



REQUEST FOR TENDER

Multi- Party framework For the Provision Fertiliser Supplies to Coillte Nurseries 2026 – 2030

Tender Procedure	Open Procedure with negotiation
Issue Date	2 nd September 2026
eTenders Ref:	8975237
Proactis Ref:	1004486
Closing Date for Queries	25 th September 2026 at 2.00pm (14.00 hrs)
Contact for Queries	forestprocurement@coillte.ie
Closing Date / Time for receipt of Tenders	5 th October 2026 at 2.00pm (14.00 hrs)

Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the SMS Proactis System.

Responses to queries will be circulated to all Tenderers through the SMS Proactis system. The identity of the person making a query will not be disclosed when circulating the response.

Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

To access the tender documentation for this competition please log on to Coillte's Supplier Management System (SMS) Proactis by going to (<http://www.coillte.ie/>), click on 'Our Business' 'Forestry' – 'Suppliers' - 'SMS Portal', or use the link below:

[Proactis - Supplier Network \(proactisp2p.com\)](http://proactisp2p.com)

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1. ABOUT THE CONTRACTING AUTHORITY

Coillte is Ireland's largest natural resources company, owned by the State, and is committed to the innovative and sustainable management of those natural resources – land and forests. We manage our forest estate responsibly, supplying logs to customers to produce a wide range of timber products, the majority of which are exported.

We manufacture next generation wood panels for use in low carbon energy efficient buildings. We utilise our land and forest assets to deliver renewable energy solutions. We do all of this while providing extensive recreation facilities, protecting valuable species and habitats and sustaining local communities by providing employment and supporting tourism.

Coillte's core purpose is to enrich lives locally, nationally, and globally through the innovative and sustainable management of natural resources. Coillte is a commercial company operating in forestry, land-based businesses, renewable energy, and wood panel products.

The company currently employs approximately 800 staff. It owns over 445,000 hectares of land, i.e., about 7% of the land cover of Ireland.

Over the last 30 years, Coillte has cared for and developed our estate and businesses while being firmly focused on maximising the financial and social potential of these natural resources in a sustainable way.

Here are some of the things that Coillte does:

- Plant, grow, protect, manage, harvest and replant forests.
- Produce roundwood, which is the raw material for sawmills and other wood processing industries.
- Manufacture wood panel products, such as MDF and plywood.
- Provide outdoor recreation opportunities, such as hiking, biking, and camping.
- Deliver nature conservation projects, such as restoring peatlands and planting native woodlands.
- Develop green energy projects, such as biomass and wind power.

Coillte is a key player in the Irish economy. Coillte contribute over €2 billion to the economy each year and support over 12,000 jobs. Coillte are also a major player in the global forestry sector, exporting wood products to over 30 countries.

Here are some of the benefits of Coillte's work:

- Provides a sustainable source of wood for the construction, furniture, and other industries.
- Protects biodiversity and provides a home for wildlife.
- Improves water quality and prevents soil erosion.
- Creates jobs and supports the rural economy.
- Provides outdoor recreation opportunities for people of all ages.

Coillte is a responsible and sustainable forestry company that is committed to delivering multiple benefits for society, the environment, and the economy.

Coillte want future generations to continue to enjoy our landscape and resources that is why we are committed to managing all our activities in a sustainable way and we play a critical role in mitigating the impacts of greenhouse gases and climate change.

Coillte's objective is to maximise the value of every hectare we own while continuing to deliver social and environmental benefits for everyone to enjoy.

Further information is available on our website www.coillte.ie

2. SCOPE OF WORK

Coillte invites responses to this Invitation to Tender (ITT) from economic operators ('Tenderers') for the supply and delivery of fertiliser products to Coillte's Nurseries as listed below.

- Coillte Nursery, Ballintemple, Ardattin, Co. Carlow R93 KC43
- Mucklagh Nursery, Tinahely, Co. Wicklow Y14 NA40
- Coillte Nursery, Killygordon Nursery, Killygordon, Lifford, Co. Donegal F93 EY63.

2.1. Contract Period

Any contract that may result from this public procurement competition will be issued for an initial term of 2 (Two) years with option to extend for a further 1 (One) + 1 (one) totalling 4 (four) years max in including any extensions. These extensions are subject to business requirements and the contractor successfully delivering excellence in performance measured against the specification of requirements and terms contained in this ITT document.

There may be a requirement for changes in products during the lifetime of the contract due to changing legal/environmental requirements and in such instances the successful supplier will be asked to supply a quote for the new products. If agreement is reached on the supply requirements for the product/s the contract will be awarded to the existing supplier. If not, the business reserves the right to seek offers from alternative suppliers for the products concerned.

2.2 Estimated Value

The estimated total value of purchases is €600,000 over the 3 years. It is emphasised that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under this contract.

2.3 Overview of the Open Procurement Procedure

Following receipt of responses to the request for tenders, selected tenderers may be invited to a clarification meeting. The Contracting Authorities reserve the right to make direct awards based on the assessment under the published award criteria. Contract award will be based on the most economically advantageous tender.

Stage1 – Selection Criteria

- Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under the minimum selection criteria.
- Tenderers that pass the minimum selection criteria will be evaluated in accordance with the Award Criteria as set out in Section 8 below.

Stage 2 – Evaluation of Award Criteria

- Those economic operators that pass the minimum selection criteria (stage 1) will be evaluated in accordance with the Award Criteria.
- Following the initial evaluation of tenders received, the Contracting Authority may shortlist 4 selected tenderers. Shortlisted tenderers may be invited to a clarification meeting which will concern confirmation of technical, commercial, resource commitment, and any other relevant elements of their offers.

Note: It should be noted that the Contracting Authority reserves the right to award a contract on foot of the original tenders received without conducting a clarification meeting with tenderers. The Contracting Authority also reserves the right to seek a Best and Final Offer.

2.4 Information about the Framework Agreement

This Multi-party Framework agreement will be established on foot of this tender competition for the provision of Fertiliser Supplies to Coillte Nurseries 2026 in Ballintemple, Mucklagh and Clone.

In the case of a multi-party framework agreement contracts may be awarded directly on foot of the original tenders or by consultation with the Framework Member and an invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions

There is no guarantee of further contracts, but where there is a requirement, the Contracting Authority will consult the members of the Framework agreement in accordance with the rules of operation outlined in this Invitation to Tender.

The requirements contained in this document are based on the contracting authority's current requirements and are not exhaustive and are subject to change in line with the business needs and ongoing operational requirements and available budget of the contracting authority in any given year.

2.5 Awarding Contracts under the Framework Agreement

Mini-Competition shall be the default method for awarding Call-Off Contracts under the Framework. It is anticipated that a Mini-Competition will be conducted each year, based on the specific requirements anticipated for that year, allowing the Contracting Authority to respond to changing market conditions and volatility in fertiliser prices.

However, in the event of a framework member being unable to fulfil the requirements, the contracting authority may offer the call-off contract to the second ranked supplier from the mini competition process.

In the case of a Multi-Party Framework Agreement, contracts may be awarded as follows:

A. Mini-Competition

Contracts will be awarded through invitation to a mini-tender competition of all suppliers admitted to the Framework Agreement. On each occasion, a Supplementary Invitation to Tender will be issued detailing the scope of requirements, delivery timeframe, price validity and the award criteria, a closing date and time, and the methodology for submission of responses. Unless otherwise stated in the Framework Agreement, Mini-Competitions will be evaluated on:

Criterion	Weighting
Price	60%
Delivery timeframe	40%
Total	100%

These criteria and weightings will apply to Mini-Competitions conducted under the Framework and will not be materially varied for individual Call-Off Contracts. The price payable for each Call-Off Contract awarded through Mini-Competition will be established through that Mini-Competition.

Cascade Following Mini-Competition

Where the Framework Member ranked first following a Mini-Competition is unable or unwilling to fulfil the requirement, the Contracting Authority may offer the Call-Off Contract to the second-ranked second ranked supplier from the mini competition process.

B. Cascade/ Ranked Direct Award for Urgent Requirements

The Contracting Authority may only use the Cascade Procedure for an urgent and unforeseen requirement where there is insufficient time to conduct a Mini-Competition without materially prejudicing the Contracting Authority's operational requirements. The Cascade Procedure shall not be used solely for administrative convenience or to avoid a Mini-Competition where sufficient time exists to conduct one.

For an urgent requirement, Framework Members will be approached in Framework ranking order. The Framework Member approached shall confirm its ability to supply the required product and quantity, together with its current price at the time of the request and delivery timeframe.

If the Framework Member cannot meet the requirement, the Contracting Authority may proceed to the next ranked Framework Member. The process will continue until a Framework Member confirms its ability to meet the requirement or all relevant Framework Members have been considered.

Circumstances for Use of the Urgent Cascade

Circumstances in which the urgent Cascade Procedure may be used include, but are not limited to:

- An unforeseen and immediate requirement for fertiliser;
- An unexpected shortage or supply disruption;
- Failure or inability of an existing supplier to fulfil a requirement;
- An unforeseen operational requirement requiring urgent delivery; or
- Circumstances where the required delivery timeframe does not allow sufficient time to conduct a Mini-Competition.

The Contracting Authority will record the reason for using the urgent Cascade Procedure

Review of Capacity

The Contracting Authority may, at any time during the period of the Framework Agreement, review the technical, economic, and financial capacity of Framework members in order to ensure that they have the ability to perform the services required under a proposed call-off contract.

Where a Framework member does not, following such a review, demonstrate sufficient capacity to perform the services within the required timeframe, the Contracting Authority may, in accordance with the applicable call-off procedures set out in this Framework Agreement, allocate the relevant work to another supplier appointed to the Framework.

2. DETAILED SPECIFICATION OF REQUIREMENTS

LOT 1 & LOT 2 FERTILISER PRODUCTS

All fertiliser required for the Nurseries lots 1 & 2 must have the percentage of specified active ingredients as quoted in the description column of the bidding schedule and **only the brand-named products will be acceptable.**

LOT 1

Lot 1 consists of a number of fertiliser products to be supplied to Coillte nurseries in Ballintemple Nursery, Ardattin, Co. Carlow and Mucklagh Nursery, Tinahely, Co. Wicklow **ONLY**

The quantities outlined below are indicative and may be subject to revision on an upwards or downwards basis depending on operational requirements, on a year-by-year basis.

Lot 1 - Fertiliser to be delivered to nurseries at Ballintemple, Co. Carlow and Mucklagh Co. Wicklow	
PRODUCT NAME Only the named brand products will be acceptable	QUANTITY (Indicative Annual Requirement)
Sulfa Can +5% S (Gouldings)	11 Tonne
9-10-21 +SOP	29 Tonne
Kieserite Magnesium Sulphate (15% Mg / 20% S)	11 Tonne
OMEX Bio 15	550 Litre
OMEX CAL Max	490 Litre
OMEX Novo K	500 Litre
OMEX liquid Nitrogen (26% N + 2% S)	150 Litre
Patentkali	10 Tonne
Richgraze + 5% K in sulphate form + trace elements	25 Tonne
Richland + 5% K in sulphate form + trace elements	65 Tonne
Sulphate of Potash	15 Tonne
YaraBela Axan 27% N+ 3% S	50 Tonne
Yaramila Complex (12-4.8-14.9 + 8% S)	85 Tonne

LOT 2 – Coillte Nursery, Killygordon, Lifford, Co. Donegal

Lot 2 consists of a number of fertiliser products to be supplied to Coillte nurseries in Killygordon, Co. Donegal. The quantities outlined below are indicative and may be subject to revision on an upwards or downwards basis depending on operational requirements, on a year-by-year basis.

Lot 2 - Fertiliser to be delivered to Killygordon Nursery Co. Donegal	
PRODUCT NAME Only the named brand products will be acceptable	QUANTITY (Indicative Annual Requirement)
YaraBela Axan 27% N+ 3% S	9 Tonne
Sulfa Can +5% S (Gouldings)	5 Tonne
8-5-18 +Boron +S (P in DAP form) / K in SOP form)	5 Tonne
Kieserite Magnesium Sulphate (15% Mg / 20% S)	9 Tonne
Sulphate of Potash	12 Tonne
Yaramila Complex (12-4.8-14.9 + 8% S)	15 Tonne

NOTE: Only the named brand products will be acceptable.

While no other substitute products will be considered for the duration of the contract period, it is noted that during the lifetime of the contract, there may be a requirement for changes in products due to changing legal/environmental requirements. In such instances the successful supplier will be asked to supply a quote for the new products.

If agreement is reached on the supply requirements for the product(s) the contract will be awarded to the existing supplier. If not, the business reserves the right to award the contract to the next ranked supplier in the framework for the products concerned. In the event of a product losing registration the tender may be collapsed.

Note: In order to ensure a competitive supply base, Coillte reserves the right to limit the total amount of work awarded to any single contractor.

3. SERVICE DELIVERY REQUIREMENTS

3.1 ORDERING

Tenderers should at all times hold or have ready access to sufficient stock to manage drawdown from Coillte and be in a position to confirm an expected time of delivery on order.

Goods should be supplied on receipt of an official purchase order (posted or emailed). Confirmation of delivery date will be required for each order. Under no circumstances should delivery be made without receipt of a purchase order.

Tenderers must provide details of any online ordering systems they have in place or any alternative method other than purchase orders e.g. purchase card facility.

Tenderers must provide an email address to be used by Coillte staff for forwarding purchase orders.

3.2 DELIVERY REQUIREMENTS

Coillte will require a guaranteed delivery period of **maximum 3 working days** from receipt of official order. Delivery must take place within normal working hours. Tenderers must state in their response that they can provide this delivery period.

All delivery dockets must include a valid purchase order number and a clearly marked copy of the product label.

Any carriage charge quoted must include delivery and any other applicable charges for delivery to locations in Co's. Carlow, Wicklow and Donegal.

Tenderers are required to maintain stock levels to ensure that they can provide satisfactory delivery of goods within the guaranteed delivery period outlined above.

Tenderers must be able to deliver to our three Nurseries located in Counites, Carlow, Wicklow and Donegal as required. Deliveries must take place within normal working hours.

Nurseries Locations are as follows:

- Coillte, Ballintemple Nursery, Ardattin, Co. Carlow R93 KC43.
- Coillte, im Mucklagh Nursery, Tinahely, Co. Wicklow Y14 NA40.
- Coillte, Killygordon Nursery, Killygordon, Lifford, Co. Donegal F93 EY63.

Service Level agreement will be negotiated and agreed with the successful tenderer post award.

Where suppliers have not supplied previously, Coillte will take into account the references received independently from previous clients of the tenderer, where applicable and objectively available in their submission.

Note: Where suppliers **do not meet** the delivery timeline, they will not be considered for further evaluation.

3.3 PRODUCT QUALITY ASSURANCE

The production quantities shown on the bidding schedule for the nurseries lots are for indicative purposes and will vary over the duration of the contract period based on growing conditions and crop performance at each location and sales demand. This figure may be subject to revision on an upwards or downwards basis depending on operational requirements, on a year-by-year basis.

The successful tenderer will accept liability for defective products and sale of goods and supply of services legislation.

As the goods which are the subject of this tender are potentially hazardous, tenderers are wholly responsible for the safe delivery of the goods to Coillte property and that they will warrant that any damage, accident or otherwise which arises in relation to the (1) transportation (2) delivery (3) unloading (4) distribution or (5) use of the product will be done to the highest of industry standards.

Furthermore, by providing this product to Coillte, the Supplier warrants that the product is fit for purpose and will fully advise Coillte as to the implications of use, the method of use and the potential hazards of the goods to machinery or persons. The Supplier will indemnify Coillte fully in this regard.

Disclaimer: Work practices may alter from those listed during the period of the tender in line with business requirements. Quantities listed in the bidding schedule are indicative and will vary from year to year depending on crop and sale demands. This tender does not imply exclusivity to the supplier for the supply of products for the duration of the contract period.

4. ACCOUNT MANAGEMENT

4.1 ACCOUNT MANAGER

Tenderers are required to nominate a dedicated account manager / point of contact for the entire service who will act as the main point of contact for all work for the duration of this contract. The successful Tenderer's nominated Account Manager shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

The duties of the account manager will include:

- Overall responsibility for service delivery and managing the relationship with the Contracting Authority
- Meet as and when required to review the relationship and examine performance
- Deal with disputes, complaints or concerns that cannot be adequately resolved
- Regularly give and receive both formal and informal feedback on the relationship, workloads, processes, areas and suggestions for improvement and cost savings
- Proactively work with the Contracting Authority regarding ways of improving efficiency and service delivery in general
- The account manager may be required to provide additional information and reports to the Contracting Authority from time to time on request

Contracts awarded as a result of this competition will be reviewed annually against the terms and conditions outlined in this tender document together with any Service Level Agreements which are agreed to post award. It is expected that the successful tenderer will take a proactive role in monitoring their own performance. An annual meeting will be required and will be recorded and signed by both parties. Award of contract may be subject to a presentation and clarification meeting. It will be essential that the key personnel assigned to this contract should be available and present at this meeting.

Coillte reserves the right to suspend and/or terminate any contract awarded, in the event of poor performance or in the event of a breach of its terms and conditions of contract. In the event of Coillte terminating the contract, it may recoup from the contractor any costs associated with making good any loss or damage incurred.

Tenderers will note that contract management activities will be non-billable (i.e. the Contracting Authority will not pay separately for contract management activities). The Contracting Authority will nominate authorised staff to liaise with the successful Contractor and delegate as required

Note: If an eligible candidate(s) is (are) selected, an interview may be held before contract award and final decision.

Note: At any stage, Coillte reserves the right to call the highest-ranking Tenderer(s) for interview. Coillte is not bound to accept the lowest or any tender. Where tenders are tied, Coillte may seek a revised bid from the tenderers concerned.

Note: Coillte reserves the right to award the contract as an entirety or in subdivisions of the overall package based on product supply and geographic locations.

Note: Coillte reserves the right to seek a best and final offer.

4.2 TRAINING COMPLIANCE

Coillte uses a Training Records Management System (TRMS) and Web Portal to support managing Training Compliance. Suppliers may be required to keep the TRMS Web Portal up to date with training certificates for operators and sub-contractors by uploading documentation and updating certificate expiries as required

Suppliers will be required to keep and provide on request, current valid training certificates for themselves, their operators and sub-contractors (where applicable). The training certificates should be renewed not less than 3 months in advance of the certificate expiring.

Only operators whose certificates are valid and up to date, are the only operatives who can load/unload deliveries on Coillte sites.

It is important to note that if unloading of products on Coillte property requires the use of a static crane, the following is the minimum training requirements operatives must hold to be able to load/unload on Coillte sites.

- Basic City & Guilds NPTC Level 2 Awarded in Forest Machine Operations - Static Loader (QCF) required for a Basic Haulage Truck/Loader Operator. 0010-37 City & Guilds NPTC Level 2 Award in Forest Machine Operations – Static Loader (QCF)
- Manual Handling
- First Aid – any of the following:
 - Lantra Emergency First Aid at Work +Forestry (EFAW+F)
 - ABA International Emergency First Aid + Forestry (IEFA+F)
 - PHECC First Aid Responder (FAR)

4.3. SERVICE DELIVERY – SERVICE LEVEL AGREEMENTS

Tenderers are requested to detail their proposed service level agreement to the Coillte Group.

This must include product quality assurances, contract management reporting, response times, customer service queries handling proposals, value added services and problem resolution process.

Please also include your plan to ensure continuity of supply associated with products, particularly those impacted by Brexit or other world events.

5. COST/ PRICING

The Pricing Schedule outlines all products required by the Contracting Authority. Suppliers must submit pricing for all items they are able to supply. Please provide pricing in Euro, exclusive of VAT for the supply of services.

Where a supplier is unable to provide a listed product, the corresponding price field should be left blank or marked as "0". Each product will be assessed independently during the evaluation process.

Tie-Break Procedure

In the event that two or more tenderers submit identical prices for the same product and are otherwise equally ranked following evaluation, the Contracting Authority will apply the following tie-break procedure:

1. Best and Final Offer (BAFO): The tied tenderers will be invited to submit a revised price for the product(s) concerned within a specified timeframe. The lowest revised price will determine the successful tenderer for that product.

2. If prices remain tied after BAFO: The Contracting Authority reserves the right to award to multiple suppliers, where operationally feasible.

All steps will be documented to ensure compliance with principles of transparency, equal treatment, and fairness under Irish and EU procurement regulations.

Rates tendered for each product will apply for the initial contract term of one year. For each subsequent year, suppliers will be invited to submit updated pricing through a mini competition based on the specific requirements anticipated for that year.

It should be noted that price reviews are **not guaranteed and will only be considered with supporting evidence from the successful tenderer that prices in specific areas have increased to provide the outlined services.** Any increase in price must be agreed in advance with the Contracting Authority.

All rates quoted must include all associated delivery, anticipated toll charges, custom or statutory related charges which are outside the control of the tenderer (where applicable).

6. RELIABILITY

In the event that you have not worked for Coillte in the past you will be asked to nominate a referee with whom Coillte can verify your reliability and continuity of supply.

The purpose of this is to establish the extent to which Coillte may place due confidence in the tenderers delivery of the services as specified.

In order to ensure a competitive supply base, Coillte reserves the right to limit the total amount of work awarded to any single contractor

At any stage, Coillte reserves the right to call the highest-ranking Tenderer(s) for interview. Coillte is not bound to accept the lowest or any tender. Where tenders are tied, Coillte may seek a revised bid from the tenderers concerned.

Coillte reserves the right to:

- Award the contract as an entirety or in subdivisions of the overall requirements based on product supply and geographic locations.
- To seek a best and final offer for individual products

7. ACCEPTANCE OF MANDATORY TERMS

It should be emphasised that the evaluation of tenders received and whether or not such tenders will be considered for contract award will take place only where tenderers have unreservedly committed themselves to the unequivocal acceptance of all of the requirements and conditions set out in this tender document.

The Tenderer agrees to all the conditions hereof and declares that in signing this Tender, all rights to plead misunderstandings of same are waived. Tenders delivered after the specified closing date and time will not be accepted. Incomplete Tenders will not be considered.

Name of Applicant	
Authorised Signatory	
Name in Print or Block Capitals	
Position in Organisation	
Date:	

8. TERMS AND CONDITIONS

This section provides a link to the terms and conditions for the Contract with any Contractor(s). This is indicative of the terms and conditions that Coillte will require to be incorporated into the Contract with any Contractor.

Coillte reserves the right to add to or alter these terms and conditions prior to providing the Contract to the short-listed Tenderer

Tenderers should ensure that they have reviewed these Terms and Conditions in full.

<https://www.coillte.ie/wp-content/uploads/2024/02/V5-Coillte-Terms-and-Conditions-Feb-2024.pdf>

9. SELECTION & QUALATIVE CRITERIA - (SUMMARY) APPENDIX 1

Appendix 1 must be populated using the *separate word document* (includes Selection Criteria and Award Criteria) TO BE COMPLETED AND SUBMITTED VIA PROACTIS [Proactis - Supplier Network \(proactisp2p.com\)](https://proactisp2p.com)

Tenderers will either pass OR fail each of the Selection Criteria in this Section. Tenderers submitting a response to this Request for Tenders must submit the information listed in the table hereunder, that will be assessed on a Pass/Fail basis.

Any Tenderer that fails to meet the Pass/Fail in **ANY** of the criteria below will be excluded from further consideration. The contracting authority will satisfy itself of the capacity of tenderers with regard to the tax, turnover and insurance information prior to award of any contract.

Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under the minimum selection criteria as shown below. Tenderers that pass the minimum selection criteria outlined below will be evaluated in accordance with the Award Criteria.

9.1 SELECTION CRITERIA

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.
A2	Tax Compliance	Applicants are required to complete this section. If you are using sub-contractors, your sub-contractors must also produce evidence of current tax compliance.
A3	Financial Capacity	Applicants must declare evidence of a minimum turnover of €500,000k
A4	Insurance	Applicants must confirm that they can produce evidence of the relevant insurance levels.

A5	Declaration of Bona Fides	Applicants are required to complete this section. Non-compliant Applicants under any of the headings will be automatically disqualified.
A6	Conflict of Interest	Applicants are required to complete this section.
A7	Product Supply	Applicants are required to complete this section.
A8	Declaration RE: Statutory Obligations	Applicants are required to complete this section.
A9	Coillte Terms & Conditions	Tenderers must complete this Declaration. Non-compliant Tenderers under any of the headings will be automatically disqualified.

9.2 QUALITATIVE CRITERIA

In relation to weighted criteria, candidates are advised that they must score a minimum number of points (60%) in each section. Failure to achieve a minimum of 60% in either of sections B1 and B2, will result in elimination from further assessment in the Pre- Qualification process.

Weighted Criteria	Assessment	Weighting	Max Points available	Min Marks requirement
B1 ORGANISATION STRUCTURE AND RESOURCES.	Applicants should demonstrate that they have a solid organisation structure in place and have adequate numbers of suitably qualified personnel at their disposal.	40%	4000	2400
B3 PREVIOUS CONTRACTUAL EXPERIENCE	Applicants should have experience of working on at least 1 contract of a similar nature and scale in the recent past 5 years.	60%	6000	3600
Total		100	10,000	----

9.3 Evaluation Process

Tenderers must achieve the Minimum Marks for each qualitative criterion in order to pass to the next stage of the Competition. Any Tenderer that fails to achieve all of the Minimum Marks Required to Pass will be eliminated from the Competition and no further evaluation of its Tender will be carried out.

Scoring Methodology for Weighted Qualitative Criteria (non-Price) Min 60% pass mark 3

Meaning	Score
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Excellent response that fully meets and exceeds the requirements, and provides very comprehensive, detailed, and convincing assurance that the Tenderer will deliver to an excellent standard.	5
A very good response that meets the requirements and exceeds them in some respects. Response provides detailed assurance that the Tenderer will deliver to a very good or high standard.	4
A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.	3
A response where reservations exist. Lacks full credibility/convincing detail and does not provide confidence to the Contracting Authority that the required Goods/Services will be successfully delivered.	2
A response where serious reservations exist. This may be because, for example, insufficient detail is provided, or the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.	1
No response or partial response only and poor evidence provided in support of it: failure to meet the requirements.	0

9.4 AWARD CRITERIA- (SUMMARY) APPENDIX 1.

Appendix 1 must be populated using the *separate word document* (includes Selection Criteria and Award Criteria) TO BE COMPLETED AND SUBMITTED VIA PROACTIS [Proactis - Supplier Network \(proactisp2p.com\)](https://proactisp2p.com)

Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below. A Framework Agreement will be awarded from the qualifying tenders on the basis of the most economically advantageous compliant tender (MEAT) taking into account the following award criteria and weightings.

In relation to weighted criteria, candidates are advised that they must score a minimum number of points (60%) in each section. Failure to achieve a minimum of 60% in any one of the weighted criteria will result in elimination from further assessment in the process.

Award Criteria	Weighting	Max score available	Minimum score required
Award Criteria A – Ability To Deliver Within Timeframe.	PASS/ FAIL	n/a	PASS
Tenderers must comply with guaranteed delivery periods as stated in the tender documents.			
Award Criteria B - Ultimate Cost	50%	5,000	n/a
Tenderers must submit complete the Appendix 2 Pricing Schedule , excel spreadsheet and submit via Proactis. The pricing schedule must be submitted separately and must not be embedded in the response document.			
Award Criteria C - Account Management	20%	2,000	1,200
Tenderers must provide clear and comprehensive details regarding how the account will be managed.			

Please refer to Part 2 - Award Criteria response document for information required under this criterion.			
Award Criteria D – Service Delivery	30%	3,000	1,800
The purpose of this criterion is to establish the extent to which Coillte may place due confidence in the tenderers delivery of the services as specified. Please refer to Part 2 - Award Criteria response document for information required under this criterion			
Award Criteria E - Environmental Criteria	5%	500	300
Tenderers should demonstrate in a clear and comprehensive manner how they propose to deliver the Contract from an environmental and sustainable perspective. Please refer to Part 2 - Award Criteria response document for information required under this criterion			

Evaluation Process

- Selection Criteria will be evaluated first. Tenderers that pass the Selection Criteria stage will be then evaluated at Stage 2, Award Criteria.
- Non-Cost (Qualitative) Award Criteria will be assessed next.
- Only those Tenders that score a mark pass Mark in all sections of Selection Criteria will proceed to be evaluated under Award Criterion.
- Scoring of the Qualitative Award Criterion will be based on an assessment of the information provided by Tenderers, by completing the Questions in the Tab in Proactis.
- The Evaluation Team will assess the information provided and each response element will be awarded marks using the scoring methodology set out below.
- Pricing evaluation will then be conducted as outlined below.

Scoring Methodology for All Qualitative Award Criteria (non-Price) Min 60% pass mark 3

Meaning	Score
Excellent response that fully meets and exceeds the requirements, and provides very comprehensive, detailed, and convincing assurance that the Tenderer will deliver to an excellent standard.	5
A very good response that meets the requirements and exceeds them in some respects. Response provides detailed assurance that the Tenderer will deliver to a very good or high standard.	4
A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.	3
A response where reservations exist. Lacks full credibility/convincing detail, and does not provide confidence to the Contracting Authority that the required Goods/Services will be successfully delivered.	2
A response where serious reservations exist. This may be because, for example, insufficient detail is provided, or the response has fundamental flaws, or is seriously inadequate or seriously lacks	1

credibility with a high risk of non-delivery.	
No response or partial response only and poor evidence provided in support of it: failure to meet the requirements.	0

The lowest cost tender that also meets all of the minimum requirements, will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula.

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	C
Formula employed	$\frac{C \times A}{B}$

NOTE 1: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

NOTE 2: Award of contract may be subject to attendance at a clarification meeting with shortlisted tenderers. It would be essential that the key personnel assigned to manage this contract should be available to attend at this meeting.

NOTE 3: 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.

NOTE 5: Clarification of Abnormally Low Tenders - In the event that the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic in light of the tendered price or any other financial matter, the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant.

Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question on the basis of it being considered abnormally low.

10. PRICING SCHEDULE - APPENDIX 2

APPENDIX 2 - TO BE COMPLETED IN THE BID SHEET AND UPLOADED SEPERATLY TO PROACTIS

Failure to complete the Appendix 2 Pricing Schedule in full in accordance with the instructions may result in the elimination of the tender from the competition.

The Pricing Schedule outlines all products required by the Contracting Authority. Suppliers must submit pricing for all items they are able to supply

Where a supplier is unable to provide a listed product, the corresponding price field should be left blank or marked as "0". Each product will be assessed independently during the evaluation process.

Tie-Break Procedure

In the event that two or more tenderers submit identical prices for the same product and are otherwise equally ranked following evaluation, the Contracting Authority will apply the following tie-break procedure:

- 1. Best and Final Offer (BAFO):** The tied tenderers will be invited to submit a revised price for the product(s) concerned within a specified timeframe. The lowest revised price will determine the successful tenderer.
- 2. If prices remain tied after BAFO:** The Contracting Authority reserves the right to award to multiple suppliers, where operationally feasible.

All steps will be documented to ensure compliance with principles of transparency, equal treatment, and fairness under Irish and EU procurement regulations.

TENDER NOTES:

Please read pricing schedule carefully before tendering and remember to upload separately the pricing schedule with the prices filled in to Proactis when submitting your tenders.

- Please note all quantities are indicative only.
- Please clearly specify in the bid schedule the products that you can supply
- All pricing must be quoted in Euro/Cent. Any currency variations occurring over Term shall be borne by the Service Provider.
- All pricing submitted must be all-inclusive and therefore include all costs associated with the provision of the services, including but not limited to travel, packaging, equipment, training, ancillary costs and all other costs / expenses.
 - Tenderers must not list assumptions, additional proposals, delete, or amend details in the document

11. TENDER DECLARATION

I hereby declare that the information above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Company	
Name of Applicant	
Authorised Signatory	
Name in Print or Block Capitals	
Position in Organisation	
Date	

12. INSTRUCTIONS TO TENDERERS

The Contracting Authority is using its eProcurement Portal / Supplier Management System (SMS) / Proactis Portal facility to manage responses to this request for tenders. All tender submissions must be submitted electronically via Coillte's Supplier Management System only. All Tenders must be in the English language. All documents that are to be uploaded to the Proactis/e-procurement portal as part of the response must have reference to the Tenderer's company name in the title of the document.

All documents requiring a signature must be signed by an individual with the relevant legal authority to act on the Tenderer's behalf.

Where reference is made in the technical specification to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words "or equivalent". These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

(a) Submission of Tenders

To access the tender documentation for this competition please log on to Coillte's Supplier Management System (SMS) Proactis by going to (<http://www.coillte.ie/>), click on 'Our Business' – 'Forestry' – 'Suppliers' - 'SMS Portal', or use the link below:

<https://supplierlive.proactisp2p.com/Account/Login>

Tenderers must ensure that they give themselves sufficient time to submit all required documentation before the closing date/time. Tenderers should take into account the fact that upload speeds vary and internet connectivity in various locations may not be available. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

In responding to this tender all tenderers must follow the format of the tender document and respond to each element of the electronic tender document in the order as set out in this Invitation to Tender. Tenders must be completed in English.

It is the responsibility of the Tenderer to ensure that their tender is completed by the designated deadline. Tenders that are received late **WILL NOT** be considered in this Competition

The closing date for tenders is, 3rd October 2026 at 2.00pm (14.00 hrs)

(b) Completing the Tender Document

When completing the electronic tender responses, Tenderers should note the following conditions:

Tenderers should tender in response to the specific requirements of the contract in light of the published award criteria and this Invitation to Tender document.

All questions must be completed in full and answered with relevance to the subject matter of this competition.

For the avoidance of doubt, it is emphasised that the information requested in the tender questionnaire is aimed solely at determining the suitability of Tenderers.

Where a 'Rule' is associated with a particular question, Tenderers must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

The questionnaire must be completed in English and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

13. TENDER INFORMATION

Queries

Every effort has been made to ensure that this document contains all the necessary information for the completion of tender submissions. The Contracting Authority does not warrant or represent that this Document, or any other information given to tenderers, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to tenderers.

Requests for additional information and clarifications on any matters must be made via messaging facility on Proactis.

All queries should be submitted on or before **25th September 2026 at 2.00pm (14.00 hrs)** to enable clarifications to be issued to all tenderers in sufficient time prior to the deadline date for the receipt of tenders.

For the purpose of circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.

Sufficiency and Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tenderers are cautioned to check the accuracy of their tender prior to submission. A tender found containing any clerical errors or omissions may, at the sole discretion of the Contracting Authority, be referred back to the tenderer for correction. Any subsequent adjustment(s) must be confirmed via messaging facility on Proactis. The Contracting Authority reserves the right to disqualify incomplete tenders.

Tender Documents - Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting a comprehensive tender, please contact us as soon as possible.

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. The Contracting Authority will, upon receipt of such notification, issue a clarification via messaging facility on Proactis in respect of any

such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

Qualification of Tenders and Referential Bids

Please note that qualifications to a Tender may be considered a counteroffer and may render the tender invalid. Tenders made by reference to other tenders are not valid and cannot be considered.

Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing to all tenderers no later than six days before the original closing date.

Tender Responses

Tenderers are required to electronically complete and return this Invitation to Tender. Failure to complete the necessary documents, in the required format, may result in rejection of the tender.

Cost of Preparation of Tender

The Contracting Authority will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of the tender or any associated efforts. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event that they are required to attend negotiation meetings.

Tender Validity Period

To allow sufficient time for Tender assessment a Tender Validity period of 18 months is required, this period commencing on the closing date by which the Tenders are to be returned.

Currency and Payments

Please provide pricing in Euro, exclusive of VAT for the supply of services. Rates tendered for each package will be fixed as a maximum for the lifetime of each contract awarded.

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

The Contracting Authorities operate in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by the Contracting Authorities is Electronic Funds Transfer.

Suppliers are required to submit an invoice, quoting the relevant Contract Work Recording (CWR) to the company. The company shall pay (monthly in arrears) such invoiced charged by no later than the 15th day of the subsequent calendar month.

Confidentiality

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are

required to treat the details of all documents supplied in connection with the tender process as private and confidential.

Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995.

Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

Tax Clearance

It will be a condition of award of a contract and any subsequent contract that the successful tenderer(s) comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident tenderers should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie. The Contracting Authority will satisfy themselves that any tenderers being considered for award of a contract are appropriately tax compliant by checking their status via the online system for which tenderers are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification. By supplying these numbers tenderers acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of this framework agreement/contract.

Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-67-63400).

Irish Legislation and Law

Tenderers should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contracts awarded on foot of this tender process will be governed by Irish law.

Compliance with all relevant Employment Law Obligations

Tenderers shall ensure that all rates quoted for the provision of services allow for statutory deductions such as PRSI, PAYE, Annual leave/Holiday pay.

It is the obligation of the successful tenderer/s to ensure that any foreign personnel have provided them with the necessary documentation to prove that they can legally work in this country.

Prior to expiry of the agreement, if requested, the successful tenderer shall, upon the termination of this agreement for any reason or prior to the expiration of the Term, promptly furnish such anonymised information relating to the terms and conditions of the employment of all persons providing the services as may be required by the Contracting Authority. The successful tenderer agrees to the Contracting Authority releasing any such anonymised information to third party tenderers for the purposes of any procurement competition for the provision of the services upon expiry of the Term or earlier termination of this contract for whatever cause.

Where applicable, tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument S.I. No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

The Protection of Employees (Temporary Agency Work) Act 2012 (the "2012 Act") provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the Contracting Authority of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The Contracting Authority shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.

Dignity at Work

The successful tenderer(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

Clarification of Tenders

The Contracting Authority is entitled, but not obliged, to seek clarification of tenders, including pricing breakdowns in the course of the evaluation process. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with the Contracting Authority.

Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the electronic version of the tender. In general, the following approach will be applied to manifest errors 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.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined may have their tender rejected.

Change in the Composition of a Tender

The Contracting Authority reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

Notification of Tender Evaluations

All tenderers will be informed of the outcome of their tender proposals following tender evaluation and any necessary clarifications.

Policy on Personal Debriefings

Based on the provision of the information to unsuccessful tenderers as outlined above and due to resourcing constraints, the Contracting Authorities will not be arranging individual debriefing meetings to unsuccessful bidders.

Right Not to Award

The Contracting Authority does not bind itself to accept the most economically advantageous tender or any tender. It also reserves the right to accept or reject in whole or in part any or all tenders received, and, in particular, to source the requirement with more than one service provider. It also reserves the right to withhold contract award when it considers that effective competition which resulted in value for money did not take place. To ensure that the market remains open and competitive, Coillte Ireland reserves the right to limit the overall percentage awarded to any single supplier of haulage services

The invitation to tender is issued in good faith; however, the Contracting Authority at its sole discretion shall not be obliged to award a contract or proceed to further stages in the procurement process and reserves the right to cancel the contract/procurement process.

Environmental Aspects

The Contracting Authority is committed to the principles of environmental management in its activities and it encourages the implementation of sustainability principles in its procurement practices.

Tenderers should make all reasonable efforts to minimise adverse environmental impact in the methods of services delivery and in materials used. Tenderers should; comply with Forest Stewardship Council (FSC) and PEFC Certification.

See www.coillte.ie for further details.

comply with Forest Service Guidelines and best practice.

See www.agriculture.gov.ie/forests-service for details.

comply with any mitigation measures, as specified in the Coillte Environmental Risk Assessment (ERA) documentation, issued by Coillte Managers.

Collusive Tendering

If any Tendering Party is found to have, at any time, offered to give or to have agreed to offer or give to any person, any bribe, gift, gratuity, commission or consideration of any kind as an inducement or reward for taking or forbearing to take any action in relation to the obtaining of its Tenders, or for showing or forbearing to show any favour or disfavour to any person in relation to its Tenders, the bid submitted by such Tendering Party shall be automatically disqualified and the circumstances surrounding such action shall be referred to the appropriate authority.

Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (“SME”s) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

Larger enterprises are also encouraged, subject to this paragraph, to consider the practical ways that SMEs can be included in their proposals to maximise the social and economic benefits of any Services Contracts that may result from this Competition.

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this ITT the Contracting Authority will deal with all matters relating to this Competition through the entity who will carry overall responsibility for the performance of the Services Contract only (the “Prime Contractor”), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the “Subcontractor”). The Tenderer must clearly and comprehensively set out the name, title, telephone number, postal address, facsimile number and email address of the nominated contact personnel of the Prime Supplier authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person (including from any Subcontractor) will NOT be accepted, acknowledged or responded to.

Anti-Competitive Conduct

Tenderers attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”). The 2002 Act makes it a criminal offence for Tenderers to collude on prices or terms in a public procurement competition.

14. CHECKLIST FOR TENDERERS

PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE COMPLETED AND UPLOADED TO PROACTIS.

Summary of information & documents to be submitted with this tender response

Appendix 1 - Response to all Selection Criteria populated in the response document and uploaded to Proactis		☐
Appendix 1 - Response to all Award Criteria populated in the response document and uploaded to Proactis		☐
Appendix 2 – Pricing Schedule Excel uploaded to Proactis		☐