



Comhairle Chontae na Gaillimhe
Galway County Council

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender

Provision of Supplies for Establishment of a Supplier Framework for the Design, Supply, Installation, Testing, Commissioning and Maintenance of Rooftop Solar PV Systems for Galway County Council

Closing Date and Time for Receipt of Tenders:	11 September 2026 at 12.00
Organisation Name:	
Contact Name:	
Contact Email:	

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• Inverter, mounting system, panel selection rationale.....	23

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Focuses on proven delivery of comparable projects, not general construction experience.	23
May include:.....	23
• Experience delivering multi-site or programme-based PV installations.....	23
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May include:.....	23
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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 (prior to the closing date for queries).

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:				
Small and Medium Enterprise (SME)	Yes		No	
Date of Establishment, if applicable	VAT Registration No:		Legal Structure – partnership, limited company, etc.	
Details of any sub-contractors or consortium members:				
Name	Legal Status		Element to be Delivered	
Separate members each must submit separate Tender Response Documents				

Financial Information – Pass/Fail Criteria

Tax Clearance				Please confirm YES / NO	
Option 1: 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					
Option 2: I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)					
Registration Number		Certificate Number			
Option 3: 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	2024	2023	2022		
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	€		
AND				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, 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 - letter from Insurance Broker confirming that the required levels can be put in place if successful Note: insurance policies where relevant must have jurisdiction in Ireland.				

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).

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?		YES	NO
		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;		
Non-payment of taxes or social security obligations 1.2 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 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			

Personnel and Skills – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.

Skillset Required	Number of Full Time Equivalent (FTE)	Number of FTEs provided by 3 rd Parties	Minimum Number Required
Lead Electrical Contractor			1
PV System Designer			1
Site Supervisor			1
Installation Operatives			4
Commissioning & Testing Personal			1
Total			n/a

Tenderers are reminded that they may rely on the resources of other entities on condition that they are fully described, and that Tenderers can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.

Technical Equipment and Resources – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers should demonstrate that they have at their disposal effective and efficient technical resources/systems to deliver supplies as specified by the Contracting Authority in Request for Tender.		
Resource Required	Minimum Level	Tenderer's Response
Access Equipment	Safe access systems appropriate to roof type (e.g. scaffold, MEWP, fall-arrest systems)	
Electrical Test Equipment	Calibrated insulation resistance testers, continuity testers, IV curve tracer (or equivalent), and earth fault testing equipment	
Roofing Capability	Demonstrated access to trained roofers or equivalent competence for roof-mounted PV works	
Design & Modelling Software	PV design and yield assessment software suitable for large-scale system.	

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				

Health & Safety – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate compliance with all the relevant Health & Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.				
Do you comply with the Safety Health & Welfare at Work Act 2005?	Yes		No	
Manager responsible for Health and Safety:				
Is it externally certified or managed in-house?	Externally Certified			
	In-House			
If externally 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		

Quality Assurance –

Minimum requirement to remain eligible in the competition: Tenderers should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.				
Do you operate a Quality Management System?	Yes		No	
Manager responsible for Quality Management System:				
Is it externally certified or in-house?	Externally Certified			
	In-House			
If externally 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:				

RESPONSE TO THE AWARD CRITERIA

Form of Tender – Supplies – Cost Criterion

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.

Table A

Ref	Item Description	A Cost per Unit (ex. VAT)	B Notional Volume Units	Vat Rate (%)	TOTAL (A x B) (ex. VAT)
	Item 1	€			€
	Item 2A	€			€
	Item 2b	€			€
	Item 3	€			€
	Item 4	€			
	Average Cost	€			
Total Table A					€

Note 1:

Tenderers must complete all required inputs in the pricing schedule to remain eligible in this competition this is another document under Pricing Schedule Solar PV Framework. This must be used for all pricing and all items priced.

Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected.

I/We confirm that I/we:

- 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,
- Have read and thoroughly examined the Tender Document,
- 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 Contracting Authority 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:		Mobile:	
Email:		Date:	

Response to Qualitative Award Criteria

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion A		Weighting	Maximum Marks	Minimum Marks
Quality		30%	3000	1500
Description	1. Technical Solution & Methodology (900 marks) This criterion assesses how the tenderer proposes to deliver PV systems across a varied building stock. May Include: • System design approach for different building types (schools, offices, depots, libraries, etc.) • Ability to deal with: 1. Roof variation (pitched/flat, asbestos awareness, ageing roofs) 2. Grid constraints and export considerations 3. Battery readiness / future expansion • Proposed standardisation of components across sites while allowing site-specific optimisation • Inverter, mounting system, panel selection rationale • Approach to sequencing installations across multiple locations Response limit 2 x A4 pages			
	2. Relevant Experience & Track Record (600 marks) Focuses on proven delivery of comparable projects, not general construction experience. May include: • Experience delivering multi-site or programme-based PV installations • Experience working with: ○ Local Authorities / public bodies ○ Live operational buildings Response limit 2 x A4 pages			
	3. Project Management & Resourcing (600 marks) Assesses the contractor's capacity to deliver multiple projects concurrently. May include: • Proposed governance structure for framework delivery			

	• Named roles: Project Manager, Site Supervisors, Electrical Lead • Capacity to respond to short lead in. • Approach to scheduling and coordination with Council stakeholders • Supply chain resilience (panels, inverters, scaffolding) Response limit 2 x A4 pages 4. Quality Assurance, Commissioning & Handover (600 marks) Ensures systems will be installed consistently and perform as intended. May Include: • Installation QA procedures • Testing and commissioning methodology • Handover packs (drawings, O&M manuals, warranties) • Training for Council staff • Approach to standard documentation across all sites Response limit 2 x A4 pages 7. Aftercare, Monitoring & Maintenance Support (300 marks) long-term performance across a portfolio of assets. May include: • Defect response times • Remote monitoring platforms • Fault diagnostics and reporting • Performance guarantees or availability commitments • Optional maintenance offerings during the framework term Response limit 2 x A4 pages			
Criterion B		Weighting	Maximum Marks	Minimum Marks
Cost Criterion		70%	7000	N/A
Description	Please complete the Quotation Form provided in the Quotation Response Document. Please ensure that all costs are catered for including customs duties, tariffs, etc.			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Response limit 2 x A4 pages per quality marker. All information for quality to be included in this one document.

Insurance details and other items can also be listed in this area and saved as PDF.