

MOATE TOWN TEAM, C.L.G.

Tender Cover Letter

Moate Town Team CLG

Moate
County Westmeath
Ireland

Date: 17 August 2026.

RE: Request for Tender - Supply and Delivery of an Electric Utility Vehicle

Dear Economic Operator,

Moate Town Team CLG supported by Westmeath Co Council, invites suitably qualified Economic Operators to submit tenders for the supply, delivery, commissioning and handover of one Electric Utility Vehicle for use in community maintenance, environmental improvement and public realm works within Moate and its environs.

The vehicle is required to provide both high-capacity towing capability and cargo carrying capacity and shall comply with the technical requirements detailed within the accompanying tender documentation.

The tender package consists of the documents specified in table 1:

Table 1 tender pack

Line item	Document description and number	Description
1	1. Cover letter EV Procurement v1	Cover letter from the Moate Town Team with notes for the Tender pack (PDF document)
2	2. Tender requirements v1	Tender pack summary instruction sheet (PDF document)
3	3. Procurement description v1	Tender pack project description (PDF document)

Line item	Document description and number	Description
4	4. Doc A-Request for Tender (RFT) MTT EV V5	This document contains the specific information on the requirements of the Tender. (Microsoft word document)
5	5. Doc B - MTT Tender Response Doc Aug 26 v9	This document must be filled with the required information in, by the economic operator in response to the tender. (Microsoft word document)
6	6. Doc C - Specification excel sheet v1	This document must be filled with the required information in, by the economic operator in response to the tender. (Microsoft excel document)

Tenderers are requested to review all documentation carefully and ensure that all required schedules, declarations, pricing information and supporting documentation are completed and submitted in full.

Particular attention should be paid to the completion of the Technical Compliance Schedule contained within Documents B and C. Tenderers are required to clearly identify:

- The proposed base vehicle.
- Compliance with each technical requirement.
- Any deviations from the specification.
- The cost of all additional equipment, accessories and modifications.
- The total tendered price for the complete vehicle package.

The contract will be awarded on the basis of the Most Economically Advantageous Tender (MEAT) using the criteria set out within the tender documentation.

All clarification requests must be submitted through the eTenders messaging facility. Verbal communications shall not form part of this procurement process.

Moate Town Team CLG looks forward to receiving your tender submission.

Yours faithfully,

Moate Town Team CLG