SupplyGov.ie Supplier Guide

How to Respond to a Request for Quotation (RFQ)

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1.0: What is an RFQ(s)

Request for Quotation (RFQ):

A Buyer may seek a request for a quotation (RFQ) from Suppliers who have registered for a commodity outside of a Framework or Dynamic Purchasing System on www.supplygov.ie where the value of the aggregate contract is less than ” 25,000 for supplies and services and less than ” 50,000.00 for works.

Any contracts which exceed these thresholds must be advertised on www.etenders.gov.ie.

2.0: How to register for RFQ(s) – Request for Quotations (Supplies, Services & Tool Hire)

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 | Terms & Condit... |

Welcome   (SupplierID: ` | Supplier Home | Change Password

Suppliers may express an interest in the competitions listed below.

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

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 view the list of commodities under this category

Step 1 of 3 – Selecting Commodities –

Supplygov.ie
public procurement

| Home | Supplier Details | Terms & Conditions | Forms |

Welcome Test - Supplier Guide (**SupplierID:**)   Logout

Step 1 of 3: Select Commodities

From the following list of commodities, please select the ones of interest to your compan
for:

Archaeological	☐
BER Assessment	☐
Blockwork/Brickwork Construction	☐
Breathing Apparatus	☐
Cleaning Services	☐
Concrete Products	☐
Consultancy Services	☐
Courier Service	☐
Diving/Civil Engineering Works	☐
Drainage Pipes, Ducts and Fittings	☐
Ecologist	☐
Electrical Goods	☐
Electrical Services	☐

Back   Next

Step 1 of 3: Select the Commodities that you are interested in tendering for.

You can update/review this list at any time.

NOTE: The list of Commodities may periodically expand or change in line with Local Authority requirements.

Once you have selected the Commodities you wish to quote for, click **'Next'**.

The screenshot is only an extract of the listing.

Step 2 of 3 – Selecting Local Authorities

Step 2 of 3: Select Local Authorities

From the following list of Local Authorities, please select those that you would be interested in getting an opportunity to quote for:

Carlow County Council   ☐

Cavan County Council   ☐ ←

Clare County Council   ☐

Cork City Council   ☐

Cork County Council   ☐

Donegal County Council   ☐

Dublin City Council   ☐

Dun Laoghaire-Rathdown County Council   ☐

Fingal County Council   ☐

Galway City Council   ☐

Step 2 of 3: Select the Local Authorities you wish to tender for and click **'Next'.**

You can update/amend this list at any time.

The screenshot is only an extract of the listing.

Back	Next

Step 3 of 3: Confirmation of Submission (Supplies, Services & Tool Hire)

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

Welcome   (SupplierID: | Supplier Home | Change Password

Step 3 of 3: Confirmation of Submission

Your company has successfully expressed an interest against the foll

Category	Commodities	Local Authorities/ Regions
Supplies, Services & Tool Hire ✓	View	View

Step 3 of 3: Confirm your Submission

Click **'View'** under **'Commodities'** to view the list of commodities that you have registered an interest in.

Click **'View'** under the **'Local Authorities/ Regions'** to view the list of Local Authorities you have selected.

My Account   Complete

Note: It is at the discretion of each individual Local Authority to determine the number of suppliers it wishes to invite to quote for the commodity. This will be dependent on each individual Local Authority's procurement policies and procedures.

Click **'Complete'** to complete your submission.

3.0: How can I find out which Commodities and Local Authorities I have registered an interest in?

To view the Commodities you have selected an interest in, click **'My Competitions'** tab.

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

Welcome .   (SupplierID: :)   Logout

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	
	View	View	
Irish Water Plant Hire Services 2015 Region 3	View	View	
Plant Hire Services 2015	View	View	
Footpath, Roadway Restoration and Ancillary Works	View	View	
Supplies, Services & Tool Hire	View	View	On-Going

List of Commodities you have registered an interest in.

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

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

My Checklist   Back

4.0: Viewing RFQs (Request for Quotations)

4.1: Viewing Request for Quotations (RFQs)

Home	Supplier Details	My RFTs & RFQs	My Com...			Forms

Click on **'My RFTs & RFQs'** to view your RFQs

Welcome   (SupplierID: Logout

Requests for Quotations (RFQs)

Search RFQs By Reference   View Full List of RFQs

[   ]   Search RFQs

KY16000204Q   Order Placed | No Response

Kenmare Civic Amenity Site. Provide / install a footpath including safety handrailing & power cable duct & inspection chambers. Please see attached photographs for on-site location of proposed footpath.

29/04/2016 - 16/05/2016   1 Items   View RFQ

KY14000375Q   Under Consideration | Submitted

Requests for Tenders (RFTs)

Search RFTs By Reference   View Full List of RFTs

[   ]   Search RFTs

KY17000026W   Open | No Response

eee

29/03/2017 - 02/04/2017   1 Items   View RFT

KY17000023W   Under Consideration | No Response

Van Hire for Kerry County Council Water Services Operations - 1 No. open

This screen displays all RFQs and RFTs which you have been invited to tender for.

RFQs are located on the left-hand 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).

This screen will only display the latest three RFTs or RFQs. To view the full list, click **'View Full List of RFQs/RFTs.'**

4.2: Searching by RFQ Reference Number

Requests for Quotations (RFQs)

Search RFQs By Reference   View Full List of RFQs

[   ]   Search RFQs

KY16000204Q   Under Consideration | No Response

Kenmare Civic Amenity Site. Provide / install a footpath including safety handrailing & power cable duct & inspection chambers. Please see attached photographs for on-site location of proposed footpath.

29/04/2016 - 16/05/2016   1 Items   View RFQ

KY15000339Q   Under Consideration | No Response

Community Dept. - Burial Grounds - General Maintenance / Repairs Works in KCC Burial Grounds: Tomb Sealing; Building/Re-building walls; Kerbing & Footpaths. TO BE VALID MUST ATTACH "BG GEN MTCE - REPAIR WORK QUOTATION FORM".

05/11/2015 - 13/11/2015   1 Items   View RFQ

KY15000338Q   Cancelled | No Response

Community Dept - Burial Grounds - General Maintenance / Repairs works in KCC Burial Grounds: tomb sealing; building/re-building walls; kerbing & footpaths. Queries to Peter Bradley, E.E. 087-2361748. TO BE VALID MUST ATTACH "BG GEN MTCE - REPAIR WORK QUOTATION FORM".

05/11/2015 - 13/11/2015   1 Items   View RFQ

You will receive an email from a Local Authority if they ask you to quote for an RFQ.

The email will contain an RFQ reference number which you will need to insert in the text box to search 'Search RFQs by Reference' and click 'Search RFQs'.

The status of the RFQ will be listed to the right of the reference number.

Once the closing date has passed, it will change from 'Open' to 'Under Consideration'

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

To view the full details, click **'View RFQ'.**

5.0: Overview of an RFQ– Example

Request for Quotation: **KY18000104Q** Open

> **Summary:**
> Lists the Description of RFQ, Date Published, closing date and time, Buyer Contact details, Expected Delivery Date and Delivery Location

Summary

Description:	Supply of Fencing Posts per spec attached	Expected Delivery Date:	01/06/2018
Date Published:	23/05/2018	Delivery Location:	
Closing Date:	30/05/2018 - 12:00	Kerry County Council Depot, Goats Street, Dingle, Kerry	
Buyer Contact:			

Documents

📄 Spec for fencening posts.docx (11.46 KB)

> **Documents:**
> Documents section contains any documents uploaded by the Buyer.
>
> **These documents must be read carefully prior to responding to the RFQ.**

Line Items

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council **Steel Wire 2mm as per spec**	0.00% ▼	per Meter	€	2,650	€0.00
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council **Fencing posts as per spec**	0.00% ▼	ea	€	1,500	€0.00

Product/Service Sub Total

Delivery Charges		0.00% ▼	

VAT

Total

Supplier Documents

Documents [Upload File]

> A Buyer 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 Documentsq section which is explained in Section 6.2

Line Items

Line Items:
The product/type and the number of units required. In this example the unit price is per metre.

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council **Steel Wire 2mm as per spec**	0.00% ⌄	per Meter	€ [ ]	2,650	€0.00
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council **Fencing posts as per spec**	0.00% ⌄	ea	€ [ ]	1,500	€0.00
Product/Service Sub Total						€0.00
Delivery Charges		0.00% ⌄		€ [ ]		€0.00
VAT						€0.00
Total						€0.00

Some RFQs may have additional charges. In this instance, Delivery Charge is included.

Supplier Documents

Documents Upload File

Cancel   No Thanks   Proceed

6.0: Completing your RFQ Submission

6.1: Entering the Pricing details

Enter your Unit Price depending on what rate is being requested, for the lines you wish to quote for

Line Items

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council **Steel Wire 2mm as per spec**	0.00%	per Meter	€	2,650	€0.00
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council **Fencing posts as per spec**	0.00%	ea	€	1,500	€0.00
Product/Service Sub Total						€0.00
Delivery Charges		0.00%		€		€0.00
VAT						€0.00
Total						€0.00

Supplier Documents

Documents   Upload File

Cancel   No Thanks   Proceed

6.2: Adding Attachments

Line Items

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council **Steel Wire 2mm as per spec**	0.00%	per Meter	€	2,650	€0.00
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council **Fencing posts as per spec**	0.00%	ea	€	1,500	€0.00
Product/Service Sub Total						€0.00
Delivery Charges		0.00%		€		€0.00
VAT						€0.00
Total						€0.00

Supplier Documents

Documents   Upload File

Cancel   No Thanks   Proceed
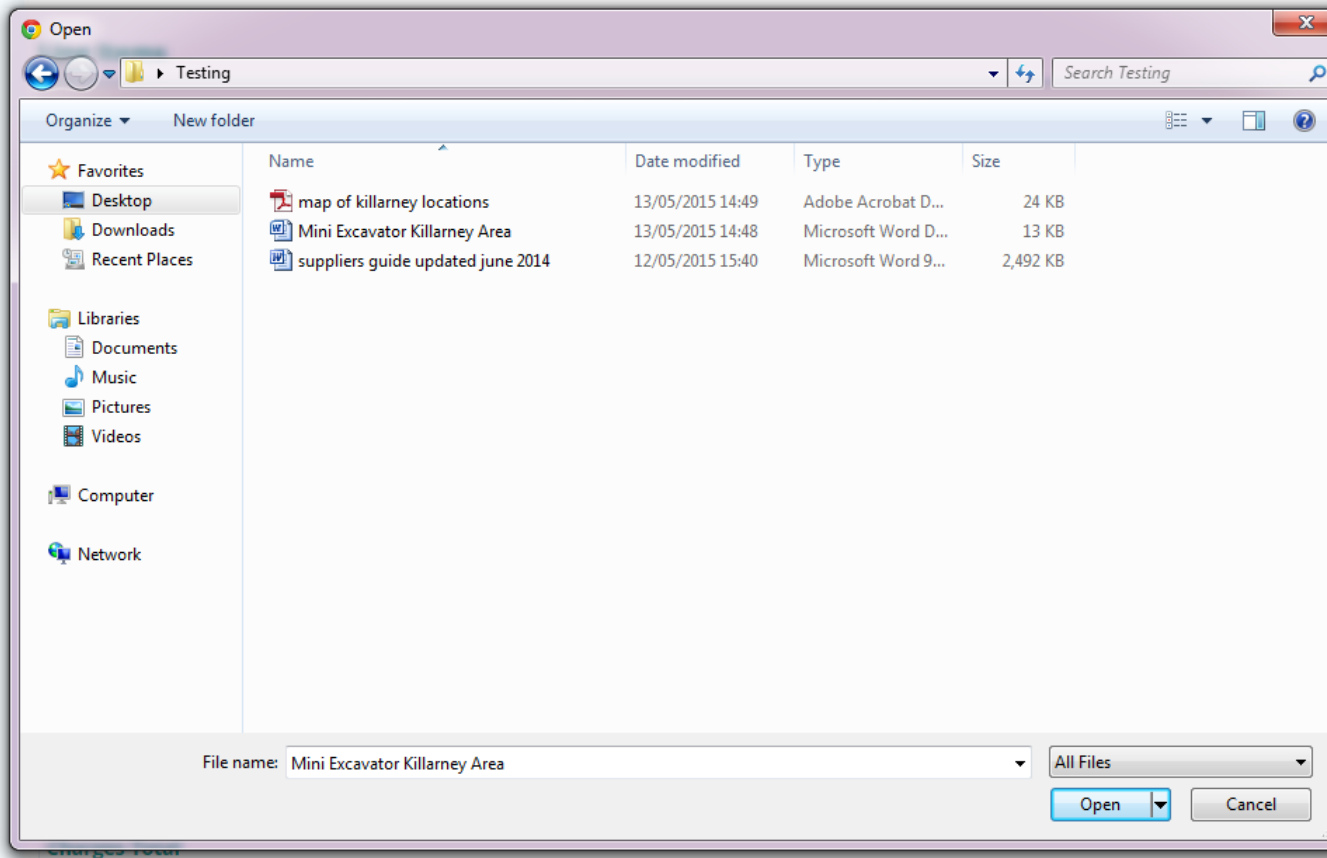
Step 1 - Adding Attachments

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)

Supplier Documents

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

Line Items

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council **Steel Wire 2mm as per spec**	0.00%	per	€ .85	2,650	€2252.5
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council **Fencing posts as per spec**	0.00%				125
Product/Service Sub Total						.50
Delivery Charges		0.00%				€55
VAT						.00
Total						.50

Step 3 - Adding Attachments

The RFQ 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.

Supplier Documents

Documents 📄

Spec for fencening posts.docx (11.46 KB) Remove

📊

Health&Safety Competency.xlsx (7.65 KB)
Remove

Upload File

To **add additional documents,** you need to repeat Step 1.

Once you have completed all the details and uploaded the required documentation, click ±**Proceed**qto save the RFQ and continue.

Cancel   No Thanks   Proceed

7.0: Submitting your response

Welcome Supplier A (SupplierID: 16697) | Supplier Home | Change Password

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

Request for Quotation: **KY18000104Q**   Open | Draft

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

Summary

Description:	Supply of Fencing Posts per spec attached	Expected Delivery Date:	01/06/2018
Date Published:	23/05/2018	Delivery Location:	
Closing Date:		Kerry County Council Depot, Goats Street, Dingle, Kerry	
Buyer Contact:			

Documents

Spec for fencening posts.docx (11.46 KB)

Line Items

Code	Product/Service	VAT Rate	Unit	Unit Price	Quantity	Total
	Fencing Products > Fencing Wire > Mild Steel Tying Wire 2.0mm Diameter Kerry County Council Steel Wire 2mm as per spec	0.00%	per Meter	€0.850	2,650	€2,252.500
	Fencing Products > Post and Panel > 2400mm x 125mm x 125mm Double Rebate Post Kerry County Council Fencing posts as per spec	0.00%	ea	€0.750	1,500	€1,125.000
Product/Service Sub Total						
Delivery Charges		0.00				
VAT						
Total						

Supplier Documents

Spec for fencening posts.docx (11.46 KB)
Health&Safety Competency.xlsx (7.65 KB)

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.

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

Back   Send Response

Line Items

Code	Product/Service	
	Blockwork/Brickwork Construction > Blockwork Construction > Block
	Install level access shower in Local Authority properties in the Killa
	Notes: Contact person Donal O Sullivan at 087-6595378.
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]

Note: To submit your RFQ 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.'**

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

Welcome Supplier A (SupplierID: 16697) | Supplier Home | Change Password

✓ RFQ response has been successfully sent

Requests for Quotations

When your response is submitted, a message appears at the top of the screen – **'RFQ has been successfully sent'**

8.0: Confirming Response has been submitted to the Local Authority

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

Requests for Quotations (RFQs)

Search RFQs By Reference   View Full List of RFQs

[   ]   Search RFQs

CC18000024Q   Open | Submitted

Eradication of weeds on the footpath and kerb edge for this years growing season in Bandon:

KY18000098Q   Under Consideration | Submitted

Kerry local 16 May 2018

16/05/2018 - 22/05/2018   1 Items   View RFQ

KY18000010Q   Order Placed | Submitted

Kerry local Jan 2018

19/01/2018 - 25/01/2018   1 Items   View RFQ

18/01/2018 - 24/01/2018   1 Items   View RFQ

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

Once the closing date has passed, the status of the RFQ will change from '**Open I Submitted'** to '**Under Consideration I Submitted'**

If you have submitted a response prior to the closing date and the status of the RFQ is '**Open I Draft'**, you need to follow the steps in Section 6 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 RFQ?

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

Reopen RFQ Submission

Request for Quotation: **CC18000024Q**   Open | Submitted

Summary

Description: Eradication of weeds on the footpath and kerb edge for this years growing season in Bandon:

Date Published: 18/05/2018

Closing Date: 25/05/2018 - 12:00

Buyer Contact: **Buyer Name**
                        Buyer Email Address

Expected Delivery Date:

Delivery Location: Bandon, Cork

Documents

The following message will then appear:

⊘ Your RFQ response has been successfully reopened.

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

Open | Draft

Once you have reopened your RFQ, it is 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 RFQ has been successfully resubmitted as shown in Section 8.

10.0: 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**