

Instruction to Tenderers (ITT) using the Short Public Works Contract under an Open Procedure: Note to Employers

General

The Short Public Works Contract (PW-CF6) should only be used where Price is the only criterion for the award of contract. If the award criterion to be used is the most economically advantageous tender meeting the specified minimum criteria (if any) then one of the other forms of contract should be used (PW-CF1; PW-CF3 or PW-CF5).

There is no provision under the Short Public Works Contract (PW-CF6) for Specialists to be included in the contract. If Specialists are required one of the other forms of contract should be used (PW-CF1; PW-CF3 or PW-CF5).

In the event that circumstances would give rise to a Parent company Guarantee or Performance Bond¹ consideration should be given to using the Public Works Contract for Minor Building and Engineering Works Designed by the Employer (PW-CF5).

Documents associated with ITT-W4

The template Invitation to Tender (ITT-W4 Invitation to Tender) and Instruction to Tenderers (ITT-W4) are to be used for public works that are to be procured under the open procedure² using the Short Public Works Contract. (A separate template (ITT-W5) is provided for restricted procedure competitions.)

The Invitation to Tender (ITT) is a Microsoft Word document. The Instruction to Tenderers is provided as a Microsoft Word form, in which the standard text is protected, and the project-specific details are completed by the Employer prior to issuing the Instruction.

The documents to be issued are:

- The Invitation to Tender letter
 - The Instruction to Tenderers (including the Particulars and the Appendices), completed and amended as required
 - The documents describing the works (Volume A)
 - Form of Tender and Schedule (completed) (Volume B)
 - Un-priced pricing document (Volume C).
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¹ Whilst there is an option to use a performance Bond in the Short Public Works Contract it is generally recommended that these should only be sought where the contract value exceeds €500,000.

² The open procedure may be used for all values of works contracts but must be used for works contracts with a value of less than €250,000. Projects in excess of €50,000 must be advertised on etenders

Other documents that may be required are:

- Any other information listed in Appendix 2 to the Instruction.
 - Form of Bond (PW-CF6) (if required) and Form of Appointment of PSCS (PW-CF6), as required – both are available by clicking on the (more...) to the right hand side of the listing for the Short Public Works Contract on the Construction Procurement Reform website.
 - Information Pack as in Appendix 3 to the Instruction.
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How to Edit the Template ITT and Instruction to Tenderers

Using the file

The template ITT is a Microsoft Word document and the Instruction to Tenderers is presented as a protected Microsoft Word form – this enables you to tailor the Particulars to the specific needs of the project. You are, however, prevented from changing the standard text in the ITT-W4 document.

When you have completed the documents with the details of your project, you can print them out and issue them to the prospective Tenderers or issue electronically.

How to complete the ITT-W4 form

Use Microsoft Word to open the document.

Use the scroll bar to move through the document on the screen.

When you click on any part of the document, the cursor is automatically positioned at the next point at which editing is permitted.

You can move between editable fields by pressing the TAB key.

Editable fields are of two kinds:

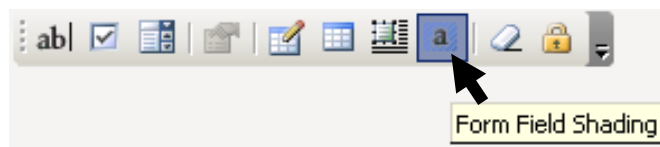
- **Text fields**, into which you may insert the appropriate text or number. If the field has a default value, this is shown, but it may be altered to suit the particular circumstances of the project. In some cases, the field is shown with a prompt indicating the type of information required – the prompt should be deleted in its entirety when the information is supplied;
- **Drop-down fields**, in which you must choose from a range of alternatives. Again, a default value may be shown.

Note that you cannot change the formatting of a form field.

Form Field Shading

Use Form Field Shading to make the editable fields more visible on screen. To turn on Form Field Shading:

1. Choose **View | Toolbars | Forms** to display the Forms toolbar.
2. Click the **Form Field Shading** button.



With Form Field Shading turned on, all the editable fields are displayed in grey. This is for display purposes only – the shading does not appear when the document is printed out.

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How to Edit the Template ITT and Instruction to Tenderers, Continued

Saving and printing your document

When you have edited a document, you should save it to a suitable location on your hard disk or server.

Print out the document in the normal way.

Find Function

You cannot use the Find function for a word search with Microsoft Word form in which the standard text is protected

Issue of documents

The Form of Tender and Schedule (FTS6) attached and tender documents can be issued electronically, by post, by courier or by collection or a mixture of these methods. Whatever method is used a written record in the form of a receipt should be retained.

Tailoring the Instruction to the Needs of the Project

Introduction

In the Instruction to Tenderers, some sections may be changed to suit the needs of the project. The sections that can be changed are shown below, by number and name, with explanation of the valid changes. This note does not include any instructions in relation to filling in the blank spaces in the Particulars as these should be self-explanatory.

4.9 Value-Added Tax

The pricing document (if applicable) should include a schedule of items that are not construction operations subject to Relevant Contracts Tax (and therefore to the reverse-charge VAT).

4.11 Project Supervisor

The Model Form for “Appointment of Project Supervisor for the Construction Stage³” available with the Short Public Works Contract (PW-CF6) should be included in documents issued at tender stage.

6.3 Abnormally low tenders, abnormally high or low rates or prices

Employers should exercise with caution the rights reserved by this section. In most cases, it is expected that Tenderers will be the best judges of their own costs.

7.4 Review

This or similar text can be used if the sanctioning department or agency has a mechanism for reviewing decisions on tender compliance. If they have, the name and contact details of the Sanctioning Authority need to be included.

8.3 Letter to Unsuccessful Tenderer

Other requirements may be added.

³ Available to download at: http://constructionprocurement.gov.ie/wp-content/uploads/PW-CF6_Appointment_of_Project_Supervisor.doc

Completing Appendix 1 to Instruction: Bill of Quantities

Bill of Quantities to be Submitted with Tender

Specify here the format that the Bill of Quantities is required to be prepared under e.g. Agreed Rules of Measurement by the Society of Chartered Surveyors Ireland.

Completing Appendix 2 to Instruction: Additional Information

Additional Information to be Submitted with Tender

Specify here information that Tenderers are to submit that will not become part of the Contract.

It may include technical information that the Employer requires only for tender assessment, and does not want it to be included in the Contract. The items shown as default will be included when a bond is required. If a bid bond is required (which would not usually be the case), this would also be listed here.

Completing Appendix 3 to Instruction: Information Pack

What is in the Information Pack?

The Information Pack is information that the Employer wishes to give to Tenderers for information, but is not included in the Contract. It should include the preliminary safety and health plan (which must be issued to Tenderers if the winner is to be PSCS), and may include copies of statutory consents such as an environmental impact statement. It might also include site information that the Employer does not want to become part of the Works Requirements.
