

REQUEST FOR TENDER

Greene's Forge Ltd[referred to as the "Contracting Authority"] from Earlspeak, Ballinasloe, Co. Roscommon is looking for competent supplier[s] to supply the below:

1. Supply, Delivery, Installation, Commissioning, Training and After-Sales Support of CNC Fibre Tube Laser Cutting System

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 in the Tube Laser Machine Specification, 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. 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 - ***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 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 the specification 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]

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.
- This tender process may be withdrawn 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

- Greene's Forge Ltd 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. 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
- Greene's Forge Ltd 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, Greene's Forge Ltd 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.

