

REQUEST FOR TENDER

Chill-Out Firewood [referred to as the “Contracting Authority”] from Ardnaglug, Ballydangan, Athlone, Co Roscommon is looking for competent supplier[s] to supply the below 2 items as specified:

1. Lot 1: Wood Kiln [includes Cages & a Briquette Machine to feed burner]
2. Lot 2: Processor/Log Deck & Extractor & a Box Rotator

SUPPLIERS CAN QUOTE FOR ONE OR BOTH ITEMS AND MUST MEET THE SPECIFICATION NOTED.

PLEASE NOTE ANY BRAND NAMES REFERENCED ARE FOR ILLUSTRATIVE PURPOSES ONLY AND TO DEMONSTRATE THE RANGE STANDARD REQUIRED.

PLEASE QUOTE ONLY FOR SPECIFICATION NOTED AT APPENDIX 1, VARIATIONS FROM THIS MAY DISQUALIFY YOUR QUOTE.

QUOTES FOR OTHER SPECIFICATIONS WILL NOT BE CONSIDERED

ONLY ONE QUOTE PER SUPPLIER IS PERMITTED

1. INSTRUCTION TO TENDERERS

Tenderers are required to submit the following completed documentation:

- **Quote** – please complete the Form of Tender provided at Appendix 2 with a FIXED COST quote PER LOT [only 1 quote per supplier per lot will be accepted]. The quote must include all costs including delivery, installation, full commission and all taxes [customs and excises etc..] as specified. Your costs must be in Euro with VAT rate and amount clearly defined and remain valid for **6 months** from the closing date of this tender call and duration of the contract.
- **Specification of items** – Suppliers must submit, with their tender, visuals for their proposals which must clearly show proposals meet IN FULL the specification as outlined at Appendix 1 - ***This forms part of the award criteria & is essential for evaluating submissions***
- **Tax Affairs** – the winning supplier will be required to have their tax affairs in order i.e., Evidence of Tax Compliance, which will be confirmed by providing a current tax reference number and e Tax Clearance access number
- **Track record** – References of supplying the product to previous clients may be requested from shortlisted suppliers and will be mandatory. **These are not requested at tender stage. *Failure to provide relevant references IF REQUESTED may disqualify submissions***
- **Delivery** is required to the address noted - ***please provide timelines from date of order***

Failure to include any of the above information may result in exclusion from the competitive process and your tender may not go to evaluation.

2. AWARD CRITERIA

Tenders will be evaluated on the information provided at the time of tender. The contract

for each LOT will be initiated immediately following confirmation of funding.

The evaluation criteria used will be the Most Economically Advantageous Tender [MEAT] by reference to suitability and cost.

Marks will be awarded under the following criteria [scored from 100 marks weighted as indicated below]. Tenders will be required to score a minimum of 60% on the non-cost criteria to remain in the competition

- **Addressing the Specification of Requirements** **60 marks (60%)**

[this will be assessed based on meeting requirements as outlined in Appendix 1 for the LOT to include warranty, After sales and service etc..]

- **Cost** **40 marks (40%)**

[Cost will be assessed on the basis of the completed Form of Tender at Appendix 2 for the LOT]

For full transparency and clarity please note the below scoring mechanism and rationale will be operated by Contracting Authority for non-cost criteria:

Score	Meaning	Interpretation
81% - 100% of the marks	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
71% - 80% of the marks	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
61% - 70% of the marks	Good	A good response demonstrating good understanding offering assurance to client – well supported.
Less than 60% is unacceptable		

Evaluation of Qualitative Criteria

Tenderers must achieve a minimum score of 60% of the total marks available for the individual qualitative criteria.

Any Tender which does not meet this minimum threshold shall be excluded from further consideration.

Note: where there is a tie-break, the economic operator with the highest quality score will be awarded the tender. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the tender.

Post Tender Clarification - At the discretion of the Contracting Authority, tenderers may be invited, in writing, to clarify certain aspects of their tender, particularly where information or documentation to be submitted appears to be incomplete or erroneous. However, all such requests will be made in full compliance with the principles of equal treatment and transparency and avoid any distortion of competition.

Verification - Award of contract may be subject to attendance at a verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting. If required, tenderers will be notified of the date, time, agenda, and format for such meetings as soon as possible.

Right to Confirm Suitability - Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

3. TIMETABLE

Submission of Tenders

The Contracting Authority is using the Tender post-box facility and tenders must be submitted electronically via the eTenders post-box facility on www.etenders.gov.ie only.

Only Tenders submitted to the electronic post-box will be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

Closing date for Tenders

The closing date for tender submission is specified on the eTenders Contract notice.

It is the responsibility of the tenderer to ensure that their tender is complete and is uploaded/submitted by the designated deadline.

Queries

The closing date for submitting queries is specified on the eTenders Contract notice.

All queries regarding this tender should be through the Questions and Answers facility on www.etenders.gov.ie, including any omissions which would prevent tenderers from submitting a comprehensive tender. Please submit queries as soon as possible. Queries via phone/email will not be responded to.

TENDERS AFTER THE SUBMISSION DATE OR IN ANY OTHER FORMAT WILL NOT BE ACCEPTED

Please ensure you have included all required documents with your tender submission as failure to submit may disqualify you from the competition.

4. ADDITIONAL INFORMATION

- No additional fees or costs, other than those originally quoted for the services when tendering will be paid, and any additional fees or costs will be borne by the tenderers themselves, unless otherwise agreed. Chill-Out Firewood will not be liable in respect of any costs incurred by interested providers in the preparation of the tender or any associated work effort.
- Chill-Out Firewood may withdraw this tender process at any time prior to a written contract being entered into.
- Please note that the lowest tender may not be chosen.
- Responses to this tender request will be evaluated in their own right. No recognition will be given to information previously submitted.
- Before any contract is awarded the successful tenderers (and agent, where appropriate) will be required to promptly produce a Tax Clearance Access Number, or in the case of a non-resident tenderer, a statement from the Revenue Commissioners confirming suitability on tax grounds. All payments under the contract will be conditional on the service provider(s) having their taxes in order

- Chill-Out Firewood reserves the right to terminate contracts with providers who are underperforming or in breach of the terms and conditions of their Contract Agreement
- If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract the contracting authority considers that the successful tenderer has not met its obligations the contracting authority reserves the right to award the contract to the next highest scoring tender on the basis of the terms advertised. This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure as its sole discretion.
- After the official opening of Tenders, information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations concerning this contract will not be disclosed to Tenderers or any other persons save as required by law
- Any conflicts-of-interest involving a tenderer must be fully disclosed to Chill-Out Firewood LTD. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light
- Detailed pricing of all Tenders will be examined for arithmetical errors and the following approach to the correction of such errors will apply:
 - ✓ Where there is a discrepancy between amounts in figures and words the amount in words shall apply.
 - ✓ Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless, in the opinion of Chill-Out Firewood there is a gross mathematical error in the unit price, in which event the total amount as quoted will govern
- Chill-Out Firewood reserves the right (but shall not be obliged) to request Tenderers to attend interviews. These interviews will be for the purpose of clarification only. If this proves necessary, Tenderers will be informed as soon as possible with regard to the proposed date for interviews.
- If a Tender fails to comply in any respect with the requirements set out in this Invitation to Tender or is ambiguous, Chill-Out Firewood shall be entitled at its absolute discretion, (but shall not be obliged):
 - ✓ To reject the Tender as non-compliant;
 - ✓ Without prejudice to the Contracting Authority's right to reject the Tender, to meet with, raise issues and/or seek clarification from the Tenderer in respect of the relevant Tender;
 - ✓ Without prejudice to the Contracting Authority's right to reject the Tender, to request the Tenderer to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form; and/or
 - ✓ Without prejudice to the Contracting Authority's right to reject the Tender, to waive a requirement which, in the opinion of the Contracting Authority, is not material and/or is procedural.

**APPENDIX 1 – SPECIFICATION OF REQUIREMENTS – DELIVERY & INSTALLATION OF
SPECIFIED EQUIPMENT**

All quotes must meet the below specification - *Quotes for other specifications will not be considered*

PLEASE NOTE ANY BRAND NAMES REFERENCED ARE FOR ILLUSTRATIVE PURPOSES ONLY AND TO DEMONSTRATE THE EQUIPMENT REQUIRED

PLEASE QUOTE ONLY FOR SPECIFICATION BELOW, VARIATIONS FROM THIS MAY DISQUALIFY YOUR QUOTE.

SUPPLIERS CAN QUOTE FOR ONE OF BOTH LOTS AND MUST MEET THE SPECIFICATION NOTED

Specification of Requirements

Lot 1: Wood Kiln [to include Cages & a Briquette Machine to feed burner]

Lot 2: Processor & Log Deck & Extractor & a Box Rotator

Lot 1: Wood Kiln [to include Cages & a Briquette Machine to feed burner]

- 28/30 cubic metres per batch of logs
- From 38% - 15% moisture in approximately 3 1/2 days.
- The kiln can be fired with off cuts and waste wood.
- 220 volts drawing approximately 700 watts (i.e. a 13-amp socket).
- Fully insulated with high density sheeting.
- Supplied with operating instructions
- After sales support follow up visit 3-4 weeks after purchase
- Fully assembled and commissioned on site.

Lot 2: Processor & Log Deck & Extractor & a Box Rotator

Processor & Log Deck

- Hydraulic log feed system with 1.1-m feeding belt
- Log diameter 10-41 cm
- Billet length 20-50 cm
- Number of billets max. per cycle: 12
- Sawing system - *saw blade of 100 cm*
- Hydraulic saw feed system - *with double gripper and automatically stop ventilation*
- MULTI splitting system
- Splitting force 18 tonne
- Stamp advance/return speed *max. 37/36 cm/s with autospeed*
- Chip extraction connection: 15 cm
- Automated central lubrication for the splitting unit

Extractor

- Powerful HP drive or electric motor
- Impeller made of solid steel
- High air flow performance – up to 1,500 m³/h
- Dimensions 67 × 75 × 107 cm (l × w × h)
- 2-m suction hose - 15 cm and 10-m pressure hose - 15 cm
- Reducing ring from ø 15 to ø 10 cm for the suction hose
- Rotation range of pressure joint 270° in up to 10 steps

Box Rotator

- New Box rotator c/w top and 1 side arm,
- Full 360 degrees rotation
- 12 months warranty

To include full installation and commissioning

Provide details of warranty & after sales and service

This contract is subject to funding

APPENDIX 2 FORM OF TENDER

THIS FORM OF TENDER MUST BE COMPLETED FOR THE APPROPRIATE LOT[S] AND RETURNED BY ALL TENDERERS.

SUPPLIERS CAN QUOTE FOR ONE OF BOTH LOTS

FAILURE TO COMPLETE & SIGN THIS FORM OF TENDER MAY INVALIDATE THE OFFER.

Any alteration or amendment to this document may result in that tenderer's bid being rejected

To:	Chill-Out Firewood, Ardnaglug, Ballydangan, Athlone, Co Roscommon
From:	
Re:	<i>Supply, Delivery & Installation of Specialist Equipment¹</i>

I/We confirm that we:

- Include in the fees all rates all expenses e.g. delivery, installation, full commissioning and all taxes [customs & excises].
- Will keep this offer for the contract / duration of 6 months,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and Contracting Authority requirements,
- 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 Contracting Authority and the Tenderer,
- 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 there from,

ITEM[S]	€
Supply, Delivery & Installation of <i>Lot 1: Wood Kiln [to include Cages & a Briquette Machine to feed burner]</i> as specified at Appendix 1	
TOTAL COST EX VAT [FOR EVALUATION] FOR LOT 1	
VAT Rate % & Value €	
TOTAL COST INCL. VAT FOR LOT 1	

¹ **PLEASE NOTE: PLEASE PROVIDE DETAILS OF SPECIFICATION WITH VISUALS AS RELEVANT– THIS FORMS PART OF THE AWARD CRITERIA**

ITEM[S]			
Supply, Delivery & Installation of Lot 2: <i>Processor & Log Deck & Extractor & a Box Rotator</i> as specified at Appendix 1			
TOTAL COST EX VAT [FOR EVALUATION] FOR LOT 2			
VAT Rate % & Value €			
TOTAL COST INCL. VAT FOR LOT 2			
Signed: Name (in Capital Letters): On behalf of Company:			
Address: Email:			
Telephone:		Date:	