**TENDER REQUEST FORM TEMPLATE (CONTRACTS ABOVE €25K)**

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| --- | --- |
| Name of Department/ School/Centre |  |
| Name and Contact Details for Principal/Department or Centre Manager |  |
| Description of the product/service to be procured |  |
| Is there signed budget approval attached with this request? Yes/No |  |
| What is the estimated contract value exclusive of VAT? |  |
| Is there an existing contract in place? Yes/No |  |
| Has the Incumbent been notified regarding this upcoming tender process? Yes/No |  |
| What is the projected timeline for this requirement? |  |
| Is TUPE likely to be an issue with the new contract? Yes/No |  |
| Who will be leading the procurement process? |  |
| Have you submitted a detailed specification of your requirements? |  |
| **Budget Holder Signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Director/Chief Executive Signature of Approval** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |

Preparing a Specification of your School/Centre Requirements: A fully detailed specification must be submitted with this request for tender form.

The following elements may assist you in identifying those requirements:

1. Background information on the school/centre
2. Contract commencement date
3. Contract duration
4. Indicative value of the contract
5. What is your annual spend?
6. Details of goods/services to be procured including:

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| --- | --- |
| * + Quantity
 | * + Unique requirements for your school or centre
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| * + Pricing strategy (e.g. fixed fee; hourly/daily/ weekly rates; price per unit/ per head) and whether the breakdown of the total cost should include other costs (labour, delivery, disposal, retainer fee etc.)
 | * + Do you have a list of suppliers/ Are there many suppliers of this product/service?
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| * + Standards
 | * + Legislation
 |
| * + Alternatives
 | * + Environmental Considerations
 |
| * + Technical information where appropriate
 | * + Garda Vetting
 |
| * + Scope of the tender
 | * + Innovation
 |
| * + Unique requirements for your school or centre
 | * + Site Visits
 |
| * + Child Protection Issues
 | * + Site Access Issues
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