

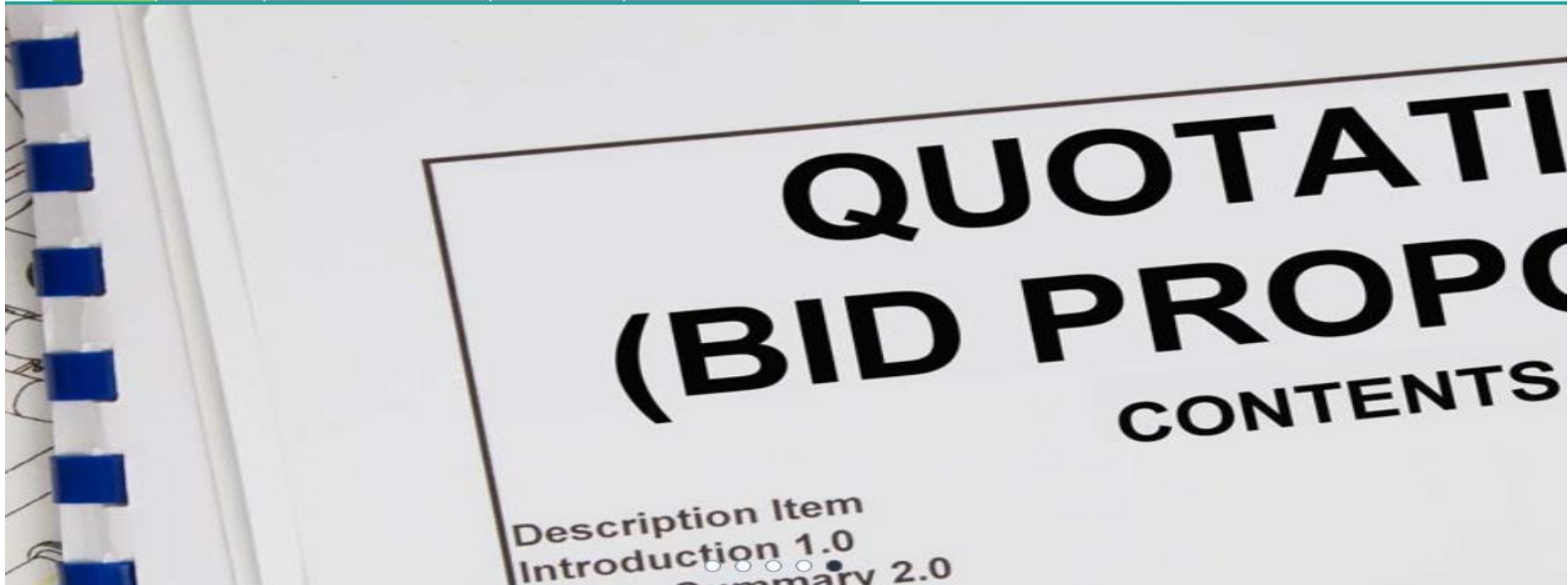
# Supplier Guide – Supplygov.ie



Username  Password  [Login](#)

[Forgotten your Login Details?](#) [Change Password](#)

- Home
- Forms
- Terms & Conditions
- About Us
- FAQ
- Contact Us



[Register as New Supplier](#)

[Create an Insurance Account](#)

[Terms and Conditions](#)

## Welcome to SupplyGov.ie

SupplyGov.ie is requesting Suppliers/Contractors to express their interest in a number of categories. Plant Hire and Haulage, Road Making Materials, Ready-mix and Concrete Additives and General Construction & Trade Services. If a Supplier/Contractor is interested in tendering for any of these categories they will need to adhere to the relevant timeframes.

## Table of Contents

1.0: How to register as a NEW Supplier on <i>SupplyGov.ie</i> .....	4
2.0: Logging in to Supplygov.ie.....	9
2.1: Forgotten Login details .....	10
2.2: Change my password.....	11
3.0: Finding your Supplier ID.....	13
4.0: Supplier Details .....	14
5.0: RFT(s) and RFQ(s).....	15
6.0: How to register for RFQ(s) – Request for Quotations (Supplies, Services & Tool Hire) .....	16
Step 1 – Selecting Commodities –.....	17
Step 2 – Selecting Local Authorities.....	19
Step 3 of 3: Confirmation of Submission (Supplies, Services & Tool Hire) .....	20
7.0: How to register for RFT(s) – Request for Tenders for a framework /DPS.....	21
8.0: How can I find out what Frameworks/Commodities and Local Authorities, I have registered an interest in? .....	22
8.1 To view what machinery/item of plant you have registered for under DPS Plant Hire .....	24
9.0: Viewing RFQs (Request for Quotations)/RFTs (Request for Tenders) .....	25
9.1: Viewing Request for Quotations (RFQs) or Request for Tenders (RFT) .....	25
9.2: Searching by RFQ/RFT Reference Number .....	27
10.0: Overview of an RFT – Example: A Closer look at the details in a Plant Hire DPS RFT .....	30
11.0: Completing your Submission .....	32
11.1: Plant Hire: Selecting a Machine and adding it to the RFT.....	32

11.2: Entering the Pricing details .....	33
11.3: Adding Attachments .....	34
12.0: Submitting your response .....	39
13.0: Confirming Response has been submitted to the Local Authority .....	42
14.0: How do I change my response if I have submitted my RFQ/RFT? .....	43
15.0: I ‘declined’ an RFQ/RFT in error – how do I get this re-opened? .....	44
16.0: How can I find my Supplygov Machine Reference Number? (This only applies to PLANT HIRE) .....	45
17.0: My Checklist .....	48
17.1: Online Declaration .....	49
17.2: On-line documents to be completed by Supplier – required at point of hire .....	50
17.3: On-line documents to be completed by Insurance company/broker – required at point of hire.....	51
17.4: Documentation Checklist:.....	52

## 1.0: How to register as a NEW Supplier on *SupplyGov.ie*

The screenshot displays the SupplyGov.ie website interface. At the top left is the logo for SupplyGov.ie, with the tagline 'public procurement'. To the right of the logo is a login section with fields for 'Username' and 'Password', and a 'Login' button. Below the login fields are links for 'Forgotten your Login Details?' and 'Change Password'. A navigation menu below the login section includes 'Home', 'Forms', 'Terms & Conditions', 'About Us', 'FAQ', and 'Contact Us'. The main content area features a large image of a construction worker in a high-visibility vest. A callout box with a red arrow pointing to the 'Register as New Supplier' button contains the text: 'Go to [www.supplygov.ie](http://www.supplygov.ie) and click 'Register as New Supplier''. At the bottom of the page, there are three buttons: 'Register as New Supplier', 'Create an Insurance Account', and 'Terms and Conditions'.

- Home
- Forms
- Terms & Conditions
- About Us
- FAQ
- Contact Us

## Registering as a Supplier

Suppliers must enter a valid Tax (VAT) Registration Number or Charity number here. A Tax (VAT) Registration Number can only be registered once. If your Tax (VAT) Registration Number is already registered you should contact the Company Administrator and have them add you as an additional company user.

Tax (VAT) Registration Number:

Back

Proceed

Select 'Country' Code (IE for Ireland, GB for Great Britain etc)  
Enter your 'Tax (VAT) Registration Number'

Click 'Proceed'

## My Account

### Contractor/Supplier Details:

Mandatory fields are marked with a \*

Name of Contractor/Supplier:	<input type="text"/>	*
Registration No./VAT No.:	IE 10000000T	*
Company Number:	<input type="text"/>	
Address:	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	
	<input type="text"/>	
County:	Select <input type="button" value="v"/>	*
Country of Registration:	<input type="text"/>	*
Contractor/Supplier Type:	Select <input type="button" value="v"/>	*

Complete the 'Contractor/Supplier Details' and 'Authorised representative of Contractor/Supplier' details

---

### Authorised representative of Contractor/Supplier:

Contact Name:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Mobile Number:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Confirm Email Address:	<input type="text"/>	*
Position Within Company:	<input type="text"/>	*

Authorised representative of Contractor/Supplier:

Contact Name:

\*

Phone Number:

\*

Mobile Number:

\*

Email Address:

\*

Confirm Email Address:

\*

Position Within Company:

\*

Complete 'Additional Contact Person(s)' details

Suppliers should ensure that all contact details are correct and up to date. All notifications from [www.supplygov.ie](http://www.supplygov.ie) are sent via email/Text.

Additional Contact Person(s):

Contact Name

Phone Number

Mobile Number

Email Address

Once you have read and accepted the 'Terms & Conditions', click 'Next'



[I have read and accept the terms and conditions](#)

Back

Next

**Thank you for registering with SupplyGov. We will endeavour to authorise your registration within 24 hours (working days only).**

**Should you have any queries, please do not hesitate to contact the SupplyGov Helpdesk at 076 1064020 or via email at [eproc@kerrycoco.ie](mailto:eproc@kerrycoco.ie) quoting your name and Tax (VAT) Registration Number.**

Your application will be sent to the SupplyGov Helpdesk for approval. Once approved, you will receive an email/text confirming your username & password.

You can then proceed to login to your Supplygov account.



## 2.0: Logging in to Supplygov.ie

Browse to [www.supplygov.ie](http://www.supplygov.ie) and enter your username and password and click on the **'Login'** Button.

Enter your Username & Password and click **'Login'**

Supplygov.ie public procurement

Username  Password  [Login](#)

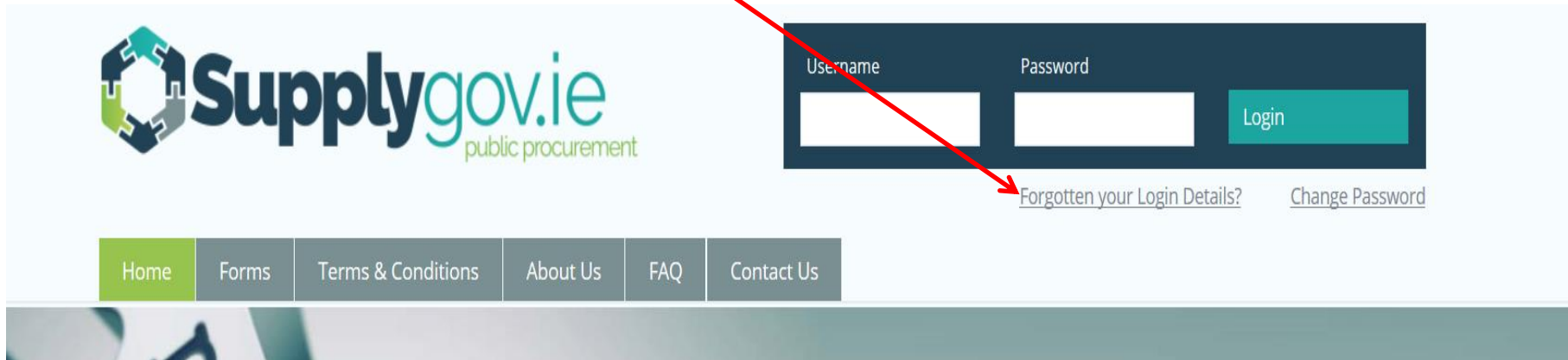
[Forgotten your Login Details?](#) [Change Password](#)

Home Forms Terms & Conditions About Us FAQ Contact Us

Register as New Supplier Create an Insurance Account Terms and Conditions

## 2.1: Forgotten Login details

If you have forgotten your login details, click on **'Forgotten your login Details?'** link under 'Username' and 'Password'.



If you cannot remember your username or password, enter your email address and click on ‘Send me my username’ and/or ‘Send me my password’. The email address that you enter must be one of the contact emails registered on the account. Your username will be sent to your email address and your password will be sent to your mobile number.

Enter your email address and click ‘Send Me My Username’ and/or ‘Send me my Password’

**Forgotten Username/Password**

If you cannot remember your username or password please enter your email address and click on send me my username or send me my password. If a match is found we will send your username to that email address and we will send your password to the mobile number of the authorised contact in the next few minutes.

**Email Address:**

[Send Me My Username](#)  
[Send Me My Password](#)

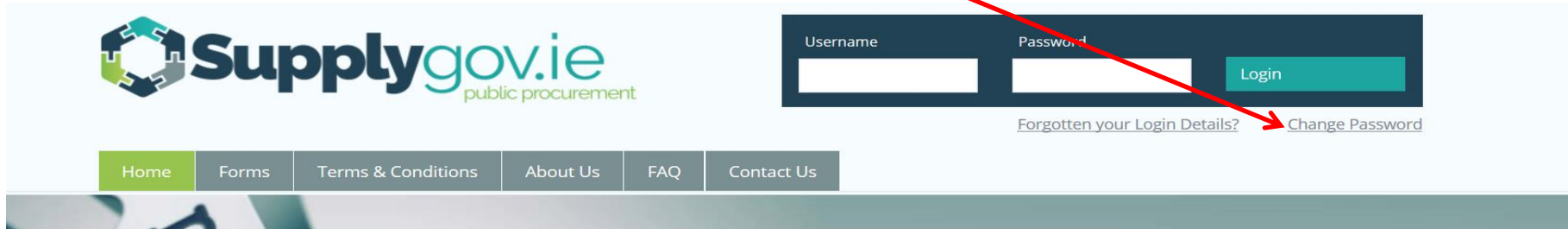
[Back](#)

Your username will be emailed to your email address and your password will be sent to your mobile number if correct on your supplygov account. Please note that login details such as the Username and Password can only be emailed to a registered email address on your [www.supplygov.ie](http://www.supplygov.ie) account.

***If you do not receive your login details by email/text, please contact the Supplygov Helpdesk on 076-1064020 for assistance.***

## 2.2: Change my password.

If you wish to change your login password, go to the Supplygov.ie Homepage, click on **'Change password'**



Enter your username and password and then enter your new password. Verify your new password and then click on the **'Change Password'** button to submit.



### 3.0: Finding your Supplier ID

**Supplier Name & Supplier ID.** Please take note of your Supplier ID as you will need to quote this number when you contact the Supplygov.ie Helpdesk Team or when you send information/documentation to us.

**Your supplier ID is listed here on every page, under the logo and headings. 'Welcome (Supplier Name) (Supplier ID: Number)'**

Home My RFTs & RFQs Supplier Details

Welcome test (SupplierID: 17497) [Logout](#)

Contractors/Suppliers are required to complete all the steps in the process. Contract timeframes for the Local Authority framework.

Select a Category from the list below

Category	Closing Date	Options
VOID Panel 2014 (Region 1)	8th August 2014	<a href="#">SELECT</a>
VOID Panel 2014 (Region 2)	8th August 2014	<a href="#">SELECT</a>
Supplies, Services & Tool Hire	On-Going	<a href="#">SELECT</a>

Some Local Authorities may have existing framework agreements or tenders in place for some of these commodities. Please contact your relevant local authority regarding these existing frameworks.

## 4.0: Supplier Details

**Supplygov.ie**  
public procurement

Home | **Supplier Details** | My RFTs & RFQs | My Competitions | My Checklist | Terms & Conditions | Forms

Welcome (SupplierID: 17124) [Logout](#)

Suppliers may express an interest in the following competitions (works) listed below are processed *online*. Click 'Select' and complete all necessary steps in the application process.

Suppliers may edit applications up to the Closing Deadline.

Competitions	Closing Date	Application Status	Options
DPS for Road Marking Supplies & Services for Local Authorities	--		<a href="#">SELECT</a>

Request for Quotations (RFQs) Categories	Closing Date	Options
Supplies, Services and Tool Hire	On-Going	<a href="#">SELECT</a>

## 5.0: RFT(s) and RFQ(s)

**An RFT (Request for Tender)** : a Buyer may run a mini-competition from a list of Suppliers/Contractors who have qualified from a particular Framework or Dynamic Purchasing System.

**An RFQ (Request for Quotation)** : a Buyer may seek a number of quotations from Suppliers who have registered for a particular commodity outside of a Framework or Dynamic Purchasing System on [www.supplygov.ie](http://www.supplygov.ie).

**NOTE:** All Frameworks or Dynamic Purchasing Systems are advertised on [www.etender.gov.ie](http://www.etender.gov.ie).

**IT IS THE RESPONSIBILITY OF THE SUPPLIER TO KEEP UPDATED OF ALL RFT and RFQ NOTIFICATIONS ON [www.supplygov.ie](http://www.supplygov.ie) BY CHECKING THEIR ACCOUNT AND EMAIL REGULARLY.**

## 6.0: How to register for RFQ(s) – Request for Quotations (Supplies, Services & Tool Hire)

The screenshot shows the Supplygov.ie public procurement portal. At the top, there is a navigation menu with links for Home, Supplier Details, My RFTs & RFQs, My Competitions, My Checklist, Terms & Conditions, and Forms. Below the menu, a welcome message reads 'Welcome (SupplierID: 17124)' and a 'Logout' button is visible in the top right corner.

Instructions for suppliers are provided:

- Suppliers may express an interest in the competitions listed below.
- Applications for the competitions (Dynamic Purchasing Systems / Frameworks) listed below are processed *online*. Click 'Select' and complete all necessary steps in the application process.
- Suppliers may edit applications up to the Closing Deadline.

Two tables are displayed:

Competitions	Closing Date	Application Status	Options
DPS for Road Marking Supplies & Services for Local Authorities	--		<a href="#">SELECT</a>

Request for Quotations (RFQs) Categories	Closing Date	Options
Supplies, Services and Tool Hire	On-Going	<a href="#">SELECT</a>

A red arrow points to the 'SELECT' button in the second table. A callout box below the arrow contains the text: 'Click **'Select'** to view the list of commodities under this category'.



## Step 1 – Selecting Commodities –

**Please note – screenshot is only an extract of the listing.**

**Supplygov.ie**  
public procurement

Home | Supplier Details | Terms & Conditions | Forms

Welcome Test - Supplier Guide (SupplierID: ) [Logout](#)

### Step 1 of 3: Select Commodities

From the following list of commodities, please select the ones of interest to your company which you would like to get an opportunity to quote for:

Archaeological	<input type="checkbox"/>
BER Assessment	<input type="checkbox"/>
Blockwork/Brickwork Construction	<input type="checkbox"/>
Breathing Apparatus	<input type="checkbox"/>
Cleaning Services	<input type="checkbox"/>
Concrete Products	<input type="checkbox"/>
Consultancy Services	<input type="checkbox"/>
Courier Service	<input type="checkbox"/>
Diving/Civil Engineering Works	<input type="checkbox"/>
Drainage Pipes, Ducts and Fittings	<input type="checkbox"/>
Ecologist	<input type="checkbox"/>
Electrical Goods	<input type="checkbox"/>
Electrical Services	<input type="checkbox"/>

**NOTE: The list of Commodities may expand or change over time.**

It is the Supplier's responsibility to review the list and update their account accordingly. For example, if a new commodity is added and a Supplier has an interest in supplying that commodity, the Supplier must update their account to ensure they have registered their interest.

- Water Coolers
- Water Fittings
- Water Mains
- Water Meters
- Water Pumps
- Water Safety
- Water Services backfill/restoration materials
- Water Treatment Tanks
- Water/Waste Water Services/Treatment
- WCC Insulation Services
- Weedkiller & Grass Seed
- Well Boring/Drilling
- Well Testing

Once you have selected the Commodities you wish to quote for, click **'Next'**.  
You can amend this list at any time.

Back

Next

## Step 2 – Selecting Local Authorities

*Please note – screenshot is only an extract of the listing.*

### Step 2 of 3: Select Local Authorities

From the following list of Local Authorities, please select those that you would be interested in getting an opportunity to quote for:

- Carlow County Council
- Cavan County Council
- Clare County Council
- Cork City Council
- Cork County Council
- Donegal County Council
- Dublin City Council
- Dun Laoghaire-Rathdown County Council
- Fingal County Council
- Galway City Council

Once you have selected the Local Authority or Organisation which you would like to get an opportunity to supply, click **'Next'**.

Note: You can update/amend this list at any time

Back

Next

### Step 3 of 3: Confirmation of Submission (Supplies, Services & Tool Hire)

Home | Supplier Details | My RFTs & RFQs | My Frameworks & Commodities | My Checklist | Terms & Conditions | Forms

Welcome Test - (SupplierID: ) Logout

#### Step 3 of 3: Confirmation of Submission

Your company has successfully expressed an interest against the following framework/categories:

Category	Commodities	Local Authorities/ Regions
Supplies, Services & Tool Hire <span>✓</span>	<a href="#">View</a>	<a href="#">View</a>

My Account Complete

Click **'View'** under **'Commodities'** to view the list of commodities that you have registered an interest in.

Click **'View'** under the **'Local Authorities/ Regions'** to view the list of Local Authorities you have selected.

Click **'Complete'** to complete your submission.

**Note for RFQs only:** It is at the discretion of each individual Local Authority / Region to determine the number of suppliers it wished to invite to quote for the particular commodity. This will be dependent on each individual Local Authorities procurement policies.

## 7.0: How to register for RFT(s) – Request for Tenders for a framework /DPS

Any new Frameworks or Dynamic Purchasing Systems are advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie).

If you do not have an existing [www.etenders.gov.ie](http://www.etenders.gov.ie) account, please register an account by clicking on the 'SUPPLIER COMPANY REGISTRATION' link on the [www.etenders.gov.ie](http://www.etenders.gov.ie) homepage. Suppliers/Contractors should select the CPV (Common Procurement Vocabulary) code(s) that suit their business activity as accurately as possible. Suppliers/Contractors will then be able to download tender documents and prepare an application. Any issues in relation to Company Registration on [www.etenders.gov.ie](http://www.etenders.gov.ie) should be directed to their Helpdesk by ringing 021 243 9277 or by emailing [etenders@eu-supply.com](mailto:etenders@eu-supply.com).

Please refer to the Supplier Guides on [www.Supplygov.ie](http://www.Supplygov.ie) for instructions on how to make an application to any existing live Dynamic Purchasing System on [www.Supplygov.ie](http://www.Supplygov.ie).

## 8.0: How can I find out what Frameworks/Commodities and Local Authorities, I have registered an interest in?

Click on **'My Competitions'** tab

To view the Frameworks/DPS/Commodities you have selected an interest in click **'My Competitions'** tab.

Home | Supplier Details | My RFTs & RFQs | **My Competitions** | My Checklist | Terms & Conditions | Forms

Welcome (SupplierID: ) [Logout](#)

### My Competitions

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire for L			Active	Active	<a href="#">View Selections</a>	<a href="#">View Plant</a>

List of Frameworks/DPS/RFQs you have registered an interest in.

Competitions	Contracting Authorities	Status
Irish Water Plant Hire Services 2015 Region 3	<a href="#">View</a>	Active
Plant & Haulage Hire 2012	<a href="#">View</a>	Active
Plant Hire and Haulage 2013	<a href="#">View</a>	Active
General Construction & Trade Services 2013	<a href="#">View</a>	
Plant Hire Services 2014	<a href="#">View</a>	
Irish Water Plant Hire Services 2014 Region 3	<a href="#">View</a>	
Plant Hire Services 2015	<a href="#">View</a>	
Footpath, Roadway Restoration and Ancillary Works	<a href="#">View</a>	

Under the **'Status'** heading. You can see if you are Qualified/Disqualified/Active for a framework/DPS.

Click **'View'** under the heading **'Lots'** to review the list of commodities that you have registered an interest in.

Click **'View'** under the heading **'Contracting Authorities'** to review the list of Local Authorities you have selected.

Welcome (SupplierID: )

Logout

Click on 'View Selections' to view Lots, Regions Selected and Plant Selected

My Competitions

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire	09/12/2016 15:00:00	-	Active	Active	<a href="#">View Selections</a>	<a href="#">View Plant</a>

For DPS Plant Hire – You can see what Lots you are active for. You can also view what Regions & Plant you selected.

Click on 'View Plant' to view the Machinery/Plant you have registered on your Supplygov Account for this DPS.

**Currently, to add a machine/item of plant or to remove an item of plant/machinery from your Supplygov account, please contact the Supplygov Helpdesk on 076-1064020 or by emailing eproc@kerrycoco.ie.**

Competitions	Lots/Categories	Contracting Authority	Status
Irish Water Plant	<a href="#">View</a>		
Plant & Haulage Hire 2012	<a href="#">View</a>		
Plant Hire and Haulage 2013	<a href="#">View</a>		
General Construction & Trade Services 2013	<a href="#">View</a>		
Plant Hire Services 2014	<a href="#">View</a>		
Irish Water Plant Hire Services 2014 Region 3	<a href="#">View</a>		
Plant Hire Services 2015	<a href="#">View</a>		
Footpath, Roadway Restoration and Ancillary Works	<a href="#">View</a>	<a href="#">View</a>	Active
Supplies, Services & Tool Hire	<a href="#">View</a>	<a href="#">View</a>	On-Going

My Checklist

Back

## 8.1 To view what machinery/item of plant you have registered for under DPS Plant Hire

Home Supplier Details My RFTs & RFQs My Competitions My Checklist Terms & Conditions Forms

Welcome (SupplierID: ) [Logout](#)

*You will only receive Request for Tender emails for the DPS for Plant Hire 2017 based on the Category/Categories of Plant you selected during your application to the DPS for Plant Hire. See 'View Selections' on the 'My Competitions' page for your list of Categories. If you wish to add any Category of Plant to your account, you can contact the LGOPC by calling 076 1064020 or by emailing eproc@kerrycoco.ie.*

**DPS for Plant Hire for Local Au**

Click on **'View Plant'** to view the Machinery/Plant you have registered on your Supplygov Account for this DPS.

Section	Count	Options
Dumpers	2	<a href="#">View</a>
Excavators		<a href="#">View</a>
Tractor & Attachments		<a href="#">View</a>
Vans/Jeeps/Pickups		<a href="#">View</a>

Click on **'View'** under Options to see what machines you have registered against that Category of Plant

[My Account](#)



## 9.0: Viewing RFQs (Request for Quotations)/RFTs (Request for Tenders)

### 9.1: Viewing Request for Quotations (RFQs) or Request for Tenders (RFT)

Home Supplier Details **My RFTs & RFQs** My Competitions My Checklist Terms & Conditions Forms

Welcome (SupplierID: ) Logout

**Requests for Quotations (RFQs)** **Requests for Tenders (RFTs)**

Search RFQs By Reference [View Full List of RFQs](#) Search RFTs By Reference [View Full List of RFTs](#)

This screen appears and displays any RFQs or RFTs which you have been invited to respond to by a Buyer.

RFQs are located on the left side of the screen in the section called Request for Quotations (RFQs) and RFTs are listed on the right hand side called Request for Tenders (RFTs). This screen will only display the latest three RFTs or RFQs.

<a href="#">KY1600000000</a> <b>Under Consideration</b>   <b>Submitted</b>	29/03/2017 - 02/04/2017	1 Items	<a href="#">View RFT</a>
Kenm handrailing & power cable duct & inspection chambers. Please see attached photographs for on-site location of proposed footpath.			
29/04/2016 - 16/05/2016	1 Items	<a href="#">View RFQ</a>	
<a href="#">KY14000375Q</a> <b>Under Consideration</b>   <b>Submitted</b>			
Footpath replacement			
08/08/2014 - 15/08/2014	1 Items	<a href="#">View RFQ</a>	
<a href="#">KY14000373Q</a> <b>Under Consideration</b>   <b>Submitted</b>			
Footpath replacement			
08/08/2014 - 15/08/2014	1 Items	<a href="#">View RFQ</a>	
<a href="#">KY17000023W</a> <b>Under Consideration</b>   <b>No Response</b>			
Van Hire for Kerry County Council Water Services Operations - 1 No. open back pick up type van required immediately			
21/03/2017 - 29/03/2017	1 Items	<a href="#">View RFT</a>	
<a href="#">KY17000022W</a> <b>Under Consideration</b>   <b>No Response</b>			
Hire of a 4X4 Jeep (passenger jeep, not a pick up)			
21/03/2017 - 29/03/2017	1 Items	<a href="#">View RFT</a>	

To view all RFQs/RFTs click on ‘View Full List of RFQs’ or ‘View Full list of RFTs’ link.

The image displays two side-by-side screenshots of the SupplyGov website. The left screenshot shows the 'Requests for Quotations (RFQs)' section. It features a search bar with the text 'Search RFQs By Reference' and a 'Search RFQs' button. A red arrow points from a callout box to the 'View Full List of RFQs' link. Below the search bar, there are three RFQ listings. The first listing is for 'KY16000204Q Under Consideration | No Response' with a description: 'Kenmare Civic Amenity Site. Provide / install a footpath including safety handrailing & power cable duct & inspection chambers. Please see attached photographs for on-site location of proposed footpath.' The second listing is for 'KY15000339Q Under Consideration | No Response' with a description: 'Community Dept. - Burial Grounds: TO BE VALID QUOTATION FORM'. The third listing is for 'KY15000338Q Cancelled' with a description: 'Community Dept - Burial Grounds: to be valid must attach "BG GEN MTCE REPAIR WORK QUOTATION FORM'. A callout box with a red arrow pointing to the 'View Full list of RFQs' link contains the text: 'Click 'View Full list of RFQs' to view the list of all RFQs which you have been invited to quote for.'

The right screenshot shows the 'Requests for Tenders (RFTs)' section. It features a search bar with the text 'Search RFTs By Reference' and a 'Search RFTs' button. A red arrow points from a callout box to the 'View Full List of RFTs' link. Below the search bar, there are three RFT listings. The first listing is for 'KY15000229T Under Consideration | No Response' with a description: 'Refurbishment of Local Authority Void units at 16 & 62 Iveragh Park, Killorglin'. The second listing is for 'KY15000228T Order Placed | No Response' with a description: 'Refurbishment of Local Authority Void unit at 27 The Grove Dingle'. The third listing is for 'KY15000224T Under Consideration' with a description: 'Refurbishment of 175 Shank'. A callout box with a red arrow pointing to the 'View Full List of RFTs' link contains the text: 'Click 'View Full List of RFTs' to view the list of all RFTs which you have been invited to tender for.'

A full list of all RFQs or RFTs will appear that you have been invited to quote/tender for. Please note some of these may have expired as the closing date has passed.

Once the closing date has passed, it will change from ‘Open’ to ‘Under Consideration’

No Response means you have not submitted a reply/response to this RFT/RFQ

## 9.2: Searching by RFQ/RFT Reference Number

The email you receive contains a specific RFQ/RFT reference number which you will need to insert in the text box to search 'Search RFQs/RFTs by Reference'.

To search for a specific RFQ/RFT Reference that was quoted in your email, enter the reference number in the 'Search RFQs by reference' or 'Search RFTs by reference' textbox and click on the 'Search RFQs' or 'Search RFTs' button.

The image shows two side-by-side screenshots of the SupplyGov website. The left screenshot is titled 'Requests for Quotations (RFQs)' and features a search bar labeled 'Search RFQs By Reference' with a 'Search RFQs' button. Below the search bar, a list of RFQs is displayed, including one with reference number 'KY16000204Q' and another with 'KY15000228T'. The right screenshot is titled 'Requests for Tenders (RFTs)' and features a search bar labeled 'Search RFTs By Reference' with a 'Search RFTs' button. Below the search bar, a list of RFTs is displayed, including one with reference number 'KY15000229T' and another with 'KY15000224T'. Two callout boxes with green backgrounds and black text provide instructions: the left one says 'Enter the RFQ reference Number in the 'Search RFQs by Reference' text box and click 'Search RFQs'' and the right one says 'Enter the RFT reference Number in the 'Search RFTs by Reference' text box and click 'Search RFTs''. Red arrows point from these callout boxes to the respective search text boxes and buttons on the website screenshots.

The following screen appears if the RFQ/RFT reference you entered is correct and has been found. The results are shown as displayed below. The RFQ/RFT reference number is displayed along with the status of the RFQ/RFT, the timeframe and the number of line items. To view the full details click **'View RFQ'** or **'View RFT'**.

## Requests for Quotations

Search RFQs By Reference

Total Results: 1

Page 1 of 1

Click **'View RFQ'** to view the full details of the request

[KY16000238Q](#) **Open** | **No Response**

Supply and installation of energy efficient lighting scheme, including lanterns, columns, brackets, associated cable, metering cabinets as required and wireless presence/people based dynamic control and monitoring solution (similar to Rock St. to Mounthawk, Tralee, amenity trail)

17/05/2016 - 27/05/2016

1 Items

[View RFQ](#)

Total Results: 1

Page 1 of 1

« < 1 > »

## Requests for Tenders (RFTs)

Search RFTs By Reference

Total Results: 1

Page 1 of 1

[KY16000150T](#) **Open** | **No Response**

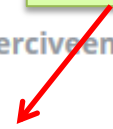
Insulation and ventilation upgrade to Kerry County Council Local Authority Houses at Fertha Drive Caherciveen, Cuirt Phiarais Baile an Fheirtearaigh and Lios na gCraobh Annascaul

17/05/2016 - 26/05/2016

1 Items

[View RFT](#)

Click 'View RFT' to view the full details of the request



Total Results: 1

Page 1 of 1

« < 1 > »

## 10.0: Overview of an RFT – Example: A Closer look at the details in a Plant Hire DPS RFT

Request for Tender: **KY170000** Open

### Summary

**Description:** Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel, jobs within Killarney Municipal Area. See map attached.

**Date Published:** 29/03/2017

**Closing Date:** 05/04/2017 - 12:00

**Buyer Contact:** Olivia O Sullivan  
olivia.osullivan@kerrycoco.ie.test  
076-1064020

**Expected Delivery Date:**

**Delivery Location:**  
various locations within Killarney Munipal Area

#### Summary Contains:

- Description of RFT
- Date Published
- Closing date and time
- Buyer Contact details
- Expected Delivery Date
- Delivery Location

### Documents

 [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)

 [map of killarney locations\(2\).pdf](#) (23.28 KB)

#### Documents:

Documents section contains any documents uploaded by the Buyer. **These documents should be read carefully prior to responding to the RFT**

### Line Items

**DPS for Plant Hire for Local Authorities and the OPW** > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes  
**All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.**

Per Day w  
Operator

Select Machine	Machines	Per Day w Operator
Choose ▾ <a href="#">Add</a>		€ <input type="text"/>
VAT	0.00% ▾	€
Item Total		€

### Charges

**A Buyer, in this example a Local Authority, may attach a document which they want completed & returned as part of your submission:**

- (i) Open the document
- (ii) Save it to your own computer under a different name
- (iii) Complete all details and save. You will have to attach this file under the 'Suppliers Documents' section which is explained in Section 11.3

### Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

**Line Items:**  
Lists the product/type of plant that is required and the rate type. In this example the rate required is 'per day with driver.'

Select Machine	Machines	Per Day w Operator
Choose ▾ <a href="#">Add</a>		€ <input type="text"/>
VAT	0.00% ▾	€
Item Total		€

**Select Machine:**  
When responding to an RFT for Plant Hire, you must select the 6 digit *Supplygov* Machine Reference number from the dropdown menu and click 'Add'

### Charges

Charge	VAT Rate	Price	Total
VAT on Charges			
Charges Total			

**Supplier Documents:**  
All documentation/additional information to be returned by a Supplier such as Specification etc. can be attached here.

### Supplier Documents

Documents

## 11.0: Completing your Submission

### 11.1: Plant Hire: Selecting a Machine and adding it to the RFT

**NOTE: This only applies to the section on Plant Hire. If you are not registered for Plant Hire, skip to section 11.2**

#### Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes  
Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

#### Select Machine

Choose ▾ Add  
Choose Machine  
281909

**Step 2** – Click 'Add'. You can select more than one machine reference, provided the same rate applies.

Per Day w Operator

€

€

€

Item Total

#### Charges

Charge	VAT Rate	Price
--------	----------	-------

**Step 1** – From the 'Select Machine' dropdown menu, select the 6 digit machine reference that you wish to Tender

**If a machine reference number is not in the dropdown menu** you may not have the machine registered under *SupplyGov*. Or, you may have entered the item of plant under the wrong category.

If this is the case, contact the *Supplygov.ie* Helpdesk Team by telephone on 076-1064020 or by email at [eproc@kerrycoco.ie](mailto:eproc@kerrycoco.ie) for assistance.



## 11.2: Entering the Pricing details

### Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Operator
281909 <a href="#">Add</a>	Ref: 281909   <a href="#">Remove</a>	€ 85.00
VAT	0.00% <a href="#">▼</a>	€0.00
Item Total		€85.00

### Charges

Charge	VAT Rate	Price
VAT on Charges		€0.00
Charges Total		€0.00

**Step 3** – Once the machine has been added, enter the rate.

### Supplier Documents

Documents [Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

### 11.3: Adding Attachments

#### Line Items

**DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes**  
**Per Day w Operator**  
**All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.**

Select Machine	Machines	Per Day w Operator
281909 <a href="#">Add</a>	Ref: 281909   <a href="#">Remove</a>	€ 85.00
VAT	0.00%	€0.00
Item Total		€85.00

#### Charges

Charge	VAT Rate	Price
VAT on Charges		
Charges Total		




#### Supplier Documents

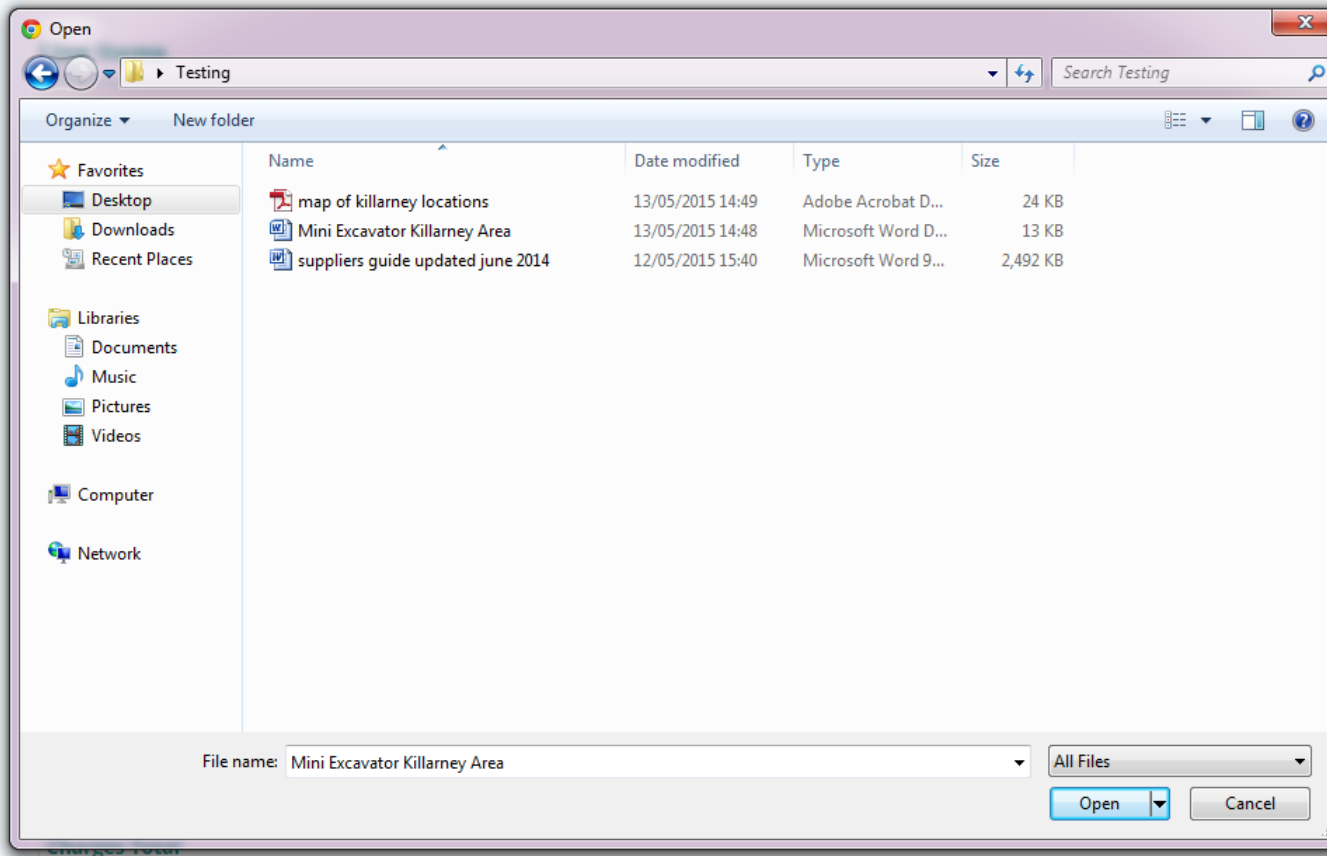
Documents [Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

**Step 4 – Adding Attachments**  
Click 'Upload File'.  
Locate and select the file that you saved and completed.

### Documents

-  [map of killarney locations\(1\).pdf](#) (23.28 KB)
-  [Mini Excavator Killarney Area.docx](#) (12.29 KB)
-  [Mini Excavator Killarney Area.xlsx](#) (8.52 KB)



### Supplier Documents

#### Step 4 – Adding Attachments

Highlight/Select the file that you saved.



#### When naming a file for uploading always ensure:-

- The file name is different to that of the file name the Local Authority uploaded.
- The file name is short and does not include symbols e.g. underscore\_ ; comma, etc.

#### Reasons that files may fail to attach/upload:

- File name too long. Please rename the file using a shorter name and try attaching again. Avoid symbols in the file name.
- File size too large

### Documents

-  [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)
-  [map of killarney locations\(2\).pdf](#) (23.28 KB)

### Line Items

**DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes** Per Day w Operator


**All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.**

Select Machine	Machines	Per Day w Operator
281909 <a href="#">Add</a>	Ref: 281909   <a href="#">Remove</a>	€ 85.00
VAT	0.00% <a href="#">▼</a>	€0.00
Item Total		€85.00

### Charges

Charge	VAT Rate	Price	Total
VAT on Charges			€0.00
Charges Total			€0.00

### Supplier Documents



- Documents 
- [map of killarney locations.pdf](#) (23.28 KB) [Remove](#)
- [Upload File](#)

**Step 4 cont. – Adding Attachments**

The RFT form will display the file name which you selected.

[Cancel](#) [No Thanks](#) [Proceed](#)

### Documents

-  [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)
-  [map of killarney locations\(2\).pdf](#) (23.28 KB)

### Line Items

**DPS for Plant Hire for Local Authorities and the OPW** > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

**All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.**

Select Machine	Machines	Per Day w Operator
281909 <a href="#">Add</a>	Ref: 281909   <a href="#">Remove</a>	€ 85.00
VAT	0.00%	€0.00
<b>Item Total</b>		<b>€85.00</b>


**Step 4 cont. – Adding Attachments**

Once you have chosen and added the document, an option to remove the document appears. This indicates that the document has been attached correctly.

### Charges

Charge	VAT Rate	Price	Total
VAT on Charges			00
<b>Charges Total</b>			<b>€0.00</b>

### Supplier Documents

Documents  [map of killarney locations.pdf](#) (23.28 KB) [Remove](#)

[Upload File](#)

**To add additional documents** you need to repeat Step 4.

[Cancel](#) [No Thanks](#) [Proceed](#)

**Documents**

-  [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)
-  [map of killarney locations\(2\).pdf](#) (23.28 KB)

**Line Items**

**DPS for Plant Hire for Local Authorities and the OPW** > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator


**All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.**

Select Machine	Machines	Per Day w Operator
281909 <a href="#">Add</a>	Ref: 281909   <a href="#">Remove</a>	€ 85.00
VAT	0.00% <a href="#">▼</a>	€0.00
Item Total		€85.00

**Charges**

Charge	VAT Rate	Price	Total
VAT on Charges			€0.00
<b>Charges Total</b>			<b>€0.00</b>

**Supplier Documents**

Documents 

map of killarney locations.pdf (23.28 KB) [Remove](#)

[Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

Once you have completed all the details and uploaded the required documentation, click **'Proceed'** to save the RFT and continue.

## 12.0: Submitting your response

When you click on **‘Proceed’**, a summary of your response appears:

Welcome (SupplierID: )
Logout

**Final Step - Please review response and press 'Send Response'**

Request for Tender: KY16000151T Open | Draft

**Summary**

**Description:** Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel. Jobs within Killarney Municipal Area. See map - Transportation to each job must be included in rate.

**Date Published:** 20/05/2016

**Closing Date:** 27/05/2016 - 12:00

**Buyer Contact:**  
**Tester tester** @kerrycoco.ie.test  
 076-1064020

**Expected Delivery Date:**

**Delivery Location:** various locations within Killarney Municipal Area. Map Attached. Transportation included in the rate

Please note that your response is still in **DRAFT**, you need to scroll down to end of screen to proceed to submit your response.

**Documents**



[map of killarney locations.pdf](#) (23.28 KB)

[Mini Excavator Killarney Area.docx](#) (12.29 KB)

**Line Items**

Code	Product/Service	Machine(s)	Per Day w Driver	Per Wk w Driver
	<b>Plant Hire Services 2015 &gt; Excavators &gt; Mini Excavator 360° with Buckets &gt; Less than 5 Tonne 3.5 to 5 tonne rubber tracked zero tail swing mini excavator including operator and fuel.</b> Notes: All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate. Min. one day hire. Price from 1/6/16 to 31/12/16	Ref: 200373	€189.000	€945.000
	VAT @0.00%		€0.000	€0.000
	<b>Item Totals</b>		<b>€189.000</b>	<b>€945.000</b>

### Documents

-  [map of killarney locations.pdf](#) (23.28 KB)
-  [Mini Excavator Killarney Area.docx](#) (12.29 KB)

### Line Items

Code	Product/Service	Machine(s)	Per Day w Driver	Per Wk w Driver
	<b>Plant Hire Services 2015</b> > Excavators > Mini Excavator 360° with Buckets > Less than 5 Tonne <b>3.5 to 5 tonne rubber tracked zero tail swing mini excavator including operator and fuel.</b> Notes: All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate. Min. one day hire. Price from 1/6/16 to 31/12/16	Ref: 200373	€189.000	€945.000
VAT @0.00%			€0.000	€0.000
Item Totals			€189.000	€945.000

Charges	Sub-Total	VAT Rate	Vat
<b>Total</b>	€0.00		€0.00

### Supplier Documents

-  [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)

Please ensure you complete and upload any questionnaire or documentation required by the Local Authority (Buyer) to ensure you are submitting a valid response.

Back

Send Response

Any documents which you have attached will appear here. Please check to ensure that all documentation required is attached. If you are missing a document, click 'Back' and repeat Step 4

If you wish to submit your response

- (i) **Tick the box** to agree that you have completed the questionnaires/ documentation (as appropriate).
- (ii) Click **'Send Response'**

**Note :To successfully submit RFT response, you must CLICK 'Send Response'.** Otherwise, your submission will remain in draft and the buyer will not be able to view your submission



When you click on 'Send Response', the following appears:

The screenshot displays the Supplier Guide interface. At the top, there is a navigation menu with the following items: Home, Supplier Details, My RFTs & RFQs, My Frameworks & Commodities, My Checklist, and Terms & Con. Below the menu, the user is greeted with 'Welcome' and '(SupplierID: )'. A prominent green message states: '✔ RFT has been successfully submitted'. Below this message is the heading 'Requests for Tenders (RFTs)'. A search bar is present with the text 'Search RFTs By Reference' and a 'Search RFTs' button. At the bottom of the search results area, it shows 'Total Results: 2192', 'Page 1 of 220', and a pagination control: '« < 1 2 3 4 5 6 7 8 9 10 > »'. A callout box on the right side of the screen contains the text: 'When your response has been sent, a message appears at the top of the screen – 'RFT has been successfully submitted''. A red arrow points from this callout box to the green message on the screen.

## 13.0: Confirming Response has been submitted to the Local Authority

If you wish to confirm that the RFQ/RFT has been submitted successfully, use the search facility as in the previous page to locate the RFQ/RFT:

The screenshot displays the 'My RFTs & RFQs' section of the Supplier Guide. It is divided into two columns: 'Requests for Quotations (RFQs)' and 'Requests for Tenders (RFTs)'. Each column has a search bar and a 'Search' button. Below the search bars are lists of items with their reference numbers, status, and descriptions. A red arrow points to the 'Submitted' status of the RFT 'KY16000151T'. Two callout boxes provide additional information:

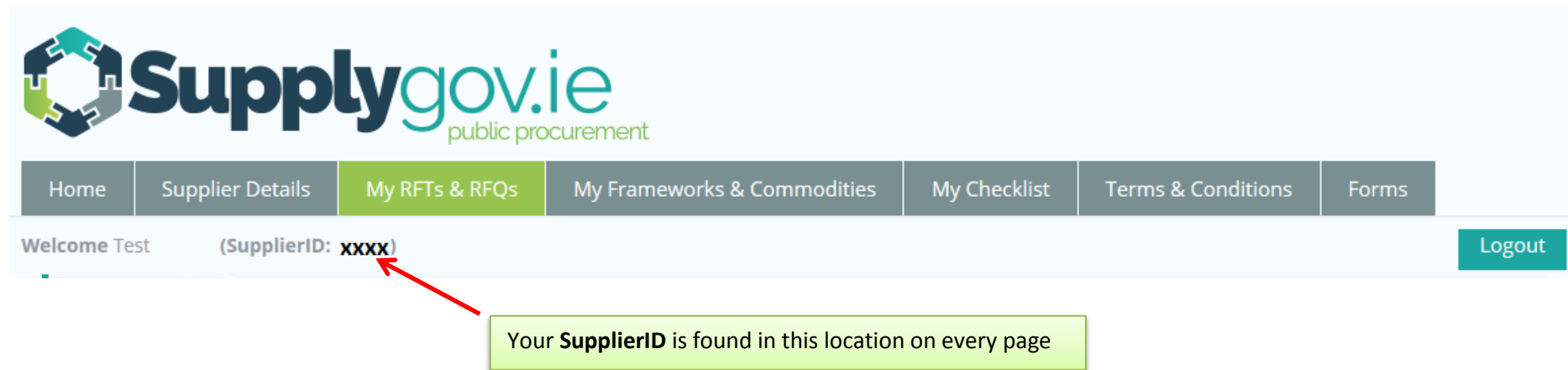
- Callout 1 (top right):** Once successfully submitted and prior to the closing date, the status of the RFQ/RFT will change to **Open I Submitted**.
- Callout 2 (bottom right):** Once the closing date has passed, the status of the RFQ/ RFT will change from **'Open I Submitted'** to **'Under Consideration I Submitted'**.
- Callout 3 (bottom right):** If you have submitted a response prior to the closing date and the status of the RFT is **'Open I Draft'**, you need to follow the steps in Section 12 above and ensure that you click **'Send Response'** to submit your application.

Reference	Status	Description	Start Date	End Date	Items	Action
KY16000204Q	Under Consideration   No Response	Kenmare Civic Amenity Site. Provide / install a footpath including safety handrailing & power cable duct & inspection chambers. Please see attached photographs for on-site location of proposed footpath.	29/04/2016	16/05/2016	1 Items	<a href="#">View RFQ</a>
KY16000193Q	Under Consideration   No Response	Remedial work & repairs to Chainlink Fencing @ NKL	21/04/2016	28/04/2016	4 Items	<a href="#">View RFQ</a>
KY16000184Q	Under Consideration   No Response	Re-roof and install solar panels at 37 & 38 Ard Aoibhean, Waterville and associated works as per scope of Works. Works must be completed by Friday 13th May, 2016	18/04/2016	21/04/2016	1 Items	<a href="#">View RFQ</a>
KY16000151T	Open   Submitted	Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator fuel. Jobs within Killarney Municipal Area. See map - Transportation to e	20/05/2016	27/05/2016	1 Items	<a href="#">View RFT</a>
OS16000006T	Under Consideration   No Response	360° EXCAVATOR 13 - 18 Tonne (including driver) for OPW work sites Co. Limerick HIRE MINI COMPETITION DETAILS	09/05/2016	11/05/2016	1 Items	<a href="#">View RFT</a>
OS16000005T	Under Consideration   No Response	360° EXCAVATOR 6-8 Tonne (without driver) work sites in Co. Kerry HIRE M COMPETITION	04/05/2016	06/05/2016	1 Items	<a href="#">View RFT</a>

## 14.0: How do I change my response if I have submitted my RFQ/RFT?

If you have submitted an RFT/RFT and want to amend it PRIOR to the closing date/time of the RFT/RFQ, you must contact the Administrator of the of the Local Authority that issued the RFT/RFQ. The 'Contact Us' page lists the administrator contacts in each Buyer Organisation or Local Authority. Alternatively you can contact the Supplygov Helpdesk Team on 076-1064020 to seek assistance.

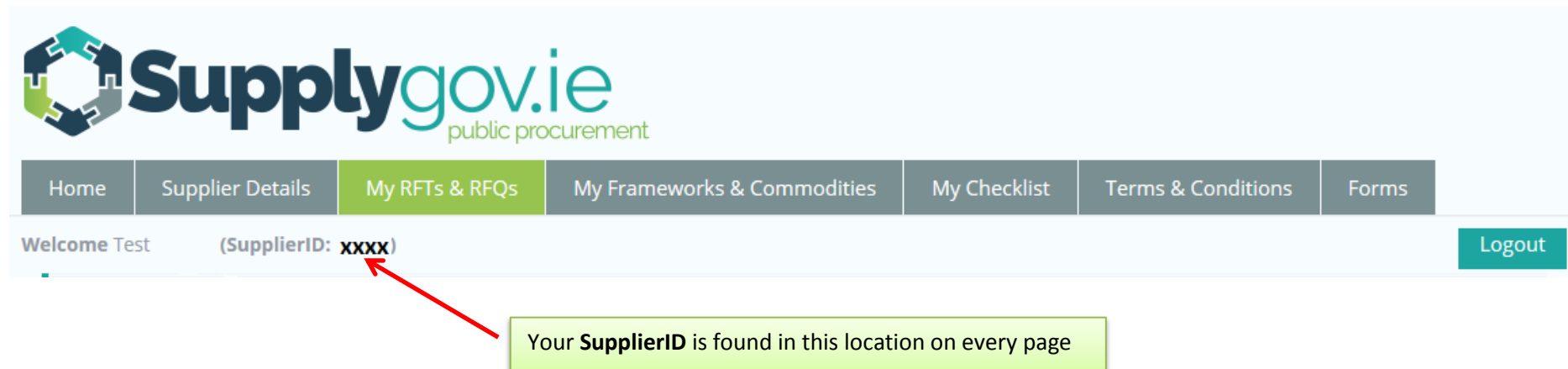
You must quote the RFQ/RFT Reference number as well as your Supplier ID when making a request.



## 15.0: I 'declined' an RFQ/RFT in error – how do I get this re-opened?

If you have declined a RFQ/RFT and now wish to re-open it PRIOR to the closing date and time of the RFQ/RFT you can contact the Supplygov Helpdesk Team on 076-1064020 or by email to [eproc@kerrycoco.ie](mailto:eproc@kerrycoco.ie) to seek assistance.

You must quote the RFQ/RFT Reference number as well as your Supplier ID when making a request.



The screenshot displays the Supplygov.ie public procurement portal. At the top left is the logo, which consists of a stylized gear icon made of interlocking puzzle pieces in shades of blue and green, followed by the text "Supplygov.ie" in a large, dark blue font, and "public procurement" in a smaller, green font below it. Below the logo is a horizontal navigation bar with seven menu items: "Home", "Supplier Details", "My RFTs & RFQs" (highlighted in green), "My Frameworks & Commodities", "My Checklist", "Terms & Conditions", and "Forms". Below the navigation bar is a user profile area. On the left, it says "Welcome Test" followed by "(SupplierID: xxxx)". A red arrow points from a green callout box below to the "xxxx" part of the Supplier ID. The callout box contains the text "Your **SupplierID** is found in this location on every page". On the right side of the user profile area, there is a teal "Logout" button.

## 16.0: How can I find my Supplygov Machine Reference Number? (This only applies to PLANT HIRE)

Welcome (SupplierID: ) [Logout](#)

**My Competitions**

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire for Local Authorities and the OPW	09/12/2016 15:00:00	-	Active	Active	<a href="#">View Selections</a>	<a href="#">View Plant</a>

Competitions	Lots/Categories	Contracting Authorities	Status
Irish Water Plant Hire Services 2015 Region 3	<a href="#">View</a>	<a href="#">View</a>	Active
Plant & Haulage Hire 2012	<a href="#">View</a>	<a href="#">View</a>	Active
Plant Hire and Haulage 2013	<a href="#">View</a>	<a href="#">View</a>	Active
General Construction & Trade Services 2013	<a href="#">View</a>	<a href="#">View</a>	Active
Plant Hire Services 2014	<a href="#">View</a>	<a href="#">View</a>	Active
Irish Water Plant Hire Services 2014 Region 3	<a href="#">View</a>	<a href="#">View</a>	Active
Plant Hire Services 2015	<a href="#">View</a>	<a href="#">View</a>	Active
Footpath, Roadway Restoration and Ancillary Works	<a href="#">View</a>	<a href="#">View</a>	Active
Supplies, Services & Tool Hire	<a href="#">View</a>	<a href="#">View</a>	On-Going

Home Supplier Details My RFTs & RFQs My Competitions My Checklist Terms & Conditions Forms

Welcome (SupplierID: ) Logout

*You will only receive Request for Tender emails for the... See 'View Selections' on the 'My Competitions' page for... or by emailing eproc@kerrycoco.ie.*

*...during your application to the DPS for Plant Hire. ... you can contact the LGOPC by calling 076 1064020*

**DPS for Plant Hire for Local Authorities and the O Summary**

Section	Count	Options
Dumpers	2	<a href="#">View</a>
Excavators	8	<a href="#">View</a>
Tractor & Attachments	10	<a href="#">View</a>
Vans/Jeeps/Pickups		<a href="#">View</a>

Click **'View'** to view individual plant items.

My Account

### Plant/Machine Details

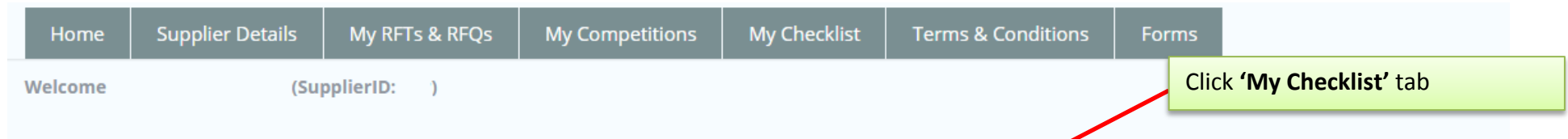
<b>Product</b>	Dumpers
<b>Product Item</b>	Articulated Dumper
<b>Reference Number</b>	297255
<b>Make</b>	John Deere
<b>Model</b>	Model Dumper
<b>Type</b>	Front Mounted
<b>Year of Manufacture</b>	2011
<b>Drive</b>	4 Wheel Drive
<b>Type of Skip</b>	Hydraulic Skip
<b>Maximum Operating Weight</b>	
<b>Capacity of Dumper</b>	2 ton
<b>HP</b>	2
<b>Serial No./Chassis No.</b>	1245TestXXXX
<b>Cab</b>	Yes
<b>Side Tip</b>	Yes
<b>Have you a On-Road permit?</b>	Yes
<b>Vehicle License No.</b>	
<b>Operator Available</b>	
<b>Registration No.</b>	

**Reference Number:** - this is the *Supplygov* Machine Reference

If you wish to **amend/change details** of a machine - contact the *Supplygov* Helpdesk Team by telephone on 076-1064020 or by email at [eproc@kerrycoco.ie](mailto:eproc@kerrycoco.ie).

Back

## 17.0: My Checklist



All checklists have 3 main sections: Online Declaration, Online documents to be completed by a Supplier & Online Insurance Declarations to be completed by an Insurance company. You might also be required to submit hardcopy documentation but this will depend on the Framework/DPS.

See screenshots below.

**'My Checklist'** shows a list of any 'Outstanding' documentation on the account.

Checklists will vary according to the Framework(s)/DPS you have selected an interest in.



## 17.1: Online Declaration (Irish Water Framework)

The following declarations have been completed online successfully:

		Status
(1) Does the Contractor/Supplier have employees?	Yes	Complete
(2) Does the Contractor/Supplier have 3 or less employees?	No	Complete
(3) Does the Contractor/Supplier have a Pension and Sickness Scheme in place for its Employees?	No	Complete
(4) Was a Pension/Sickness Scheme in place but declined by Employees?	No	Complete
(5) I confirm that the Contractor/Supplier complies with all statutory requirements in relation to PAYE and PRSI, employment agreements registered or purported to be registered under the Industrial Relations Act 1994 to 2012, relevant sick pay and pension schemes and minimum standard conditions and pay rates of the relevant industry	Yes	Complete
(6) I confirm that, if successful, the insurance requirements as outlined in the Instructions can be put in place and the online questionnaire relating to insurance at www.SupplyGov.ie will be completed by the Contractor/Supplier's insurance company/broker.	Yes	Complete
(7) I confirm that the Contractor/Supplier is fully tax compliant and the holder of a current Tax Clearance Certificate.	Yes	Complete
(8) I confirm that the Contractor/Supplier complies with Safety, Health and Welfare at Work Act, 2005	Yes	Complete
(9) I declare that details of Safe Pass Cards for all employees have been entered online and will be kept updated at www.SupplyGov.ie	Yes	Complete
(10) I declare that the Contractors/Suppliers Online Questionnaire has been completed online at www.SupplyGov.ie	Yes	Complete
(11) I confirm that the Contractor/Supplier will submit, when requested, a signed copy of the declaration set out in Schedule 4 (Personal Situation Declaration Form) of the Instructions, confirming that none of the circumstances set out in that Schedule apply to the Contractor (all the answers to the questions must be NO).	Yes	Complete
(12) I declare that the Contractor/Supplier complies with the Terms and Conditions	Yes	Complete
(13) I declare that the Contractor/Supplier complies with the Specification under Schedule 1 of the Instruction to Tenderers document(s).	Yes	Complete
(14) Can the Contractor/Supplier (including any parent, subsidiary or associated company of the Contractor/Supplier or any director, partner or person in an equivalent position in the Contractor/Supplier) confirm that (a) it is not engaged in any service or operation which relates or may relate in any direct way to the outcome of this Competition; and (b) there is no registerable interest involving the tenderer or any sub-contractors and any of the members of Local Authorities or the Office of Public Works or their relatives?	No	Complete
(15) Does the Contractor/Supplier intend to subcontract all or part of any works?	No	Complete

Please ensure that all questions in **Section 1 – Online Declaration** are completed.

Declared By      Name: **Your name** \*      Position: **Owner** \*      Date: **17/09/2014** \*

## 17.2: On-line documents to be completed by Supplier – required at point of hire

Please ensure the Contractors/ Suppliers Online Questionnaire is completed.

To complete, click **'View'**, answer all questions in each page and click **'Next'**. Click **'Finish'** on final page of questionnaire.

**The following have been completed online successfully:**

	<b>Status</b>
(16) Contractors/Suppliers Online Questionnaire	Complete
(17) Safe Pass Card with Fás Accreditation for Employees	Complete
(18) Certificate of Competence with Fás Accreditation (Skills Card)	Complete
(19) Employers Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.	Complete
(20) Motor Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.	Complete
(21) Public Product Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.	Complete

**Safe Pass Cards & Skills Cards**, if applicable, may be entered in this section.

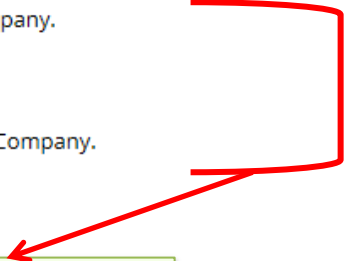
To enter or update Safe Pass Cards & Skills cards for you or your employees, click **'View'**, then click **'Enter New Card'** or **'Edit'** to edit a card that is already entered i.e. New Expiry Date, Card Number or categories.

### 17.3: On-line documents to be completed by Insurance company/broker – required at point of hire

---

**The following have been completed online successfully:**

		<b>Status</b>
(16) Contractors/Suppliers Online Questionnaire	<a href="#">View</a>	Complete
(17) Safe Pass Card with Fás Accreditation for Employees	<a href="#">View</a>	Complete
(18) Certificate of Competence with Fás Accreditation (Skills Card)	<a href="#">View</a>	Complete
(19) Employers Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(20) Motor Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(21) Public Product Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete



**The Questionnaires relating to Insurance must be completed by your Insurance Broker/Insurance Company.**

Insurance Companies have Login access to *Supplygov.ie* and can update your account when requested to do so. Contact your insurance company/ broker directly to discuss this requirement.

## 17.4: Documentation Checklist:

Copies of the following documents must be sent by post to the 'Procurement Section, Kerry County Council, Unit 9 building C, Reeks Gateway, Rock Rd., Killarney, Co.Kerry'.

Status

Documents will not be accepted by email:

(22) Current Safety Statement or HSA Code of Practice (Completed Appendix E)

Outstanding

There is a requirement that all safety statements have to be signed and have a current date to be valid. Please ensure the relevant page(s) of the safety statement that requires a signature and date is fully completed.

(23) Air Receiver Check for

Compressors: Mobile Air Compressors, Machine Reference:294205, 000

Outstanding

(24) Plant Hire Relevant Experience Form

Outstanding

(25) Vehicle Registration Certificate for

Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125

Outstanding

Dumpers: Articulated Dumper, Machine Reference:297255, Reg No: XXXKYXXXXX

Outstanding

(26) Valid Certificate of Road Worthiness for

Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125

Outstanding

(27) Report of Thorough Examination (GA1) for

Steel Tracked Excavator 360°: Greater than 20 Tonne, Machine Reference:297250, Reg No:

Outstanding

(28) VOIDS Suitability Questionnaire QW2

Outstanding

(29) VOIDS Supplement 3.4.1

Outstanding

Some Frameworks applications will require **hardcopy documentation**. If this is the case, this will be stated on the Documentation Checklist.

This documentation must be addressed to the LGOPC at Unit 9, The Reeks Gateway, Tralee Road, Killarney, Co Kerry, V93 KVK1.