

**FORM OF TENDER**

**FOR**

**REQUEST FOR APPLICATIONS**

**FOR**

**APPOINTMENT TO A MULTI-PARTY FRAMEWORK AGREEMENT**

**FOR**

**ENERGY EFFICIENCY RETROFITTING WORKS**

**FOR**

**LOCAL AUTHORITIES**

<b>Lots</b>
1 - Cavity Wall Insulation & Ancillary Works with a Contract Value < €50,000
2 - Cavity Wall Insulation & Ancillary Works with a Contract Value ≥ €50,000
3 - External Wall Insulation & Ancillary Works with a Contract Value < €200,000
4 - External Wall Insulation & Ancillary Works with a Contract Value ≥ €200,000

**OCTOBER 2016**

**Name of Tenderer:** \_\_\_\_\_

**To: Local Government Operational Procurement Centre**

Having read and understood the Instructions Document, the Suitability Assessment Questionnaires and associated Supplements and Appendices, the Framework Agreements, the General Specification Document, the Form of Tender and the Pricing Documents (including the Notional Tender Drawings), we hereby tender to provide energy efficiency retrofitting works in lots as indicated overleaf for Local Authorities.

We confirm that this tender offer shall remain open for acceptance by you for a period of six calendar months from the tender deadline.

We understand that you are not bound to accept the lowest or any tender that you receive, and that you may, at your discretion, terminate the competition at any time.

We understand and acknowledge that the essence of tendering is that the client shall receive bona fide competitive tenders from all economic operators tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the prices tendered by or under or in accordance with any agreement or arrangement with any other person.

We also certify that we have not done and insofar as we are aware neither has any employee, consultant, advisor, agent, officer or sub-contractor of any tier of any organisation connected to the tenderer done and we undertake that we will not do at any time any of the following acts;

- i. Communicate to a person other than the person calling for this tender the amount or approximate amount of our proposed prices or terms of the tender.
- ii. Enter into any arrangement or agreement with any other person with the aim of preventing tenders being made or as to the fixing or adjusting of the amount or terms of any tender or the conditions on which any tender is made that he shall refrain from tendering or as to the amount of any proposed prices to be submitted.
- iii. Offer or pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
- iv. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (i) and (ii) above or to inform us of the amount or the approximate amount or terms of any rival tender for the Framework Agreement.
- v. Committed any offence under the Competition Acts 2002 – 2014.
- vi. Canvassed any officer, employee, representative, or adviser of the LGOPC in connection with the proposed award of the Framework Agreement.
- vii. Contacted any of the persons referred to in paragraph (vi) above about any aspect of the Framework Agreement including (but without limitation) for the purposes of discussing the possible transfer to the employment of the tenderer of such person for the purpose of the Framework Agreement or for soliciting information in connection with the Framework Agreement.

We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (i) to (vii) above before the hour and date specified for the return of the tender, nor (in the event of the tender being accepted) shall we do so while the resulting Framework Agreement continues in force between us (or our successors in title) and the LGOPC.

In this Form of Tender the word "person" includes any persons and anybody or association, corporate and unincorporated, legal or natural and "agreement" or "arrangement" includes any such transaction, formal or informal, and whether legally binding or not, and the plural includes the singular.

Other terms used in this Form of Tender shall have the same meaning as in the Framework Agreements and the Instructions Document.

Having examined the tender documents appropriate to the Lots being tendered including the Instructions Document, the Suitability Assessment Questionnaire and associated Supplements and Appendices, the Framework Agreement, the General Specification Document, the Form of Tender and the Pricing Documents (including the Notional Tender Drawings), we hereby submit our fixed price lump sum and tender key rates for Lots as appropriate.

This tender is to provide energy efficiency retrofitting works in Lots for Local Authorities and also to provide the services of Project Supervisor for Construction Stage and Designer (Lots 3 and 4 only).

Applicants are required to complete **one** Form of Tender and return in hard copy format as directed. Note that separate Forms of Tender are **not** required for each Lot.

**The Form of Tender provides for inclusion of the following -:**

- Lot 1 – Lump Sum Price and Key Rates
- Lot 2 – Lump Sum Price and Key Rates
- Lot 3 – Lump Sum Price and Key Rates
- Lot 4 – Lump Sum Price and Key Rates

The **Fixed Price Lump Sum** for each Lot included in the Form of Tender will -:

- 1) Be used as part of the Framework Evaluation criteria, and form the basis of the award criteria to the Framework for each Lot. If successful in meeting the minimum Suitability Criteria, Applicants will be assessed on price and ranked in accordance with the criteria set out in the Instructions Document.

The prices tendered on the Form of Tender for **Key Rates** will -:

- 1) Apply to those items of work for the initial 12 months of the Framework Agreement only (from the Framework Application Closing Date).
- 2) Represent the maximum prices, ceiling rates that may be proposed in response to a Mini-Competition for those items of work (i.e. Contractors who submit responses to a Mini-Competition may reduce the prices they submitted as part of their application for admittance to the Framework but may not exceed these prices).

Applicants should clearly indicate below the Lots for which they are submitting a tender.

Lots	Please Indicate (✓)
1 - Cavity Wall Insulation & Ancillary Works with a Contract Value <€50,000	
2 - Cavity Wall Insulation & Ancillary Works with a Contract Value ≥€50,000	
3 - External Wall Insulation & Ancillary Works with a Contract Value <€200,000	
4 - External Wall Insulation & Ancillary Works with a Contract Value ≥€200,000	

***\* Applicants must complete all pricing details for a least one of the lots***

***\*\* Where an Applicant does not enter or fails to fully complete pricing details for a lot their tender shall be deemed non-compliant for that lot.***

Lot	Description
1	Cavity Wall Insulation & Ancillary Works with a Contract Value < €50,000

The returned Form of Tender, including the **Fixed Price Lump Sum** for Lot 1 is required as part of the framework evaluation criteria and forms the basis of the award criteria for the establishment of the Framework for this Lot.

Having examined the tender documents appropriate to Lot 1 including the Instructions Document, the Suitability Assessment Questionnaire and associated Supplements and Appendices, the Framework Agreement, the General Specification Document, the Form of Tender and the Pricing Document (including Notional Tender Drawings), we hereby submit our Fixed Price Lump Sum for Lot 1 (Carried Forward from General Summary Page of Lot 1 Pricing Document).

**1.01 Total Amount of Fixed Price Lump Sum Tender (excl VAT) € \_\_\_\_\_**

**1.02 Total Amount of Fixed Price Lump Sum Tender (in words) \_\_\_\_\_**

### **Key Rates**

The key rates are required to establish Applicants ceiling rates for these particular works for future reference by individual Contracting Authorities during Mini Competitions. The ceiling rates are to be priced in section 1.2 "Measured Schedule of Works" of the Lot 1 Pricing Document and brought forward to this Form of Tender.

Description of works	Pricing Document Reference	Rate (€ / m <sup>2</sup> )
Pumped Cavity Wall Insulation	PD/1 item D	
Glass Wool Attic Insulation	PD/3 item A	

### **Intention to Sub-contract**

The Applicant shall confirm their intentions in relation to sub-contracting as follows:

We intend to subcontract:

- All of the works
- Elements of the works as follows:

Share of the works to be subcontracted to others expressed as a percentage :-  %

***Applicants must confirm their intentions in relation to sub-contracting. Failure by the Applicant to declare an intention to sub-contract may lead to exclusion from the Framework should this information come to light at a later date.***

Lot	Description
2	Cavity Wall Insulation & Ancillary Works with a Contract Value $\geq$ €50,000

The returned Form of Tender, including the **Fixed Price Lump Sum** for Lot 2 is required as part of the framework evaluation criteria and forms the basis of the award criteria for the establishment of the Framework for this Lot.

Having examined the tender documents appropriate to Lot 2 including the Instructions Document, the Suitability Assessment Questionnaire and associated Supplements and Appendices, the Framework Agreement, the General Specification Document, the Form of Tender and the Pricing Document (including Notional Tender Drawings), we hereby submit our Fixed Price Lump Sum for Lot 2 (Carried Forward from General Summary Page of Lot 2 Pricing Document).

**2.01 Total Amount of Fixed Price Lump Sum Tender (excl VAT) € \_\_\_\_\_**

**2.02 Total Amount of Lump Sum Fixed Price Tender (in words) \_\_\_\_\_**

### **Key Rates**

The key rates are required to establish Applicants ceiling rates for these particular works for future reference by individual Contracting Authorities during Mini Competitions. The ceiling rates are to be priced in section 1.2 "Measured Schedule of Works" of the Lot 2 Pricing Document and brought forward to this Form of Tender.

Description of works	Pricing Document Reference	Rate (€ / m <sup>2</sup> )
Pumped Cavity Wall Insulation	PD/1 item D	
Glass Wool Attic Insulation	PD/3 item A	

### **Intention to Sub-contract**

The Applicant shall confirm their intentions in relation to sub-contracting as follows:

We intend to subcontract:

- All of the works
- Elements of the works as follows:

Share of the works to be subcontracted to others expressed as a percentage :-  %

***Applicants must confirm their intentions in relation to sub-contracting. Failure by the Applicant to declare an intention to sub-contract may lead to exclusion from the Framework should this information come to light at a later date.***

Lot	Description
3	External Wall Insulation & Ancillary Works with a Contract Value < €200,000

The returned Form of Tender, including the **Fixed Price Lump Sum** for Lot 3 is required as part of the framework evaluation criteria and form the basis of the award criteria for the establishment of the Framework for this Lot.

Having examined the tender documents appropriate to Lot 3 including the Instructions Document, the Suitability Assessment Questionnaire and associated Supplements and Appendices, the Framework Agreement, the General Specification Document, the Form of Tender and the Pricing Document (including Notional Tender Drawings), we hereby submit our Fixed Price Lump Sum for Lot 3 (Carried Forward from General Summary Page of Lot 3 Pricing Document).

**3.01 Total Amount of Fixed Price Lump Sum Tender (excl VAT) € \_\_\_\_\_**

**3.02 Total Amount of Fixed Price Lump Sum Tender (in words) \_\_\_\_\_**

### **Key Rates**

The key rates are required to establish Applicants ceiling rates for these particular works for future reference by individual Contracting Authorities during Mini Competitions. The ceiling rates are to be priced in section 1.2 "Measured Schedule of Works" of the Lot 3 Pricing Document and brought forward to this Form of Tender.

Description of works	Pricing Document Reference	Rate (€ / m <sup>2</sup> )
External Wall Insulation Render System	PD/2 item B	
Glass Wool Attic Insulation	PD/5 item A	
Internal Wall Dry lining	PD/9 item B	

### **Intention to Sub-contract**

The Applicant shall confirm their intentions in relation to sub-contracting as follows:

We intend to subcontract:

- All of the works
- Elements of the works as follows:

Share of the works to be subcontracted to others expressed as a percentage :-  %

***Applicants must confirm their intentions in relation to sub-contracting. Failure by the Applicant to declare an intention to sub-contract may lead to exclusion from the Framework should this information come to light at a later date.***

Lot	Description
4	External Wall Insulation & Ancillary Works with a Contract Value $\geq$ €200,000

The returned Form of Tender, including the **Fixed Price Lump Sum** for Lot 4 is required as part of the framework evaluation criteria and form the basis of the award criteria for the establishment of the Framework for this Lot.

Having examined the tender documents appropriate to Lot 4 including the Instructions Document, the Suitability Assessment Questionnaire and associated Supplements and Appendices, the Framework Agreement, the General Specification Document, the Form of Tender and the Pricing Document (including Notional Tender Drawings), we hereby submit our Fixed Price Lump Sum for Lot 4 (carried Forward from General Summary Page of Lot 4 Pricing Document).

**4.01 Total Amount of Fixed Price Lump Sum Tender (excl VAT) € \_\_\_\_\_**

**4.02 Total Amount of Fixed Price Lump Sum Tender (in words) \_\_\_\_\_**

### **Key Rates**

The key rates are required to establish Applicants ceiling rates for these particular works for future reference by individual Contracting Authorities during Mini Competitions. The ceiling rates are to be priced in section 1.2 "Measured Schedule of Works" of the Lot 4 Pricing Document and brought forward to this Form of Tender.

Description of works	Pricing Document Reference	Rate (€ / m <sup>2</sup> )
External Wall Insulation Render System	PD/2 item B	
Glass Wool Attic Insulation	PD/5 item A	
Internal Wall Dry lining	PD/9 item B	

### **Intention to Sub-contract**

The Applicant shall confirm their intentions in relation to sub-contracting as follows:

We intend to subcontract:

- All of the works
- Elements of the works as follows:

\_\_\_\_\_

\_\_\_\_\_

Share of the works to be subcontracted to others expressed as a percentage :-  %

***Applicants must confirm their intentions in relation to sub-contracting. Failure by the Applicant to declare an intention to sub-contract may lead to exclusion from the Framework should this information come to light at a later date.***

**Duly authorised to sign on behalf of the tenderer:**

**Signed:** \_\_\_\_\_

**Print Name of signatory:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Capacity or authority of signatory:** \_\_\_\_\_

**On behalf of (Registered Company Name  
Or Trading Name):** \_\_\_\_\_

**Companies Registration Office (CRO) Number (If Applicable):** \_\_\_\_\_

**Postal Address of Registered Head Office:** \_\_\_\_\_

\_\_\_\_\_

**VAT Number or VIES Number:** \_\_\_\_\_

**Contact email address:** \_\_\_\_\_

**[www.supplygov.ie](http://www.supplygov.ie) (SupplyGov) ID (if available):** \_\_\_\_\_



## CONTRACTING AUTHORITIES (PURCHASERS)

**NAME OF APPLICANT :** \_\_\_\_\_

### Nomination of Contracting Authorities

Suppliers should identify in the table below those Contracting Authorities they wish to be considered for.

Ref	Contracting Authorities (Purchasers)	Please Indicate (✓)
<b>1</b>	Cavan County Council	
<b>2</b>	Carlow County Council	
<b>3</b>	Clare County Council	
<b>4</b>	Cork City Council	
<b>5</b>	Cork County Council	
<b>6</b>	Donegal County Council	
<b>7</b>	Dun-Laoghaire-Rathdown County Council	
<b>8</b>	Fingal County Council	
<b>9</b>	Galway City Council	
<b>10</b>	Galway County Council	
<b>11</b>	Kerry County Council	
<b>12</b>	Kildare County Council	
<b>13</b>	Kilkenny County Council	
<b>14</b>	Laois County Council	
<b>15</b>	Leitrim County Council	
<b>16</b>	Limerick City and County Council	
<b>17</b>	Longford County Council	
<b>18</b>	Louth County Council	
<b>19</b>	Mayo County Council	
<b>20</b>	Meath County Council	
<b>21</b>	Offaly County Council	
<b>22</b>	Roscommon County Council	
<b>23</b>	Sligo County Council	
<b>24</b>	South Dublin County Council	
<b>25</b>	Tipperary County Council	
<b>26</b>	Waterford City and County Council	
<b>27</b>	Wexford County Council	
<b>28</b>	Wicklow County Council	