Instructions to Tenderers

Carrow Coffee Roasters | Supply and delivery of a commercial coffee roasting system, plus (optional) installation and commissioning

1. Introduction and scope

Carrow Coffee Roasters invites tenders for a new commercial coffee roasting system with a nominal green-coffee batch capacity of approximately 45 kg, together with suitably matched green-bean loading, cooling, destoning and necessary emissions-control arrangements. Both traditional drum and convection / recirculation solutions may be proposed. See the separate Technical Specification for full requirements.

2. Procurement details

Item	Details
Contracting purchaser	Carrow Coffee Roaster, Carrowgarry, Beltra, Co. Sligo, F91AE80, Ireland
eTenders reference	9460700
Submission deadline	04/12/2026 @ 3pm
Clarification deadline	25/11/2026 @12pm
Submission route	Via the eTenders competition only, in accordance with the platform instructions
Delivery location	County Sligo, Ireland
Funding	Purchase subject to LEADER funding approval and any required grant conditions

3. Tender documents

- Instructions to Tenderers (this document).
- Technical Specification (including any mandatory requirements).
- Tender Evaluation Matrix (published award criteria and scoring method).
- Supplier Response and Pricing Form.
- Purchase conditions

4. Submission requirements

Submit a complete tender in English through the designated eTenders response area by the stated deadline. Tenderers should provide:

- Completed Supplier Response and Pricing Form, including an itemised turnkey price excluding VAT and VAT separately.
- Technical data-sheets and a description of the proposed machine, ancillary equipment and system layout.
- A response against every specification requirement, identifying any deviations or alternatives.
- Evidence of applicable EU conformity and a summary of safety and emissions arrangements.

- Information on delivery costs, warranty and service information.
- Optional - information on installation, commissioning and training.
- Any further eligibility documents expressly requested in the final published competition.

5. Clarifications and amendments

All tender questions should be submitted using the eTenders messaging / clarification facility by the published clarification deadline. Answers and any changes will be communicated to all tenderers through the platform. Tenderers must check for updates and take account of all published clarifications.

6. Pricing basis

Quote in euro (EUR), excluding VAT, using the supplied pricing form. Identify equipment, transport, unloading, installation, commissioning, training and any required emissions-control equipment. Clearly identify exclusions, site works, consumables, optional items and recurring software or maintenance charges. Do not include optional items in the mandatory total unless expressly required.

7. Assessment and award

Tenders will first be checked against published mandatory requirements. Compliant tenders will be assessed using the separate Evaluation Matrix: technical merit 30%, environmental performance 15%, after-sales support 15%, and turnkey price 40%. No contract award is guaranteed. Any exclusion / selection criteria must be specified before issue and applied consistently.

8. Contract formation and funding

A tender submission does not create a contract. No purchase order or binding commitment will be issued unless and until the purchaser has completed the procurement process, obtained any necessary LEADER approval and signed the agreed contract / purchase order. The purchaser may not rely on an unrestricted right to cancel; any cancellation must comply with applicable procurement rules and stated tender conditions.