



Sligo County Council
Comhairle Chontae Shligigh

Sligo.

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender

Supply on Lease Hire with Maintenance of 2,200 kg–3,500 kg GVW Low Emission Diesel/HVO Panel Vans and 2,400 kg–3,900 kg GVW Battery Electric (BEV) Panel Vans

**Closing Date and Time for
Receipt of Tenders**

Wednesday 7 January 2026 at 12:00 noon

Organisation Name

Contact Name*

Contact Email

*** Please note that all communication regarding this Tender will be through the eTenders messaging system. Please ensure that the Contact Name is registered as an eTenders user.**

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Instructions for Completion

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.
Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)

Financial Information – Pass/Fail Criteria

Tax Clearance			Please confirm YES/NO	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:			Yes	
			No	
Tenderer Name:				
Tenderer PPSN/ Tax Reference Number				
Access Number				
OR				
I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)				
Registration Number		Certificate Number		
OR				
I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request			Yes	
			No	
Turnover				
I confirm that we have the requisite turnover to be considered for the contract/framework.				
Year	2023	2022	2021	
Month End (e.g. July)				
Turnover €				
I confirm that I will provide evidence of turnover promptly on request. NOTE #1: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from a senior partner.			Yes	
			No	

Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		
Product Liability	€6,500,000	€		
OR				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, or where we do not currently have the required forms of insurances, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: – Evidence of insurances in place - or – A letter from Insurance Broker confirming that the required levels can be put in place if successful				
Note: Insurances provided by vendors must be authorised for this jurisdiction. Note: The Employers Liability, Public Liability and Products Liability insurances must include a notation of an Indemnity to Principals clause or otherwise for the Council to be specifically indemnified				

Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		YES	NO
1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	Participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	Corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	Fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	The subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	The subject of a conviction for money laundering or terrorist financing;		
1.1.f	The subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2 Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			

2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	Has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	Is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	Is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	Has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	Has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	Confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	Has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	Is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	Has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	Has undertaken to: - Unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - Negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration Re Statutory Obligations – Pass/Fail Criteria

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		YES	NO
(a)	Employment Equality Acts 1998-2011		
(b)	Equal Status Acts 2000-2011		
(c)	National Minimum Wage Act 2000 as amended		
(d)	Organisation of Working Time Act 1997 as amended		
(e)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(f)	Disability Act 2005		
(g)	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
This Declaration is made for the benefit of the Contracting Authority I/We certify that if a Trade Union refers a case concerning such employees of this company, whom they represent, to the Workplace Relations Commission conciliation service or to the Labour Court for investigation, that the company will accept the invitation and participate in such conciliation conferences or hearings, as appropriate. I certify that the information provided in the Declaration re Personal Circumstances and the Declaration re Statutory Obligations is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in these Declarations will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Tenderer			
Name of Authorised Signatory			
Position			
Signature			

Manpower Levels – Pass/Fail Criteria

Skillset Required	Full Time Equivalent (FTE) Numbers in Tendering Entity	FTEs provided via 3 rd Parties	Minimum Number Required
Must submit a statement showing details of organisational structure, current manpower levels and skill base.			
Workshop Manager			1
LCV (Panel Vans) Fitters			2
Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3 rd parties, if applicable.			
Organisation Chart Attached	Yes		
	No		

Technical Resources – Pass/Fail Criteria

Resource Required	Minimum Level	Tenderer's Response
Must submit a statement showing details of technical resources available including that you have a vehicle workshop and equipment capable of maintaining and repairing LCVs and a mobile workshop to carry out Depot based/roadside repairs	Provision of a vehicle workshop with the capacity to repair and maintain a minimum of 1 (one) 2,200 kg – 3,900 kg Panel Vans described in this tender simultaneously and the provision of a mobile workshop suitable for depot based/roadside maintenance and repair of such vehicles. Please complete and return Appendix 3 , Workshop Self Audit Form	
Mobile Workshop	1	

Previous Contracts / Experience - Pass/Fail Criteria

Reference Contract #1				
Customer Name				
Contact Name				
Contact Number				
Delivery Date(s)	From		To	
Contract Value		Period value refers to		
Detailed description				
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement:				
Must submit details of successful delivery of at least two similar type contracts of a similar size and scale undertaken in the last three years by the Tenderer. Please provide a description of the contract in question, the value of the contract, the number of vehicles involved stating whether they were light commercial vehicles or heavy goods vehicles, the precise services supplied, whether it included the maintenance and repair of the vehicles and how the contract is managed.				

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Any other relevant information			
Reference Contract #2			
Customer Name			
Contact Name			
Contact Number			
Delivery Date(s)	From		To
Contract Value		Period value refers to	
Detailed description			
Taking account of the features of the contract / scope of the framework agreement, please provide information in relation to the following, demonstrating comparability with the contract / framework being awarded under this procurement:			
Must submit details of successful delivery of at least two similar type contracts of a similar size and scale undertaken in the last three years by the Tenderer. Please provide a description of the contract in question, the value of the contract, the number of vehicles involved stating whether they were light commercial vehicles or			

Tender Response Document (TRD) Supplies

heavy goods vehicles, the precise services supplied, whether it included the maintenance and repair of the vehicles and how the contract is managed.	
Any other relevant information	



Health & Safety

Do you comply with the Safety Health & Welfare at Work Act 2005	Yes		No	
Name of Manager responsible for Health and Safety				
Is it 3 rd party certified or managed in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
		No		
I confirm that evidence of compliance will be provided promptly on request.	Yes			
	No			

Quality Assurance – Pass/Fail Criteria

Do you operate a quality management system?	Yes		No	
Name of Manager responsible for Quality				
Is it 3 rd party certified or in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
		No		
If in-house, please provide summary of system:				

Environmental Management Systems – Pass/Fail Criteria

Do you operate an Environmental Management System / Policy?	Yes		No	
Name of Manager responsible for Environmental Management				
Is it 3 rd party certified or in-house?	3 rd Party Certified			
	In-House			
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
If in-house, please provide summary of system:				

RESPONSE TO THE AWARD CRITERIA

Response to Qualitative Award Criteria

Criterion A:		Weighting	Maximum Marks	Minimum Marks Required
Title Fitness for purpose of the Product/Service offered				
		30%	3,000	2,100
Instructions	Tenderers must provide sufficient information to enable Sligo County Council to assess their offer under this criterion including Tenderer's conformity with Appendix 1 of the tender specification.			
	See Appendix 1, first paragraph for a detailed explanation of what is required.			
	Tenderers may be awarded more marks if their submission exceeds requirements in a way that is considered more beneficial to Sligo County Council.			
Tenderers' Response				

Please reply using Appendix 1 as outlined above (i.e. don't type in the box).

Tender Response Document (TRD) Supplies

Criterion B:		Weighting	Maximum Marks	Minimum Marks Required
Details on Lease Hire with Maintenance				
		10%	1000	700
Instructions	Tenderers must provide detailed information to enable Sligo County Council to assess their offer under this criterion.			
	Marks are awarded for this criteria based on the information provided in response to the requirements in 'Appendix 1, Section 1 Lease Hire Requirements' that is <i>additional</i> to tacit compliance.			
	For example – details on the tenderer's approach to minimizing vehicle downtime and the consistent provision of replacement vehicles in instances when vehicles are off the road.			
	See Appendix 1, Section 1 Lease Hire Requirements.			
	Specific details provided will form part of any contracts awarded.			
Tenderers' Response				

Please reply using Appendix 1 as outlined above (i.e. don't type in the box).

Tender Response Document (TRD) Supplies

Criterion C:		Weighting	Maximum Marks	Minimum Marks Required
Delivery Schedule Offered				
		10%	1000	N/A
Instructions	Tenderers must provide sufficient information to enable Sligo County Council to assess their offer under this criterion including stating delivery lead time in weeks on the tender form (delivery time in weeks from date of order). See Appendix 1, Section 3 for a detailed explanation. The delivery time should not exceed 36 weeks from date of order. For delivery, tenders will be scored in inverse proportion to the maximum score, which will be allocated to the tender with the shortest delivery time in weeks.			
Tenderers' Response				

Please use this free text page(s) (i.e. don't type in the box) to state your delivery lead time from date of order in weeks.

Tender Response Document (TRD) Supplies

Criterion D:		Weighting	Maximum Marks	Minimum Marks Required
Warranty				
		4%	400	N/A
Instructions	Tenderers must provide sufficient information to enable Sligo County Council to assess their offer under this criterion including the warranty period from the date of delivery and the scope of the warranty. As a minimum a two year warranty on the vehicle is required. See Appendix 1, Section 2.4 for a detailed explanation. For warranty, tenders will be scored in inverse proportion to the maximum score, which will be allocated to the tender with the longest warranty in years.			
Tenderers' Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.

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Criterion E:		Weighting	Maximum Marks	Minimum Marks Required
Excess Kilometres Charge				
		3%	300	N/A
Instructions	Tenderers must provide sufficient information to enable Sligo County Council to assess their offer under this criterion. See Appendix 1, Section 1.2. For excess kilometres, tenders with no excess kilometre charge will receive maximum marks.			
Tenderer's Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.

Tender Response Document (TRD) Supplies

Criterion F:		Weighting	Maximum Marks	Minimum Marks Required
Early Termination Charges				
		3%	300	N/A
Instructions	Tenderers must provide sufficient information to enable Sligo County Council to assess their offer under this criterion. See Appendix 1, Section 1.3. For early termination charges, tenders with no early termination charge will receive maximum marks.			
Tenderer's Response				

Please use this free text page(s) (i.e. don't type in the box) for your response.

Tender Response Document (TRD) Supplies

Criterion G:		Weighting	Maximum Marks	Minimum Marks Required
Ultimate Cost				
		40%	4000	N/A
Instructions	Total lease hire cost per month per vehicle. Tenderers must complete the Form of Tender in full in the TRD in relation to this criterion. Failure to complete the Form of Tender in full will result in elimination from the competition.			
Tenderer's Response				

Form of Tender – Supplies – Cost Criterion G

To:	
From:	
Re:	

I/We have examined the tender documentation and hereby offer to provide the supplies in accordance with the details contained within the Request for Tender Document.

Lot No.	Type	Manufacturer and Model (information purposes only)	Finance element of lease Cost per month per vehicle (A) € (ex VAT)	Maintenance element of lease Cost per month per vehicle (B) € (ex VAT)	Total Lease Hire Cost per month per vehicle (Finance + Maintenance) (C) € (ex VAT)	Number of vehicles required (D)	Total Lease Hire Cost for 48-month term per lot (E = Cx48) € (ex VAT)
1	Small Low Emission Diesel/HVO Panel Van (SWB) , 2,200 kg GVM, Cargo Volume 3.0 m ³ , Payload >560 kg					15	
2	Small Low Emission Diesel/HVO Panel Van (LWB) , 2,400 kg GVM, Cargo Volume 3.5 m ³ , Payload >560 kg					1	
3	Medium Low Emission Diesel/HVO Panel Van , Front Wheel Drive, 2,700 kg GVM, Cargo Volume 6.0 m ³ , Payload >850 kg					10	

Tender Response Document (TRD) Supplies

4	Large Low Emission Diesel/HVO Panel Van (LWB), 3,500 kg GVM, Cargo Volume 15.0 m³, Payload 1,000 kg					1	
5	Small Electric Panel Van (LWB), 2,400 kg GVM, Cargo Volume 3.0 m³, Payload >560 kg					10	
6	Medium Electric Panel Van , 2,700 kg GVM, Front Wheel Drive, Cargo Volume 6.0 m³, Payload >850 kg					5	
7	Large Electric Panel Van (LWB), 3,900 kg GVM, Cargo Volume 12.0 m³, Payload 1,000 kg					1	
8	Small plug-in hybrid (PHEV) Panel Van , 2,400 kg GVM, Cargo Volume 3.0 m³, Payload >560 kg					4	

Ultimate cost at bottom (written in by tenderer)

Note 1 – Relevant in Frameworks: The figures above are notional volumes and provide no guarantee of work to be awarded under this framework agreement. It is being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,

Tender Response Document (TRD) Supplies

- Agree that the rates stated are maximum prices for the first 12 months of the framework agreement
- Have read and thoroughly examined the Tender Document,
- Have read the attached General Terms and Conditions for the Purchase of Supplies,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.,
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		Fax:	
Email:		Date:	

