SupplyGov.ie Supplier Guide

How to Respond to a Request for Quotation (RFQ)

Table of Contents

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)

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

Welcome   (SupplierID: | Supplier Home | Change Password   Logout

Click to Show Unread Messages..

*** Important Note – Responding to a RFT & RFQ ***
As part of ongoing continuous improvement, the Supplygov website has been updated to improve how you respond to a RFT & RFQ. The updates include, enhancements to saving your response as draft, submitting your response, re-opening RFT/RFQ closing date & time. Please familiarise yourself with the changes and refer to the guide

COVID-19
At present there is no disruption to the operation of the Supplygov website arising from the COV
from the Supplygov Helpdesk. This message will be updated if the situation changes.

OPEN COMPETITIONS
The LGOPC currently has a number of competitions advertised on www.etenders.gov.ie and open to applications. To view these, go to www.etenders.gov.ie, click on "Notice Search" and select, "Advanced Category Search". Under the "Authority" pick list that appears, select the "Local Government Operational Procurement Centre (LGOPC)" and then click the "Search" button. Should you have an interest in making an application to any of the competitions that appear, please log on to your account on www.etenders.gov.ie to access the tender documentation and to make an application.

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

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	--	Draft	EDIT

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

> Click '**Select**' to view the list of commodities under this category

Step 1 of 3 – Selecting Commodities –

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

My Account   Complete

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.

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 Checkl

Welcome (SupplierID:)

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	
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	View	On-Going

List of Commodities you have registered an interest in.

Click **'View'** under the heading **'Contracting Authorities'** to 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 |

Welcome (SupplierID:)   Logout

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

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

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08

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

RFT

RFT

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 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: KY22000083Q   Open

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

Summary

Description:	Test
Date Published:	29/06/2022
Clarification Date:	20/07/2022 - 12:00
Closing Date:	22/07/2022 - 12:00
Buyer Contact:	

Expected Delivery Date:	01/08/2022
Delivery Location:	Main Street, Kerry
Group:	Test Group

RFQ Documents

Test Doc (1) (3).docx (11.7 KB)

Documents:
Documents section contains any documents uploaded by the Buyer.

These documents must be read carefully prior to responding to the RFQ.

My Response	RFQ Messages

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council	unit	€	01	€0.00
	Blockwork/Brickwork Construction > Brickwork Construction > Brickwork Construction Kerry County Council	unit	€	01	€0.00
Product/Service Sub Total					€0.00
Total					€0.00

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€	10	€0.00
Product/Service Sub Total					€0.00
Total					€0.00

Supplier Documents

⬆ **Upload File**

No Files Added

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 Documents' section which is explained in Section 6.2. 40MB is the maximum file size allowed.

◀◀ Exit   ✖ Decline   💾 Save Draft   Submit

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

Welcome   (SupplierID:) | Supplier Home | Change Password   Logout

Request for Quotation: KY22000083Q   Open

Summary

Description: Test
Date Published: 29/06/2022
Clarification Date: 20/07/2022 - 12:00
Closing Date: 22/07/2022 - 12:00
Buyer Contact

Expected Delivery Date: 01/08/2022
Delivery Location: Main Street, Kerry
Group: Test Group

Messages:

Click on **'RFQ Messages'** to view all messages.

RFQ Docume

The **'To'** and **'From'** columns will display if the message has been issued to an individual Supplier OR if it has been broadcast to all Suppliers.

Test Doc (1) (3).docx (11.7 KB)

| My Response | RFQ Messages |

Messages

ID	Subject		From	To	Date	Files
21765	test	View Message			29/06/2022 12:28:49	No files

Click on **'Create new message'** to compose a message to the Buyer

Create new message

Please refer to the Suppliers Guide Messaging Module for further details.

My Response | RFQ Messages

Line Items:
The product/type and the number of units required.

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€	10	€0.00
Product/Service Sub Total					€0.00
Total					€0.00

Supplier Documents

⬆ Upload File

No Files Added

◀◀ Exit | ✖ Decline | 💾 Save Draft | Submit

6.0: Completing your RFQ Submission

6.1: Entering the Pricing details

My Response   RFQ Messages

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

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€	10	€0.00
Product/Service Sub Total					€0.00
Total					€0.00

Supplier Documents

🗁 Upload File

No Files Added

◀◀ Exit   ✕ Decline   💾 Save Draft   Submit

6.2: Adding Attachments

My Response	RFQ Messages

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€	10	€0.00
Product/Service Sub Total					€0.00
Total					€0.00

Step 1 - Adding Attachments

Click '**Upload File'**.

Locate and select the file that you completed and saved. 40MB is the maximum file size.

Supplier Documents

☁ **Upload File**

No Files Added

◀◀ Exit	✖ Decline	🖫 Save Draft	Submit
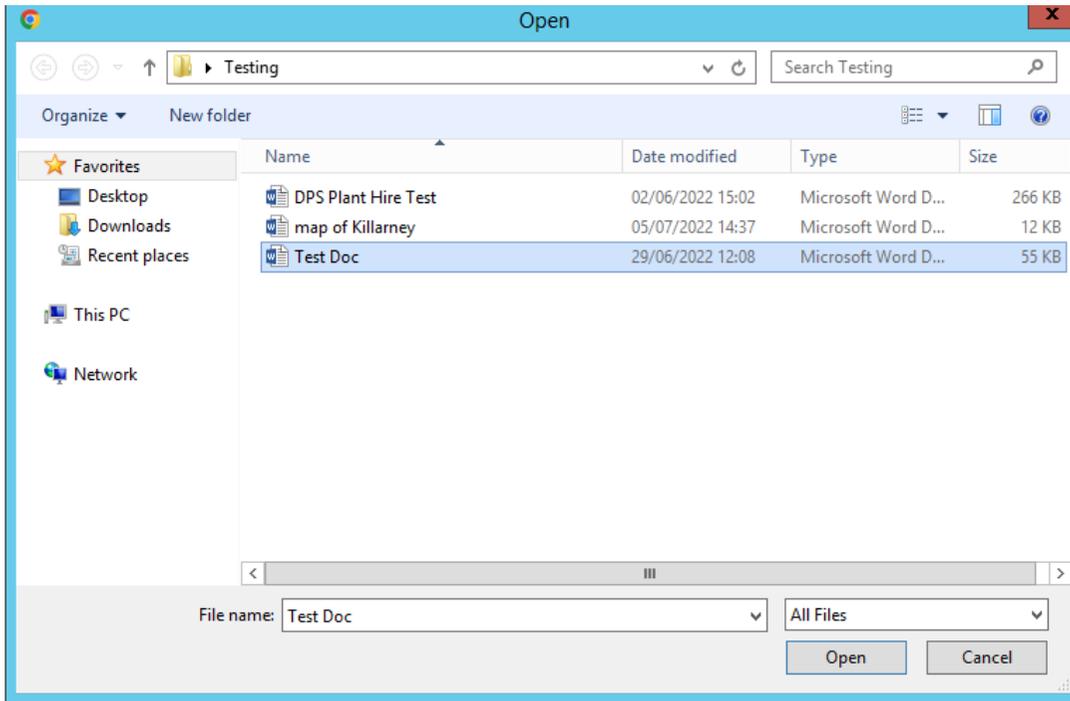
Step 2 - Adding Attachments

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

File name: Test Doc   All Files

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. 40 MB is the maximum file size.
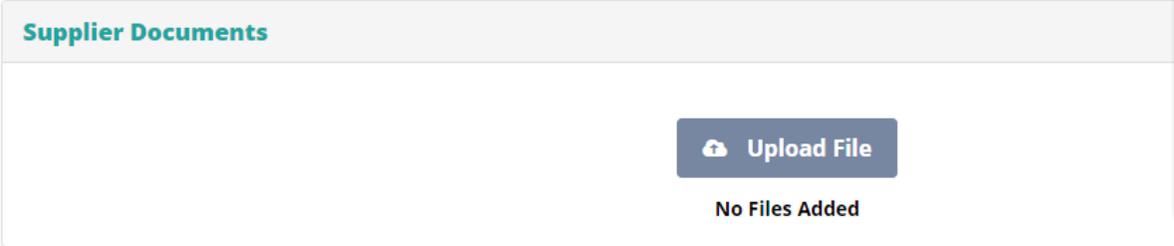
Supplier Documents

☁ **Upload File**

No Files Added

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€ 100	10	€1000
Product/Service Sub Total					.00
Total					.00

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

⬆ **Upload File**

🗎 Test Doc(4).docx (54.71 KB) Remove

🗎 map of Killarney(3).docx (11.07 KB) Remove

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

◀◀ Exit   ✖ Decline   🖫 Save Draft   Submit

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

6.3: – Save Draft

Total   €5922.00

If you are not finished with your submission or you would like to save your progress, you can save your **Draft** response to the RFQ.

Supplier Documents

☁ **Upload File**

📄 Testing Document(2).docx (11.71 KB) Remove

📄 Testing Excel(2).xlsx (8.1 KB) Remove

Click **"Save Draft"**

◀◀ Exit   ✖ Decline   💾 Save Draft   Submit
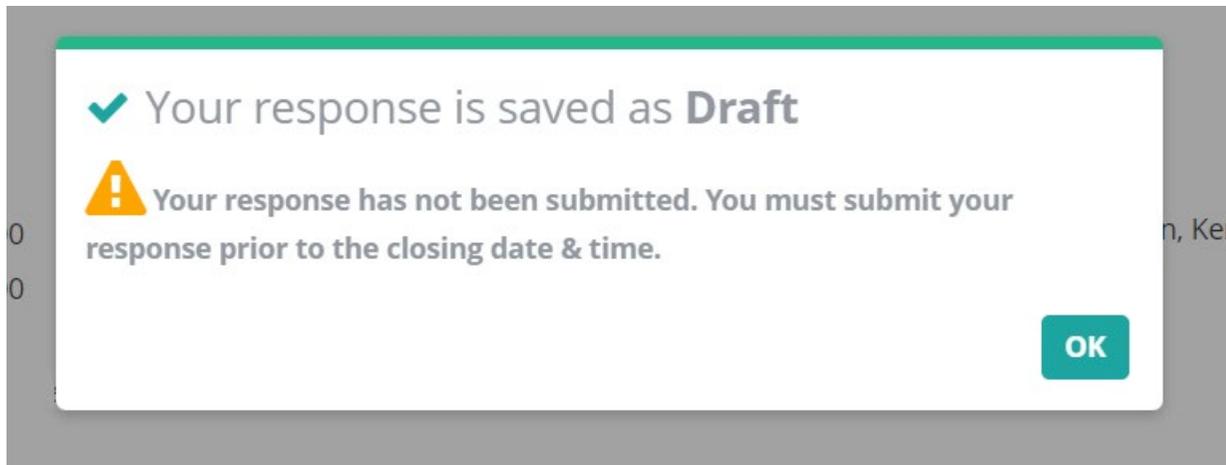
✔ Your response is saved as **Draft**

⚠ Your response has not been submitted. You must submit your response prior to the closing date & time.

OK

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.

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

Welcome | Supplier Home | Change Password   Logout

Request for Quotation: KY22000112Q   Open | Draft

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

Summary

Description:	Test
Date Published:	26/07/2022
Clarification Date:	27/07/2022 - 12:00
Closing Date:	29/07/2022 - 12:00
Buyer Contact:	

**Expected Deliver

Delivery Location:**
An Daingean, Tigh Fearann na Cille, An Daingean, Kerry
Group: Caherciveen Area Office

RFQ Documents

📄 Testing Document(7).docx (11.71 KB)

7.0: Submitting your response

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€ 100.000	10	€1000.00
	Product/Service Sub Total				€1000.00
	Total				€1000.00

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. 40MB is the max file size allowed

Supplier Documents

☁ **Upload File**

📄 Test Doc(4).docx (54.71 KB) Remove

📄 map of Killarney(3).docx (11.07 KB) Remove

◀◀ **Exit**   ✖ **Decline**   💾 **Save Draft**   **Submit**

IMPORTANT

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

Line Items

Code	Product/Service		
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Constructi... **Test**		
	Notes: Test		
Product/Service Sub Total			€1000.00
Total			€1000.00

Once you have clicked on '**Submit',** the following check boxes need to be completed.

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

Supplier Documents

Confirmation Questions

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. ☑

GO BACK

Click "**Proceed'.**

PROCEED

◀◀ Exit   ✖ Decline   🖫 Save Draft   Submit

Welcome   (SupplierID:) | Supplier Home | Change Password   Logout

Request for Quotation: KY22000083Q Open | Draft

Summary

Description:	Test		Expected Delivery Date:	01/08/2022
Date Published:	29		ry Location:	Main Street, Kerry
Clarification Date:	20			Test Group
Closing Date:	22			
Buyer Contact:				

> When your response is submitted, a message appears **'Successfully Submitted'**

> Click **'OK'**. This will Automatically redirect you to the RFT/RFQ homepage

✔ Successfully Submitted

OK

RFQ Documents

📄 Test Doc (1) (3).docx (11.7 KB)

My Response	RFQ Messages

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council	unit	€100.000	01	€100.00
	Blockwork/Brickwork Construction > Brickwork Construction > Brickwork Construction Kerry County Council	unit	€100.000	01	€100.00
Product/Service Sub Total					€200.00

8.0: Confirming Response has been submitted to the Local Authority

Requests for Quotations (RFQs)

Search RFQs By Reference   View Full List of RFQs

[   ]   Search RFQs

KY22000083Q   Open | Submitted

Test

29/06/2022 - 22/07/2022   2 Items   View RFQ

CC22000011Q   Under Consideration | No Response

Eradication of weeds in Bandon Town for 2022 growing season by the application of a herbicide on all footpaths and kerb edges as shown in the attached tender documents and drawings.

18/02/2022 - 04/03/2022   1 Items   View RFQ

CC21000020Q   Under Consideration | No Response

supply of pipes and fittings to Bandon Council Yard. Rates obtained for a 12 month period.

20/04/2021 - 23/04/2021   16 Items   View RFQ

CC21000012Q   Order Placed | No Response

Grass Cutting - Macroom Municipal District- North - Millstreet Area office

08/03/2021 - 22/03/2021   1 Items   View RFQ

CC21000011Q   Under Consideration | No Response

Grass Cutting - Macroom Municipal District- South (Macroom Area Office)

08/03/2021 - 22/03/2021   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.

If you have not responded to an RFQ that is closed, you will see a status of '**Under Consideration I No Response'**

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'.**

Messages

Welcome   (SupplierID:) | Supplier Home | Change Password   Logout

Reopen RFQ Submission

Request for Quotation: KY22000083Q   Open | Submitted

Summary

Description:	Test	Expected Delivery Date:	01/08/2022
Date Published:	29/06/2022	Delivery Location:	Main Street, Kerry
Clarification Date:	20/07/2022 - 12:00	Group:	Test Group
Closing Date:	22/07/2022 - 12:00		
Buyer Contact:			

RFQ Documents

📄 Test Doc (1) (3).docx (11.7 KB)

My Response	RFQ Messages

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council	unit	€100.000	01	€100.000
	Blockwork/Brickwork Construction > Brickwork Construction > Brickwork Construction Kerry County Council	unit	€100.000	01	€100.000
Product/Service Sub Total					€200.00
Total					€200.00

Supplier Documents

📄 Testing Document.docx (11.71 KB)

📊 Testing Excel.xlsx (8.1 KB)

The following message will then appear:

Request for Quotation: KY22000083Q Open | Submitted

Summary

Description: Test
Date Published: 29/06/2022
Clarification Date: 20/07/2022 - 12:00
Closing Date: 22/07/2022 - 12:00
Buyer Contact:

Expected Delivery
Delivery Location:
Group: Test Grou

Once you click on **'Reopen RFQ Submission'** you will see the following pop-up box. Click **'OK'**

✔ Submission Reopened

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

OK

RFQ Documents

📄 Test Doc (1) (3).docx (11.7 KB)

My Response | RFQ Messages

ine Items

ode	Product/Service	Unit	Unit Price	Quant
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council	unit	€100.000	01

Line Items

Code	Product/Service	Unit	Unit Price	Quantity	Total
	Blockwork/Brickwork Construction > Blockwork Construction > Blockwork Construction Kerry County Council **Test** Notes: Test	each	€ 100.000	10	€1000.00
Product/Service Sub Total					**€1000.00**
Total					**€1000.00**

Supplier Documents

☁ Upload File

Once you have reopened your RFQ, the status will show **Open I Submitted.** You will need to complete any necessary changes to your RFQ prior to the closing date and time and ensure you Click "**Re-Submit**". If you do not resubmit your amended RFQ, your original RFQ will be the submission available to the Buyer when the RFQ closing Date and time expires.

◀◀ Exit   **✖ Decline**   **Re-Submit**

10.0: 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.