



Request for Tender & Machine Management – Supplier Guide

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1.0: RFT(s) – Request for Tenders

Request for Tender (RFT)

An RFT is the process a Buyer must carry out to place a call-off contract (mini competition) under a Framework Agreement where the best value supplier has not been identified. Only those suppliers who have qualified and are active under the Framework Agreement will be invited to tender for the RFT.

NOTE: All Frameworks or Dynamic Purchasing Systems are advertised on www.etenders.gov.ie.

All notifications for RFTs will be sent to suppliers via email. It is the Suppliers responsibility to ensure that they regularly check their email and SupplyGov account for RFT notifications.

2.0: How to register for RFT(s) – Request for Tenders for a framework/DPS

All Frameworks or Dynamic Purchasing Systems are advertised on www.etenders.gov.ie.

If you do not have an existing Etenders account, please register an account by clicking on the **SUPPLIER COMPANY REGISTRATION** link on the www.etenders.gov.ie homepage.

Suppliers/Contractors should select the CPV (Common Procurement Vocabulary) code(s) that suit their business activity as accurately as possible. Suppliers will then be able to download tender documents and prepare an application as it arises.

Any issues in relation to Company Registration on www.etenders.gov.ie should be directed to their Helpdesk by ringing 021 243 9277 or by emailing etenders@eu-supply.com.

Please refer to the Supplier Guides on www.Supplygov.ie for instructions on how to make an application to any current Dynamic Purchasing System on www.Supplygov.ie.

3.0: How can I find out what Frameworks/Commodities and Local Authorities, I have registered an interest in?

Login to your Supplygov Account
(please refer to the Supplier Guide on How to register as a Supplier, Log in and Forgotten Login Details)

Home Supplier Details My RFTs & RFQs My Competitions My Checklist

Welcome (SupplierID:) Logout

To view the Frameworks/DPS you have selected an interest in click 'My Competitions' tab.

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire	2016 15:00:00	-	Active	Active	View Selections	View Plant

List of Frameworks you have registered an interest in.

Competitions	Lots/Categories	Contracting Authorities	Status
Irish Water Plant Hire Services 2015 Region 3	View	View	Active
Plant & Haulage Hire 2012	View	View	Active
Plant Hire and Haulage 2013	View	View	Active
General Construction & Trade Services 2013	View	View	
Plant Hire Services 2014	View	View	
Irish Water Plant Hire Services 2014 Region 3	View	View	
Plant Hire Services 2015	View	View	
Footpath, Roadway Restoration and Ancillary Works	View	View	
Supplies, Services & Tool Hire		View	On-Going

Click 'View' under the heading 'Lots' to review the list of commodities that you have registered an interest in.

Click 'View' under the heading 'Contracting Authorities' to review the list of Local Authorities you have selected.

Under the 'Status' heading, you can see if you are Qualified/Disqualified/Active for a framework/DPS.

My Checklist Back

Welcome (Supplier)

For DPS Plant Hire . You can see what Lots you are active for. You can also view what Regions & Plant you have selected.

Click on 'View Selections' to view Lots, Regions Selected and Plant Selected

My Competitions

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire for Local Authorities and the OPW	09/12/2016 15:00:00	-	Active	Active	View Selections	View Plant

Competitions	Lots/Categories	Contracting Authorities	Status
Irish Water Plant Hire Services 2015 Region 3	View		
Plant & Haulage Hire 2012	View		
Plant Hire and Haulage 2013	View		
General Construction & Trade Services 2013	View		
Plant Hire Services 2014	View		
Irish Water Plant Hire Services 2014 Region 3	View		
Plant Hire Services 2015	View		
Footpath, Roadway Restoration and Ancillary Works	View	View	Active
Supplies, Services & Tool Hire	View	View	On-Going

Click on 'View Plant' to view the Machinery/Plant you have registered on your Supplygov Account for this DPS.

To add a machine/item of plant or to remove an item of plant/machinery from your Supplygov account, please contact the Supplygov Helpdesk on 076-1064020 or by emailing eproc@kerrycoco.ie

3.1 To view what machinery/item of plant you have registered for under DPS Plant Hire

You will only receive RFT emails for the DPS for Plant Hire 2017 based on the Category/Categories of Plant you selected during your application to the DPS for Plant Hire.

DPS for Plant Hire for Local Authorities and the OPW Summary

Section	Count	Options
Dumpers	4	View
Excavators	7	View
Loading Shovels/Teleporters		View
Lorries/Trucks		View
Road Planers		View
Rollers	3	View
Tractor & Attachments	7	View

Click on **'View'** under Options to see what machines you have registered against that Category of Plant



My Account

4.0: Viewing RFTs (Request for Tenders)

4.1: Viewing Request for Tenders (RFT)

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Supplier Details', 'My RFTs & RFQs', 'My Competitions', 'My Checklist', 'Terms & Conditions', and 'Forms'. The 'My RFTs & RFQs' tab is highlighted in green, with a red arrow pointing to it from a callout box. Below the navigation bar, there is a 'Welcome' message and a 'Logout' button. The main content area is split into two columns. The left column is titled 'Requests for Quotations (RFQs)' and contains a search bar and a 'Search RFQs' button. The right column is titled 'Request for Tenders (RFTs)' and contains a search bar and a 'Search RFTs' button. A large green callout box in the center contains the following text: 'Click on 'My RFTs & RFQs' to view your RFTs/RFQs', 'This screen appears and displays any RFQs or RFTs which you have been invited to respond to by a Buyer.', 'RFQs are located on the left side of the screen in the section called Request for Quotations (RFQs).', 'RFTs are listed on the right hand side called Request for Tenders (RFTs).', and 'This screen will only display the latest three RFTs or RFQs.' Below the callout, the left column shows two RFQ entries: 'KY14000375Q Under Consideration | Submitted' for 'Footpath replacement' and 'KY14000373Q Under Consideration | Submitted' for 'Footpath replacement'. The right column shows two RFT entries: 'back pick up type van required immediately' and 'KY17000022W Under Consideration | No Response' for 'Hire of a 4X4 Jeep (passenger jeep, not a pick up)'. Each entry includes a date range and a 'View' link.

To view all RFTs click on '**View Full list of RFTs**' link.

Requests for Tenders (RFTs)

Search RFTs By Reference [View Full List of RFTs](#)

[KY15000229T](#) Under Consideration | No Response
Refurbishment of Local Authority Void units at 16 & 62 Iveragh Park, Killorglin
09/11/2015 - 16/11/2015 1 Items [View RFT](#)

[KY15000228T](#) Order Placed | No Response
Refurbishment of Local Authority Void unit at 27 The Grove Dingle.
09/11/2015 - 13/11/2015 1 Items [View RFT](#)

[KY15000224T](#) Under Consideration | No Response
Refurbishment of 175 Shankill, Tralee
30/10/2015 - 06/11/2015 1 Items [View RFT](#)

Click '**View Full List of RFTs**' to view the list of all RFTs which you have been invited to tender for.

A full list of all RFTs will appear that you have been invited to tender for. Please note some of these may have expired as the closing date has passed.

Once the closing date has passed, it will change from ~~Open~~ to ~~Under Consideration/Under Evaluation~~

No Response means you have not submitted a reply/response to this RFT.

4.2: Searching by RFT Reference Number

When a Contracting Authority issues a new RFT that you are qualified and active for, you will receive an email that contains a specific RFT reference number. You will need to insert in the text box to search **'Search RFTs by Reference'**

Requests for Tenders (RFTs)

Search RFTs By Reference

KY18000103T

Search RFTs

Total Results: 1 Page 1 of 1 « < 1 > »

[KY18000103T](#) Open | No Response

Skip Hire 12 cubic meter closed with handles on cover

22/05/2018 - 29/05/2018 1 Items [View RFT](#)

Total Results: 1 Page 1 of 1 « < 1 > »

Enter the RFT reference Number in the **'Search RFTs by Reference'** text box and click **'Search RFTs'**

The above screen appears if the RFT reference you entered is correct and has been found. The RFT reference number is displayed along with the status of the RFT, the timeframe and the number of line items.

To view the full details click **'View RFT'**.

5.0: Overview of an RFT – Example: A Closer look at the details in a Plant Hire DPS RFT

Request for Tender: **KY170000** Open

Summary

Description: Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel, jobs within Killarney Municipal Area. See map attached.

Date Published: 29/03/2017

Closing Date: 05/04/2017 - 12:00

Buyer Contact:

Expected Delivery Date:

Delivery Location:

various locations within Killarney Municipal Area

Summary Contains:

Description of RFT, Date Published, Closing date and time, Buyer Contact details, Expected Delivery Date, Delivery Location

Documents

 [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)

 [map of killarney locations\(2\).pdf](#) (23.28 KB)

Documents:

Documents section contains any documents uploaded by the Buyer. **These documents should be read carefully prior to responding to the RFT**

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Op
Choose Add		€
VAT	0.00%	€
Item Total		€

A Buyer, in this example a Local Authority, may attach a document which they want completed & returned as part of your submission:

- (i) Open the document
- (ii) Save it to your own computer under a different name
- (iii) Complete all details and save. You will have to attach this file under the Suppliers Documents section which is explained in Section 6.3

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Line Items:
Lists the product/type of plant that is required and the rate type. In this example the rate required is per day with operator.q

Select Machine	Machines	Per Day w Operator
Choose Add		€
VAT	0.00%	€
Item Total		€

Select Machine:
When responding to an RFT for Plant Hire, you must select the 6 digit Supplygov Machine Reference number from the dropdown menu and click 'Add'

Charges

Charge	VAT Rate	Price	Total
VAT on Charges			
Charges Total			

Supplier Documents:
All documentation/additional information to be returned by a Supplier such as Specification etc. can be attached here.

Supplier Documents

Documents [Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

6.0: Completing your Submission

6.1: Plant Hire: Selecting a Machine and adding it to the RFT

NOTE: This section only applies to Plant Hire DPS. If you are not registered for Plant Hire, skip to section 6.2.

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Operator
Choose <input type="button" value="Add"/>		€
Choose Machine 281909	0.00%	€
Item Total		€

If a machine reference number is not in the dropdown menu, you may not have the machine registered under www.SupplyGov.ie or, you may have entered the item of plant under the wrong category.

If this is the case, contact the *Supplygov.ie* Helpdesk Team by telephone on 076-1064020 or by email at eproc@kerrycoco.ie for assistance.

Step 1 – From the 'Select Machine' dropdown menu, select the 6 digit machine reference that you wish to Tender.

Step 2 – Click 'Add'. You can select more than one machine reference, provided the same rate applies.

Supplier Documents

Documents

6.2: Entering the Pricing details

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Operator
281909 Add	Ref: 281909 Remove	€ 85.00
VAT	0.00% ▼	€0.00
Item Total		€85.00

Charges

Charge	VAT Rate	Price
VAT on Charges		€0.00
Charges Total		€0.00

Step 3 – Once the machine has been added, enter the rate.

Supplier Documents

Documents [Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

6.3: Adding Attachments

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w
Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Operator
281909 Add	Ref: 281909 Remove	€ 85.00
VAT	0.00%	€0.00
Item Total		€85.00

Charges

Charge	VAT Rate	Price	Total
VAT on Charges			€0.00
Charges Total			€0.00

Supplier Documents

Documents [Upload File](#)

Cancel

No Thanks

Proceed

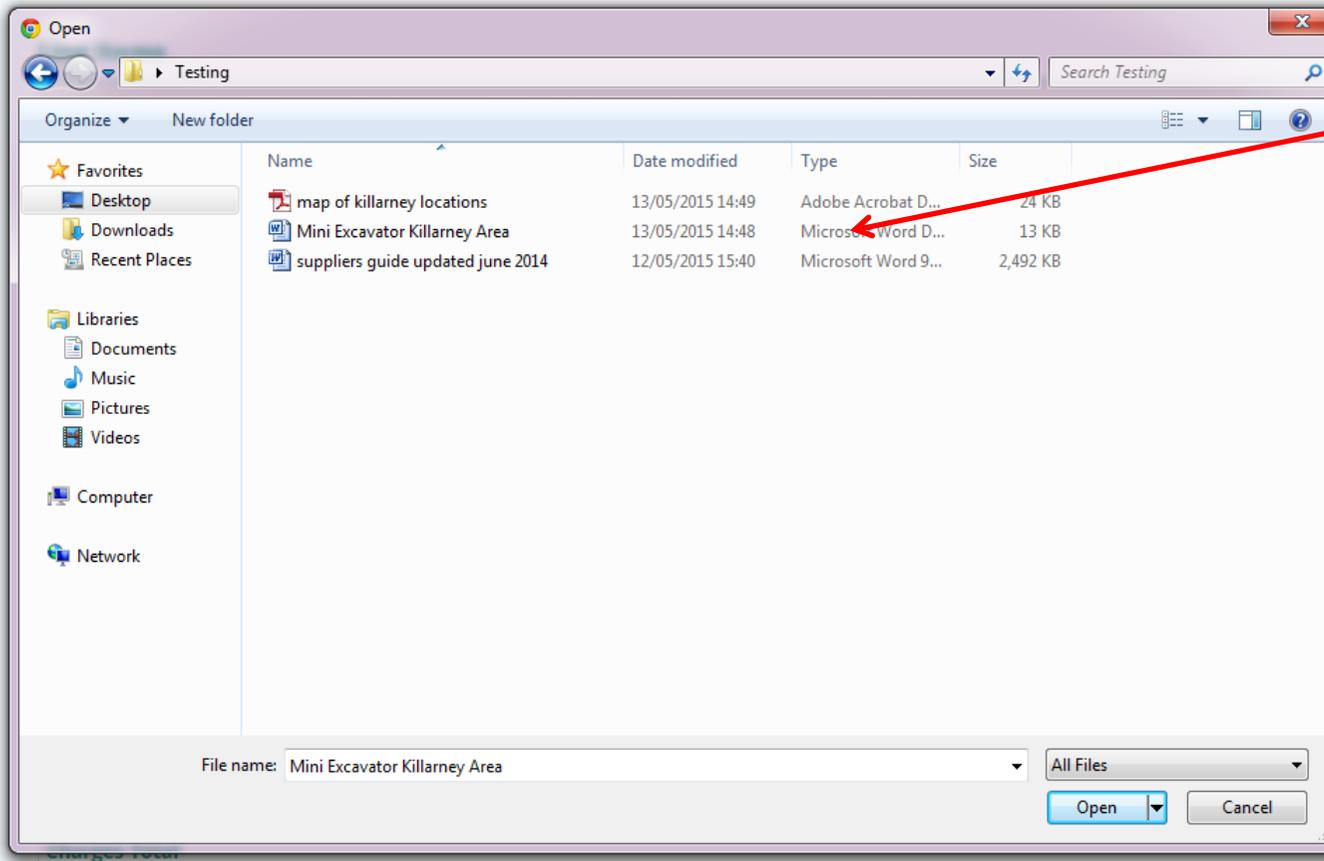
Step 1 – Adding Attachments

Click **Upload File**.

Locate and select the file that you completed and saved.

Documents

-  map of killarney locations(1).pdf (23.28 KB)
-  Mini Excavator Killarney Area.docx (12.29 KB)
-  Mini Excavator Killarney Area.xlsx (8.52 KB)



Step 2– Adding Attachments

Highlight/Select the file that you saved.

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

Supplier Documents

Documents

-  [Mini Excavator Killarney Area\(1\).docx](#) (12.29 KB)
-  [map of killarney locations\(2\).pdf](#) (23.28 KB)

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

Per Day w Operator

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Select Machine	Machines	Per Day w Operator
281909 Add	Ref: 281909 Remove	
VAT	0.00%	
Item Total		

Charges

Charge	VAT Rate	Price
VAT on Charges		
Charges Total		

Supplier Documents

Documents  map of killarney locations.pdf (23.28 KB) [Remove](#)
[Upload File](#)

[Cancel](#) [No Thanks](#) [Proceed](#)

Step 3 – Adding Attachments

The RFT form will display the file name which you selected.

Once you have chosen and added the document, an option to remove the document appears. This indicates that the document has been attached correctly.

To **add additional documents** you need to repeat Steps 1-3.

Once you have completed all the details and uploaded the required documentation, click **Proceed** to save the RFT and continue.

7.0: Submitting your response

Welcome
(SupplierID:)
Logout

Final Step - Please review response and press 'Send Response'

Request for Tender: **KY16000151T** Open | Draft

Note: Your response is in **DRAFT**, you need to scroll down to end of screen to proceed to submit your response.

Summary

Description: Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel. Jobs within Killarney Municipal Area. See map - Transportation to each job must be included in rate.

Date Published: 20/05/2016

Closing Date: 27/05/2016 - 12:00

Buyer Contact:
Tester
tester @kerrycoco.ie.test
 076-1064020

Documents

- [map of killarney locations.pdf](#) (23.28 KB)
- [Mini Excavator Killarney Area.docx](#) (12.29 KB)

Expected Delivery Date:

Delivery Location: various locations within Killarney Municipal Area. See Map Attached. Transportation to each job must be included in the rate

Line Items

Code	Product/Service	Machine(s)	Per Day w Driver	Per Wk w Driver
	Plant Hire Services 2015 > Excavators > Mini Excavator 360° with Buckets > Less than 5 Tonne 3.5 to 5 tonne rubber tracked zero tail swing mini excavator including operator and fuel. Notes: All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate. Min. one day hire. Price from 1/6/16 to 31/12/16	Ref: 200373	€189.000	€945.000
	VAT @0.00%		€0.000	€0.000
	Item Totals		€189.000	€945.000

Any documents which you have attached will appear here.

Check to ensure that all documentation required is attached. If you are missing a document, click **‘Back’** and repeat Step 1.

Note: To submit your RFT response, you must CLICK ‘Send Response’ otherwise, your submission will remain in draft and the buyer will not be able to view your submission.

- (i) **Tick the box** to agree that you have completed the questionnaires/ documentation (as appropriate).
- (ii) **Tick the box** to agree with Data Protection
- (iii) **Click ‘Send Response.’**

Product/Service Sub Total
VAT
Total

Supplier Documents
No Documents Uploaded

I confirm that I have completed and uploaded all documentation requested as part of this request for tender.

We confirm that all Data Subjects whose Personal Data is provided in our RFT/RFQ Response have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the LGOPC (supplier of the Supplygov.ie website) (the LGOPC operates under the auspices of Kerry County Council), for the purposes of our participation in this RFT/RFQ or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this RFT/RFQ and that we will provide evidence of such consent and/or legal basis to the Contracting Authority upon request.

[Back](#) [Send Response](#)

Welcome (SupplierID:)

✔ RFT has been successfully submitted

Requests for Tenders (RFTs)

Search RFTs By Reference [Search RFTs](#)

Total Results: 2192 Page 1 of 220 « < 1 2 3 4 5 6 7 8 9 10 > »

When your response is submitted, a message appears at the top of the screen – **‘RFT has been successfully submitted’**

8.0: Confirming Response has been submitted to the Local Authority

To confirm that the RFT has been submitted successfully, use the search facility to locate the RFT.

Requests for Tenders (RFTs)

Search RFTs By Reference [View Full List of RFTs](#)

[Search RFTs](#)

[KY16000151T](#) **Open | Submitted**

Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel. Jobs within Killarney Municipal Area. See map - Transportation to each job must be included in rate.

20/05/2016 - 27/05/2016 1 Items [View RFT](#)

[OS16000006T](#) **Under Consideration | No Response**

360° EXCAVATOR 13 - 18 Tonne (including driver) for OPW work sites Co. Limerick HIRE MINI COMPETITION DETAILS

09/05/2016 - 11/05/2016 1 Items [View RFT](#)

[OS16000005T](#) **Under Consideration | No Response**

360° EXCAVATOR 6-8 Tonne (without driver) work sites in Co. Kerry HIRE MINI COMPETITION

04/05/2016 - 06/05/2016 1 Items [View RFT](#)

Once successfully submitted and prior to the closing date, the status of the RFT will change to **Open | Submitted**.

Once the closing date has passed, the status of the RFT will change from ~~Open | Submitted~~ to **Under Consideration | Submitted** or **Under Evaluation/Submitted** depending on Framework/DPS

If you have submitted a response prior to the closing date and the status of the RFT is ~~Open | Draft~~, you need to follow the steps in Section 7 above and ensure that you click **'Send Response'** to submit your application

9.0: How do I change my response if I have submitted my RFT?

If you have submitted an RFT and want to amend it **PRIOR** to the closing date/time of the RFT, use the search facility outlined in Section 4.2. When you locate the RFT you wish to edit, click **'View RFT'**. Click on **'Reopen RFT Submission'**

The screenshot shows the 'Supplier RFT Confirm Response' page. At the top, there is a navigation bar with 'Welcome (SupplierID: xxx T | Supplier Home | Change Password' and a 'Logout' button. Below this, the page title is 'Supplier RFT Confirm Response'. The main content area shows 'Request for Tender: CC17000 xxx T' with status 'Open | Submitted'. A 'Reopen RFT Submission' button is visible on the right. Below this is a 'Summary' section with details: Description: Ready Mix Concrete, Dunmanway Roads Area; Date Published: 09/10/2017; Closing Date: 13/10/2017 - 10:00; Buyer Contact: Buyer Contact Details; Expected Delivery Date: 16/10/2017; Delivery Location: See Attached Map. At the bottom, there is a navigation menu with 'Home', 'Supplier Details', 'My RFTs & RFQs', 'My Competitions', 'My Checklist', 'Terms & Conditions', and 'Forms'. A 'Logout' button is also present at the bottom right.

The following screen will appear:

✔ Your RFT response has been successfully reopened.

Please resubmit your response prior to the closing date and time!

Once you have reopened your RFT, it is in draft format and you will need to complete all steps as outlined in Section 6.0 and 7.0 prior to the closing date and time.

Ensure your RFT has been successfully resubmitted as shown in Section 8.

10.0: I ‘declined’ an RFT in error – how do I get this re-opened?

If you have declined an RFT and now wish to re-open it PRIOR to the closing date and time of the RFT, use the search facility outlined in Section 4.2. When you locate the RFT you wish to respond to, click **‘View RFT’**. Click on **‘Reopen RFT Submission’** and submit your response before closing date/time of RFT.

Supplier RFT Confirm Response

Request for Tender: **KY17000115T** [Open](#) | [Declined](#)

Click on ‘Reopen RFT Submission’ → [Reopen RFT Submission](#)

Summary

Description: test
Date Published: 11/10/2017
Closing Date: 12/10/2017 - 12:00
Buyer Contact:

Expected Delivery Date:
Delivery Location: Brosna Water Works, Brosna, Kerry

Documents

No Documents Uploaded

Line Items

Code	Product/Service	Unit	Quantity
	Plumbing Services for Local Authorities > Lot 1 - Without Gas and PSCS > Plumbing Services > Plumbing Services Kerry County Council test	ea	1

The following screen will appear:

The screenshot shows a navigation bar with links: Home, Supplier Details, My RFTs & RFQs, My Competitions, My Checklist, Terms & Conditions, and Forms. Below the navigation bar, the user is greeted with 'Welcome' and '(SupplierID:)'. There are links for 'Supplier Home' and 'Change Password', and a 'Logout' button. A green checkmark icon is followed by the text: 'Your RFT response has been successfully reopened.' Below this, a red text message says: 'Please resubmit your response prior to the closing date and time!' At the bottom, it says 'Request for Tender: KY17000115T Open'.

You will need to complete all steps as outlined in Section 6 and 7 prior to the closing date and time.
Ensure your RFT has been successfully submitted as shown below

The screenshot shows a navigation bar with links: Home, Supplier Details, My RFTs & RFQs, My Frameworks & Commodities, My Checklist, Terms & Conditions, and Forms. Below the navigation bar, the user is greeted with 'Welcome' and '(SupplierID:)'. A green checkmark icon is followed by the text: 'RFT has been successfully submitted'. Below this, the heading 'Requests for Tenders (RFTs)' is shown. There is a search bar labeled 'Search RFTs By Reference' with a text input field and a 'Search RFTs' button. At the bottom, it says 'Total Results: 2192' and 'Page 1 of 220'. There is a pagination control with a double left arrow, a left arrow, and numbers 1 through 10, followed by a right arrow and a double right arrow.

11.0: How can I find my Supplygov Machine Reference Number? (This only applies to PLANT HIRE)

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

Welcome (SupplierID:) Logout

To find your machine reference:
Click **'My Competitions'**

My Competitions

Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
DPS for Plant Hire for Local Authorities and the OPW	09/12/2016 15:00:00	-	Active	Active	View Selections	View Plant

Competitions	Lots/Categories	Contracting Authorities	Status
Irish Water Plant Hire Services 2015 Region 3	View	View	Active
Plant & Haulage Hire 2012	View	View	Active
Plant Hire and Haulage 2013	View	View	Active
General Construction & Trade Services 2013	View	View	Active
Plant Hire Services 2014	View	View	Active
Irish Water Plant Hire Services 2014 Region 3	View	View	Active
Plant Hire Services 2015	View	View	Active
Footpath, Roadway Restoration and Ancillary Works	View	View	Active
Supplies, Services & Tool Hire	View	View	On-Going

Click on **'View Plant'** under Plant

This table shows the breakdown of the type of Plant and the number of each plant item registered on your account on www.supplygov.ie.

DPS for Plant Hire for Local Authorities and the OPW Summary

Section	Count	Options
Dumpers	4	View
Excavators	7	View
Loading Shovels/Teleporters	1	View
Lorries/Trucks	2	View
Road Planers	2	View
Rollers	3	View
Tractor & Attachments	7	View

My Account

Click **'View'** to view individual plant items.

Plant/Machine Details

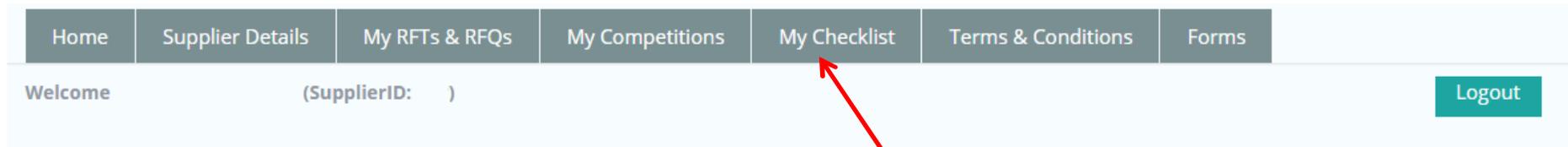
Product	Dumpers
Product Item	Articulated Dumper
Reference Number	297255
Make	John Deere
Model	Model Dumper
Type	Front Mounted
Year of Manufacture	2011
Drive	4 Wheel Drive
Type of Skip	Hydraulic Skip
Maximum Operating Weight	
Capacity of Dumper	2 ton
HP	2
Serial No./Chassis No.	1245TestXXXX
Cab	Yes
Side Tip	Yes
Have you a On-Road permit?	Yes
Vehicle License No.	
Operator Available	Both With/Without Operator
Registration No.	XXXXYXXXXX

Reference Number: - this is the *Supplygov* Machine Reference

If you wish to **amend/change details** of a machine - contact the *Supplygov* Helpdesk Team by telephone on 076-1064020 or by email at eproc@kerrycoco.ie.

Back

12.0: My Checklist



'My Checklist' tab

'My Checklist' shows a list of any Outstanding documentation on the account.

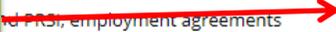
Checklists will vary according to the Framework(s)/DPS you have selected an interest in.

12.1: Online Declaration

The following declarations have been completed online successfully:

		Status
(1) Does the Contractor/Supplier have employees?	<input type="text" value="Yes"/>	Complete
(2) Does the Contractor/Supplier have 3 or less employees?	<input type="text" value="No"/>	Complete
(3) Does the Contractor/Supplier have a Pension and Sickness Scheme in place for its Employees?	<input type="text" value="No"/>	Complete
(4) Was a Pension/Sickness Scheme in place but declined by Employees?	<input type="text" value="No"/>	Complete
(5) I confirm that the Contractor/Supplier is registered or purported to be registered with the Revenue and Pensions Agency and has provided PPS, employment agreements and pension schemes and minimum standard conditions and pay	<input type="text" value="Yes"/>	Complete
(6) I confirm that, if successful, the insurance requirements as outlined in the Instructions can 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.	<input type="text" value="Yes"/>	Complete
(7) I confirm that the Contractor/Supplier is fully tax compliant and the holder of a current Tax Clearance Certificate.	<input type="text" value="Yes"/>	Complete
(8) I confirm that the Contractor/Supplier complies with Safety, Health and Welfare at Work Act, 2005	<input type="text" value="Yes"/>	Complete
(9) I declare that details of Safe Pass Cards for all employees have been entered online and will be kept updated at www.SupplyGov.ie	<input type="text" value="Yes"/>	Complete
(10) I declare that the Contractors/Suppliers Online Questionnaire has been completed online at www.SupplyGov.ie	<input type="text" value="Yes"/>	Complete
(11) I confirm that the Contractor/Supplier will submit, when requested, a signed copy of the declaration set out in Schedule 4 (Personal Situation Declaration Form) of the Instructions, confirming that none of the circumstances set out in that Schedule apply to the Contractor (all the answers to the questions must be NO).	<input type="text" value="Yes"/>	Complete
(12) I declare that the Contractor/Supplier complies with the Terms and Conditions	<input type="text" value="Yes"/>	Complete
(13) I declare that the Contractor/Supplier complies with the Specification under Schedule 1 of the Instruction to Tenderers document(s).	<input type="text" value="Yes"/>	Complete
(14) Can 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 the Contractor/Supplier) confirm that (a) it 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 tenderer or any sub-contractors and any of the members of Local Authorities or the Office of Public Works or their relatives?	<input type="text" value="No"/>	Complete
(15) Does the Contractor/Supplier intend to subcontract all or part of any works?	<input type="text" value="No"/>	Complete

Ensure that all questions in Section 1 – Online Declaration are completed.



Declared By Name: * Position: * Date: *

12.2: On-line details to be completed by Supplier (where applicable) – required at point of hire

The following have been completed online successfully:

		Status
(16) Contractors/Suppliers Online Questionnaire	View	Complete
(17) Safe Pass Card with Fás Accreditation for Employees	View	Complete
(18) Certificate of Competence with Fás Accreditation (Skills Card)	View	Complete

Safe Pass Cards & Skills Cards, if applicable, may be entered in this section.

To enter or update Safe Pass Cards & Skills cards for you or your employees, click '**View**', then click '**Enter New Card**' or '**Edit**' to edit a card that is already entered i.e. New Expiry Date, Card Number or categories.

12.3: Documentation Checklist:

Copies of the following documents must be sent by post to the 'Procurement Section, Kerry County Council, Unit 9 building C, Reeks Gateway, Rock Rd., Killarney, Co.Kerry'.

Status

Documents will not be accepted by email:

(22) Current Safety Statement or HSA Code of Practice (Completed Appendix E)

Outstanding

There is a requirement that all safety statements have to be signed and have a current date to be valid. Please ensure the relevant page(s) of the safety statement that requires a signature and date is fully completed.

(23) Air Receiver Check for

Compressors: Mobile Air Compressors, Machine Reference:294205, oo

Some Frameworks applications will require **hardcopy documentation**. If this is the case, this will be stated on the Documentation Checklist.

Outstanding

(24) Plant Hire Relevant Experience Form

Outstanding

(25) Vehicle Registration Certificate for

Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204,

This documentation must be addressed to the LGOPC at Unit 9, The Reeks Gateway, Rock Road, Killarney, Co Kerry, V93 KVK1.

Outstanding

Dumpers: Articulated Dumper, Machine Reference:297255, Reg No: XX

Outstanding

(26) Valid Certificate of Road Worthiness for

Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204,

Outstanding

(27) Report of Thorough Examination (GA1) for

Steel Tracked Excavator 360°: Greater than 20 Tonne, Machine Reference:297250, Reg No:

Outstanding

(28) VOIDS Suitability Questionnaire QW2

Outstanding

(29) VOIDS Supplement 3.4.1

Outstanding

13.0: Contact Us



Should you have any queries, please do not hesitate to contact the SupplyGov Helpdesk Team.

- Telephone: **076 106 4020** (Office hours: Monday to Friday, 09:00 to 17:00 excluding Bank Holidays)
- Email: **eproc@kerrycoco.ie**