Comhairle Contae Dhún na nGall
Donegal County Council

November 2026

THE APPOINTMENT TO A PANEL FOR THE PROVISION OF GARAGE SERVICES FOR DONEGAL COUNTY COUNCIL

Instruction to Tenderers

1 Tenders to be in a sealed envelope endorsed "Application for appointment to a Panel for the Provision of Garage Services for Donegal County Council.

2 Tenders must be submitted to the County Secretariat, Donegal County Council, County House, Lifford, Co. Donegal.

3 LATEST DATE for receipt of completed tender, please refer to the Government's "retenders Public Procurement" website: www.etenders.gov.ie

4 The Contractor must bear his/her/its own legal costs in connection with the preparation and submitting of the application form and requested attachment documentation.

5 Tenderers shall submit a full and correct application form (Parts A, B, C, D and E) along with all requested documentation as per outlined in the application form.

6 The Service Provider must have a Safety Statement and ensure that tender prices allow for adequate provision for the execution of work tasks/contracts in compliance with The Safety, Health and Welfare at Work Act, 2005, The Safety, Health and Welfare at Work (Construction) Regulations 2013, The Safety, Health and Welfare at Work (General Application) Regulations, 2005, and any other applicable safety regulations or acts applicable to Garage/Workshop facilities.

7 The tenderer must comply with the Conditions of Contract.

8 The tenderer may be requested to produce evidence which will demonstrate his competence to carry out the works in accordance with the tender documents supplied. Failure to demonstrate sufficient competence, if requested, to the satisfaction of Donegal County Council will lead to the elimination of the tender from any further consideration.

9 The tenderer may also be requested to produce evidence of his financial standing to demonstrate that he has sufficient cashflow to financially manage the contract. Failure to demonstrate sufficient cashflow, if requested, to the satisfaction of Donegal County Council will lead to the elimination of the tender from any further consideration.

10 Conflict of Interest Any conflicts of interest involving a candidate must be fully disclosed to Donegal County Council. Any registerable interest involving the tenderer and Donegal County Council or employees of Donegal County Council or their relatives must be fully disclosed in the application or should be communicated to Donegal County Council immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of an application and prior to the award of the contract. The terms 'registerable 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 an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

11 The validity period for the established panel will be 12 months from date of notification to successful tenderers/Service Providers. Donegal County Council reserves the right to extend the contract without further procurement process for a period of an additional 12 months.

12 The tenderer shall read all the Contract documentation prior to submission of tenders, and any queries or anomalies reported to the Council contact for issue of clarification – contact Eamonn Porter, Assistant Engineer, Machinery Yard, Donegal County Council, Lifford, Co Donegal – phone number 074 9172389 or 074 9172390.

13 Contract documentation included as part of the tender process:

Conditions of Contract

Application Form for appointment to a panel for the provision of garage services for Donegal County Council – Parts A, B, C, D and E.

Instruction to tenderers.

14 Donegal County Council may seek clarification from tenderers on any details submitted or referred to in their tender.

15 Donegal County Council may carry out a site visit to the Tenderer's premises in order to satisfy itself with any of the details submitted or referred to in this application.

16 All questions on this tendering process shall be through the facility on the eTenders website only.

17 Where a tender is received and the rates submitted are, in the opinion of Donegal County Council, considered to be exceptionally low or high, Donegal County Council may demand from the tenderer details of the costings which generated said rates.

18 All prices and fees shall be exclusive of VAT.

19 All rates submitted in this tender shall be "all inclusive" of expenses and shall not be subject to variation.

20 Donegal County Council will comply with all the requirements of the Freedom of Information legislation and cannot guarantee the confidentiality of any documents submitted in relation to this competition. The Employer is entitled to disclose information about this competition, including the identity of those expressing interest, to any person. If a Tenderer considers that information in its Tender as commercially sensitive or confidential, this should be clearly stated, and clear and substantive reasons should be given. The Employer will have regard to such a statement in considering a request for access to the information under the Freedom of Information Acts 2014 but is not bound by the Tenderer's view.

21 The type of work that may need to be carried out will include:

- Servicing
- Repairs
- Pre- Post CVT Testing
- Minor ad hoc repairs
- On-site emergency repairs
- On-call Winter Service on-site repairs

Vehicle recovery

The type of commercial and heavy goods vehicles shall be selected by the Service Provider in the application form to facilitate the capacity and capability of the tenderer.

Due to the primarily unplanned nature of the works the Council will not be in a position to give a guarantee on the minimum hours that would be included in the Contract.

22 Tenderers who have not met the minimum selection criteria set out in the attached document may not have their tenders evaluated.

Machinery Yard
Donegal County Council
The Roughan
Lifford
Co.Donegal
F93RC53
November 2026