

TENDER REQUEST FORM TEMPLATE (CONTRACTS ABOVE €25K)

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:
 - Quantity
 - 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.)
 - Standards
 - Alternatives
 - Technical information where appropriate
 - Scope of the tender
 - Unique requirements for your school or centre
 - Child Protection Issues
 - Unique requirements for your school or centre
 - Do you have a list of suppliers/ Are there many suppliers of this product/service?
 - Legislation
 - Environmental Considerations
 - Garda Vetting
 - Innovation
 - Site Visits
 - Site Access Issues