



Request for Tender & Machine Management – Supplier Guide

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1.0:- RFT(s) – Request of Tenders

RFTs are competitions that are run under national procurement arrangements (e.g. Frameworks or Dynamic Purchasing Systems) available on Supplygov.

Note: All Frameworks and Dynamic Purchasing System are advertised on www.etenders.gov.ie.

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

2.0:- How can I find out what Competitions I am Active for?

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

To view the DPS/Framework you are Active for, Click '**My Competitions**' tab.

Welcome Test - (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#) [Logout](#)

My Competitions

TenderID	Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
3457	DPS for Plant Hire for Local Authorities and the OPW	29/06/2022 12:06:24	Active	Active	Active	View Selections	View Plant

Competitions	Lots/Categories	Contracting Authorities	Status
Civil Engineering Materials - Supply Only	View	View	Unknown
Minor Building Works - Tradespersons	View	View	Active
Supplies, Services & Tool Hire	View	View	On-Going

[My Checklist](#) [Back](#)

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

Welcome Test - (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#) Logout

My Competitions

TenderID	Date Submitted	Status
3457	29/06/2022 12:06:24	Active

Competitions	Lots/Categories	Contracting Authorities	Status
Civil Engineering Materials - Supply Only	View	View	Unknown
Minor Building Works - Tradespersons	View	View	Active

Supplies, Services

[My Checklist](#) [Back](#)

List of DPS/Framework you are active for

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

Click 'View' under the heading 'Lots/Categories' to review the list of commodities that you are Active for.

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

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

My Competitions

TenderID	Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
3457	DPS for Plant Hire for Local Authorities and the OPW	29/06/2022 12:06:24	Active	Active	Active	View Selections	View Plant

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

Competitions	Contracting Authorities	Status
Civil Engineering Materials - Supply Only	View	Unknown
Minor Building Works - Tradespersons	View	
Supplies, Services & Tool Hire	View	

Click on 'View Plant' to view the Machinery/Plant you have registered on your Supplygov Account for 'DPS Plant Hire'. 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 066 7183734 or by emailing eproc@kerrycoco.ie

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

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

DPS for Plant Hire for Local Authorities and the OPW Summary

Section	Count	Options
Articulated Semi Trailers	1	View
Compressors	1	View
Ride-on Lawnmower	1	View
Tractor & Attachments	2	View

My Account

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

4.0:- Viewing RFT's (Request for Tenders)

4.1: Viewing Request for Tenders (RFT)

The screenshot shows the top navigation bar with tabs: Home, Supplier Details, My RFTs & RFQs, My Competitions, Auctions, Forms, and Messages. A red arrow points to the 'My RFTs & RFQs' tab, which is highlighted in a green box with the text: "Click on 'My RFTs & RFQs' to view your RFTs/RFQs". Below the navigation bar, the user is logged in as "Test" (SupplierID: 17124) with links for "Supplier Home" and "Change Password", 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 box labeled "Search RFQs By Reference" with a "View Full List of RFQs" link and a "Search RFQs" button. Below this, a card for RFQ "KY22000083Q" is shown with status "Open | Submitted", user "Test", and dates "29/06/2022 - 22/07/2022" with "2 Items" and a "View RFQ" link. The right column is titled "Requests for Tenders (RFTs)" and contains a search box labeled "Search RFTs By Reference" with a "View Full List of RFTs" link and a "Search RFTs" button. Below this, a card for RFT "XX22000005T" is shown with status "Closed No Responses | No Response", user "Test-ignore", and dates "15/04/2022 - 16/04/2022" with "1 Items" and a "View RFT" link. At the bottom left, a card for RFQ "CC22000011Q" is partially visible with status "Under Con".

This screen appears and displays any **RFQs** or **RFTs** which you have been invited to respond to by a Buyer.

RFQ's 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).

This screen will only display the latest RFTs or RFQs

To view all RFTs click on 'View Full list of RFT's' link

Requests for Tenders (RFTs)

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

Search RFTs

[XX22000005T](#) **Closed No Responses** | **No Response**
Test-ignore
15/04/2022 - 16/04/2022 1 Items [View RFT](#)

[XX22000004T](#) **Closed No Responses** | **No Response**
test ignore
24/03/2022 - 25/03/2022 1 Items [View RFT](#)

[XX22000003T](#) **Closed No Responses** | **No Response**
test rft ignore
24/03/2022 - 25/03/2022 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 deadline has passed, the status of the RFT will change '**Under Evaluation**'.

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

4.2: Searching by RFT Reference Number

Requests for Tenders (RFTs)

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

Search RFTs By Reference

Total Results: 1

Page 1 of 1

« < 1 > »

[KY22000239T](#) Open | No Response

Test Test

30/06/2022 - 28/07/2022

2 Items

[View RFT](#)

Total Results: 1

Page 1 of 1

« < 1 > »

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: **KY22000251T** Open

Summary

Description: Hire of Articulated Semi Trailers
Date Published: 05/07/2022
Clarification Date: 19/07/2022 - 12:00
Closing Date: 26/07/2022 - 12:00
Buyer Contact:

Summary Contains:

Description of RFT, Date Published, Clarification Date and Time, Closing Date and time, Buyer Contact details, Expected Delivery Date, Delivery Location.

Expected Delivery Date: 02/08/2022
Delivery Location: No where
Group: Test Group

sRFT Documents

 [Test Doc\(6\).docx](#) (54.71 KB)

 [map of Killarney.docx](#) (11.07 KB)

Documents:

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

My Response

RFT Messages

A Buyer may attach a document which they want completed and 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. 40 MB is the maximum files size allowed

My Response RFT Messages

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Articulated Semi Trailers > Articulated Semi Trailers > Flat Body Trailer
Jobs with in Killarney Municipal Area. Map attached

Select Machine

Choose | [Add](#)

Item Total

Charge	Price	Total
Charges Total		€0.00

Line Items:
Lists the product/type of plant that is required and the rate type. In this example the rate required is 'Total Cost'

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

Supplier Documents:
All documentation/additional information to be returned by a Supplier can be attached here. 40MB is the max file size allowed.

[Upload File](#)
No Files Added

6.0: Completing your Submission

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

NOTE: This section only applies to DPS Plant Hire. 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) > Articulated Semi Trailers > Articulated Semi Trailers > Flat Body Trailer
Jobs with in Killarney Municipal Area. Map attached.

Select Machine	Machines	Total Cost
Choose Add		€ <input type="text"/>
Choose Machine 307353		€

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 per Line Item, provided the same rate applies per Line Item.

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.

Charges

Charge	Total
Charges To	€0.00

6.2: Entering the Pricing details

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator and with PSCS > Articulated Semi Trailers > Articulated Semi Trailers > Flat Body Trailer
Test


Select Machine	Machines	Total Cost
294204 Add		€ 80.00
Item Total		€80.00

Step 3:

Once the machine has been added, enter the rate.





6.3: Adding Attachments

Supplier Documents

 **Upload File**

No Files Added

Step 1: Adding Attachments
Click 'Upload File'
All documentation/additional information to be returned by a Supplier can be attached here. 40MB is the max file size allowed.

 **Exit**  **Decline**  **Save Draft**  **Submit Tender**

Step 2: Adding Attachments

Highlight/Select the file that you saved

Name	Date modified	Type	Size
DPS Plant Hire Test	02/06/2022 15:02	Microsoft Word D...	266 KB
map of Killarney	05/07/2022 14:37	Microsoft Word D...	12 KB
Test Doc	29/06/2022 12:08	Microsoft Word D...	55 KB


When naming a file for uploading always ensure: -

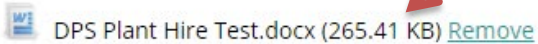
- The file name is different to that of the file name the Local Authority uploaded.
- The file name is short and does not include symbols e.g. underscores commas, dollar signs, etc.

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. 40MB is the max allowed. You may split your file and upload it.

Supplier Documents

 Upload File


 DPS Plant Hire Test.docx (265.41 KB) [Remove](#)


Step 3: Adding Attachments


This section will display the name of the file which you have added.


Once you have chosen and added the document, an option to remove the document appears.

To add additional documents, you need to repeat Steps 1 & 2 above.

 Exit

 Decline

 Save Draft


 Submit Tender


Once you have completed all the details and uploaded the required documentation, you have the option to **'Save Draft'** or **'Submit Tender'**.


6.4 Save Draft

Total	If you are not finished with your submission or you would like to save your progress, you can save the Draft response to the RFT.	€987.00
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Supplier Documents

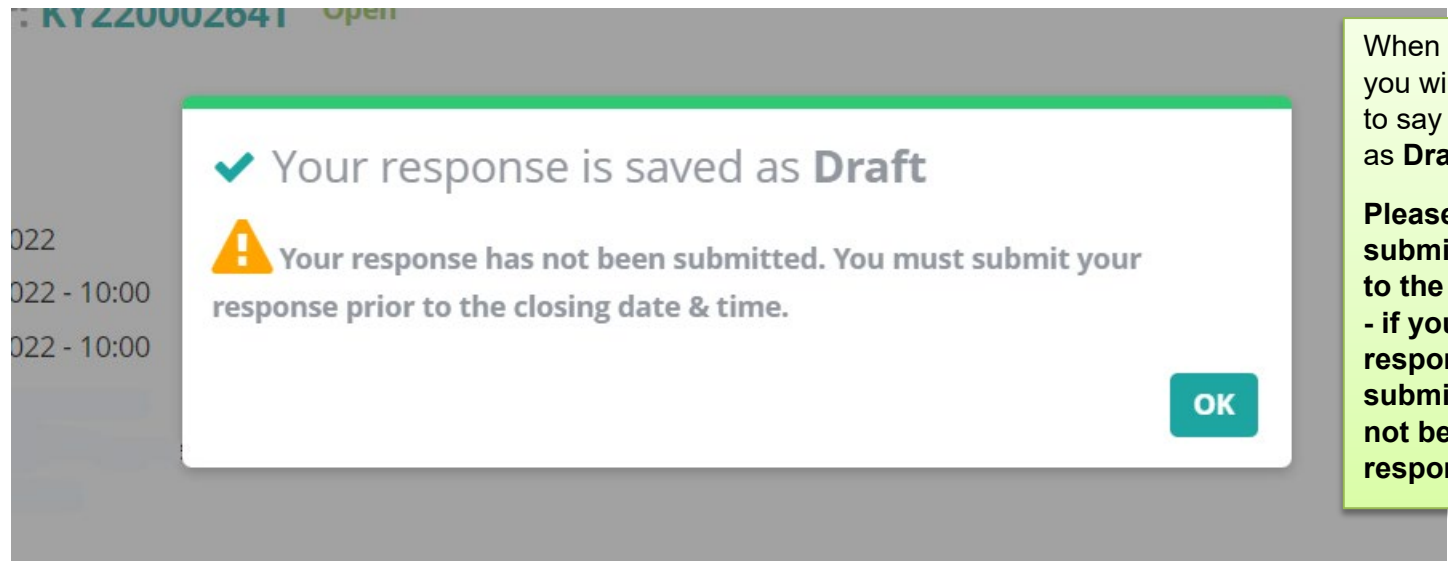
 Upload File

 Testing Document(1).docx (11.71 KB) [Remove](#)

 Testing Excel(1).xlsx (8.1 KB) [Remove](#)

Click **“Save Draft”**

 Exit  Decline  Save Draft  Submit Tender



When you click “**Save Draft**” you will receive this message to say your response is saved as **Draft**.

Please Note: you must submit your response prior to the closing date and time, - if you do not, your response will not be submitted and the buyer will not be able to view your response.

Request for Tender: **KY22000239T** [Open](#) | [Draft](#)

Summary

Description: Test Test
Date Published: 30/06/2022
Clarification Date: 21/07/2022 - 12:00
Closing Date: 28/07/2022 - 12:00
Buyer Contact:

Expected D
Delivery Lo
Group: Test Group

You will be able to see the status of your Response when you click into the RFT.

7.0: Submitting your response

Request for Tender: **KY22000239T** [Open](#) | [Draft](#)

Summary

Description: Test Test

Date Published: 30/06/2022

Clarification Date: 21/07/2022 - 12:00

Closing Date: 28/07/2022 - 12:00

Buyer Contact:

Expected Delivery Date:

Delivery Location: No Where

Group: Test Group


Supplier Documents

Any documentation which you have attached will appear here. Check to ensure that all documentation required is attached. If you are missing a document, click '**Upload File**' to add more documents. 40MB is the max file size allowed.

 Upload File

 DPS Plant Hire Test.docx (265.41 KB) [Remove](#)

 map of Killarney.docx (11.07 KB) [Remove](#)

 Exit

 Decline

 Save Draft

 Submit Tender

IMPORTANT

To submit your RFT response, you must Click '**Submit Tender**', otherwise, your submission will remain in draft and the buyer will not be able to view your RFT submission.

Confirmation Questions

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

Once you have clicked on **'Submit Tender'** the following check boxes will appear and need to be completed;

- (i) **Tick the box** to agree that you have completed and uploaded all documentation
- (ii) **Tick the box** to agree with Data Protection

... on our RFT/RFQ ... by us, the Contracting ... lygov.ie website) (the ... purposes of our ... for providing such ... participation in this ... Contracting Authority upon request.

GO BACK **PROCEED**

Click **"Proceed"**.
When your response is submitted a message appears – **"Successfully Submitted"**

✓ **Successfully Submitted**

OK

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](#)

[KY22000252T](#) **Open** | **Submitted**

Hire of Crushing Plant Killarney Area

06/07/2022 - 27/07/2022

1 Items

[View RFT](#)

[KY22000239T](#) **Open** | **Submitted**

Test Test

30/06/2022 - 28/07/2022

2 Items

[View RFT](#)

[XX22000005T](#) **Closed No Responses** | **No Response**

Test-ignore

15/04/2022 - 16/04/2022

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 to **Under Evaluation | Submitted**

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 **'Submit Tender'** to submit your tender.

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 to find the RFT. When you locate the RFT you wish to edit, click **'View RFT'** and then Click on **'Reopen RFT Submission'**

The screenshot shows the top navigation bar with links: Home, Supplier Details, My RFTs & RFQs, My Competitions, My Checklist, Terms & Conditions, Forms, Messages. Below the navigation bar, the user is logged in as 'Test Test' (SupplierID: 17124) with links for 'Supplier Home' and 'Change Password'. A 'Logout' button is in the top right. The main content area displays a 'Request for Tender: KY22000239T' with status 'Open | Submitted'. A 'Reopen RFT Submission' button is highlighted with a red arrow pointing from the instruction box above.

A confirmation message box with a green checkmark icon. The text reads: 'Submission Reopened. If you wish to update your tender submission, you must re-submit before the closing date & time.' An 'OK' button is located at the bottom right of the message box.

Home | Supplier Details | My RFTs & RFQs | My Competitions | My Checklist | Terms & Conditions | Forms | Messages | [Logout](#)

Welcome Test (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#)

Request for Tender: KY22000239T Open | Submitted

Summary

Description: Test Test

Date Published: 30/06/2022

Clarification Date: 21/07/2022 - 12:00

Closing Date: 28/07/2022 - 12:00

Buyer Contact:

Expected Delivery Date:

Delivery Location: No Where

Group: Test Group

Once you have reopened your RFT, the status will show '**Open-Submitted**'.

You must complete any necessary changes to your RFT prior to the closing date and time and ensure you Click "**Re-Submit Tender**". If you do not re-submit your amended RFT, your previous RFT response will be the submission available to the Buyer when the RFT closing date and time expires.

← Exit

× Decline

Re-Submit Tender

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

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

Welcome Test - (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#) Logout


Reopen RFT Submission

Request for Tender: KY22000253T Open | Declined

Summary

Description:	Test Plant Hire Killarney Area	Expected Delivery Date:	30/07/2022
Date Published:	06/07/2022	Delivery Location:	No Where
Clarification Date:	20/07/2022 - 12:00	Group:	Test Group
Closing Date:	27/07/2022 - 12:00		
Buyer Contact:			

sRFT Documents

 [DPS Plant Hire Test.docx](#) (265.41 KB)

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**’ and then Click on ‘**Reopen RFT Submission**’. Ensure you submit your RFT response prior to the closing date and time.

✓ Submission Reopened

If you wish to update your tender submission, you must re-submit before the closing date & time.

OK

Request for Tender: **KY22000253T** Open

Summary

Description: Test Plant Hire Killarney Area
Date Published: 06/07/2022
Clarification Date: 20/07/2022 - 12:00
Closing Date: 27/07/2022 - 12:00
Buyer Contact:

Expected Delivery Date: 30/07/2022
Delivery Location: No Where
Group: Test Group

sRFT Documents

 [DPS Plant Hire Test.docx](#) (265.41 KB)

My Response

RFT Messages

In order to submit your RFT response prior to the closing date and time, you will need to complete all the steps as outlined in **Section 6 and Section 7** above.

11.0 How can I find my Supplygov Machine Reference Number? (This only applies to the DPS for Plant Hire)

Welcome Test - (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#) [Logout](#)

My Competitions

TenderID	Competition	Date Submitted	Lot 1	Lot 2	Lot 3	Selections	Plant
3457	DPS for Plant Hire for Local Authorities and the OPW	29/06/2022 12:06:24	Active	Active	Active	View Selections	View Plant

Competitions	Lots/Categories	Contracting Authorities	Status
Civil Engineering Materials - Supply Only	View	View	Unknown
Minor Building Works - Tradespersons	View	View	Active
Supplies, Services & Tool Hire	View	View	On-Going

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

You will only receive Request for Tender 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. See 'View Selections' on the 'My Competitions' page for your list of Categories. If you wish to add any Category of Plant to your account, you can contact the LGOPC by calling 066 718 3734 or by emailing eproc@kerrycoco.ie.

DPS for Plant Hire for Local Authorities and the OPW Summary

Section	Count	Options
Articulated Semi Trailers	1	View
Compressors	1	View
Ride-on Lawnmower	1	View
Tractor & Attachments	2	View

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



My Account

Plant/Machine Details

Product	Tractor & Attachments
Product Item	Tractor with Hedgecutter
Reference Number	294206
Status of Machine	Active
Year of Manufacture of Attachment	
Height/Reach	50m
Hedgecutter details	360c
Stop/Go Operator Available	
Serial No. Of Attachment	dafds333
Machine List	All

Reference Number – this is the Supplygov Machine Reference

Back

If you wish to **amend/change details** of a Machine – Contact the **Supplygov Helpdesk Team**

12.0 My Checklist

'My Checklist' tab shows a list of any outstanding documentation on the account. Checklists will vary according to the DPS/Framework you have selected an interest in.

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

Welcome Test - (SupplierID: 17124) | [Supplier Home](#) | [Change Password](#) [Logout](#)

Document Checklist for Test -

The following have been completed online successfully:

- (1) Safe Pass Card with Fás Accreditation for Employees
- (2) Certificate of Competence with Fás Accreditation (Skills Card)

Copies of the following documents must be sent by post to the Local Government Operational Procurement Centre, Unit 9 Ground Floor, Building C, The Reeks Gateway, Rock Road, Killarney, Co. Kerry V93 KVKI or by email to eproc@kerrycoco.ie:

	Status
(3) Air Receiver Check for Compressors: Mobile Air Compressors, Machine Reference:294205, 000	Outstanding
(4) Vehicle Registration Certificate for Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125	Outstanding
(5) Valid Certificate of Road Worthiness for Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125	Outstanding

Safe Pass Cards & Skill 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.

13.0:- Contact Us



If you wish to contact the SupplyGov Helpdesk Team you can visit our website www.supplygov.ie and view our “Contact Us” page for details.