Tender Submission

Additional Information – Fingal County Council

Economic Operators should note the following prior to making their submission:

Only Tender submissions uploaded via the portal www.etenders.gov.ie will be accepted by Fingal County Council via the upload procedure as set out by eTenders.

Economic Operators are requested to familiarise themselves with the eTenders 'Supplier User Guides' document which is available for download on the eTenders portal.

Documents submitted by any other means (including but not limited to by email, via the eTenders messaging facility, fax, post or hand delivery) will **NOT** be accepted.

etenders - Uploading and Status Confirmation (*IMPORTANT*)

Tenderers should ensure that all documents related to their submission are contained within one (1) zipped folder.

Tenderers must also ensure that they give themselves sufficient time to upload and submit all required documentation before the deadline. Tenderers should take into account the fact that upload speeds vary. There is a maximum of 250mb per file size, with a maximum total limit of 2GB for all documentation (combined) in the Tender submitted.

In order to submit a zipped folder containing your complete submission package to the electronic post-box, please note that you must click the RED 'Submit' button. After clicking the 'Submit' button, you will notice that the page will refresh and a 'Status' section will appear on the top left hand side of the page with 'Submitted' and a reference number.

This is the final step in the electronic process and should result in receipt of the following status:



If you do not receive a message similar to above and a confirmation email, you have not successfully submitted your response.

In the "completion" section, there is a tender submission report, which the supplier user can view as a PDF or print off for their records.

A record of your submission can also be found under the "List of submitted tenders" area.

After submitting you can still modify and re-send your response up until the response deadline. Tenderers should be aware that the 'Submit' button will be disabled automatically upon the expiration of the response deadline.

Please note that the screen may say OFFLINE. This is a technical feature of eTenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, **this still requires you to go through the submit button.**

Please upload your response as a ZIP FILE to protect the integrity of the file names.

It is the responsibility of the Tenderer to ensure that their tender is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

Should you experience difficulties, please contact the eTenders Support Desk for technical assistance. Email: irish-eproc-helpdesk@eurodyn.com or Telephone: +353 818001459 (09:00am – 17:30pm GMT).

Tax Clearance & Withholding Tax

It will be a condition for the award of any contract by Fingal County Council that the successful Tenderer and all sub-contractors (if applicable) produce a valid Tax Clearance Certificate from the Revenue Commissioners in compliance with Circular (43) 2006 (or as amended) and that the certificate will be maintained for the duration of the contract and will be on a 12-month basis. In the case of a non-resident Tenderer, a statement of suitability from the Revenue Commissioners will be required.

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).