

SEVEN STEP GUIDE TO THE COMPLETION OF THE REQUEST FOR TENDERS AND CONTRACTS

Please ensure that you download the latest version of the templates from either www.etenders.gov.ie or www.procurement.ie each time you prepare an RFT.

1. The structure of the Goods and Services RFTs is the same and is divided into four Parts:

1. Introduction
2. Instructions to Tenderers
3. Qualification and Award Criteria
4. Appendices:
 - Appendix 1 Requirements and Specifications*
 - Appendix 2 Pricing Schedule*
 - Appendix 3 Tenderer's Statement*
 - Appendix 4 Tenderers' aide-mémoire*
 - Appendix 5 Declaration as to Personal Circumstances of Tenderer*
 - Appendix 6 Contract*
 - Appendix 7 Confidentiality Agreement (for Services only)*

2. The Contract is a key part of the RFT conditions on which Tenderers bid.

3. References to 'Appendices' refer to the RFT and references to 'Schedules' refer to the Contract.

4. The Contracting Authority only needs to complete the following steps prior to issuing the RFT:

1. Complete the text boxes in the RFT,
2. Insert insurance details (if any) at clause 2.21 of the RFT,
3. Insert the Qualification and Award Criteria in Part 3 of the RFT,
4. Insert the Requirements and Specifications into Appendix 1,
5. Insert the Pricing Schedule at Appendix 3 of the RFT, if required.
6. Complete the text boxes in Schedule A of the Contract,
7. If any of the Special Conditions at Schedule D of the Contract is to apply, then in the text box mark "as applies".

5.

1. The RFTs and contracts are 'protected' documents therefore you can only insert text in the text boxes and designated free text areas.

2. Navigate through the RFTs and contracts by pressing the **Tab** key, which brings the user to each one of the text boxes in turn – (**do not use the return key**). To return to an earlier text box press the **SHIFT Tab**.

3. Each text box needs to be considered and dealt with appropriately. All unwanted text appearing in text boxes must be deleted. In some paragraphs of the RFT (for example paragraph 2.16: Freedom of Information), there is an overriding statement as to whether the clause is to apply to a particular competition and you must choose from *'it applies'* or *'it does NOT apply'* to this RFT. This text will print in red ink and determine the application or non-application of the paragraph. Please note however that the text **cannot** be edited.

4. Take care while completing the Requirements and Specifications at Appendix 1 so that you do not inadvertently insert terms or conditions which conflict with those already in the RFT and contract.

6. When completing the RFT and contract ensure that you read the relevant Guidance Notes.

7. When you have everything completed it is advisable to print the RFT/contract and ensure that all relevant parts (including Schedules and Appendices) have been completed accurately.

If you experience any technical issues with these documents please contact support@ogp.gov.ie or Tel: 076 100 8000

Finally - These procurement documents should be converted into Pdf format prior to publishing to prevent any possible amendments.

CAUTION: It is only permissible to edit these documents as outlined above and in the designated text boxes and free text areas. Any alterations to the documents outside of these areas is not permitted. Any documents amended in a manner not authorized by the NPS and the Office of the Chief State Solicitor will not be approved documents for the purposes of Department of Public Expenditure and Reform Circular 1/11.