Comhairle Contae Dhún na nGall
Donegal County Council

November 2026

APPLICATION FORM FOR THE PROVISION OF GARAGE SERVICES FOR DONEGAL COUNTY COUNCIL

Any tenderer/candidate may not have their tender considered unless they

- complete the application form (part A, B, C, D and E) in full
- include the requested documentation to demonstrate that the Minimum Selection Criteria can be met.

APPLICATION FORM PART A: DETAILS OF APPLICANT

(all fields in this section are mandatory and must be completed in full and in capitals)

Name of Applicant:

_____

(please state the name of the legal entity and not any trade name or registered business name)

Full address: _____

_____

_____

_____

Telephone no: _____

Fax. No: _____

Contact email: _____

Nominated Liaison Person: _____

Deputy Liaison Person: _____

SUBMITTED BY: DATE:

_____ _____

COMPANY NAME (affix seal of company if LTD)

APPLICATION FORM PART B: SERVICE PROVISION

Please select (tick) appropriate service option(s) for which you wish to be considered. Depending on the applicant's capability, experience and capacity of premises/service, the Council may only offer the limited-service option irrespective of the option tendered for:

Service Provision Options	Summary Details of Service Option	Option offered by Service Provider
Service Provision 1	Full-service option for all plant types listed in conditions of contract (and in table below) offering availability of minimum of 2 full time experienced fitter mechanics and fixed premises	
Service Provision 2	Reduced repair service on some or all plant types listed offering availability of 1 full time experienced fitter mechanic and fixed premises	
Service Provision 3	Option 3a - Collection of broken-down vehicles to return to service providers garage and undertake work as per either service provision 1 or 2 above	
	Option 3b - Attend at site of broken-down vehicle to undertake inspection or small repairs on site – During normal hours 08:00 to 17:00	
	Option 3c - Attend at site of broken-down vehicle to undertake inspection or small repairs on site – Outside normal hours	

Please select (tick) plant type to be included under service option(s) selected above for which you wish to be considered. Depending on the applicant's capability, experience and capacity of premises/service, the Council may only offer the limited-service option irrespective of the option tendered for:

Plant Type	Select (tick) plant type to be included in Service option(s) selected	Any restrictions or exceptions re plant type that cannot be facilitated at garage premises
Low loader		
Vans – large		
Vans - small		
3.5-7.5 Tonne Crewcab		
7.5-9.5 Tonne Small Lorries		
9.5 - 13 Tonne Small Lorries		
Rigid Lorries		
Tar Sprayers		
Tar Tankers		
Artic. Tractor lorries		
Leachate Tankers		
Demountable Type Salters		
Snowploughs		

APPLICATION FORM PART C: ADDITIONAL INFORMATION REQUIRED FOR TENDER COMPLIANCE ASSESSMENT

Please attach requested information as per outlined below to your application form.

Sections	Details in compliance with criteria	Action – for tenderer
Insurance	Minimum levels required: Employer's Liability €12.7m, Public Liability €6.4m and Motor Insurance €6.4m. Insurance policies must indemnify Donegal County Council for any loss incurred as a result of the actions by the service provider. Must provide evidence of this level of cover being in place or a letter from an insurance company stating that these levels of cover may be put in place if a contract is awarded.	Include details with application form
	The Service Provider must satisfy Donegal County Council that they have insurance in place to cover any loss or damage to any Council property in their care caused by the Service Provider, their employees or agents	Include details with application form
Tax Compliance	The Service Provider must produce a current Certificate of Tax Compliance	Include details with application form
	The Service Provider must produce on request a certificate of payment of local taxes including rates from Donegal County Council or alternatively provide an agreed payment plan for same.	Include details with application form or confirmation of availability of same
Health and Safety	The Service provider must satisfy Donegal County Council that they are complying with all relevant health and safety legislation, and the Service Provider must have no convictions under Health and Safety Legislation for the previous 5 years.	Include Garage safety statement
Minimum Wages	The Service Provider must satisfy Donegal County Council that they are paying the Minimum Wage to all employees involved in any contracts with Donegal County Council	Include completed pay rates form as attached
Resources	The Service Provider must satisfy Donegal County Council that they have sufficient resources to carry out allocated works tasks/contracts. In assessing the sufficiency of resources Donegal County Council shall consider other work commitments at time of need. Depending on the Service Option selected, the Service Provider must have, at a minimum, the services of 1 full-time mechanics available (2 for option 1)	Attach CVs of fitter mechanic(s) and Nominated liaison person.

Sections	Details in compliance with criteria (cont'd)	Action – for tenderer
Experience	The Service Provider must have a minimum of 5 years relevant experience of successfully completing similar work tasks in the areas of servicing, repairs and Pre-Post CVT Testing for the commercial and heavy goods vehicles included in selected list in Part B of the application form. In assessing the successful completion of contracts/work tasks, Donegal County Council shall seek reference from customers	Please attach statement detailing garage facility, service tools available (lift, pit, diagnostics, etc) and operational arrangements (who does what)

APPLICATION FORM PART D: TENDER PRICES FOR SERVICE PROVISION

Please complete tender price for all work tasks to be offered as part of the service provision.

Parts mark up

Mark up on the price of parts supplied by the Service Provider (</equal 5%) = _____%

Parts costs will be charged in addition to on site service repair cost and will be based on parts purchase price plus tendered mark up.

Normal Service Charge Rate per hour and Collection Charge per plant type

Plant Type	Select (tick) plant type	Price per hour for labour	Collection cost from site (<30km)
Low loader		€ hr	€ Km
Vans – large		€ hr	€ Km
Vans - small		€ hr	€ Km
3.5-7.5 Tonne Crew cab		€ hr	€ Km
7.5-9.5 Tonne Small Lorries		€ hr	€ Km
9.5 - 13 Tonne Small Lorries		€ hr	€ Km
Rigid Lorries		€ hr	€ Km
Tar Sprayers		€ hr	€ Km
Tar Tankers		€ hr	€ Km
Artic. Tractor lorries		€ hr	€ Km
Leachate Tankers		€ hr	€ Km
Winter Salter's		€ hr	€ Km
Winter Snowploughs		€ hr	€ Km

Collection Charge

Additional charge to Collection Charge listed above - fixed cost per km extra travelled above 30km distance from garage depot to breakdown location = €_____/km

Emergency on Site Repair Service

Fixed price charge for onsite repairs in each of the 5no. Municipal Districts in the County of Donegal.

Rate tendered is (inclusive of travel costs, overheads, and labour costs) for attending on site to undertake vehicle \plant repairs. Both daytime and outside normally hour rate must be given as set out in table below.

EMERGENCY ONSITE REPAIRS	Municipal District Service Area	Daytime hour rate (08:00-1700	Outside Daytime hour rate (1700-0800
	Municipal district Letterkenny	€_____hr	€_____hr
	Municipal district Stranorlar	€_____hr	€_____hr
	Municipal district Inishowen	€_____hr	€_____hr
	Municipal district Donegal	€_____hr	€_____hr
	Municipal district Glenties	€_____hr	€_____hr

On-call Winter Service Emergency on Site Repair

Rate tendered is (inclusive of travel costs, overheads, and labour costs) for attending on site to undertake vehicle \plant repairs. Both normal working hours and outside normal working hours rate must be given as set out in table below.

Only actual hours worked (including travel time) will be paid.

WINTER SERVICE EMERGENCY ONSITE REPAIRS	Municipal District Service Area	Normal working hour rate (08:00-1700)	Outside normal working hours rate (1700-0800)
	Donegal County Wide	€_____hr	€_____hr

Winter Service on Standby Charge

Fixed price charge for making available a person to accept\attend and or organise all out of hour service requests including weekends and holidays when put on standby and prior notification is given by Donegal County Council on any given day or week. The fixed price charge is for the full out of hours period 17:00 to 08:00 on any given day and includes for provision of service on weekends and holidays

WINTER SERVICE ON STANBY CHARGE	Weekly on call rate	€_____week	*Note:* *Rates tendered are inclusive of all associated costs and should account for on standby when requested include weekends (Sat, Sun) & holidays including Christmas and new year day.*
	Daily on call rate	€_____day	

APPLICATION FORM PART E: AWARD CRITERIA FOR WORK TASKS ASSIGNMENTS

A panel will be formed comprising of tenderers who have successfully completed the application form and been deemed compliant with the minimum criteria under the various service provision options.

Work Tasks will then be assigned by Donegal County Council Machinery Yard to approved Service Providers on the panel based on consideration of the following criteria (no order or priority of criteria) but value for money and successful completion of task in a timely manner will be the overriding objectives in selecting Service Provider for each work task:

- Nature of work tasks to be completed and service provider's capability to undertake same (e.g. - full-service works will only be assigned to garages with minimum of 2 competent, qualified fitter mechanics)
- Current workload of garage considering urgency of repair/work task
- Proximity of garage to vehicle requiring mechanical service
- Level of service available at time of need
- Lowest price submitted for particular works tasks

Important note
Donegal County Council's Machinery Yard will be the client/customer to each Service Provider. Any work tasks undertaken through instruction from any other party/section of the Council will NOT be reimbursed by Machinery Yard. Approvals processes as per the conditions of contract must be adhered to and deviance from same will result in breach of contract and so costs will not be reimbursed.

Minimum engagement of service provider
As per conditions of contract attached, the Service Provider tendering for appointment to the panel for provision of garage service to Donegal County Council, the Service Provider will not be entitled to any minimum number of work contracts or payment during the period of appointment to the panel and will not be entitled to any compensation in lieu of no award of individual work contracts.

Tender Submitted by:

Signed: _____ Dated: _____

Company Name: _____