/Structural Engineers	Engineers Ireland (IEI) and Association of Consulting Engineers of Ireland (ACEI)

3.3 Tender Documents (Open Procedure)

In order to invite tenders from suitable firms the following tender documents are essential:

- (a) Letter of Invitation
(Sets out general information about the project, the service required, the closing date for receipt of tenders and a procedure for dealing with queries. It should also include the Project Type and the Notional Capital Value (NCV) for Design Team appointment purposes.)
- (b) Form of Tender
(Sets out the information required from tenderers.)
- (c) Instructions to Tenderers
(Sets out how the tender process is to be managed including tender assessment, the award process, the time periods for each of the project stages and project particulars.)
- (d) Schedule of Stage Services
(States the services to be provided by each Design Team member at each stage of the project.)
- (e) Conditions of Engagement
(This is a standard Public Sector conditions of contract for consultancy services and includes details of fee payment stages throughout the project.)
- (f) Project Brief
(This describes the project to be delivered and includes a Schedule of Accommodation which is the limit of accommodation to be provided.)
- (g) Suitability Assessment Declaration
This document is in two parts. Part 1; *'DoE – QC1- Suitability – Assessment - Declaration 2022'* sets out the minimum standards which a successful tenderer will be required to meet in a number of different areas including professional indemnity insurance, qualifications and experience of personnel who will deliver the services, previous experience of the firm in relation to projects of similar scale and complexity, etc. Tenderers submit a signed declaration to confirm that they can meet the required standards: *'DoE Suitability Assessment Questionnaire Part 2'*. There are three appendices associated with the Suitability Assessment Declaration that are to be submitted by the tenderer these are:
 - Appendix-A-QC1-and-QC2 (Article 57 declaration)
 - DoE-QC1-Appendix-B1 (List of Services carried out over specified period)
 - DoE-QC1-Appendix-B2 (Certificate of Satisfactory Execution – Services, separately required for three projects)

When tender assessment has been completed the apparently successful tenderer is requested to provide verification in relation to all matters covered by the declaration as part of the validation process.

With the exception of (f), which is specific to each project, all of the above documents are available on the gov.ie Website under:

<https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#suitability-assessment-open-and-restricted-procedures>

and

<https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#tender-documents-open-procedure-for-minor-projects-type-2a>

Award Criteria

Tenders will be assessed using criteria that include quality of service as well as price. There are four criteria in all, with a total of 150 marks available, 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 and Project Specific Issues)	75 marks

Criteria B1, B2 and C relate to the quality of service and have 125 marks allotted to them. Criterion A relates to price only and has 25 marks allotted to it.

Marks are assigned to Criterion A, B1 and B2 by mathematical calculation in accordance with the Excel Marking Matrix.

Criterion C is divided into five sub-criteria, each assigned a maximum of 15 marks. Three of these sub-criteria are assigned to site specific issues and two for project specific issues. A written submission is required from tenderers citing and explaining the site and project specific issues which they consider to be most important for the successful delivery of the project. The submission must not exceed 1 written A4 page of text and may also include a second A4 page of graphics i.e. sketches or drawings that help to demonstrate the applicants written responses to the site specific and project specific issues. Note that completion of the second graphics page **is not a compulsory requirement** for applicants and may for example be utilised by some Architects and Engineers but to a lesser degree or not at all by Quantity Surveyors.

The criteria are detailed in the Form of Tender to which tenderers must respond and the method of marking and assessment is detailed in the Explanatory Notes attached to the Form of Tender.

To allow some flexibility at the early design stages, fees are tendered on a percentage basis, i.e. the fees are calculated as a percentage of the approved estimated cost. The fees are then converted to a lump sum at the end of Stage 1, based on the approved Stage 1 Cost Plan. The fee for each fee payment stage can be calculated at the end of Stage 1 and these amounts will remain fixed for the duration of the project. After Stage 1, fees will only be adjusted if there is an increase in the scope of the project that could not have been predicted at Stage1.

4. Project Supervisor Design Process (PSDP)

A separate competition for the appointment of a PSDP is to be run in parallel with the Design Team appointments, using the Department's PSDP Framework. (See Section 6 herein for guidance on appointing a PSDP.)

For an understanding of the role of the PSDP see "Form of Tender and Proposal Form for PSDP Consultant Services" on the website. Part of this role is to confirm that consultants being considered for appointment to the Design Team meet all statutory requirements with regard to health and safety; therefore it is important that the PSDP is appointed first in order to assist in the completion of the appointments of the Design Team members.

5. Appointing the Design Team under an Open Procedure

5.1 Advertising on eTenders

The School Authority must advertise the tender opportunity on www.eTenders.gov.ie, by way of a Contract Notice, and upload all necessary information.

The contract notice must state the date, location and method for the receipt of tender submissions. A minimum of 35 calendar days should be allowed between the date of publication of the contract notice and receipt of tender submissions.

5.2 Documents to be uploaded on eTenders

Placing a Contract Notice on eTenders is an online process and it is good practice to assemble all of the necessary documents to have them ready to upload when prompted by eTenders.

The documents required and where they are sourced are as follows. The location on the website for the web based documents below is <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#tender-documents-open-procedure-for-minor-projects-type-2a>

Document	Source
Template Letter of Invitation	gov.ie website above; to be customised for the particular project including the Project Type and the NCV.
Project Brief	Provided by DoE for each project.
DoE Form of Tender Consultants - Minor (Architect, Design Team Leader)	gov.ie website above
DoE Form of Tender Consultants - Minor (Engineers & QS)	gov.ie website above
DoE ITTS Instructions to Tenderers (Open)	gov.ie website above
DoE Schedule of Stage Services for Construction Consultants	gov.ie website above
Conditions of Engagement	gov.ie website above
DoE COE1 - Schedules A & B (Architect, Design Team Leader)	gov.ie website above
DoE COE1- Schedules A & B (Engineers & QS)	gov.ie website above
DoE Tender Excel Marking Matrix	gov.ie website above
DoE-QC1 Suitability Assessment Declaration	gov.ie website above
DoE Suitability Assessment Questionnaire Part 2	gov.ie website above
DoE-QC1 Appendix B1	gov.ie website above
DoE-QC1 Appendix B2	gov.ie website above
Appendix-A-QC1-and-QC2 (Article 57 declaration)	gov.ie website above

5.3 Documents to be submitted by Tenderers

The tender submissions (returned by the consultants via eTenders) should comprise:

- The Form of Tender signed by a director or principal of the firm.
- DoE-QC1 Suitability Assessment Declaration

- DoE Suitability Assessment Questionnaire Part 2 signed by a director or principal of the firm.
- Appendix-A-QC1-and-QC2, (completed Article 57 declaration)
- DoE-QC1 Appendix B1 (a list of all projects of a similar nature, size and complexity completed by the firm over the last 5 years).
- DoE-QC1 Appendix B2 (three examples of projects of a similar size and complexity, which have reached Substantial Completion, carried out by the firm in the last 5 years).

5.4 Completing the eTenders Contract Notice

Please refer to step-by-step guide to completing an etenders contract notice as detailed in Appendix A of this document.

5.5 Assessing the Tender Submissions

When the tender time and date has expired, open all submissions.

A minimum of two people must be present for the opening of tenders. A formal record of tenders received, opened and tender amounts must be made. Late tenders cannot be submitted as eTenders will prevent uploading once the latest date and time for tender has passed.

The School Authority must be satisfied that there is no conflict of interest for any individual participating in the assessment process.

Tender assessment must be based only on the information submitted by tenderers in response to the tender documents and not on any pre-existing knowledge.

A record of the tender assessment should be retained by the School Authority.

Assess Criterion C for each tender submitted from each discipline in accordance with the guidance in the Explanatory Notes attached to the Form of Tender.

Marking Matrix

Download the Excel Marking Matrix from the gov.ie website (a separate copy is required for each discipline).

When the Marking Matrix is opened the Project Name and Roll Number should be inserted. The project Type should then be selected from the drop down menu. The project type will be identified in the approval letter and/or the associated Appendices (i.e. Type 1, 2a, 2b, 3 or 4).

The default for project type is "New Project". If this is not the case (e.g. if it states "Stage 1 complete") use the drop down menu to select "New Project".

Next select the discipline which is currently being evaluated. This is located on the top right and the default is "Architect". Use the drop down menu to select the required discipline.

By selecting the correct "project type" and "discipline" the reference hours will be adjusted accordingly and the spreadsheet will make the necessary calculations relative to project type and discipline.

When the above steps have been carried out the information provided in the Form of Tender by each tenderer and the results of Criterion C evaluation can be inserted into the Marking Matrix as follows:

- In column "C" insert the name of the Firm.
- In columns "E", "F" and "G" insert the tendered hourly rates as per the Form of Tender.
- In column "I" insert the tendered total (notional) hours as per the Form of Tender
- In column "K" insert the fixed price lump sum tendered as per the Form of Tender (where fees are tendered on a percentage basis the amount to be inserted is the product of the Notional Capital Value as stated in the Letter of Invitation multiplied by the tendered percentage fee)
- The marks achieved for Criterion C should then be inserted in the columns "Y" to "AC".

When all this information has been inputted the matrix will indicate the final scores on the right hand side with the highest ranking tenderer for each discipline (i.e. the apparently most economically advantageous tender) highlighted in dark green.

5.6 Validating the preferred tenderer's suitability

The tenderer submitted a signed declaration with the tender stating that the firm was offering personnel with the required qualifications and experience and that the firm had the required insurances, health and safety competence, measures for ensuring quality, tax clearance, etc. The Project Director and Project Senior person to be responsible for the service were also named in the Form of Tender submitted. It is now necessary to verify that everything promised will be provided. This is done through the issue of a Letter of Intent.

This is a very important step and is the Client's last opportunity to ensure that the apparently successful tenderer has the capability to deliver a competent service.

The Template Letter of Intent (Open Procedure) on the website lists all of the areas where verification is required. This should be read in conjunction with the Explanatory Notes attached to DoE QC1 Suitability Assessment Declaration.

Where a consultant is a Sole Trader, Employer's Liability Insurance is not required but the consultant must have all other Insurances. The *Registration of Business Names Act 1963* requires Sole Traders to register their business name (if it is different from their given name) with the Companies Registration Office and they must also register with the Revenue Commissioners as a self-employed person. A Sole Trader ceases to operate on the decision of the Sole Trader, although they remain liable for any liabilities that have been incurred when operating.

When you have confirmed that the preferred bidder meets the necessary requirements (as above), you are now ready to appoint that firm.

If the firm does not provide the necessary evidence within the assigned timeframe, or does not meet the required standard (e.g. if the person proposed for the project was not suitably qualified), or withdraws their tender, you may exclude that firm and proceed to the next highest scoring tenderer.

5.7 Completing Formal Appointments

(a) Letters to Unsuccessful Tenderers

When the apparently successful tender has been selected following receipt of tenders, and before the School Authority make an appointment you must send letters of regret to the unsuccessful candidates informing them that they have not been successful, using the Template Letter to Apparently Unsuccessful Candidates from the <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#tender-documents-open-procedure-for-minor-projects-type-2a> website (Open Procedure). The letters to unsuccessful candidates must give the reasons why they were not successful by citing the relative advantages of the successful tender compared to the unsuccessful tender. These letters must be issued via the eTenders portal.

A period of time called the stand still period must be allowed (16 calendar days) from the date of issue of the regret letters before the successful consultants' appointments can be confirmed. This period is obligatory to allow time for the unsuccessful candidates to query the reasons for their lack of success.

The Letter of Intent to the apparently successful tenderer and the Letters to Unsuccessful tenderers should all issue at the same time.

(b) Letter of Acceptance to Successful Candidate

Once the letters of regret have issued and the standstill period of time has elapsed, and provided no challenge or appeal has been received and the PSDP has verified the health and safety competence of the successful tenderers, the School Authority is ready to appoint the Consultants. To confirm the

successful consultants' appointments you should issue a Letter of Acceptance using the template letter from the <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#tender-documents-open-procedure-for-minor-projects-type-2a> website (Open Procedure). The Letters of Acceptance should be issued along with the Conditions of Engagement.

(c) Conditions of Engagement

Together with the Letter of Acceptance, it is also necessary to execute a formal agreement with that consultant called the Standard Conditions of Engagement for Consultancy Services (Technical Services).

The Standard Conditions of Engagement for Consultancy Services (Technical Services) sets out the general terms and conditions of contract and should be signed by both parties (School Authority and Consultant).

The documents to be used for signing are available on <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#tender-documents-open-procedure-for-minor-projects-type-2a> Because the Architect as Team Leader has a different role in the Design Team compared to the other consultants, there are two versions of the contract documents to be used as follows:

- **Architect:** Conditions of Engagement and DoE COE1- Schedules A & B (Architect, Design Team Leader)
- **Engineers and Quantity Surveyor:** Conditions of Engagement and DoE COE1- Schedules A & B (Engineers & QS)

In the above documents Schedule A and B to the Conditions of Engagement, which are attached to the Contract and set out the project specific requirements, have been already completed for typical school building projects. School Authority and Consultant contact details should be entered in Schedule A. The Contracting Authority entries should be reviewed and if there are any particular project circumstances that suggest a need for alternative entries contact the DoE.

(d) Contract Signings

Once Schedules A and B have been checked and the details of the contracting parties and the project title inserted on the front page of the Conditions of Engagement two copies should be made of the entire documents (i.e. Conditions of Engagement and Schedules A & B). Both sets should be sent to the Consultant for signature together with the letter of acceptance. The Consultant should then return both sets to the School for signature and dating by the School Authority. One set of the signed contract documents is then returned to the Consultant and the other is retained by the School.

A more convenient way to deal with contract signing is to invite the Consultant to attend the school where the signings can be completed by both parties at the same time and the signed and dated documents exchanged.

Once all of the Design Team members have signed and dated the contract, the Design Team can start work on the project.

Alternatively the signing of contracts can be managed through the Messaging Facility in eTenders.

(e) Maintaining records

The importance of maintaining an efficient system for keeping records cannot be overstated. At any time throughout the project, the Department (and/or in the case of an accident the Health & Safety Authority) may wish to audit the records of the School Authority to ensure that proper procedures are being adhered to and that vital information is being retained.

The School Authority should set up their own filing system, one that recognises the different areas of a building project (e.g. Design Team appointments, Financial, submissions from the consultant, general correspondence, minutes of meetings, etc.) and ensure that all documentation is properly filed therein. Reliance should not be placed on the Consultant to store information in relation to the project.

Where the Building Control (Amendment) Regulations 2014 apply to the project there is a particular onus on the Building Owner to maintain records. Key documents in this regard are the written undertakings, on statutory forms, to the Building Control Authority to appoint a competent Assigned Certifier and a competent Builder. You should seek the advice of your Consultant in relation to other important documentation to be maintained as records.

6. Appointing the Project Supervisor Design Process (PSDP)

6.1 PSDP Framework

The DoE has set up a Framework of PSDP service providers and this is available for School/ETB Authorities to use. In setting up the framework an eTenders/OJEU advertising and suitability assessment process was carried out and, as only framework members are permitted to tender, it is not necessary to publically advertise on eTenders or in the OJEU. However, the eTenders Portal is used to run the call off competitions as it offers an open and transparent method of communication with all framework members and provides records for Contracting Authorities of all communications during the tender process.

The previously submitted information, upon which the PSDP service providers were admitted to the framework, will need to be validated prior to appointment of the preferred tenderer, to ensure that this information is still valid and that the circumstances of the firm and personnel have not changed. The validation process is as set out at 6.6 below.

6.2 eTenders

It is necessary to create a Call for Tender (CfT) notice on eTenders which is then issued (through eTenders) to all PSDP framework members on the relevant panel.

The RFT notice must state the date, location and method for the receipt of tender submissions. A minimum of 15 working days should be allowed between the date of publication of the contract notice and receipt of tender submissions.

To gain access to run a CfT using the Department’s Framework of PSDP members, please email our PBU Procurement team at PBUpurchase@education.gov.ie. The process is similar to creating a contract notice for the other disciplines under the open procedure. – Refer appendix B for further details.

6.3 Documents to be uploaded

As explained previously, it is good practice to assemble all of the necessary documents to have them ready to upload when prompted by eTenders.

For PSDP call off tender competitions the documents listed below must be used. The location on the website for the web based documents listed is <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#project-supervisor-design-process-psdp-appointment-documents>

Document	Source
Template Letter of Invitation	gov.ie website above; to be customised for the particular project including the Project Type and the NCV.
Project Brief	Provided by DoE for each project.
Form of Tender and Proposal Form for PSDP Consultant Services	gov.ie website above
DoES ITTS Instructions to Tenderers (PSDP)	gov.ie website above

PSDP Conditions of Engagement	gov.ie website above
PSDP Conditions of Engagement - Schedules A&B	gov.ie website above
PSDP Marking Matrix	gov.ie website above

6.4 Documents to be submitted by Tenderers

The tender submissions (returned by the consultants via eTenders) should comprise:

- The Form of Tender signed by a director or principal of the firm.

6.5 Assessing Tender Submissions

When the tender time and date has expired, open all submissions.

A minimum of two people must be present for the opening of tenders. A formal record of tenders received, opened and tender amounts must be made. Late tenders cannot be submitted as eTenders will prevent uploading once the latest date and time for tender has passed.

The School Authority must be satisfied that there is no conflict of interest for any individual participating in the assessment process.

Tender assessment must be based only on the information submitted by tenderers in response to the tender documents and not on any pre-existing knowledge.

A record of the tender assessment should be retained by the School Authority.

Assessment of Criterion C has already been undertaken at the pre-qualification stage and is not applicable to this tender action.

PSDP Tenders are assessed as explained in the Template Letter of Invitation (PSDP).

Marking Matrix

Download the Excel PSDP Marking Matrix from the DoE website.

When the Marking Matrix is opened the Project Name and Roll Number should be inserted.

The project category should then be selected from the drop down menu. The project category will be identified in the Approval Letter and/or associated Appendices (i.e. Type 1, 2a, 2b, 3 or 4).

When the above steps have been carried out the information provided in the Form of Tender by each tenderer can be inserted, as follows:

- In column "B" insert the name of the Firm.
- In column "E" insert the tendered fixed price lump sum as per the Form of Tender.
- In columns "F", "G" and "H" insert the tendered hourly rates as per the Form of Tender.
- As the assessment of Criterion C has already been carried out the default for all tenderers is 25 marks. This should not be amended.
- On columns I, J, K and L zero should be inserted for all tenders.

When all this information has been inputted the matrix will indicate the final scores in column "W" with the highest ranking tenderer (i.e. the apparently most economically advantageous tender) highlighted in dark green.

6.6 Validating preferred tenderer's suitability

The Letter of Intent sets out the procedure (see Template letter of Intent (PSDP) on the website under <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#project-supervisor-design-process-psdp-appointment-documents>)

Completing Formal Appointments

The procedure is similar to that described at 5.7 above but using the PSDP Conditions of Engagement and Schedules A&B.

7. Appointing the Design Team from a Framework (Restricted Procedure)

7.1 Consultants Framework

The DoE has set up a Framework of Design Team Consultants comprising two panels: Panel 1 for Type 2b Projects (generally projects between €3.0m and €10.0m ex VAT in value) and Panel 2 for Type 3 Projects (generally projects between 10.0m and €25.0m ex VAT in value) and Panel 3 for Type 4 projects (generally projects over €25.0m ex VAT). This framework is available for School/ETB Authorities to use. In setting up the framework an eTenders/OJEU advertising and suitability assessment process was carried out and, as only framework members are permitted to tender, it is not necessary to publically advertise on eTenders or in the OJEU. However, the eTenders Portal is used to run the call off competitions as it offers an open and transparent method of communication with all framework members and provides records for Contracting Authorities of all communications during the tender process.

7.2 eTenders

It is necessary to create a Call for Tender (CfT) notice on eTenders which is then issued (through eTenders) to all Framework members.

Contact the DoE PBU procurement team on PBUprocurement@education.gov.ie for access to the eTenders Workspace where the framework panels are set up. Refer to Appendix B for further details with regard to creating a Call for Tender using Department Frameworks.

The RFT notice must state the date, location and method for the receipt of tender submissions. A minimum of 15 working days should be allowed between the date of publication of the contract notice and receipt of tender submissions.

7.3 Documents to be uploaded

It is good practice to assemble all of the necessary documents to have them ready to upload when prompted by eTenders.

For Design Team call off tender competitions the documents listed below must be used. The location on the website for the web based documents listed is <https://www.gov.ie/en/publication/035b6-appointment-of-consultants/#award-stage-documents-restricted-procedure-for-major-projects-type-2b-and-type-3>

Document	Source
Template Letter of Invitation	gov.ie website above; to be customised for the particular project including the Project Type and the NCV.
Project Brief	Provided by DoE for each project.
DoE Form of Tender Consultants – Major (Architect, Design Team Leader)	gov.ie website above
DoE Form of Tender Consultants – Major (Engineers & QS)	gov.ie website above
DoE ITTS Instructions to Tenderers (Restricted)	gov.ie website above
DoE Schedule of Stage Services for Construction Consultants	gov.ie website above

Conditions of Engagement	gov.ie website above
DoE COE1 – Schedules A&B Architect/Design Team Leader	gov.ie website above
DoE COE1 – Schedules A&B Engineers & QS	gov.ie website above
DoE Tender Excel Marking Matrix	gov.ie website above

- Note: Unlike the Open Procedure, DoE QC1 Suitability Assessment Declaration, DoE Suitability Assessment Questionnaire Part 2, Appendix-A-QC1-and-QC2 (Article 57 declaration), DoE QC1 Appendix B1 and DoE QC1 Appendix B2 are not required as all framework members had to satisfy the suitability requirements in order to be placed on the framework. However, the validation process is similar to the Open Procedure in that the apparently successful tenderers will be asked to verify any declarations that were made when applying for a place on the framework.

7.4 Documents to be submitted by Tenderers

The tender submissions (returned by the consultants via eTenders) should comprise:

- The Form of Tender signed by a director or principal of the firm.

7.5 Completing the eTenders Contract Notice

The process is identical to Section 6.5 above.

7.6 Assessing Tender Submissions

Tenders are assessed in the same way as for the Open Procedure, as explained in Section 5.5 above.

7.7 Validating preferred tenderer's suitability

The validation process is similar to Section 5.6 with the exception that the Template Letters to be used are those on the website under *AWARD STAGE DOCUMENTS (Restricted Procedure for Major Projects, Type 2b, Type 3 and Type 4)*.

7.8 Completing Formal Appointments

The procedure is similar to that described at 5.7 above but using the appropriate documents and template letters from the website under *AWARD STAGE DOCUMENTS (Restricted Procedure for Major Projects, Type 2b, Type 3 and Type 4)*.

APPENDIX A

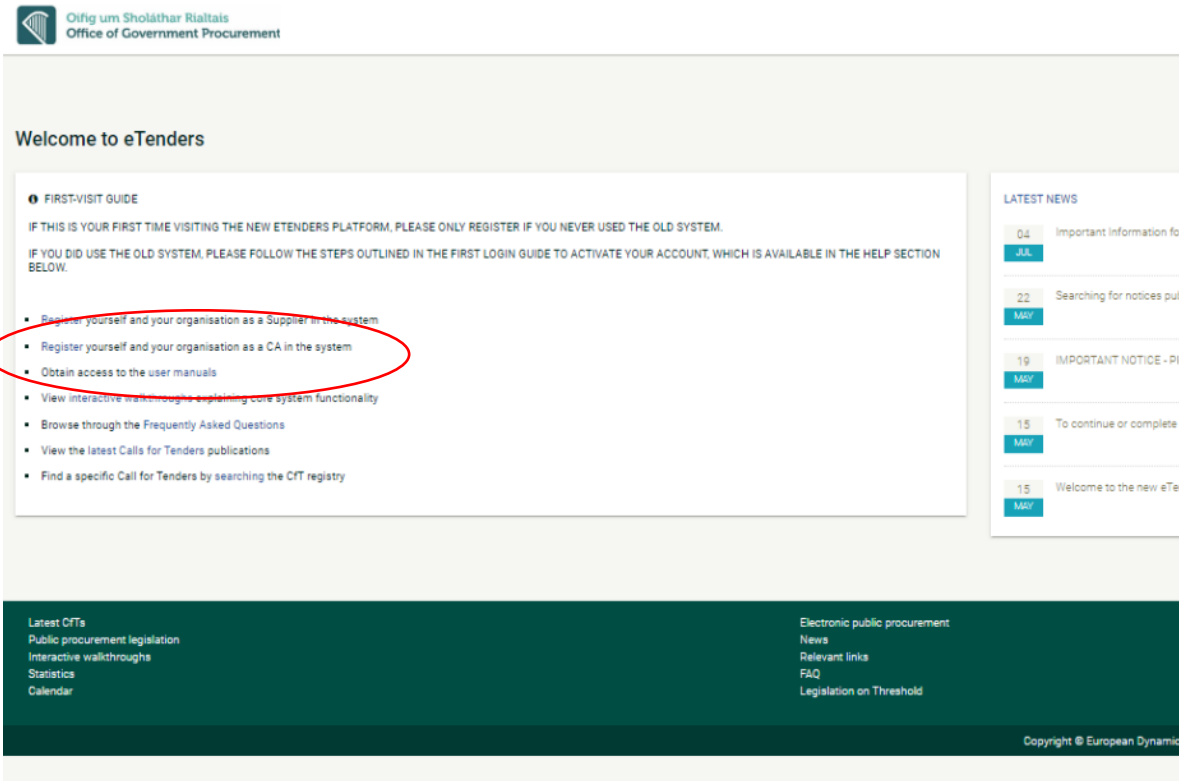
Step-by-Step Guide to creating a Call for Tender

Contract Notice using **Open Procedure**

on etenders.gov.ie

The following steps are the procedure to be followed to advertise on eTenders:

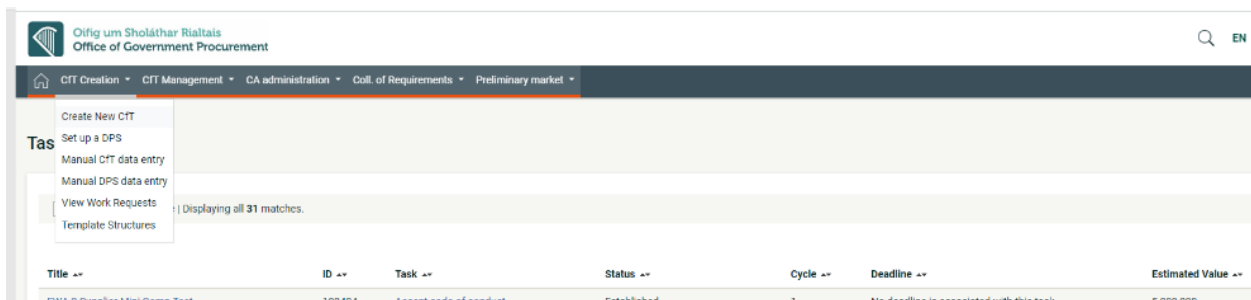
1. Please go to etenders.gov.ie and if you are a first time user, register yourself and your school as a Contracting Authority (CA) in the system. Once you have submitted your registration details you will receive a transaction number by email from the supplier that will be needed to complete the registration process. Note: when setting your password, do not use any characters or sequence of letter that are similar to your user name as the system will not accept.



2. If already registered with eTenders please proceed directly to login.
3. **IMPORTANT:**
 - If your project has an estimated construction value of less than €3m (ex VAT) you will be advertising a competition as an OPEN PROCEDURE. Please follow the steps identified below.
 - If your project has an estimated construction value more than €3m (ex VAT) you will be advertising a restricted competition using the Departments established Frameworks of Consultants. Please contact the Department’s procurement team at PBUpurchasement@education.gov.ie to gain access to Department Frameworks.

4. Creating a call for tender (Cft) Open Tender Competition:

4.1 Click on ‘Create new Cft’ on the Cft creation tab at the top of the screen



- 4.2 Complete the fields within the Create Cft Workspace menu. Note red asterisk fields are mandatory. A full worked example is shown in the following screenshots for architectural services. [Separate competitions using the same process of establishing call’s for tender (Cft’s) will be required for each discipline i.e. Architect, Civil & Structural Engineer, Mechanical & Electrical Engineer, Quantity Surveyor and PSDP].

The screenshot shows the 'Create CFT Workspace' form. The 'WORKSPACE INFORMATION' section includes fields for Workarea, Title, CFT CA Unique ID, Description, Procurement Type, Standard Conditions of Engagement, Directive, Procedure, and CFT Involves. The 'CFT Involves' field has two radio buttons: 'A Public Contract' (selected) and 'The establishment of a framework agreement'.

4.3 Under the CPV codes field, click on the magnifying glass to bring up the search function and 'add to list' the appropriate codes under the service discipline then press submit.

The screenshot shows a browser window titled 'Select CPV code - Google Chrome' with the URL 'etenders.gov.ie/epps/cpv/displayCpvAction.do'. The search bar contains the word 'architect' and is circled in red. Below the search bar, the search results are displayed, with the entry '71240000-Architectural, engineering and planning services' circled in red. A red circle highlights the '+Add to list' button. The 'MAIN PANEL CPV' section lists various CPV codes and their descriptions. The 'Selected Items' section at the bottom shows the selected CPV codes: 71221000-Architectural services for buildings, 71223000-Architectural services for building extensions, 71000000-Architectural, construction, engineering and inspection services, and 71240000-Architectural, engineering and planning services. The 'Submit' button is visible at the bottom right.

CFT Involves *
 A Public Contract The establishment of a framework agreement

CIV Codes *
71221000-Architectural services for buildings
71223000 Architectural services for building extensions
71000000 Architectural, construction, engineering and inspection services
71240000-Architectural, engineering and planning services

Contact Point
Insert your name

Publish on behalf of
Department of Education and Skills, 1142

Participating bodies

Use Search function and organisation name to locate your school and insert in this field

Answer per Item *
 Yes No

Inclusion of e-Auctions *
No

NUTS codes
IE

Internal Estimated value (EUR) *

Search
Ireland

Search results
Ireland / Ireland
EU-Ireland
UK-Northern Ireland
UK-Northern Ireland

MAIN PANEL NUTS
IQ-Iraq
IQ-Andorra
AQ-United Arab Emirates
AF-Afghanistan
AQ-Antigua And Barbuda
AQ-Anguilla
AL-Albania
AQ-Armenia
AQ-Angola
AQ-Antarctica
AR-Argentina
AS-American Samoa
AT-Austria
AU-Australia
AW-Aruba
AT-Austria

Selected Items
IE

Internal Estimated value (EUR) *
250000

Estimated value (EUR)
250000

Above or Below threshold *
 Above Below [Legislation on Threshold](#)

Request for clarification *
25/07/2023 hh: 16 mm: 00

Time-limit for receipt of tenders or requests to participate *
01/08/2023 hh: 16 mm: 00

Upload of documents within the clarifications *
 Yes No

Tenders Opening Date
02/08/2023

Allow Late Tenders *
 Yes No

Allow suppliers to make an online Expression Of Interest *
 Yes No

EU funding *
 Yes No

Evaluation Mechanism *
 Price/Cost Effectiveness Best Price-Quality Ratio

Last day for receipt of clarification request is five working days prior to tender deadline

The Tender deadline should be a minimum of 35 calendar days after the tender publication date

Contract awarded in Lots *
 Yes No

Multiple tenders will be accepted *
 Yes No

Contract duration in months or years, excluding extensions *
 36 months

Validity of Tender in days or months *
 90 days

OJEU link

Contract Award Date

Date Accepted by Contractor

Language of publication *
 EN GA

Number of openers
 One Two

When all mandatory fields have been completed press 'save changes'

4.4 Now click on the home button at top left of screen

View CFT Workspace

CFT: DDE EXAMPLE - TENDER FOR ARCHITECTURAL SERVICES FOR 2 CLASSROOM EXTENSION AT XYZ NATIONAL SCHOOL (STATUS: DRAFT) MY CFT ROLE IS: PO/TC

TENDER SUBMISSION DEADLINE (YYYY-MM-DD)	13/12
NAME OF CONTRACTING AUTHORITY	Department of Education and Skills, 1142
PUBLISH ON BEHALF OF	Department of Education and Skills, 1142
STATUS	Draft
TITLE	DDE Example - Tender for Architectural Services for 2 classroom extension at xyz national school
CFT CA NUMBER ID	
EVALUATION MECHANISM	Best Price-Quality Ratio
DESCRIPTION	Dde example
PROCUREMENT TYPE	Works Related Services
DIRECTIVE	2014/24/EU (Classic)
PROJECT ID	Open
CFT INVOLVES	A Public Contract
CATEGORIES	72210000 Architectural services for buildings 72220000 Architectural services for building extensions 71000000 Architectural, construction, engineering and inspecton services 71240000 Architectural, engineering and planning services
AWARD PER ITEM	Yes
INDUSTRY OF FUNCTIONS	No
WHS CODES	IL
ESTIMATED VALUE (EUR)	250000

4.5 This platform is task based you will be prompted with tasks to complete within your home screen. If applicable Click on 'Finalise Cft Core Information' and you will be brought back to the previous screen to complete any remaining mandatory fields. [if you do not get prompted with this task proceed to 4.6]

Task List

10 Results Per page | Displaying: 1-10 | 30 results in total.

Title --	ID --	Task --	Status --	Cycle --	Deadline --
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/TC	Draft	1	No deadline is associated with
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Finalise CFT Core Information	Draft	1	No deadline is associated with
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established	1	No deadline is associated with
Framework for Architectural Consultancy Services for Large School Projects	1818617	Export CFT	Established	1	No deadline is associated with
Framework for Feasibility Studies/Consultancy Services for Large Scale School Projects	1994516	Export CFT	Established	1	No deadline is associated with

4.6 Click on 'Define Workflow'

The screenshot shows the 'Task List' interface. At the top, there is a navigation bar with the following items: CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market consultations. Below the navigation bar, the page title is 'Task List'. A dropdown menu shows '10 Results Per page | Displaying 1-10 | 30 results in total'. The main content is a table with the following columns: Title, ID, Task, Status, Cycle, Deadline, and Estimated Value. The row for ID 2023829, Task 'Define Workflow', and Status 'Draft' is circled in red.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Va
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Define Workflow	Draft	1	No deadline is associated with this task	250,000
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/TC	Draft	1	No deadline is associated with this task	250,000
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established	1	No deadline is associated with this task	25,000,000
Framework for Architectural Consultancy Services for Large School Projects	1818617	Export CFT	Established	1	No deadline is associated with this task	25,000,000
Framework for Quantity Surveying Consultancy Services for Large Scale School Projects	1824516	Export CFT	Established	1	No deadline is associated with this task	25,000,000
Framework for Mechanical and Electrical Consultancy Services for Large Scale School Projects	1823991	Export CFT	Established	1	No deadline is associated with this task	25,000,000
Framework for PSDP Consultancy Services for Large Scale School Projects	1827085	Export CFT	Established	1	No deadline is associated with this task	10,000,000
Invitation to Tender for the Framework Project Management Services (including associated advisory services) for delivery of school projects in selected locations	1847990	Complete Manual CFT	Draft	1	No deadline is associated with this task	5,000,000

4.7 Set the workflows to offline-online-offline as shown below and click on the Define CFT workflow button at the bottom of the screen. Accept the notifications and click back on your home button

The screenshot shows the 'Define Call for Tender Workflow' page. At the top, there is a navigation bar with the following items: CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market consultations. Below the navigation bar, the page title is 'Define Call for Tender Workflow'. The main content area contains the following text: 'CFT: DOE EXAMPLE - TENDER FOR ARCHITECTURAL SERVICES FOR 2 CLASSROOM EXTENSION AT XYZ NATIONAL SCHOOL (STATUS: DRAFT) MY CFT ROLE IS: PO/TC'. Below this, there is a 'Show CFT Menu' button. The workflow settings are displayed in a table with columns 'Phase' and 'Steps'. The 'Online/Offline' dropdowns are set to 'Offline', 'Online', and 'Offline'. The 'DEFINE CFT WORKFLOW' button is circled in red.

Phase	Steps
Notification	Define tender structure (and awarding criteria)
Tendering	Submit and Open tenders
Evaluation	Assign scores

4.8 Click on 'Associate PO/TO'

The screenshot shows the 'Task List' interface. At the top, there is a navigation bar with the following items: CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market consultations. Below the navigation bar, the page title is 'Task List'. A dropdown menu shows '10 Results Per page | Displaying 1-10 | 30 results in total'. The main content is a table with the following columns: Title, ID, Task, Status, Cycle, Deadline, and Estimated Value. The row for ID 2023829, Task 'Associate PO/TC', and Status 'Draft' is circled in red.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Va
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Publish Contract Notice	Draft	1	No deadline is associated with th	
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/TC	Draft	1	No deadline is associated with th	
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established	1	No deadline is associated with th	
Framework for Architectural Consultancy Services for Large School Projects	1818617	Export CFT	Established	1	No deadline is associated with th	
Framework for Quantity Surveying Consultancy Services for Large Scale School Projects	1824516	Export CFT	Established	1	No deadline is associated with th	

4.9 Using the down arrow button change your role to 'PO/TC + PO/OS + PO/ESR Candidate' as shown below. [You will now receive an acknowledgment email from the platform]. Press your home button.

Associated Officers

CFT: DOE EXAMPLE - TENDER FOR ARCHITECTURAL SERVICES FOR 2 CLASSROOM EXTENSION AT XYZ NATIONAL SCHOOL (STATUS: DRAFT) MY CFT ROLE IS: PO/TC + PO/OS + PO/ESR CANDIDATE

10 Results Per page | Displaying the 1 match.

First Name --	Last Name --	Role	Status	Actions
David	Skene	PO/TC + PO/OS + PO/ESR Candidate		Disassociate Replace Evaluator

ADD PO/ES GROUP ADD PO/ES USERS ADD PO/ESR USERS ADD PO/OS USERS

4.10 Click on 'Accept code of conduct', accept and save

CFT Creation CFT Management CA administration Coll. of Requirements Preliminary market consultations

Task List

10 Results Per page | Displaying 1-10 | 31 results in total.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estim
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Accept code of conduct	Draft	1	No deadline is associated with this task	250,00
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/OS and PO/ES	Draft	1	No deadline is associated with this task	250,00
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Publish Contract Notice	Draft	1	No deadline is associated with this task	250,00
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established	1	No deadline is associated with this task	25,000
Framework for Architectural Consultancy Services for Large Scale School Projects	1818617	Export CFT	Established	1	No deadline is associated with this task	25,000
Framework for Quantity Surveying Consultancy Services for Large Scale School Projects	1824516	Export CFT	Established	1	No deadline is associated with this task	25,000

4.11 Click on 'Publish Contract Notice'

Task List

The status of your candidacy as evaluator in CFT '2023829' has been changed to: Accepted

10 Results Per page | Displaying 1-10 | 30 results in total.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estim
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/OS and PO/ES	Draft	1	No deadline is associated with this task	250,00
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Publish Contract Notice	Draft	1	No deadline is associated with this task	250,00
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established	1	No deadline is associated with this task	25,000
Framework for Architectural Consultancy Services for Large Scale School Projects	1818617	Export CFT	Established	1	No deadline is associated with this task	25,000

4.12 Click on 'Create Notice', then in the next window Click 'Contract Notice' and 'Populate Notice'

Notice & Contract Documents

There is no Notice found

CFT: DOE EXAMPLE - TENDER FOR ARCHITECTURAL SERVICES FOR 2 CLASSROOM EXTENSION AT XYZ NATIONAL SCHOOL (STATUS: DRAFT) MY CFT ROLE IS: PO/TC + PO/OS + PO/ESR ACCEPTED Show CFT M

Notices Contract Documents

Select -- Type: -- Date Upd.: -- Lang.: -- Status: -- Date Pub:

LINK PIN TO CFT PUBLISH NOTICE **CREATE NOTICE** DELETE EDIT

4.13 Click 'Next'

The screenshot shows the 'Create Notice' form for a 'CONTRACT NOTICE - ABOVE THRESHOLD' under 'Directive 2014/24/EU'. The 'PRELIMINARY QUESTIONS' section is active, with the following fields:

- THIS NOTICE IS RELATED TO FOLLOWING:** Directive 2014/24/EU (selected), Regulation (EU, Euratom) 2018/1046
- TYPE OF PROCEDURE:** (Question refers to section 70.1.1)
 - Open (selected)
 - Competitive dialogue
 - Restricted procedure
 - Innovation partnership
 - Competitive procedure with negotiation

Buttons for 'Exit', 'Save Draft', and 'Next' are visible at the bottom of the section. A note states: '* Fields marked with * are compulsory'.

4.14 Fill in the following fields as noted

The screenshot shows two sections of the form:

I.1) NAME AND ADDRESSES
(please identify all contracting entities responsible for the procedure)

Fields to be filled in:

- Official name:** Department of Education and Skills_1142
- National registration number:** 2
- Postal address:** Portlaoise Road, Tullamore
- Postcode:** A35 V2H5
- Country:** Ireland (IE)
- E-Mail:** info@education.gov.ie
- Internet Address(es):** Main address (URL): <https://www.etenders.gov.ie>; Address of the buyer profile (URL): <https://www.etenders.gov.ie>

I.3) COMMUNICATION

Fields to be filled in:

- PROCUREMENT DOCUMENTS:** The procurement documents are available for unrestricted and full direct access, free of charge at Internet address (URL): <https://www.etenders.gov.ie>
- ADDITIONAL INFORMATION CAN BE OBTAINED FROM:** the above mentioned address

Annotations in the image:

- A red box highlights the 'E-Mail' field with the text: 'Insert your school email address'.
- A red box highlights the 'Internet address' field with the text: 'Insert <https://www.etenders.gov.ie> here'.

4.15 Check fields as shown then press 'Next'

The screenshot shows a procurement form with several sections. Red circles highlight the following elements:

- TENDERS OR REQUESTS TO PARTICIPATE MUST BE SUBMITTED:** The radio button for "the above mentioned address" is selected.
- ELECTRONIC COMMUNICATION:** The checkbox for "Electronic communication requires the use of tools and devices that are not generally available..." is unchecked.
- 1.4) TYPE OF THE CONTRACTING AUTHORITY:** The radio button for "Regional or local agency/office" is selected.
- 1.5) MAIN ACTIVITY:** The radio button for "Education" is selected.
- Navigation:** The "Previous" and "Next" buttons at the bottom right are circled.

4.16 On the next screen, scroll down and then click on 'Next'

The screenshot shows a procurement form with the following sections and highlighted elements:

- CPV Code selector:** Shows "Main CPV code: 71221000" and "Supplementary VOC code: 4.1".
- II.1.3) TYPE OF CONTRACT:** Under "SELECT TYPE OF CONTRACT:", the radio button for "Services" is selected.
- II.1.4) SHORT DESCRIPTION:** A text field contains "Doc example".
- II.1.5) ESTIMATED TOTAL VALUE:** The "Value excluding VAT" field contains "250000.00" and the "Currency" dropdown is set to "EUR".
- II.1.6) INFORMATION ABOUT LOTS:** The radio button for "No" under "THIS CONTRACT IS DIVIDED INTO LOTS:" is selected.
- Navigation:** The "Previous" and "Next" buttons at the bottom right are circled.

Footnote: *Fields marked with * are compulsory
1 please repeat as many times as needed
2 if applicable
4 as far as information is already known

4.17 Proceed to fill in fields as shown below, then press 'Next':

Preliminary market consultations

SEARCH | REFRESH | LOGIN

II.2) DESCRIPTION

II.2.1) ADDITIONAL CPV CODE(S)

CPV Code selector: 2

Main CPV code: 71223000 Supplementary VOC code: 1 1

Main CPV code: 71000000 Supplementary VOC code: 1 1

Main CPV code: 71240000 Supplementary VOC code: 1 1

II.2.2) PLACE OF PERFORMANCE

*NUTS code: 2 IT ↓

Main site or place of performance:

II.2.4) DESCRIPTION OF THE PROCUREMENT

*Description of the procurement: One example

(nature and quantity of works, supplies or services or indication of needs and requirements)

II.2.5) AWARD CRITERIA

*AWARD CRITERIA:

Criteria below

Price is not the only award criterion and all criteria are stated only in the procurement documents.

II.2.6) ESTIMATED VALUE

Value excluding VAT: 20000.00

Currency: EUR

(for framework agreements or dynamic purchasing systems - estimated total maximum value for the entire duration of this lot)

II.2.7) DURATION OF THE CONTRACT, FRAMEWORK AGREEMENT OR DYNAMIC PURCHASING SYSTEM

* Duration in months: 48

* Duration in days:

* Start:

* End:

Insert project period here in months [default 48 months]

II.2.6) ESTIMATED VALUE

Value excluding VAT: 20000.00

Currency: EUR

(for framework agreements or dynamic purchasing systems - estimated total maximum value for the entire duration of this lot)

II.2.7) DURATION OF THE CONTRACT, FRAMEWORK AGREEMENT OR DYNAMIC PURCHASING SYSTEM

* Duration in months: 48

* Duration in days:

* Start:

* End:

* This contract is subject to renewal

Yes

No

II.2.10) INFORMATION ABOUT VARIANTS

* VARIANTS WILL BE ACCEPTED:

Yes

No

II.2.11) INFORMATION ABOUT OPTIONS

* OPTIONS:

Yes

No

II.2.12) INFORMATION ABOUT ELECTRONIC CATALOGUES

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

II.2.13) INFORMATION ABOUT EUROPEAN UNION FUNDS

* THE PROCUREMENT IS RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EUROPEAN UNION FUNDS:

Yes

No

II.2.14) ADDITIONAL INFORMATION

Additional information:

4.18 On the next screen scroll down and click 'Next'

III.1.2) ECONOMIC AND FINANCIAL STANDING

Selection criteria as stated in the procurement documents
List and brief description of selection criteria

Maximum level(s) of standards possibly required ²

III.1.3) TECHNICAL AND PROFESSIONAL ABILITY

Selection criteria as stated in the procurement documents
List and brief description of selection criteria

Maximum level(s) of standards possibly required ²

III.1.5) INFORMATION ABOUT RESERVED CONTRACTS ²

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons
 The execution of the contract is restricted to the framework of sheltered employment programmes

III.2) CONDITIONS RELATED TO THE CONTRACT ²

III.2.1) INFORMATION ABOUT A PARTICULAR PROFESSION

Execution of the service is reserved to a particular profession

III.2.2) CONTRACT PERFORMANCE CONDITIONS

Contract performance conditions

III.2.3) INFORMATION ABOUT STAFF RESPONSIBLE FOR THE PERFORMANCE OF THE CONTRACT

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Buttons: Edit, Save Draft, Previous, Next (circled in red)

² if applicable

4.19 On the next screen, fill in required field and scroll down and click 'Next'

IV.1.1) TYPE OF PROCEDURE

Open (category was specified in preliminary questions)
 Accelerated procedure

IV.1.3) INFORMATION ABOUT A FRAMEWORK AGREEMENT OR A DYNAMIC PURCHASING SYSTEM

The procurement involves the establishment of a framework agreement

IV.1.6) INFORMATION ABOUT ELECTRONIC AUCTION

An electronic auction has been used

IV.1.8) INFORMATION ABOUT GOVERNMENT PROCUREMENT AGREEMENT (GPA)

* THE PROCUREMENT IS COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT:

Yes No

IV.2) ADMINISTRATIVE INFORMATION

IV.2.1) PREVIOUS PUBLICATIONS CONCERNING THIS PROCEDURE ²

Notice number in the OJ S: [] JS: []

(One of the following: Prior information notice; Notice on a buyer profile)

IV.2.2) TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE

* Date: [20/07/2023] Local time: [00:00]

IV.2.4) LANGUAGES IN WHICH TENDERS OR REQUESTS TO PARTICIPATE MAY BE SUBMITTED ¹

ALL

ALL BG BR CA CO CY DA DE EL EN ES ET FI FR GA GO GR HK HU IE IT JA AL NO RO RU SE SI SK SL SV TA TR UK UA ZH

IV.2.6) MAXIMUM TIME FRAME DURING WHICH THE TENDERER MUST MAINTAIN THE TENDER

Tender must be valid until: []

Duration in months (from the date stated for receipt of tender): []

IV.2.7) CONDITIONS FOR OPENING OF TENDERS

* Date: [20/07/2023] * Local time: [00:00]

Place: []

Information about authorized persons and opening procedure

Buttons: Edit, Save Draft, Previous, Next (circled in red)

*Fields marked with * are compulsory
¹ please request as many times as needed
² if applicable
⁴ if this information is known

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) INFORMATION ABOUT RECURRENCE

*This is a recurrent procurement

Yes No

VI.2) INFORMATION ABOUT ELECTRONIC WORKFLOWS

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) ADDITIONAL INFORMATION ²

Additional information

VI.4) PROCEDURES FOR REVIEW

VI.4.1) REVIEW BODY

*Official name: Department of Education

Postal address: Portlaoise Road

Town: Tullamore

Postal Code:

*Country: Ireland (IE)

Telephone:

Fax:

E-Mail:

Main address (URL):

VI.4.2) BODY RESPONSIBLE FOR MEDIATION PROCEDURES ²

Official name:

Postal address:

Town:

Postal Code:

Country: (please specify)

Telephone:

Fax:

E-Mail:

Main address (URL):

VI.4.3) REVIEW PROCEDURE

Precise information on deadline(s) for review procedures

VI.4.4) SERVICE FROM WHICH INFORMATION ABOUT THE REVIEW PROCEDURE MAY BE OBTAINED ²

Official name:

Postal address:

Town:

Postal Code:

Country: (please specify)

Telephone:

Fax:

E-Mail:

Main address (URL):

VI.5) DATE OF DISPATCH OF THIS NOTICE

The dispatch date will be automatically updated when the notice is submitted for publication

Exit Save Draft Previous Next

4.20 Save Notice as Final

Exit Save Draft

Completing the form ...

- Preliminary Questions
- SECTION I - Contractor/Supplier
- SECTION II - Subject
- SECTION III - Long - Economic, Financial and Technical information
- SECTION IV - Procedures
- SECTION VI - Complementary information
- Publishing form

STEPS TO PUBLISH THIS NOTICE:

- 1. Form validation**
Form is correctly filled.
- 2. Form filling**
Your notice is completed.
If you need to make corrections, please use the Action menu left.
- 3. Save Notice as Final**
When saving as final, the Notice is ready for publication.

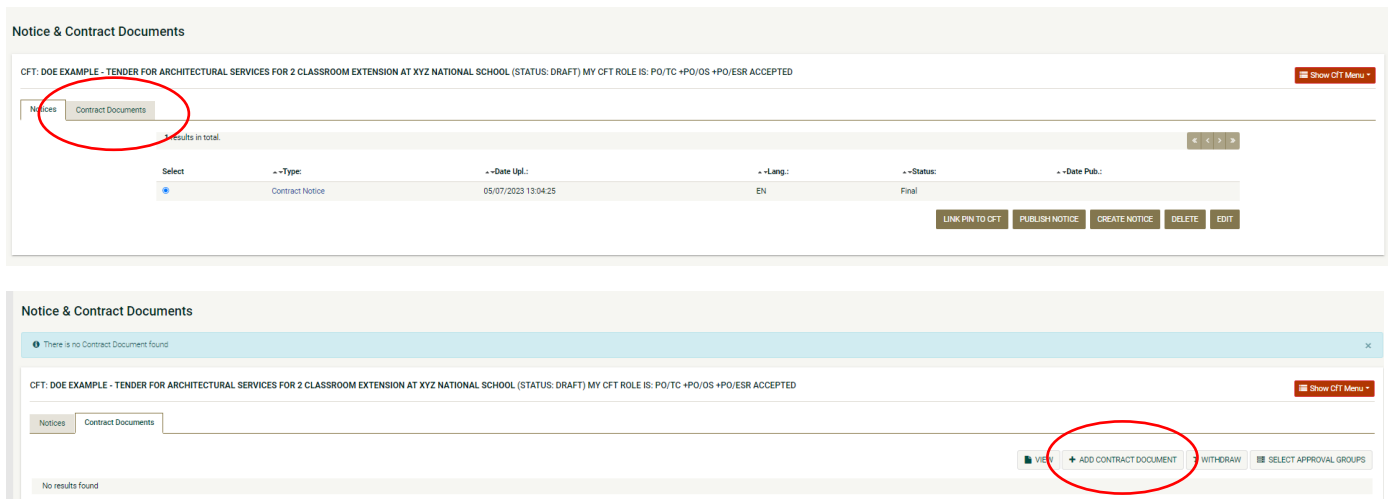
Exit Save Draft

Latest OFIs
Public procurement legislation
Interactive walkthroughs
Statistics

Electronic public procurement
News
Relevant links
FAQ

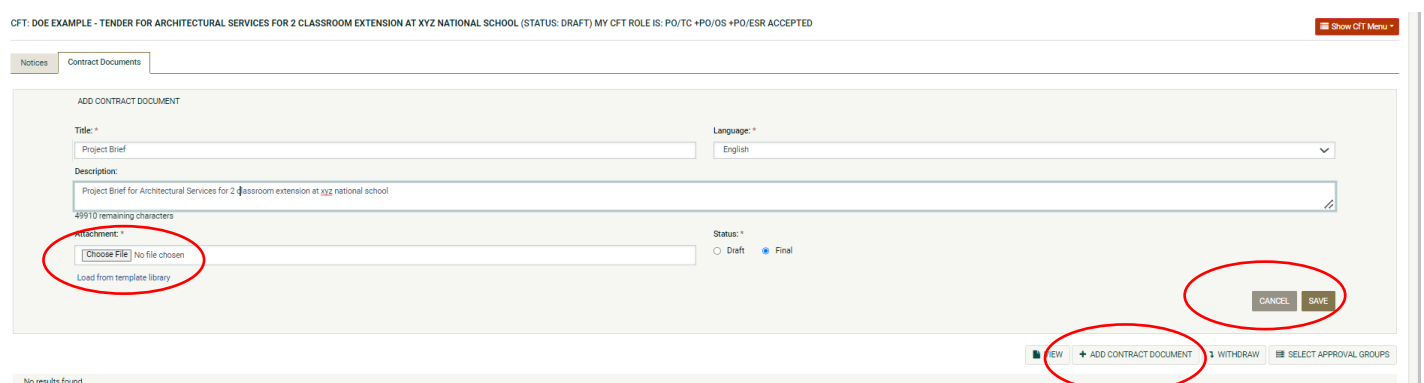
Help
About
Contact us

4.21 Click on 'Contract Documents' Tab and then '+ ADD CONTRACT DOCUMENT'

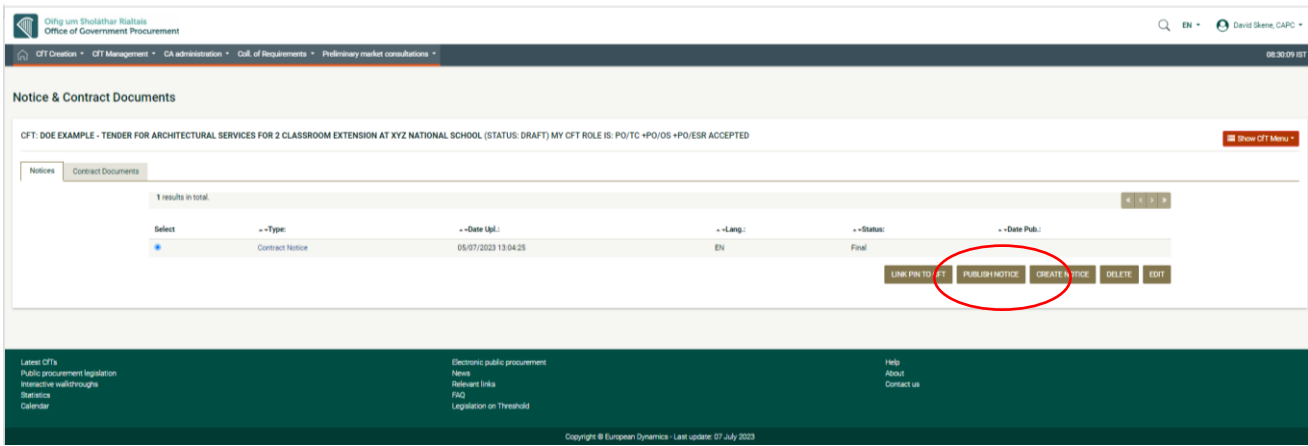


4.22 This is where all tender documents can be uploaded. For Consultants the following documents must be uploaded (Please refer to section 5.2 of the publication 'Department of Education and Skills - Guidance for Appointing Design Teams for Devolved Grant Projects'):

- *Project Brief*
- *DoE Form of Tender Consultants - Minor (Architect, Design Team Leader) **OR***
- *DoE Form of Tender Consultants - Minor (Engineers & QS) (depending on discipline)*
- *DoE Tender Excel Marking Matrix*
- *DoE ITTS Instructions to Tenderers (Open)*
- *DoES Schedule of Stage Services for Construction Consultants*
- *Conditions of Engagement*
- *DoE COE1- Schedules A & B (Architect, Design Team Leader) **OR***
- *DoE COE1- Schedules A & B (Engineers & QS) (depending on discipline).*
- *DoE-QC1 Suitability Assessment Declaration*
- *DoE Suitability Assessment Questionnaire Part 2*
- *DoE-QC1 Appendix B1*
- *DoE-QC1 Appendix B2*
- *Appendix-A-QC1-and-QC2 (Article 57 declaration)*

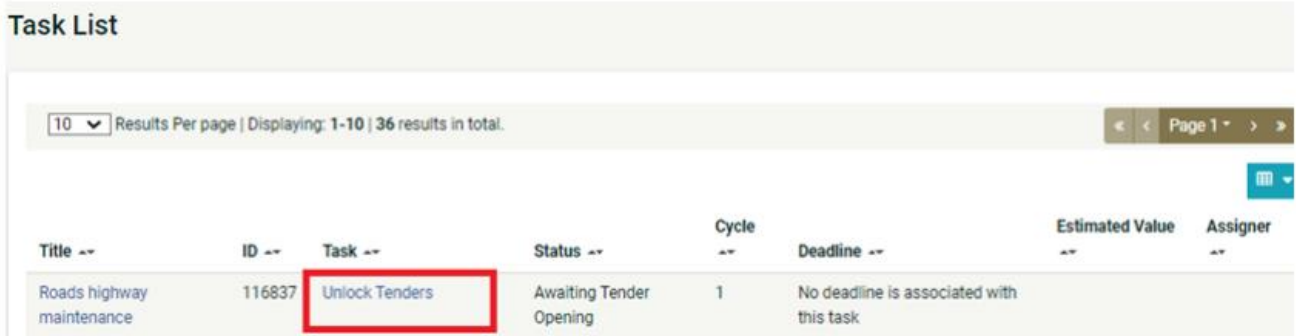


4.23 Once all documents have been uploaded, you are ready to publish your tender notice. Return to the 'Notices' tab and click on 'PUBLISH NOTICE'

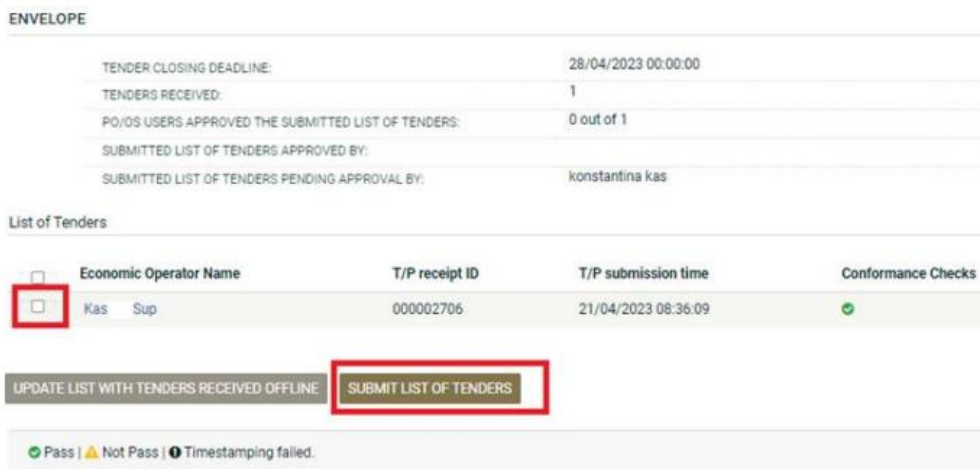


4.24 Repeat steps 4.1 to 4.23 for the other design disciplines required for your project (e.g. Civil & Structural services, Mechanical & Electrical services, Quantity Surveying services and PSDP service).

4.25 Once the tender period for your competition(s) have expired, a new task will appear on your homepage to ‘unlock tenders’



4.26 The system then displays a list of all of the Consultants who have submitted a tender. To access their submissions, click on the check box for each supplier and then click on ‘submit list of tenders’



APPENDIX B

Step-by-Step Guide to creating a Call for Tender

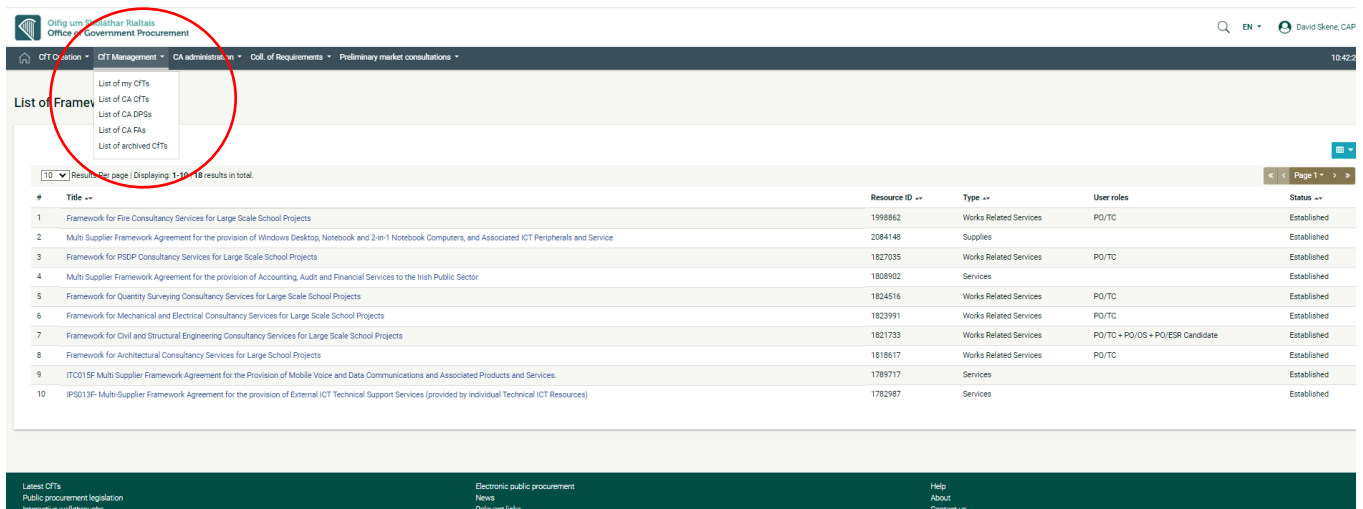
Contract Notice using **Restricted Procedure**

Using **Department Frameworks**

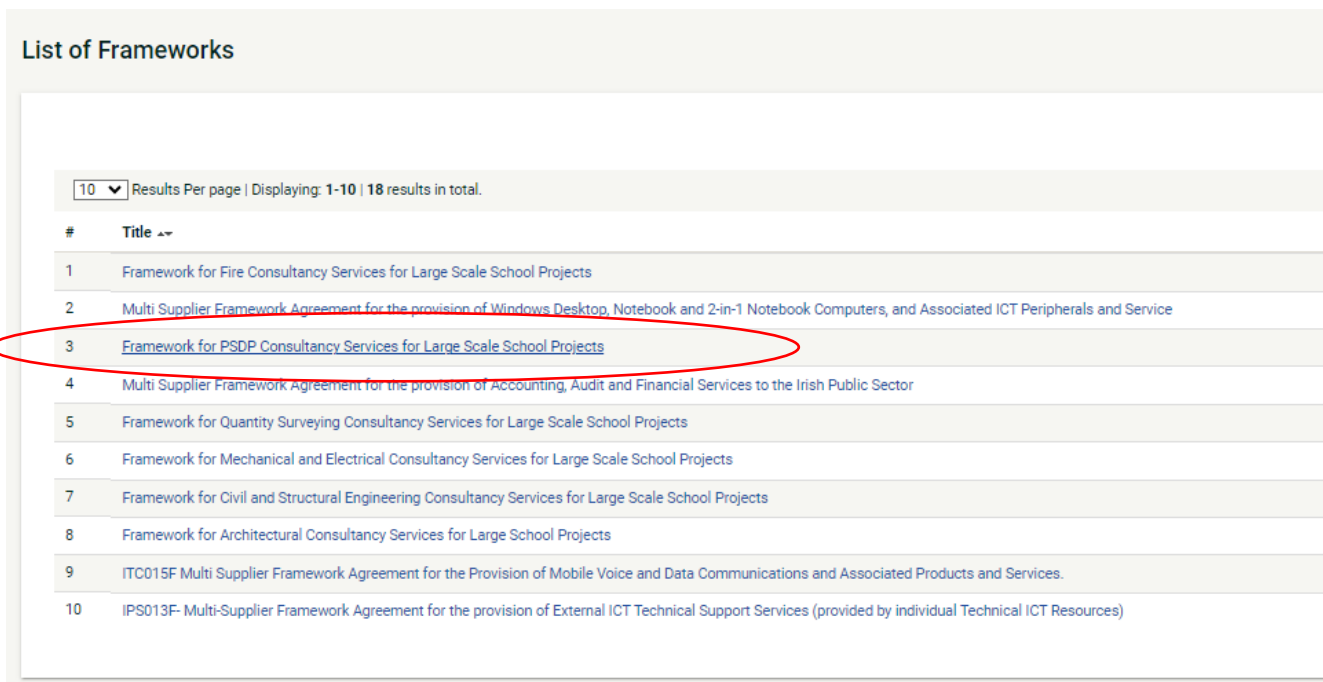
on etenders.gov.ie

Note: Please use the following instructions if you are creating an etenders contract notice either for PSDP services (any value) or Design Team Services (Architect, M&E Engineer, C&S Engineer and Quantity Surveyor) if your project value is in excess of €3m exc. VAT.

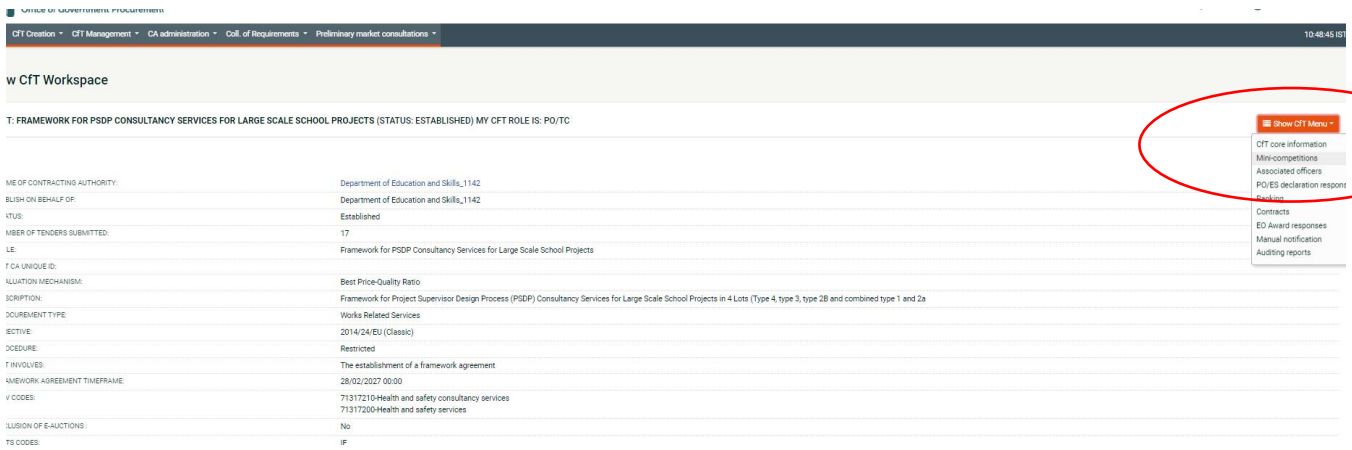
1. Please email the Department’s Procurement team at PBUpurchasement@education.gov.ie You will be given a Department user name allowing access to the DoE Frameworks for Consultants on etenders.gov.ie.
2. Once logged in using your Department user name click on Cft Management on task bar then ‘List of CA FAs’ this will bring up the list of DoE Frameworks currently in place.



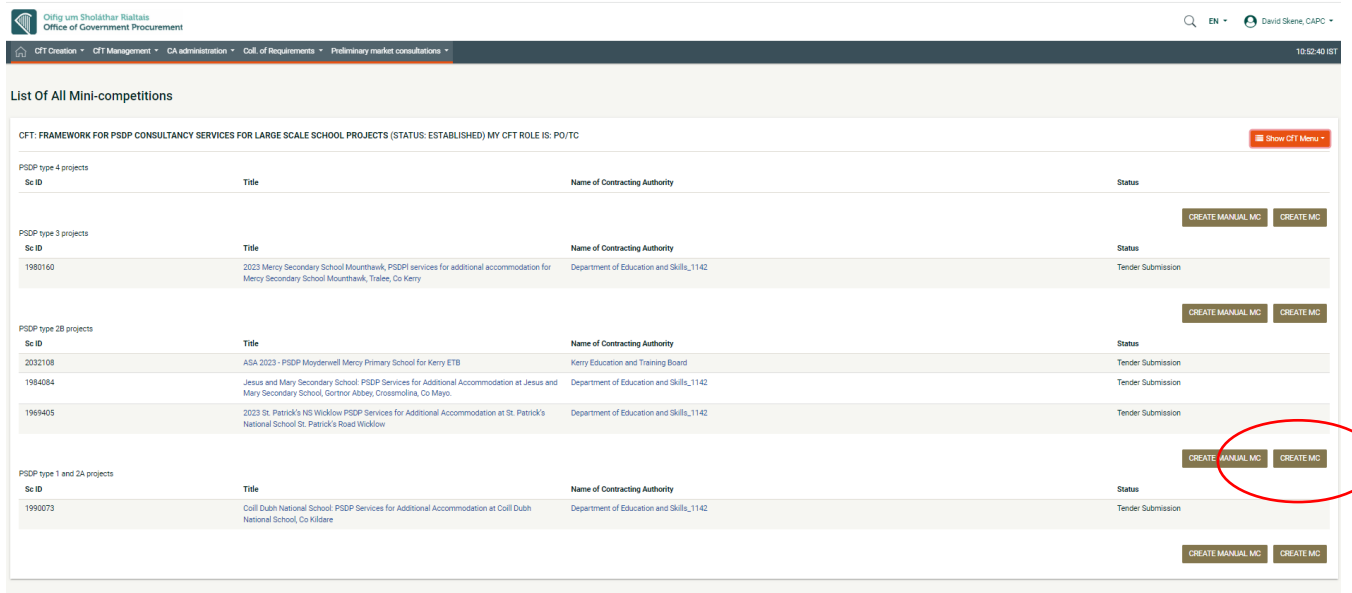
3. Then click on the Framework that is applicable to your Call for Tender. E.g. for PSDP below:



4. Click on the red 'Show CfT Menu' button then on 'mini-competitions'



5. Next choose your applicable Framework depending on your project type and click on 'Create MC' button. E.g screenshot below highlights PSDP services for type 2B project

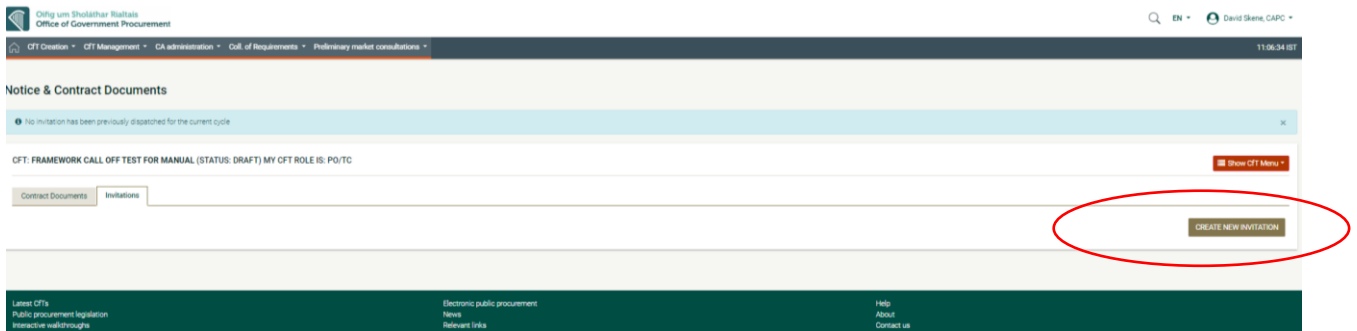


6. Now populate the 'Create Specific Contract Page' and continue to follow the same steps 4.2 to 4.12 as identified in Appendix A for an open competition.

- Once you have completed steps 4.2 to 2.12, click on your home screen and then click on the 'send invitations' task

Title	ID	Task	Status
framework call off test for manual	2098818	Send invitations	Draft
framework call off test for manual	2098818	Associate PO/TC	Draft
Appointment of a Contractor for the extension of Scoil Mhuire, Moynalty, Co. Meath.	2096293	Associate PO/TC	Draft
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Associate PO/OS and PO/ES	Draft
DoE Example - Tender for Architectural Services for 2 classroom extension at xyz national School	2023829	Publish Contract Notice	Draft
Framework for Fire Consultancy Services for Large Scale School Projects	1998862	Export CFT	Established
Framework for Architectural Consultancy Services for Large School Projects	1818617	Export CFT	Established
Framework for Quantity Surveying Consultancy Services for Large Scale School Projects	1824516	Export CFT	Established

- Click on 'CREATE NEW INVITATION' button:



- Complete fields in the invitation page, attach your tender documents (either by clicking on 'choose file' button or changing tab to 'Contract document') and then 'SEND INVITATION'. This will publish your Call for tender.

Subject: *
Invitation to tender for: framework call off test for manual

Body: *
Maximum Characters: 50000.

Attachment:
[Choose File] No file chosen

Organisations: *
[Reddy Architecture + Urbanism](#) [Integrated Risk Solutions](#) [GARLAND](#) [Safety Solutions_71743](#) [MKO - McCarthy Keville O'Sullivan Ltd](#) [Dundalk Civil and Structural Engineering LTD t/a DCE IRL](#) [PUNCH Consulting Engineers](#)
[McAdam Design Ltd](#) [Arkins_10323](#) [Ashview Consultants Limited](#) [Hayes Higgins Partnership](#) [RPS Group Limited_27161](#) [TOBIN Consulting Engineers_56663](#) [Anup_4744](#) [Angis Safety Management](#)
[Turner and Townsend Consulting Limited](#)

Request for clarification: *
 25/07/2023 [calendar icon] [hh] 00 [dropdown] [mm] 00 [dropdown]
 Deadline for tender submission: *
 01/08/2023 [calendar icon] [hh] 00 [dropdown] [mm] 00 [dropdown]

[SEND INVITATION] [CANCEL]

- Repeat steps 2 to 9 above for the other design disciplines.
- Once the tender period for your competition(s) have expired, a new task will appear on your homepage to 'unlock tenders'

Task List

10 Results Per page | Displaying: 1-10 | 36 results in total. Page 1

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task		

12. The system then displays a list of all of the Consultants who have submitted a tender. To access their submissions, click on the check box for each supplier and then click on 'submit list of tenders'

ENVELOPE

TENDER CLOSING DEADLINE:	28/04/2023 00:00:00
TENDERS RECEIVED:	1
PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:	0 out of 1
SUBMITTED LIST OF TENDERS APPROVED BY:	
SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:	konstantina kas

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
<input type="checkbox"/>	Kas Sup	000002706	21/04/2023 08:36:09	✔

UPDATE LIST WITH TENDERS RECEIVED OFFLINE **SUBMIT LIST OF TENDERS**

✔ Pass | ⚠ Not Pass | ⚠ Timestamping failed.

<END of document>