

# Supplier Guide for Dynamic Purchasing System for Plant Hire for Local Authorities and the Office of Public Works

The screenshot displays the SupplyGov.ie website interface. At the top, the logo 'SupplyGov.ie public procurement' is visible, along with a 'Login' button and links for 'Forgotten your Login Details?' and 'Change Password'. A navigation menu includes 'Home', 'Forms', 'Terms & Conditions', 'About Us', 'FAQ', and 'Contact Us'. The main banner features a photograph of a document titled 'QUOTATION (BID PROPOSAL) CONTENTS' with a table of contents listing 'Description Item', 'Introduction 1.0', and 'Summary 2.0'. Below the banner are three teal buttons: 'Register as New Supplier', 'Create an Insurance Account', and 'Terms and Conditions'. A 'Welcome to SupplyGov.ie' section follows, containing a message about requesting suppliers/contractors to express interest in various categories like Plant Hire and Haulage, Road Making Materials, Ready-mix and Concrete Additives, and General Construction & Trade Services.

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## Logging in to Supplygov.ie

Browse to [www.supplygov.ie](http://www.supplygov.ie) and enter your username & password and click on the **'Login'** Button

Enter your Username & Password and click **'Login'**

Supplygov.ie  
public procurement

Username Password Login

[Forgotten your Login Details?](#) [Change Password](#)

Home Forms Terms & Conditions About Us FAQ Contact Us

If you have forgotten your login details, click on **'Forgotten your login Details?'** link under 'Username' and 'Password' and enter your email address that is registered on your Supplygov Account.

## How to express an interest in the Dynamic Purchasing System(DPS) – Plant Hire for Local Authorities and the OPW

Home Supplier Details My RFTs & RFQs My Competitions My Checklist Terms & Conditions Forms

Welcome Test (SupplierID: 17124) Logout

Suppliers may express an interest in the competitions listed below.

Applications for the competitions (Dynamic Purchasing Systems / Frameworks) listed below are processed on 'Select' and complete all necessary steps in the application process.

Suppliers may edit applications up to the Closing Deadline.

Competitions	Closing Date	Application Status	Options
DPS for Plant Hire for Local Authorities and the OPW	--		SELECT
DPS for Road Marking Supplies & Services for Local Authorities	--		SELECT

Request for Quotations (RFQs) Categories	Closing Date	Options
Supplies, Services and Tool Hire	On-Going	SELECT

Click 'Select' to complete all necessary steps in the application process

**PLEASE NOTE:** THE INSTRUCTIONS TO TENDER DOCUMENT AND ALL OTHER RELEVANT DOCUMENTS ARE AVAILABLE AT [www.etenders.gov.ie](http://www.etenders.gov.ie) and under the 'Terms and Conditions tab' of [www.SupplyGov.ie](http://www.SupplyGov.ie).

Please ensure you read all tender documentation prior to making your online application on [www.SupplyGov.ie](http://www.SupplyGov.ie).

## Step 1 of 8: Application Process

Home	Supplier Details	My RFTs & RFQs	My Competitions	My Checklist	Terms & Conditions	Forms	
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Welcome Test (SupplierID: 17124) Logout

### DPS for Plant Hire for Local Authorities and the OPW

#### Step 1 of 8: Application Process

This is an online application process. You will be required to scan and upload multiple documents. Please allow sufficient time to process the documents.

A guide to assist you in completing your application can be accessed at <http://www.supplygov.ie>.

During the application process you can save your application.

You must read all information contained within the Instructions and under the Terms and Conditions tab at [www.supplygov.ie](http://www.supplygov.ie).

Please ensure you have read and understood these documents.

Enter the name and position of the person authorised to complete the application on behalf of the Applicant.

Tick the box to confirm that you have read and understood the contents of all relevant tender documentation available at [www.etenders.gov.ie](http://www.etenders.gov.ie) and under the Terms and Conditions tab of [www.supplygov.ie](http://www.supplygov.ie)

Contract Notice at [www.etenders.gov.ie](http://www.etenders.gov.ie)

Name of signatory:

I confirm that I am authorised to complete this online application on behalf of the applicant. I have read and understood the above information and all the relevant documents contained in all of the above links.

Save As Draft    Back    Next

Click on **'Save as Draft'** if you wish to save the application and return to it at a later stage. .

Click on **'Back'** if you wish to view/make changes to the previous screen

Click on **'Next'** to proceed to the next stage

## Step 2 of 8: Please confirm your interest in one or more Lots.

Home	Supplier Details	My RFTs & RFQs	My Competitions	My Checklist	Terms & Conditions	Forms	
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Welcome Test (SupplierID: 17124) Logout

### DPS for Plant Hire for Local Authorities and the OPW

**Step 2 of 8: Please confirm your interest in one or more Lots. You must select at least one Lot to proceed to the next step.**

- Lot 1**  
Plant Hire only (without Operator/PSCS)
- Lot 2**  
Plant Hire with Operator (without PSCS)
- Lot 3**  
Plant Hire with Operator and with PSCS

You must select at least one Lot to proceed to the next step. Please refer to the **Instructions to Tender Document** in relation to the Lots. *Please note, if you are already successful for one or more Lots, those Lots will now be greyed out and you will only have the option to select a new Lot.*

Save As DraftBackNext

Once you have made your selection, click on **'Next'** to proceed.

### Step 3 of 8: Please select the Category of Plant that you wish to tender for

Please note screenshot is only an extract of the listing.

Home	Supplier Details	My RFTs & RFQs	My Competitions	Terms & Conditions	Forms
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Welcome Test (SupplierID: 17124) Logout

#### DPS for Plant Hire for Local Authorities and the OPW

**Step 3 of 8: Please tick the box for each category of Plant that you wish to tender for**

Please select the types of plant you wish to tender for below. You must select at least one type of plant.

Type of Plant	Selection
Articulated Semi Trailers	<input type="checkbox"/>
Bulldozers	<input type="checkbox"/>
Cars	<input type="checkbox"/>
CCTV Pipe Surveying Equipment	<input type="checkbox"/>
Compressors	<input type="checkbox"/>
Cranes	<input type="checkbox"/>
Crushing Plants	<input type="checkbox"/>
Draglines	<input type="checkbox"/>

Please select the category of plant that you wish to tender for by ticking the box under '**Selection**'. You must select at least one category of plant to proceed to the next step.

Once you have made your selection, click on '**Next**' to proceed.

Save As Draft	Back	Next
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## Step 4 of 8: Please identify the region/regions you wish to tender for

Please note screenshot is only an extract of the listing.

Home Supplier Details My RFTs & RFQs My Competitions Terms & Conditions Forms

Welcome Test (SupplierID: 17124) Logout

### DPS for Plant Hire for Local Authorities and the OPW

**Step 4 of 8: Please identify the region or regions that you wish to tender for:**

Please select the regions you wish to tender for below. You must select at least one Region.

Region	Selection
Carlow County Council	<input type="checkbox"/>
Cavan County Council	<input type="checkbox"/>
Clare County Council	<input type="checkbox"/>
Cork City Council	<input type="checkbox"/>
Cork County Council	<input type="checkbox"/>
Donegal County Council	<input type="checkbox"/>
Dublin City Council	<input type="checkbox"/>
Dun Laoghaire-Rathdown County Council	<input type="checkbox"/>
Fingal County Council	<input type="checkbox"/>
Galway City Council	<input type="checkbox"/>
Galway County Council	<input type="checkbox"/>

You must select at least one Region/Local Authority by ticking the box under 'Selection' to proceed to the next step.

Save As Draft Back Next

Once you have made your selection, click on 'Next' to proceed.

## Step 5 of 8: Self Declarations Checklist

Home	Supplier Details	My RFTs & RFQs	My Competitions	Terms & Conditions	Forms
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Welcome Test (SupplierID: 17124) Logout

### DPS for Plant Hire for Local Authorities and the OPW

#### Step 5 of 8: Self Declarations Checklist

You must complete the following declarations online:

Declaration	Selection
<b>Employee Status</b> Does the Service Provider have employees?	<input type="text" value="--Select--"/>
<b>Statutory Compliance Declaration</b> I declare that the Service Provider/Contractor, if admitted onto the DPS, will comply with all relevant statutory and legislative regulations, as may be amended and updated, relevant to the chosen Lot/s, Services and/or Works.	<input type="text" value="--Select--"/>
<b>Does the Contractor/Supplier intend to submit an ESPD?</b> Does the Contractor/Supplier wish to upload a European Single Procurement Document in accordance with Article 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 ? Note: An ESPD is not a mandatory requirement.	<input type="text" value="--Select--"/>
<b>Health &amp; Safety Legislation Declaration</b> I declare that the Contractor/Supplier complies with the Safety, Health and Welfare at Work (Construction) Regulations 2007.	<input type="text" value="--Select--"/>
<b>Safe Pass Card and CSCS Card Compliance Declaration</b> I declare that details of Safe Pass Cards, and where applicable details of CSCS Cards, for all employees of the Contractor/Supplier will be entered and will be kept updated under my account at www.SupplyGov.ie	<input type="text" value="--Select--"/>

You must complete **all** Declarations by using the drop down menu to select Yes/No.

**Note:** The list of declarations may vary depending on the Lots you have selected. If you change/add Lots at a later stage, please make sure to review the online declarations.

**Complying with Schedule 1 - General Specification Declaration**

I declare that the Contractor/Supplier complies with the General Specification under Schedule 1 of the Instructions Document.

--Select-- v

**Conflict of Interest Declaration**

I declare that the Contractor/Supplier (including any parent, subsidiary or associated company of the Contractor/Supplier or any director, partner or person in an equivalent position in that particular entity); (a) is not engaged in any service or operation which relates or may relate in any direct way to the outcome of this Competition; and (b) there is no registerable interest involving the Contractor/Supplier or any sub-contractors or any members of a Local Authority or their relatives.

--Select-- v

**Insurance Declaration**

I declare that the Contractor/Supplier, if admitted onto the DPS, will ensure that the insurance requirements as outlined in the Terms & Conditions for Dynamic Purchasing System for Plant Hire 2017-2018 will be put in place and the online questionnaire relating to insurance at www.SupplyGov.ie will be completed by the Contractor/Supplier's insurance company/broker.

--Select-- v

**H&S Standards-Educational & Professional Qualifications Declaration**

I declare that the Contractor/Supplier can meet the minimum standards set in regard to Health and Safety Educational and Professional Qualifications. The evidence that may be requested in regard to the minimum standards is detailed in Section 4.4 of the Instructions Document (Minimum Standards in Support of Declarations).

--Select-- v

**Technicians or Technical Bodies responsible for Quality Control Declaration**

I declare that the Contractor/Supplier can meet the minimum standards set in regard to Technicians or Technical Bodies responsible for Quality Control and those upon whom the Contractor/Supplier can call on to carry out work. The evidence that may be requested in regard to the minimum standards is detailed in Section 4.4 of the Instructions Document (Minimum Standards in Support of Declarations). Furthermore, the Contractor/Supplier will upload completed

--Select-- v

Enter the name and position of the person authorised to complete the Declarations on behalf of the Applicant.

**Minimum Health and Safety Standards Declaration**

I declare that the Contractor/Supplier will ensure the suitability of the Project Supervisor in regard to the minimum standards set in regard to the minimum standards is detailed in Section 4.4 of the Instructions Document (Minimum Standards in Support of Declarations). Welfare at Work Construction Regulations 2013 in regard to the

--Select-- v

**Declared By**      **Name:**  \*      **Position:**  \*      **Date:**      29/03/2017

Once you have completed the Declarations Checklist, click 'Next' to proceed.

## Step 6 of 8: Please enter details of your Safe Pass Card(s)

Home | Supplier Details | My RFTs & RFQs | My Competitions | Terms & Conditions | Forms

Welcome Test (SupplierID: 17124) Logout

### DPS for Plant Hire for Local Authorities and the OPW

**Step 6 of 8: Please enter details of your Safe Pass Card(s) below:**

Safe Pass Card Details  
No Safe Pass Cards found.

Enter New Card

Save As Draft | Back | Next

Enter the details of your current Safe Pass Card by clicking on 'Enter New Card'

If you do not hold a current Safe Pass Card, you can proceed to the next step by clicking 'Next'

## Step 6 of 8: Enter Safe Pass Card(s) Details.

Home	Supplier Details	My RFTs & RFQs	My Competitions	Terms & Conditions	Forms
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Welcome Test (SupplierID: 17124) Logout

First Name of Card Holder:

Last Name of Card Holder:

Card Number:

Expiry Month:

Expiry Year:

Cancel Save

Click on 'Save' to move onto next screen

### DPS for Plant Hire for Local Authorities and the OPW

#### Step 6 of 8: Please enter details of your Safe Pass Card(s) below:

##### Safe Pass Card Details

Name	Safe Pass Card No.	Safe Pass Expiry Date	Options	Remove
First Name Last Name	123456	12/17	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

If you wish to 'Edit' or 'Remove' a safe pass card that you have entered click on 'Edit' or 'Remove'

If you wish to enter another Safe Pass Card, click 'Enter New Card' and repeat the previous steps again for each card holder.

Once you have completed the Safe Pass Card, click 'Next' to proceed.

## Step 7 of 8: Tender Documents Required.

### Step 7 of 8: Tender Documents Required

Please upload the following documents:

Templates of the required documentation are available for download on [www.etender.gov.ie](http://www.etender.gov.ie) (System ID: 110573) and also under the 'Terms & Conditions Tab of [www.supplygov.ie](http://www.supplygov.ie).

Please ensure you complete and upload all required documentation before you submit your application.

Document Required	File Name	Upload	Delete
Personal Situation Declaration Form (PSDF)		<a href="#">Attach Document</a>	
Contractor/Supplier Registration Details Form		<a href="#">Attach Document</a>	
Current Safety Statement (Signed, Dated, and Companies Registration Office Company Name referenced where applicable) [For Contractors/Suppliers with 3 or less Employees, fully completing and uploading the documents included as Appendix E to the Health & Safety Authority Code of Practice for Contractors with Three or Less Employees will comply with this requirement]		<a href="#">Attach Document</a>	
Relevant Experience Form Lot 1		<a href="#">Attach Document</a>	
Relevant Experience Form Lot 2		<a href="#">Attach Document</a>	
Relevant Experience Form Lot 3		<a href="#">Attach Document</a>	
Declaration C1: HEALTH AND SAFETY – CONTRACTOR OR PSCS APPOINTMENTS, or equivalent (e.g. Safe-T Cert or OHSAS 18001)		<a href="#">Attach Document</a>	
Declaration C3: HEALTH AND SAFETY COMPLIANCE – CONTRACTOR, or equivalent third party certification (e.g. Safe-T Cert or OHSAS 18001)		<a href="#">Attach Document</a>	
Declaration C4: HEALTH AND SAFETY COMPLIANCE – PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE, or equivalent third party certification (e.g. Safe-T Cert or OHSAS 18001)		<a href="#">Attach Document</a>	

**Step 1:** To upload your document, click on '**Attach Document**' and select the file you wish to upload from your PC

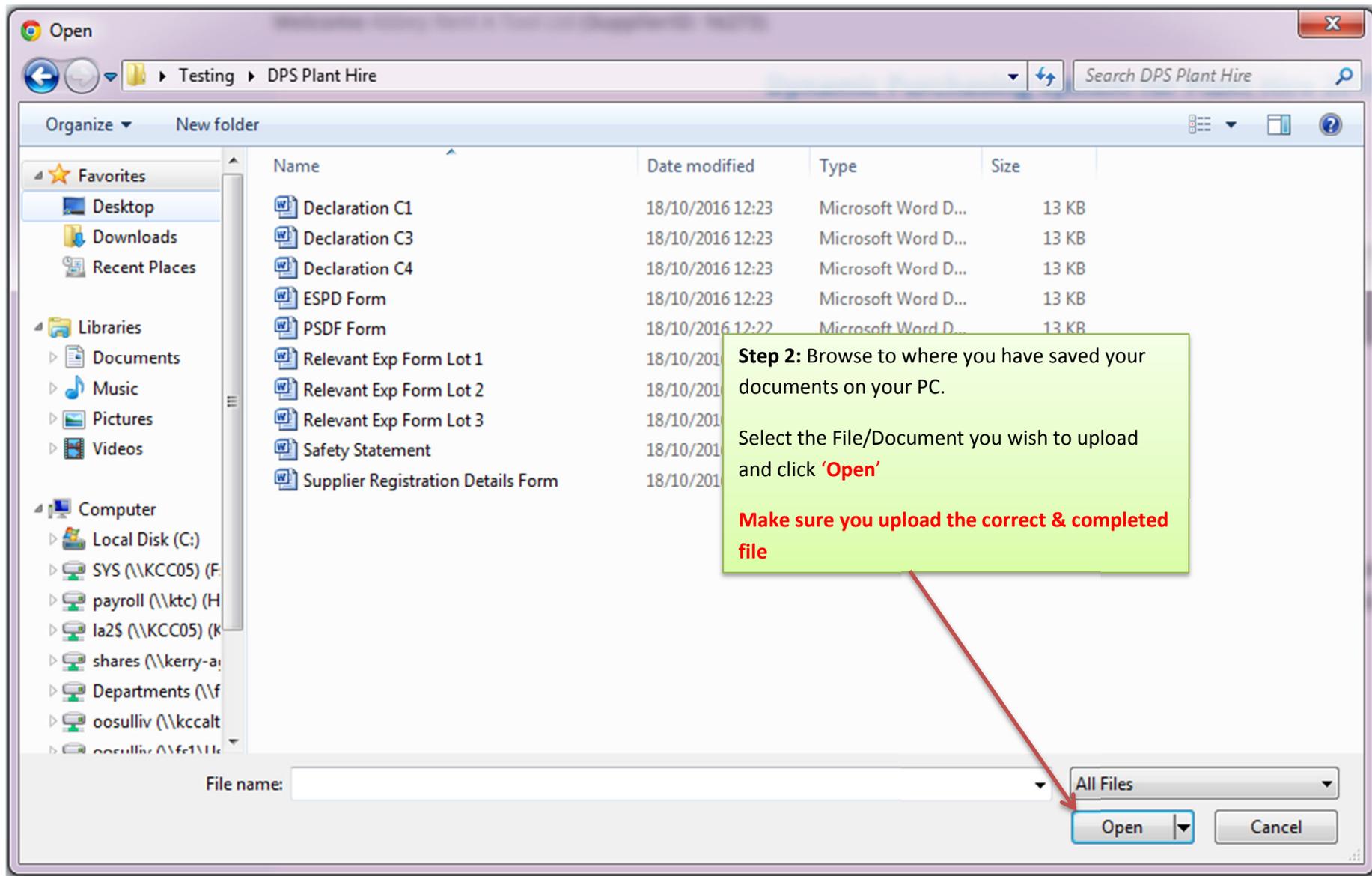


#### NOTE: When naming a file for uploading always ensure:-

- The file name is different to that of the file name the Local Authority uploaded.
- The file name is short and does not include symbols e.g. underscore\_; comma, etc.

#### Reasons that files may fail to attach/upload:

- File name too long. Please rename the file using a shorter name and try attaching again. Avoid symbols in the file name.
- File size too large – 10MB is the max allowed.
- File name is too short and may include symbols e.g. underscore\_; commas, etc.



## Dynamic Purchasing System for Plant Hire 2017 - 2018

### Step 7 of 8: Tender Documents Required

Please upload the following documents:

Document Required	File Name	Upload	Delete
Personal Situation Dec	<a href="#">PSDF Form.docx</a>		<a href="#">Remove Document</a>
Contractor	<a href="#">Supplier Registration Details Form.docx</a>		<a href="#">Remove Document</a>
Current Safety Statement (Signed, Dated, and Companies Registration Office Company Name referenced where applicable) [For Contractors/Suppliers with 3 or less Employees, fully completing and uploading the documents included as Appendix E to the Health & Safety Authority Code of Practice for Contractors with Three or Less Employees will comply with this requirement]	<a href="#">Safety Statement.docx</a>		<a href="#">Remove Document</a>
Relevant Experience Form Lot 1	<a href="#">Relevant Exp Form Lot 1.docx</a>		<a href="#">Remove Document</a>
Relevant Experience Form Lot 2	<a href="#">Relevant Exp Form Lot 2.docx</a>		<a href="#">Remove Document</a>

Once the file is uploaded, you will see the 'File Name' which indicates that the document has been uploaded.

If you wish to view the file that is uploaded, click on the link to view the document.

If you wish to remove a document click on '**Remove Document**'.

Once you have uploaded all the documents, click '**Next**' to proceed.

**Note:** The list of documents may vary depending on the Lots you have selected. If you change/add your Lots at a later stage, please make sure to review the documents at this step.

[Save As Draft](#) [Back](#) [Next](#)

## Step 8 of 8: Application Status

Home Supplier Details My RFTs & RFQs My Competitions Terms & Conditions Forms

Welcome Test (SupplierID: 17124)

### DPS for Plant Hire for Local Authorities and the OPW

#### Step 8 of 8: Application Status

Your selections are listed below:

The application process is complete. You may edit your application or submit your application.

CPM Name
DPS for Plant Hire for Local Authorities and the OPW

Lot	Selected
Lot 1 - Plant Hire only (without Operator/PSCS)	Yes
Lot 2 - Plant Hire with Operator (without PSCS)	Yes
Lot 3 - Plant Hire with Operator and with PSCS	Yes

Category of Plant	Selected
Articulated Semi Trailers	Yes
Bulldozers	Yes

Region	Selected
Carlow County Council	Yes
Cavan County Council	Yes
Clare County Council	Yes

The Application Confirmation is a summary sheet of your Application. PLEASE ENSURE ALL DETAILS ARE CORRECT.

Document	Link
Personal Situation Declaration Form (PSDF)	<a href="#">VIEW</a>
Contractor/Supplier Registration Details Form	<a href="#">VIEW</a>
Current Safety Statement (Signed, Dated, and Companies Registration Office Company Name referenced where applicable) [For Contractors/Suppliers with 3 or less Employees, fully completing and uploading the documents included as Appendix E to the Health & Safety Authority Code of Practice for Contractors with Three or Less Employees will comply with this requirement]	<a href="#">VIEW</a>
Relevant Experience Form Lot 1	<a href="#">VIEW</a>
Relevant Experience Form Lot 2	<a href="#">VIEW</a>
Relevant Experience Form Lot 3	<a href="#">VIEW</a>
Declaration C1: HEALTH AND SAFETY – CONTRACTOR OR PSCS APPOINTMENTS, or equivalent third party certification (e.g. Safe-T Cert or OHSAS 18001)	<a href="#">VIEW</a>
Declaration C2: HEALTH AND SAFETY – SUPERVISOR FOR THE CONSTRUCTION STAGE, or equivalent third party certification (e.g. Safe-T Cert or OHSAS 18001)	<a href="#">VIEW</a>
European Single Procurement Document (ESPD) (Not Mandatory)	<a href="#">VIEW</a>

If you have fully completed your submission you will see **'The application process is complete'**.



The application process is complete. You may edit your application or submit your application.

[Edit Application](#)

[Submit Application](#)

If you wish to edit your application prior to submitting it you click **'Edit Application'**.

You can submit your application for evaluation by clicking **'Submit Application'**. Once your application has been submitted, the LGOPC will evaluate it within 10 days. You will subsequently be notified of your application result by email

## Step 8 of 8: Application Status (Incomplete Application)

**Note:** If you have not completed your application, this line will read 'Your application is NOT COMPLETE. Your application has been saved. If you wish to edit your application Click 'Edit Application' N.B. DO NOT SUBMIT YOUR APPLICATION UNTIL YOU ARE SATISFIED WITH YOUR SUBMISSION. If you submit an incomplete application, it cannot be edited and will be forwarded for evaluation.'

Home | Supplier Details | My RFTs & RFQs | My Competitions | My Checklist | Terms & Conditions | Forms

Welcome [Supplier Name] [Logout](#)

### DPS for Plant Hire for Local Authorities and the OPW

#### Step 8 of 8: Application Status

Your selections are listed below:

Your application is NOT COMPLETE. Your application has been saved. You may edit your application or submit your application.

**CPM Name**  
DPS for Plant Hire for Local Authorities and the OPW

Lot	Selected
Lot 1 - Plant Hire only (without Operator/PSCS)	Yes
Lot 2 - Plant Hire with Operator (without PSCS)	Yes
Lot 3 - Plant Hire with Operator and with PSCS	Yes

Your application is NOT COMPLETE. Your application has been saved. You may edit your application or submit your application.

[Edit Application](#) [Submit Application](#)

## Contact Us



Should you have any queries, please do not hesitate to contact the SupplyGov Helpdesk at;

- Telephone: 076-1064020
- Email: [Eproc@kerrycoco.ie](mailto:Eproc@kerrycoco.ie)