Supplier Guide – Supplygov.ie

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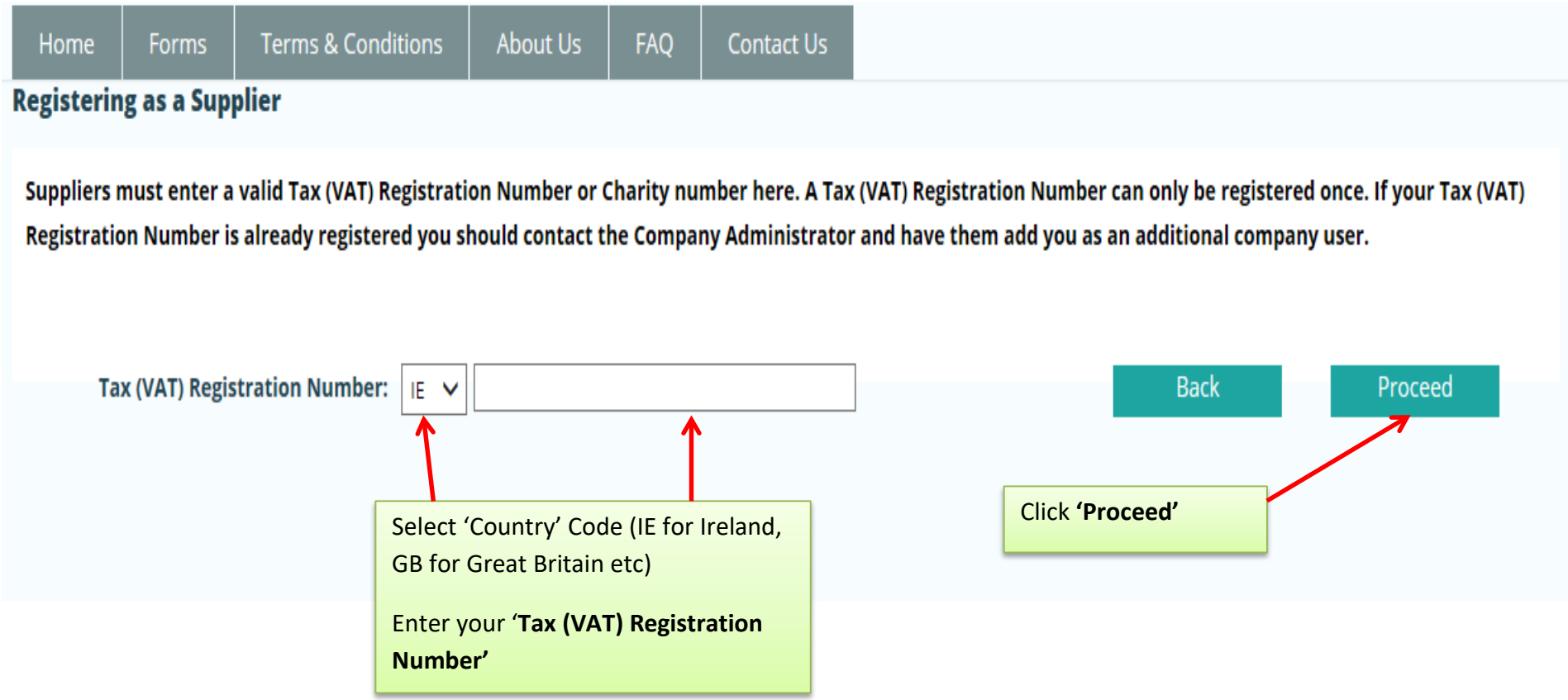
1.0: How to register as a NEW Supplier on *SupplyGov.ie*


Home
Forms
Terms & Conditions
About Us
FAQ
Contact Us
Registering as a Supplier
Suppliers must enter a valid Tax (VAT) Registration Number or Charity number here. A Tax (VAT) Registration Number can only be registered once. If your Tax (VAT) Registration Number is already registered you should contact the Company Administrator and have them add you as an additional company user.
Tax (VAT) Registration Number:
IE
Back
Proceed
Select 'Country' Code (IE for Ireland, GB for Great Britain etc)
Enter your 'Tax (VAT) Registration Number'
Click 'Proceed'

My Account

Contractor/Supplier Details:

Mandatory fields are marked with a *

Name of Contractor/Supplier:		*
Registration No./VAT No.:	IE 10000000T	*
Company Number:		
Address:		*
		*
County:	Select	*
Country of Registration:		*
Contractor/Supplier Type:	Select	*

Complete the '**Contractor/Supplier Details**' and '**Authorised representative of Contractor/Supplier'** details

Authorised representative of Contractor/Supplier:

Contact Name:		*
Phone Number:		*
Mobile Number:		*
Email Address:		*
Confirm Email Address:		*
Position Within Company:		*

Authorised representative of Contractor/Supplier:

Contact Name:		*
Phone Number:		*
Mobile Number:		*
Email Address:		*
Confirm Email Address:		*
Position Within Company:		*

Complete '**Additional Contact Person(s)**' details

Suppliers should ensure that all contact details are correct and up to date. All notifications from www.supplygov.ie are sent via email/Text.

Additional Contact Person(s):

Contact Name	Phone Number	Mobile Number	Email Address

Once you have read and accepted the 'Terms & Conditions', click **'Next'**

I have read and accept the terms and conditions ☑

Back Next

Thank you for registering with SupplyGov. We will endeavour to authorise your registration within 24 hours (working days only).

Should you have any queries, please do not hesitate to contact the SupplyGov Helpdesk at 076 1064020 or via email at eproc@kerrycoco.ie quoting your name and Tax (VAT) Registration Number.

Your application will be sent to the SupplyGov Helpdesk for approval. Once approved, you will receive an email/text confirming your username & password.

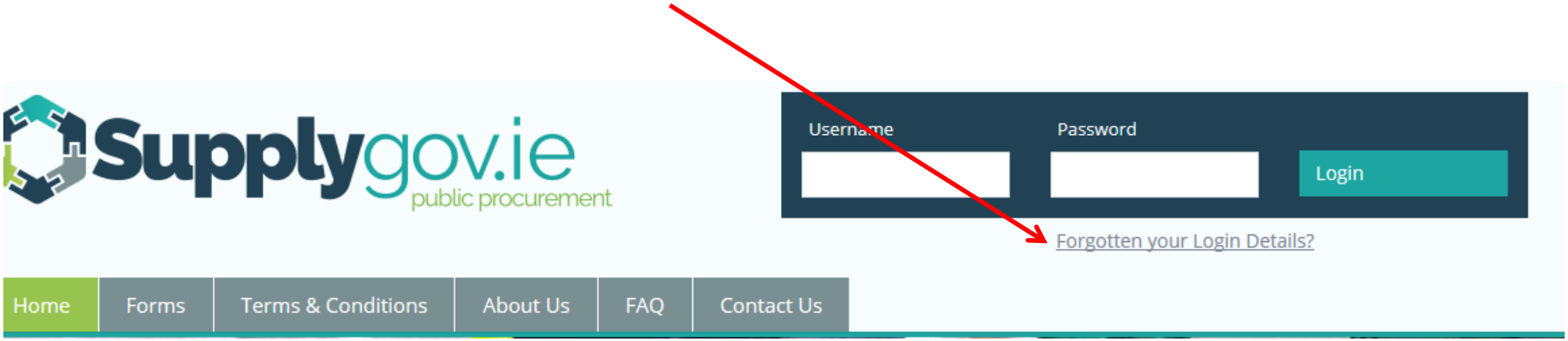
You can then proceed to login to your Supplygov account.

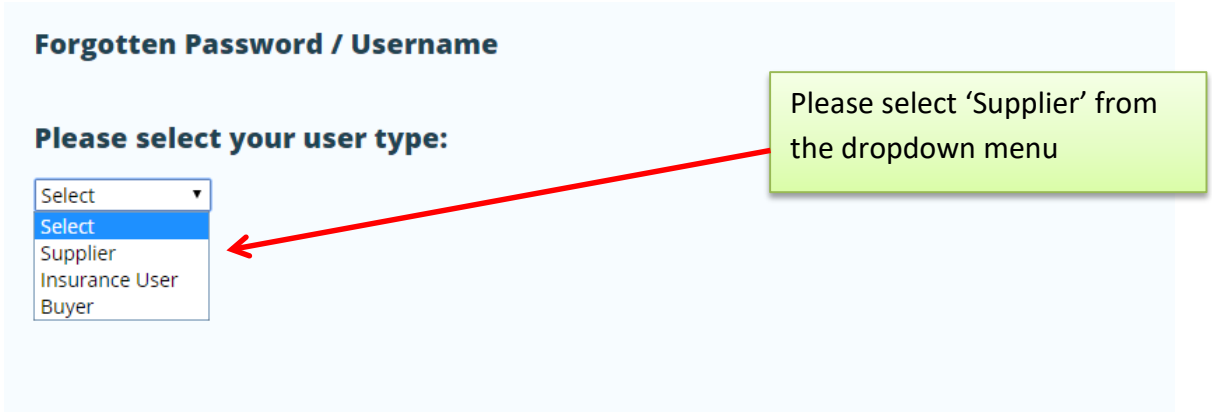
2.0: Logging in to Supplygov.ie

Browse to www.supplygov.ie and enter your username and password and click on the **'Login'** Button.

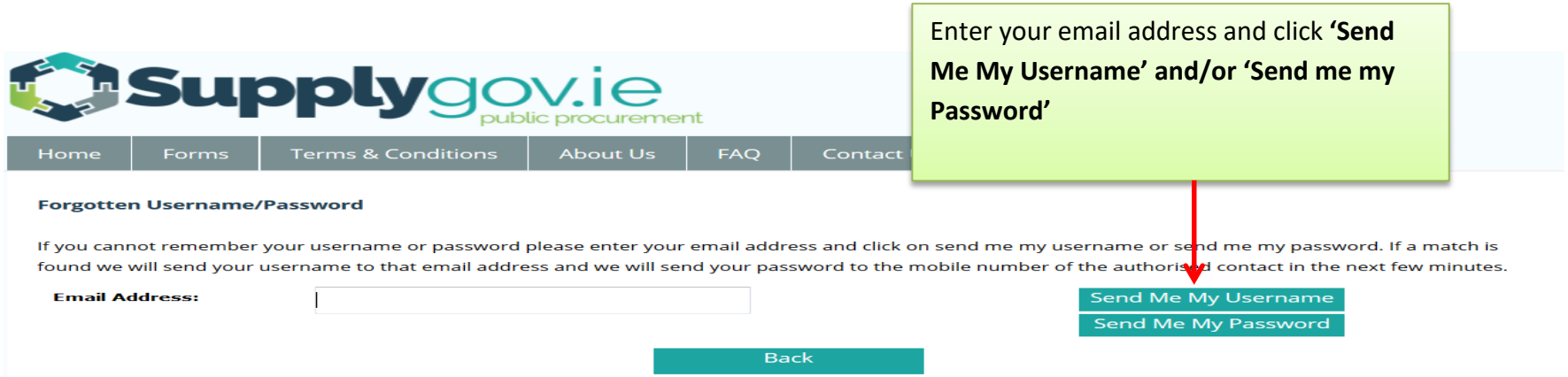
2.1: Forgotten Login details

If you have forgotten your login details, click on **'Forgotten your login Details?'** link under 'Username' and 'Password'.





If you cannot remember your username or password, enter your email address and click on 'Send me my username' and/or 'Send me my password'. The email address that you enter must be one of the contact emails registered on the account. Your username will be sent to your email address and your password will be sent to your mobile number.

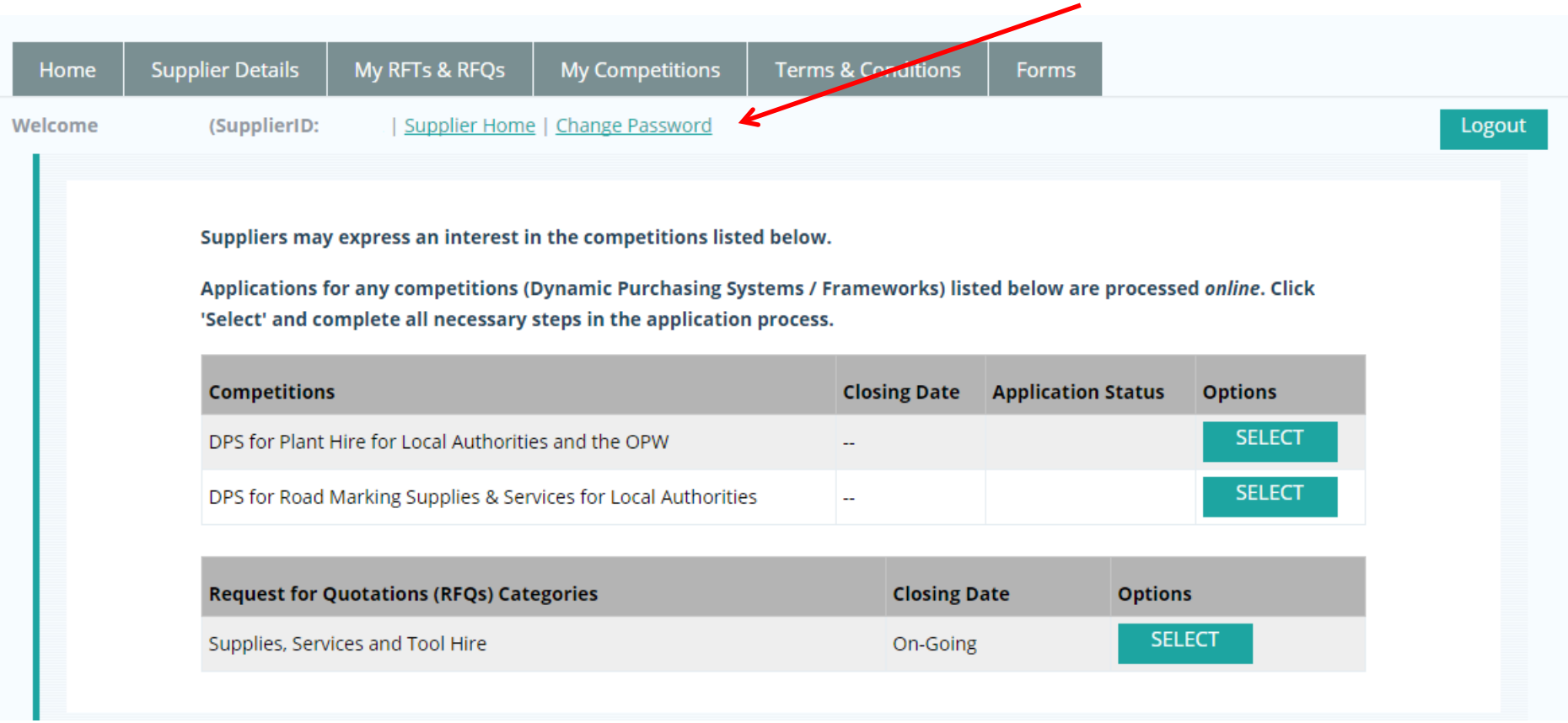


Your username will be emailed to your email address and your password will be sent to your mobile number if correct on your supplygov account. Please note that login details such as the Username and Password can only be emailed to a registered email address on your www.supplygov.ie account.

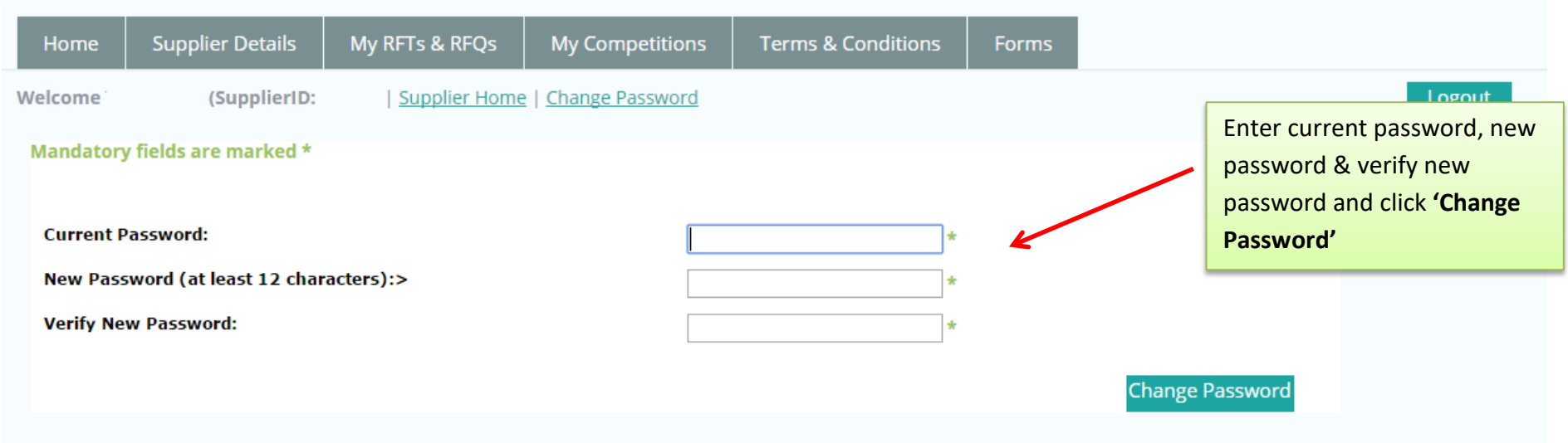
If you do not receive your login details by email/text, please contact the Supplygov Helpdesk on 076-1064020 for assistance.

2.2: Change my password.

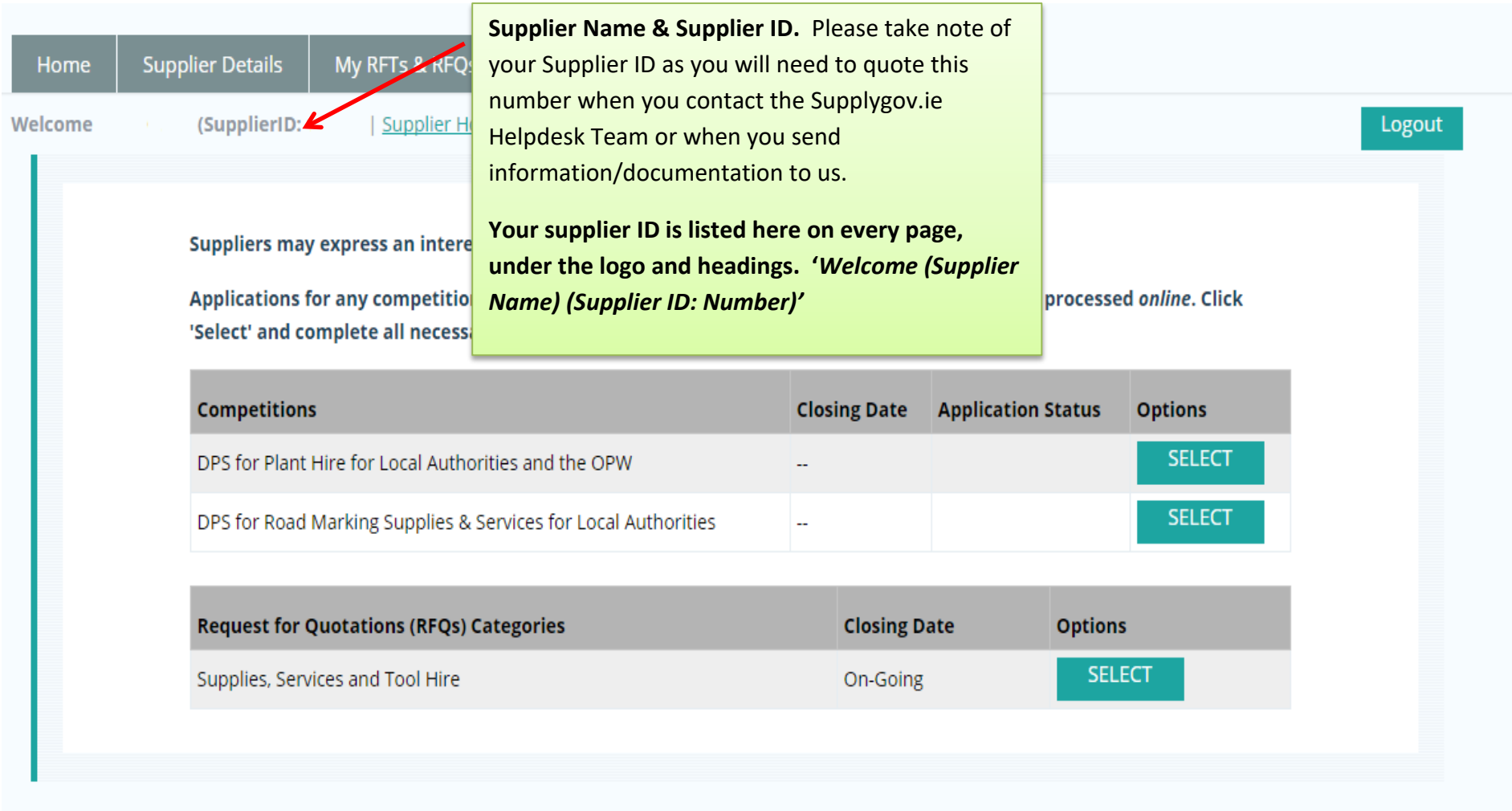
If you wish to change your login password, login to your Supplygov Account and click on **'Change password'**



Enter your username and password and then enter your new password. Verify your new password and then click on the **'Change Password'** button to submit.


Home
Supplier Details
My RFTs & RFQs
My Competitions
Terms & Conditions
Forms
Welcome
(SupplierID:
| Supplier Home | Change Password
Logout
Mandatory fields are marked *
Current Password:
New Password (at least 12 characters):>
Verify New Password:
Change Password
Enter current password, new password & verify new password and click 'Change Password'

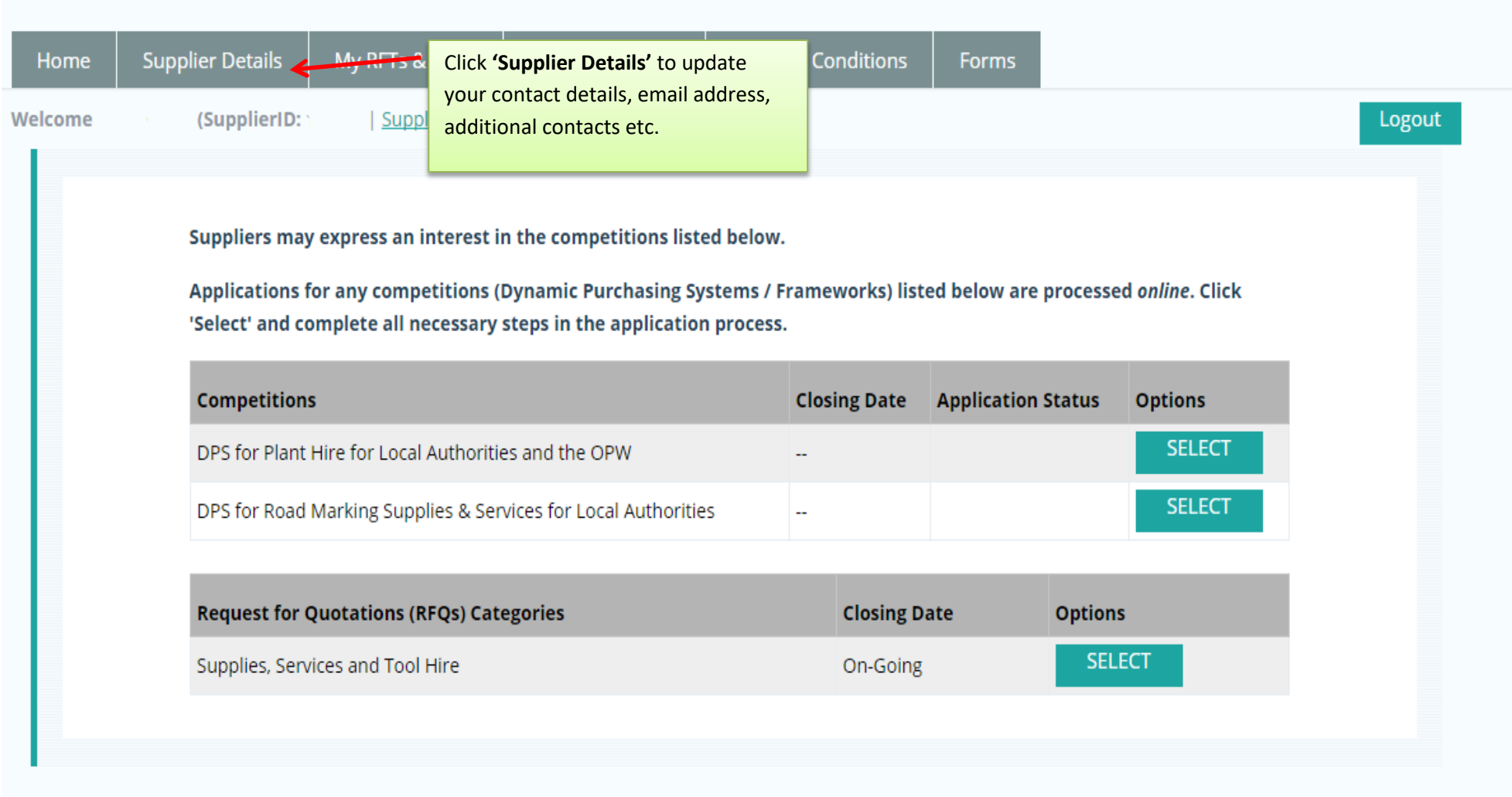
3.0: Finding your Supplier ID



Supplier Name & Supplier ID. Please take note of your Supplier ID as you will need to quote this number when you contact the Supplygov.ie Helpdesk Team or when you send information/documentation to us.

Your supplier ID is listed here on every page, under the logo and headings. *'Welcome (Supplier Name) (Supplier ID: Number)'*

4.0: Supplier Details



5.0: RFT(s) and RFQ(s)

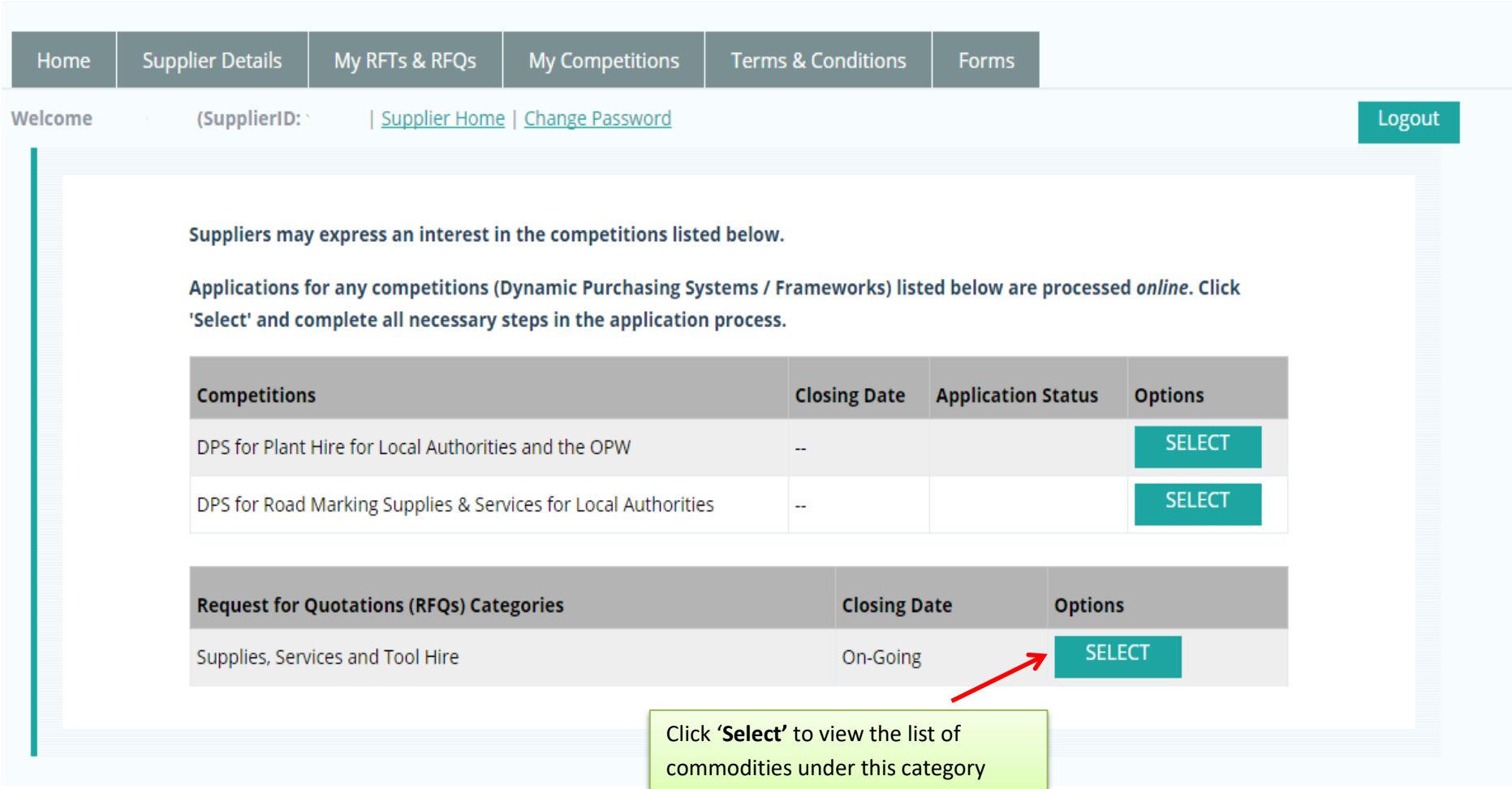
An RFT (Request for Tender) : a Buyer may run a mini-competition from a list of Suppliers/Contractors who have qualified from a particular Framework or Dynamic Purchasing System.

An RFQ (Request for Quotation) : a Buyer may seek a number of quotations from Suppliers who have registered for a particular commodity outside of a Framework or Dynamic Purchasing System on www.supplygov.ie.

NOTE: All Frameworks or Dynamic Purchasing Systems are advertised on www.etenders.gov.ie.

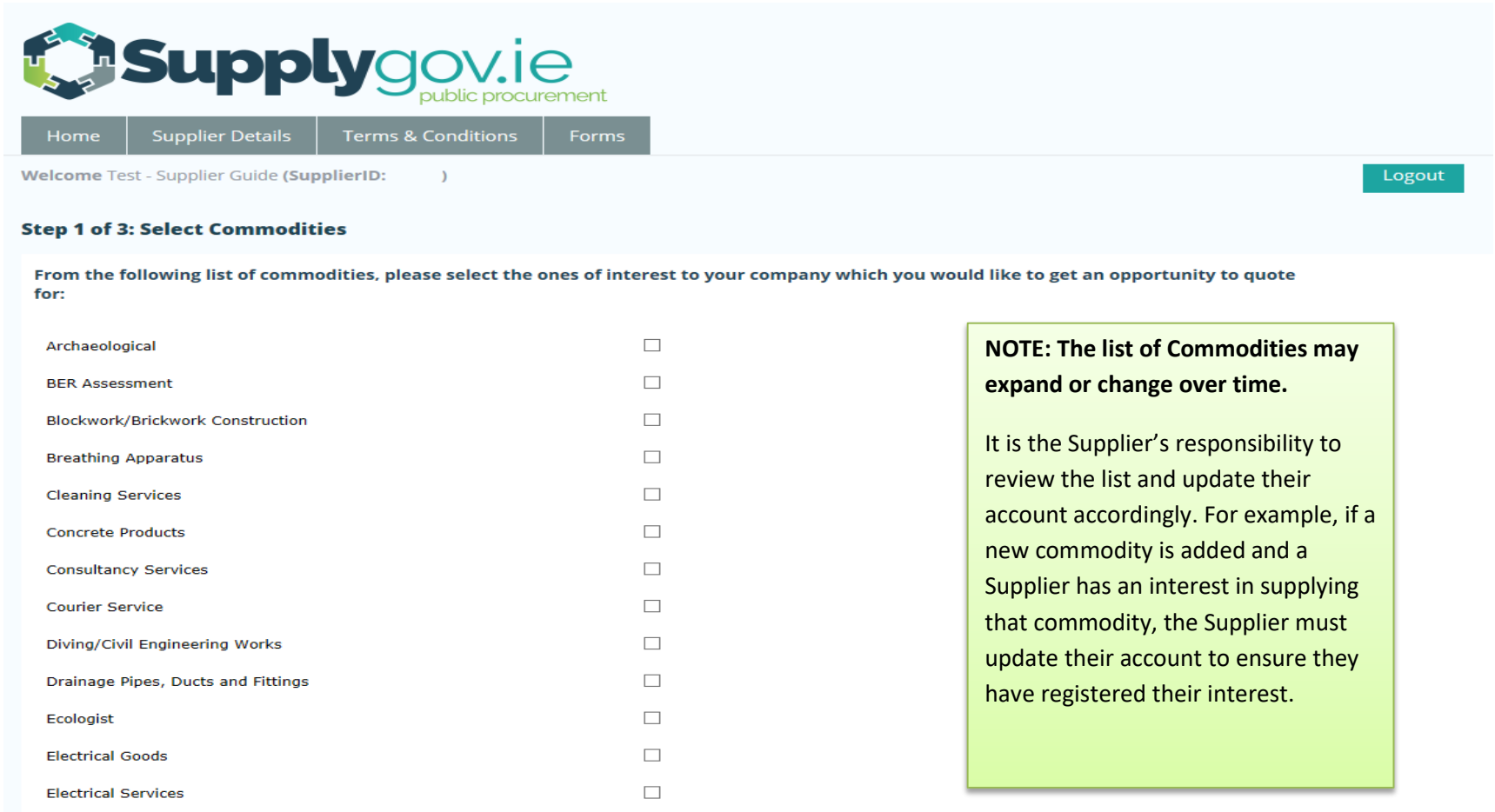
IT IS THE RESPONSIBILITY OF THE SUPPLIER TO KEEP UPDATED OF ALL RFT and RFQ NOTIFICATIONS ON www.supplygov.ie BY REGULARLY CHECKING THEIR SUPPLYGOV ACCOUNT AND EMAIL.

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



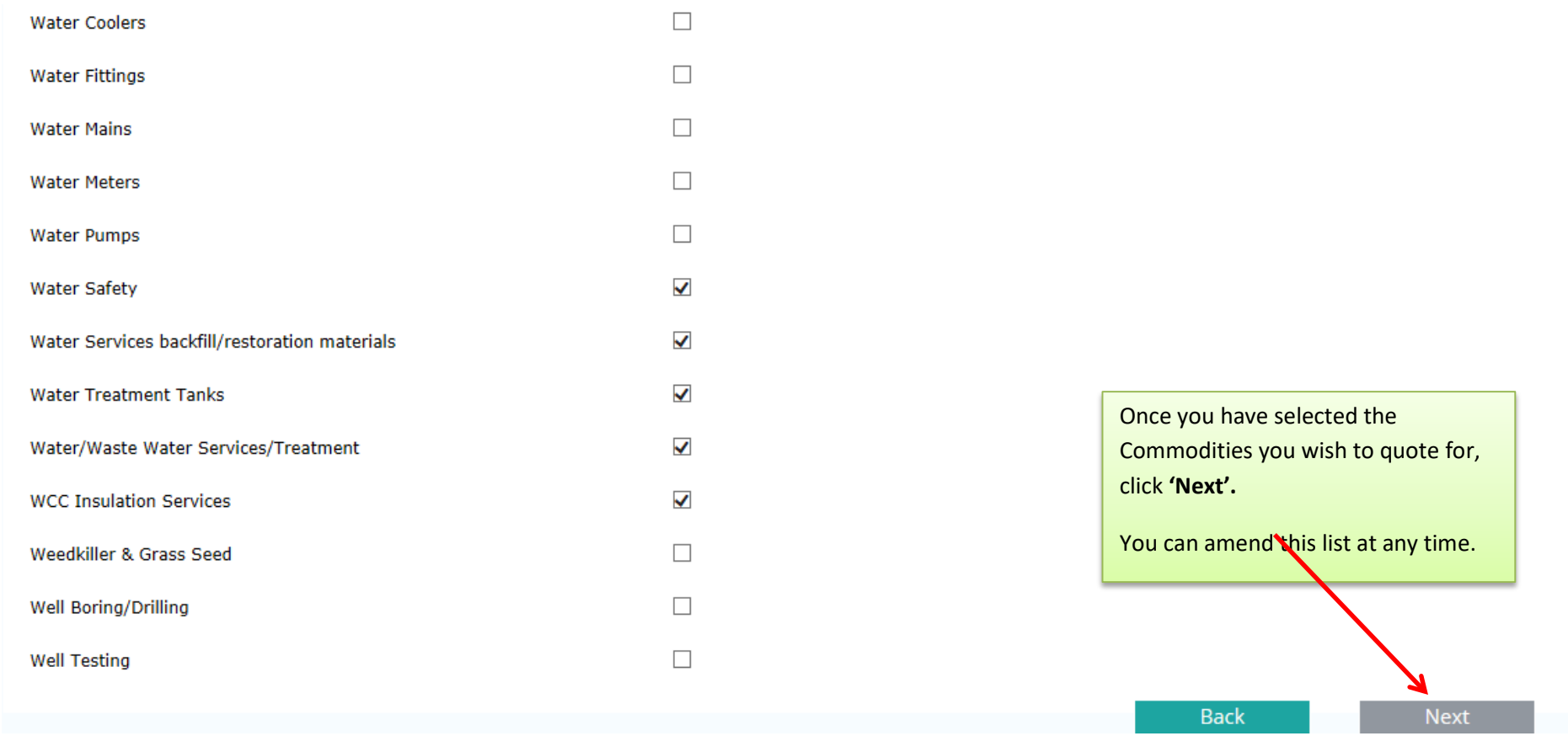
Step 1 of 3 – Selecting Commodities –

Please note – screenshot is only an extract of the listing.



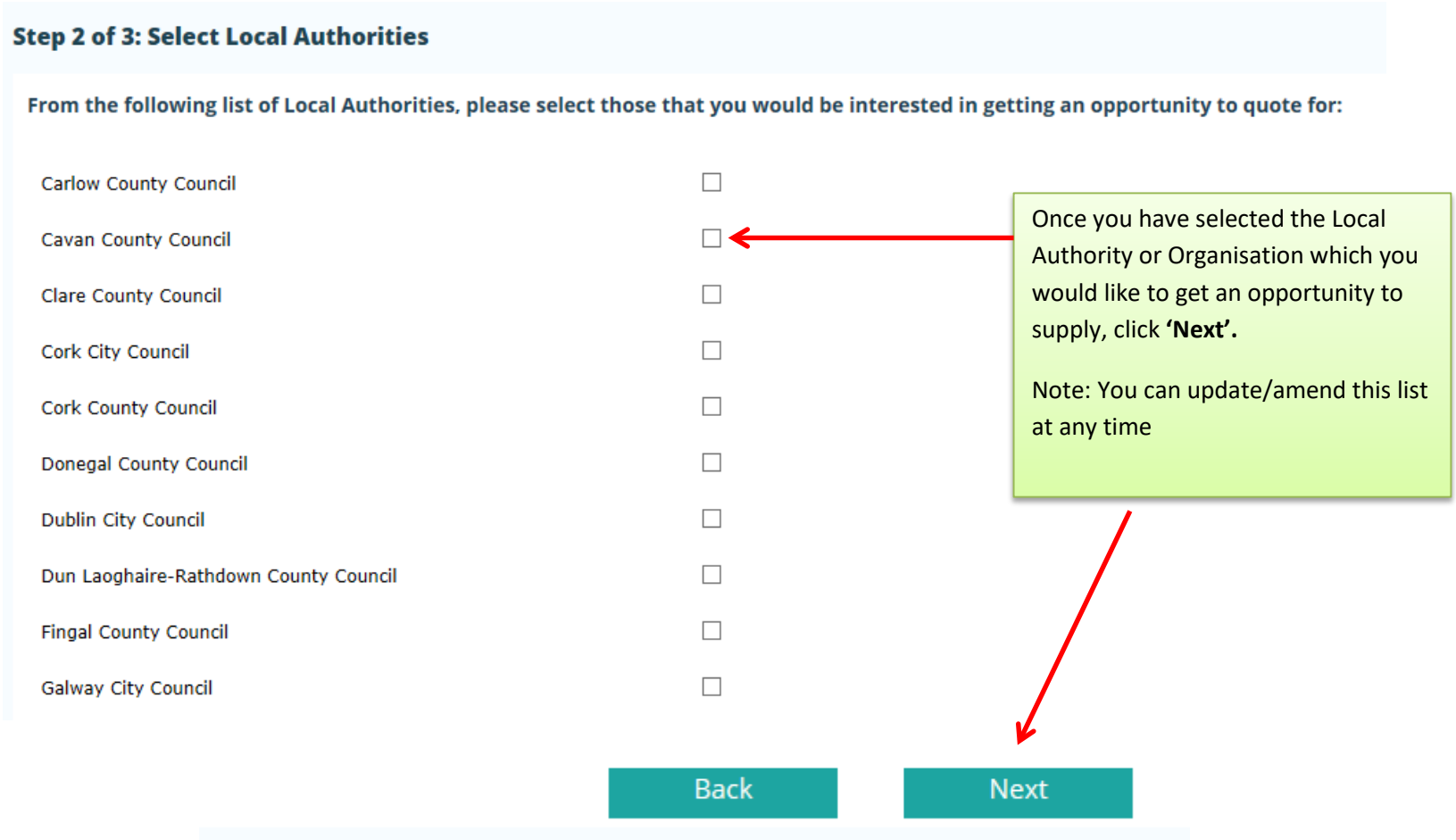
NOTE: The list of Commodities may expand or change over time.

It is the Supplier's responsibility to review the list and update their account accordingly. For example, if a new commodity is added and a Supplier has an interest in supplying that commodity, the Supplier must update their account to ensure they have registered their interest.

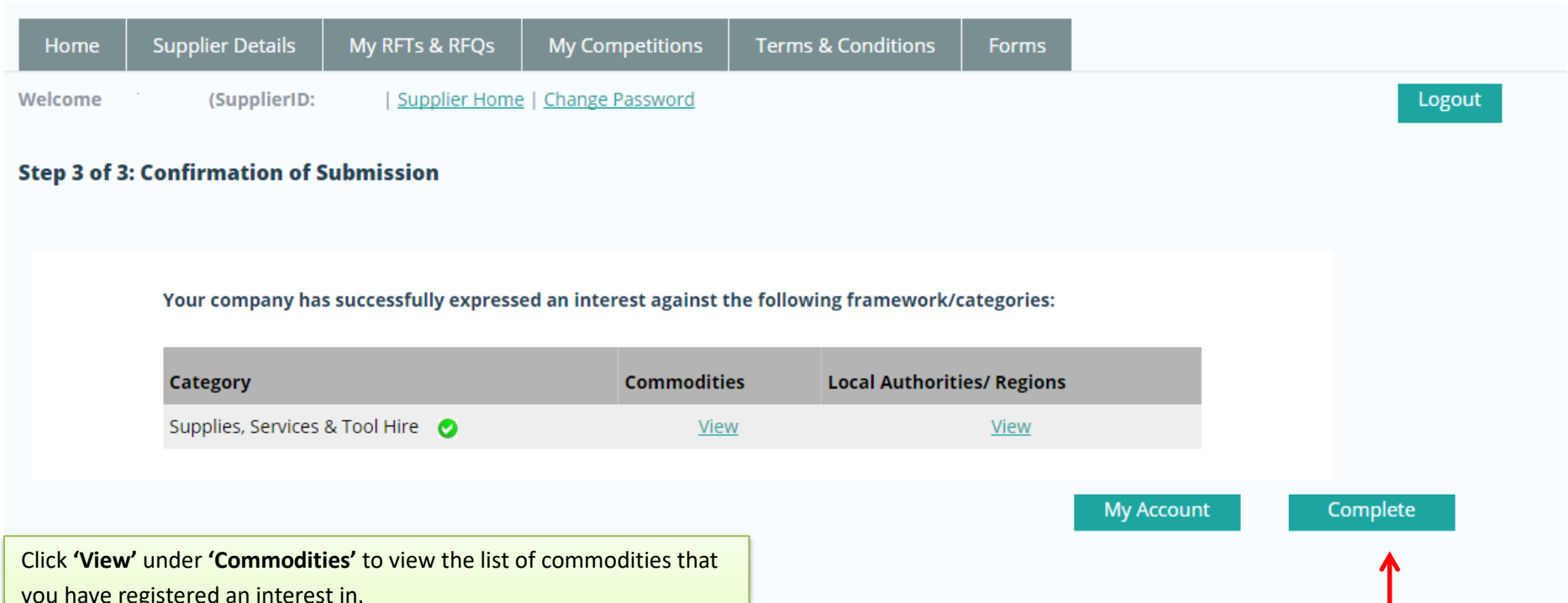

Water Coolers
Water Fittings
Water Mains
Water Meters
Water Pumps
Water Safety
Water Services backfill/restoration materials
Water Treatment Tanks
Water/Waste Water Services/Treatment
WCC Insulation Services
Weedkiller & Grass Seed
Well Boring/Drilling
Well Testing
Once you have selected the Commodities you wish to quote for, click **'Next'.**
You can amend this list at any time.
Back
Next

Step 2 of 3 – Selecting Local Authorities

Please note – screenshot is only an extract of the listing.



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



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.

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

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

7.0: How to register for RFT(s) – Request for Tenders for a framework /DPS

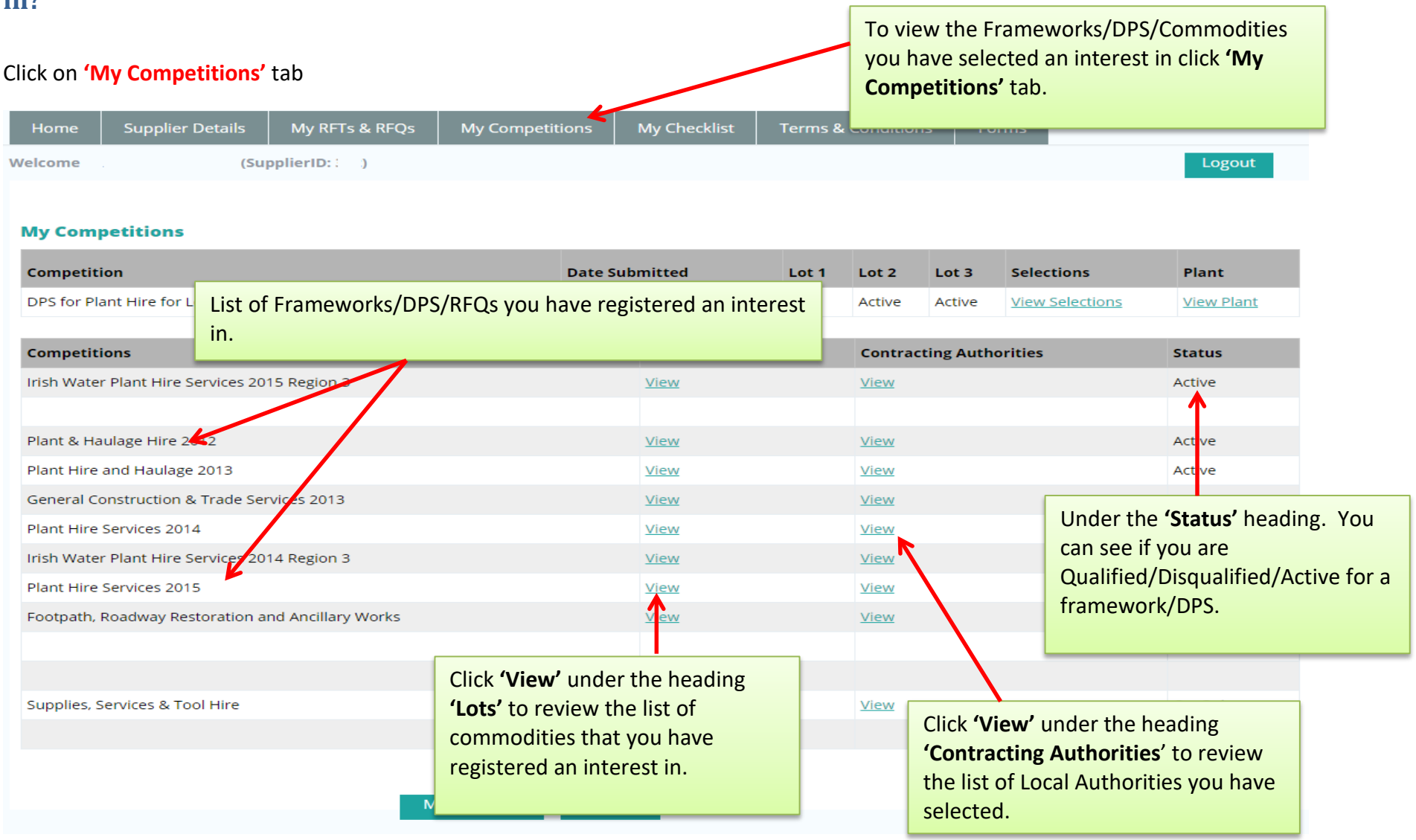
Any new Frameworks or Dynamic Purchasing Systems are advertised on www.etenders.gov.ie.

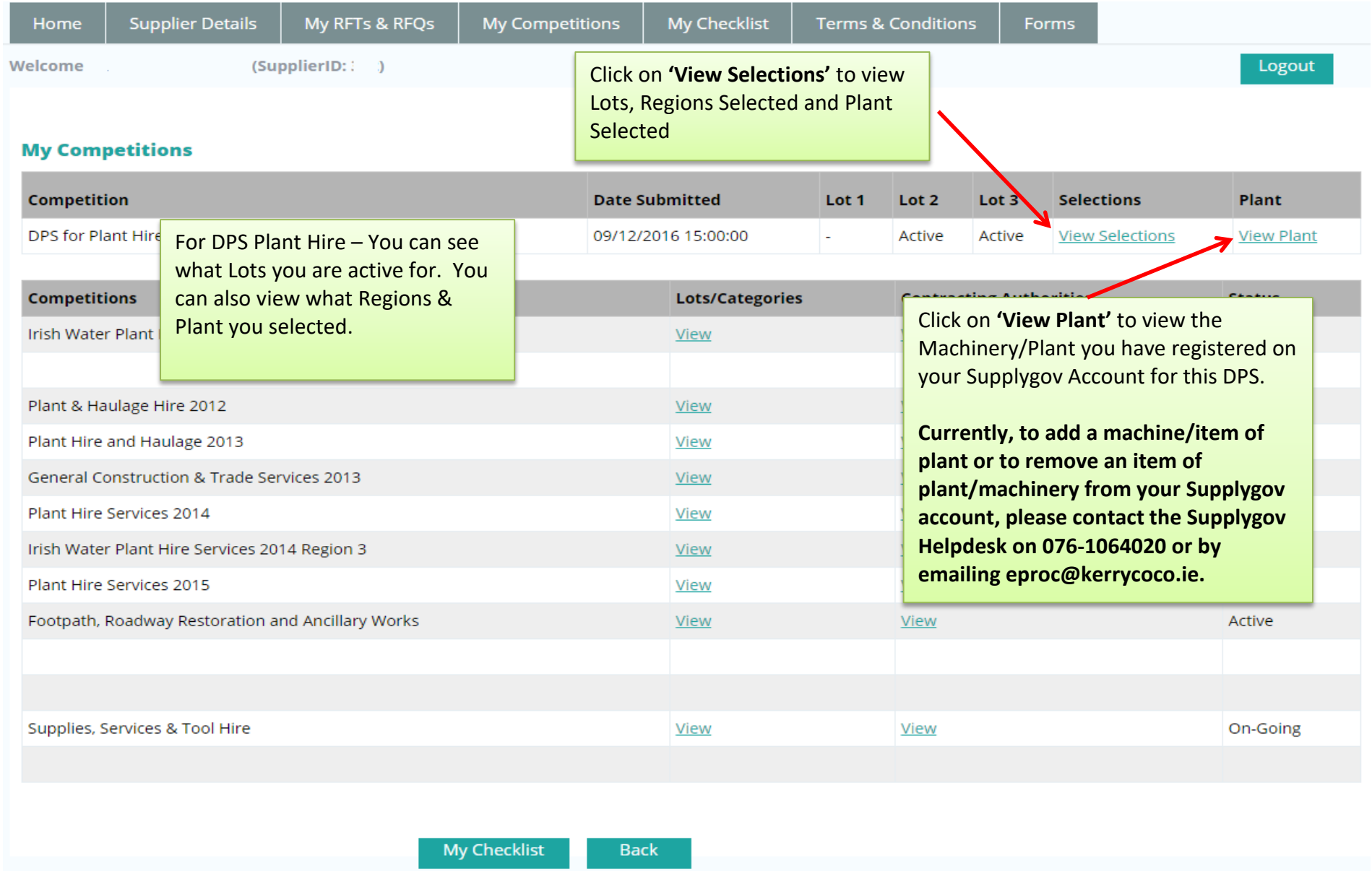
If you do not have an existing Etenders account, please register an account by clicking on the'SUPPLIER COMPANY REGISTRATION' link on the www.etenders.gov.ie homepage. Suppliers/Contractors should select the CPV (Common Procurement Vocabulary) code(s) that suit their business activity as accurately as possible. Suppliers/Contractors will then be able to download tender documents and prepare an application as it arises. Any issues in relation to Company Registration on www.etenders.gov.ie should be directed to their Helpdesk by ringing 021 243 9277 or by emailing etenders@eu-supply.com.

Please refer to the Supplier Guides on www.Supplygov.ie for instructions on how to make an application to any existing live Dynamic Purchasing System on www.Supplygov.ie.

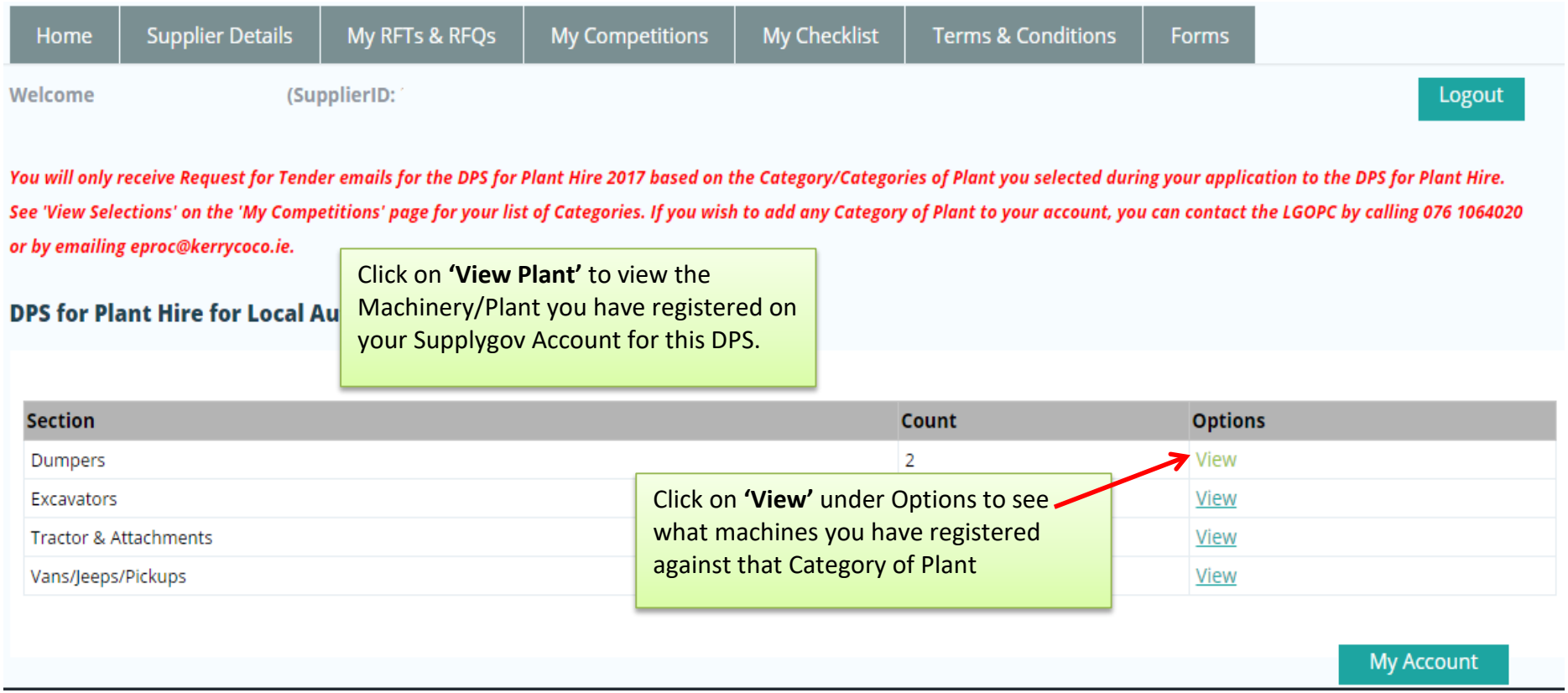
8.0: How can I find out what Frameworks/Commodities and Local Authorities, I have registered an interest in?

Click on **'My Competitions'** tab



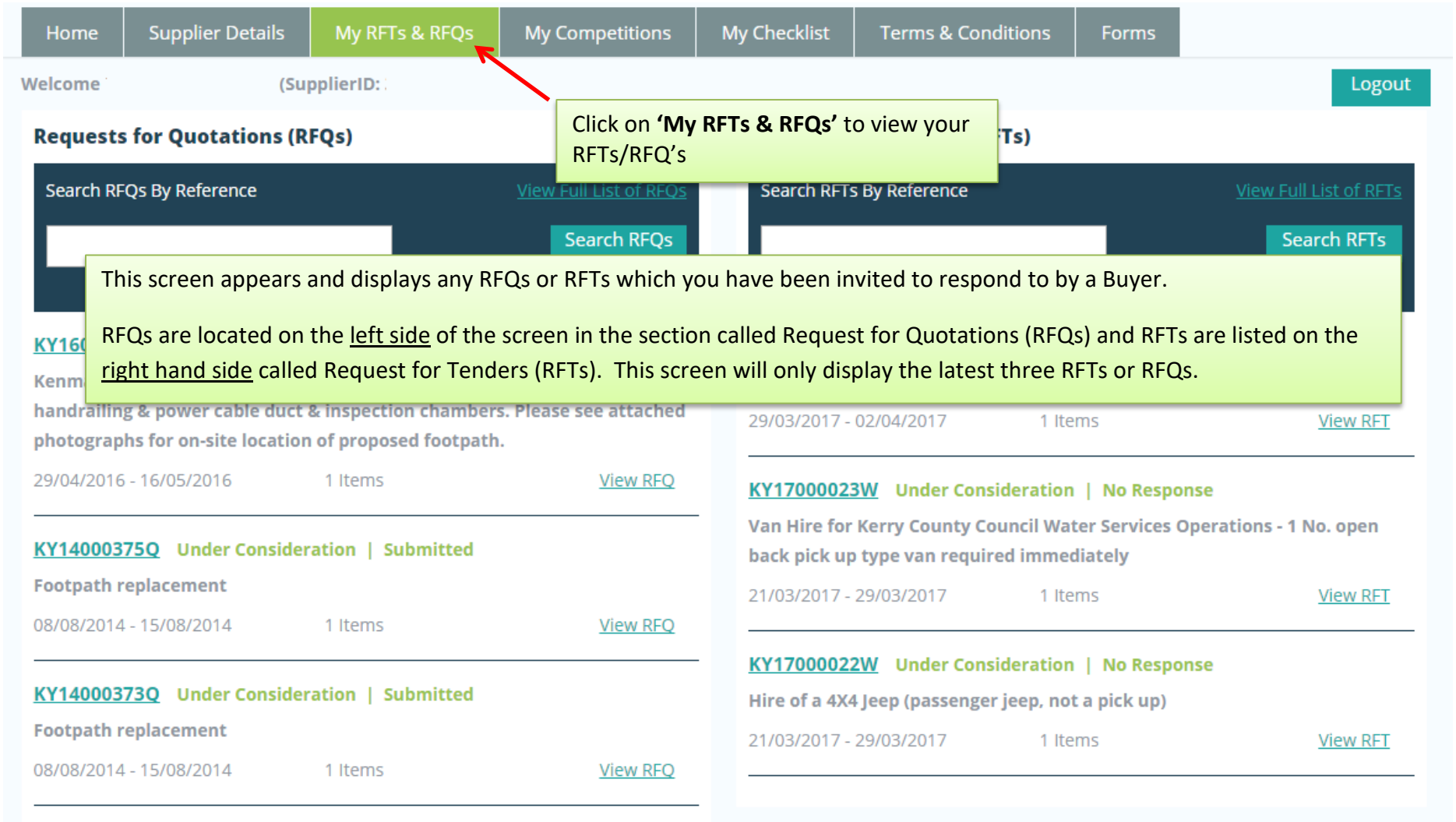

Home
Supplier Details
My RFTs & RFQs
My Competitions
My Checklist
Terms & Conditions
Forms
Welcome
(SupplierID:)
Logout
Click on 'View Selections' to view Lots, Regions Selected and Plant Selected
My Competitions
Competition
Date Submitted
Lot 1
Lot 2
Lot 3
Selections
Plant
DPS for Plant Hire
09/12/2016 15:00:00
-
Active
Active
View Selections
View Plant
For DPS Plant Hire – You can see what Lots you are active for. You can also view what Regions & Plant you selected.
Competitions
Lots/Categories
Irish Water Plant
View
Plant & Haulage Hire 2012
Plant Hire and Haulage 2013
General Construction & Trade Services 2013
Plant Hire Services 2014
Irish Water Plant Hire Services 2014 Region 3
Plant Hire Services 2015
Footpath, Roadway Restoration and Ancillary Works
Active
Supplies, Services & Tool Hire
On-Going
Click on 'View Plant' to view the Machinery/Plant you have registered on your Supplygov Account for this DPS.
Currently, 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 076-1064020 or by emailing eproc@kerrycoco.ie.
My Checklist
Back

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

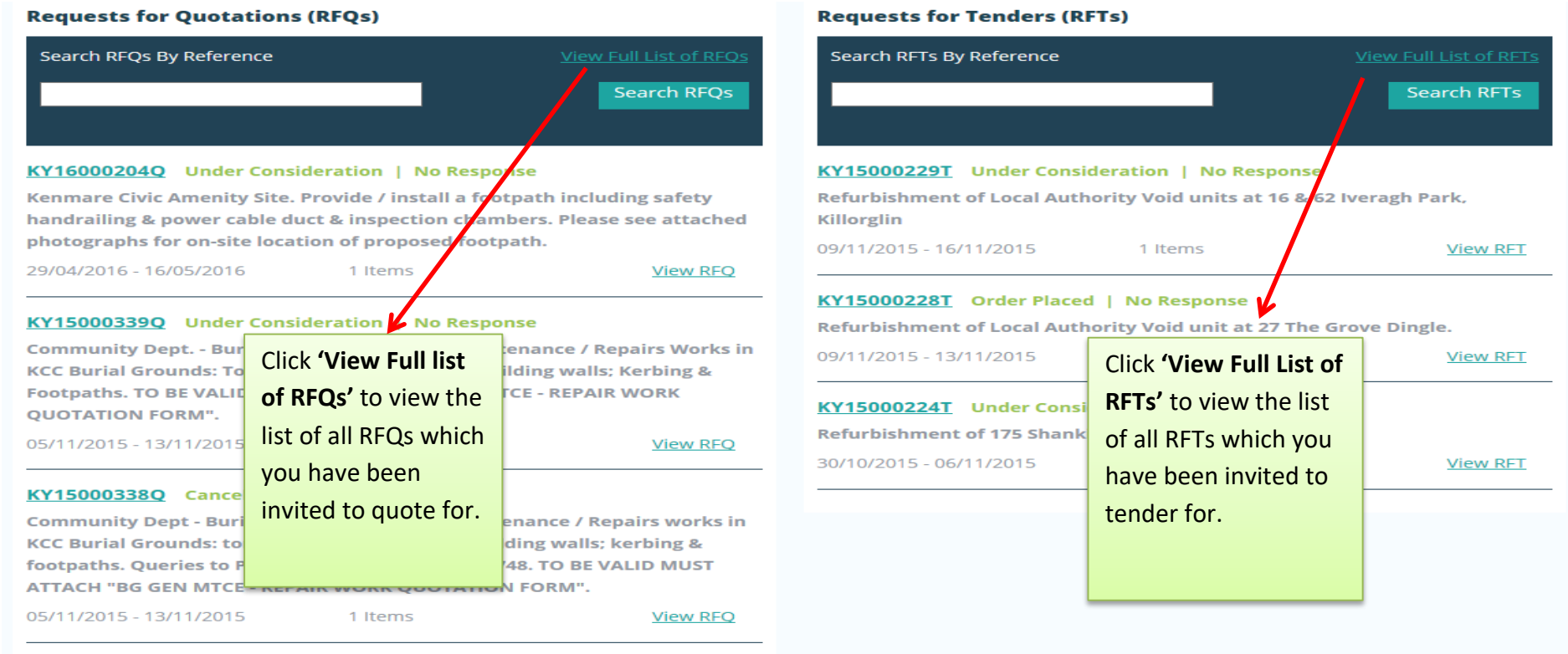


9.0: Viewing RFQs (Request for Quotations)/RFTs (Request for Tenders)

9.1: Viewing Request for Quotations (RFQs) or Request for Tenders (RFT)



To view all RFQs/RFTs click on **'View Full List of RFQs' or 'View Full list of RFTs'** link.



A full list of all RFQs or RFTs will appear that you have been invited to quote/tender for. Please note some of these may have expired as the closing date has passed.

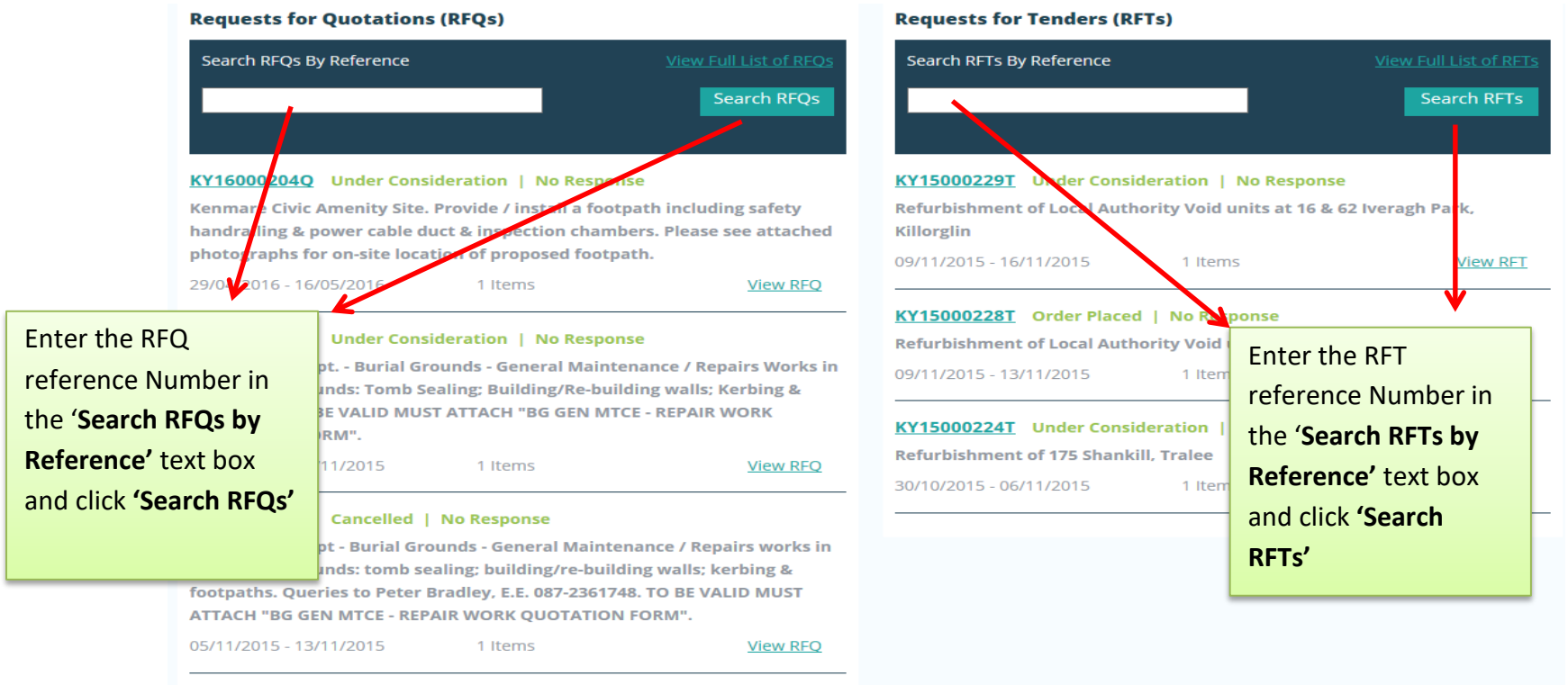
Once the closing date has passed, it will change from 'Open' to 'Under Consideration'

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

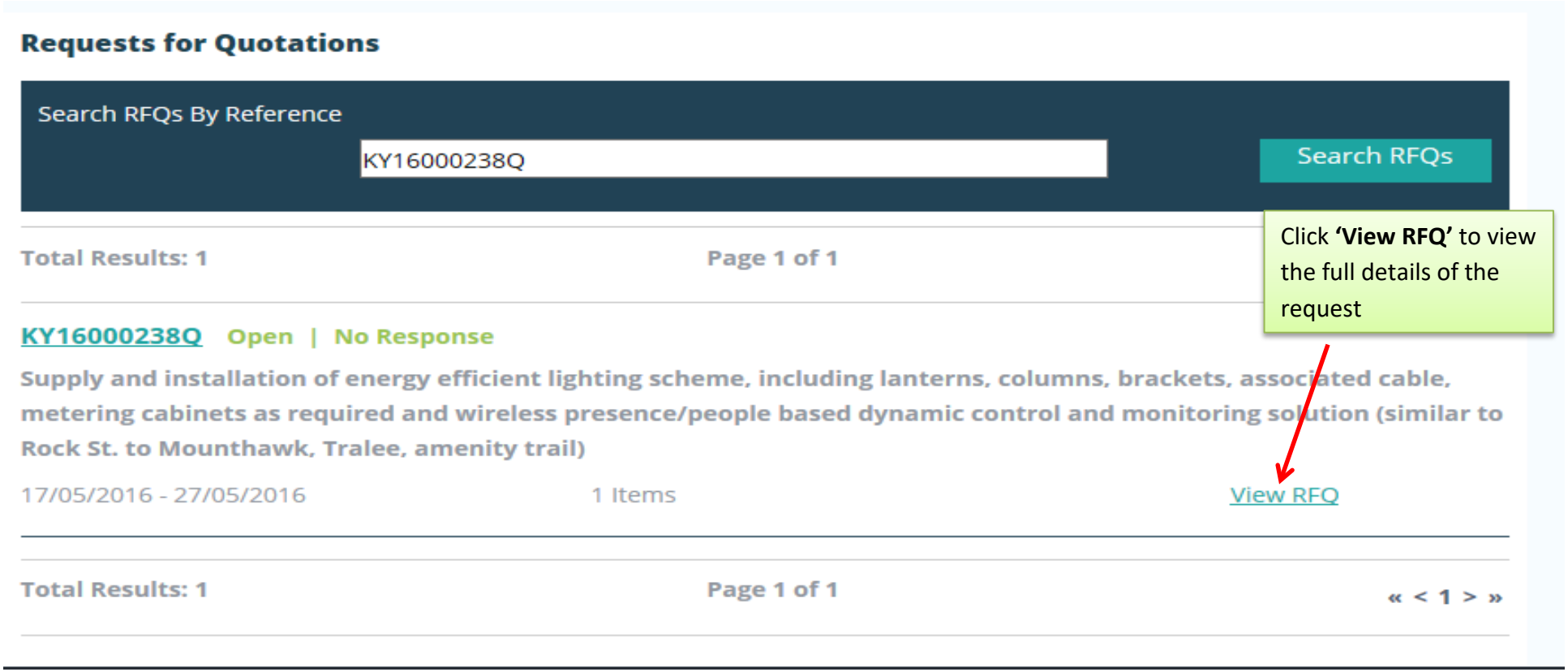
9.2: Searching by RFQ/RFT Reference Number

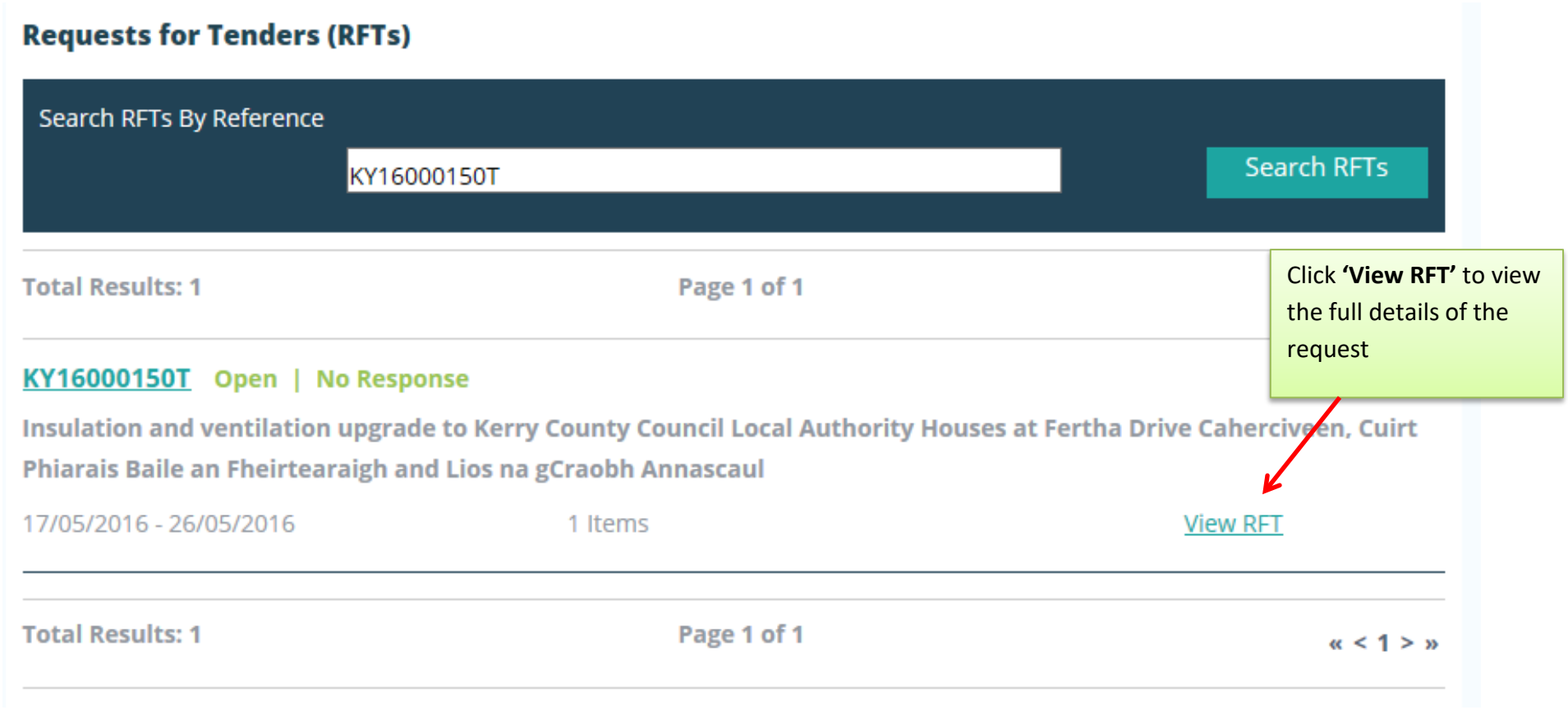
The email you receive contains a specific RFQ/RFT reference number which you will need to insert in the text box to search '**Search RFQs/RFTs by Reference'.**

To search for a specific RFQ/RFT Reference that was quoted in your email, enter the reference number in the '**Search RFQs by reference'** or '**Search RFTs by reference'** textbox and click on the '**Search RFQs'** or '**Search RFTs'** button.

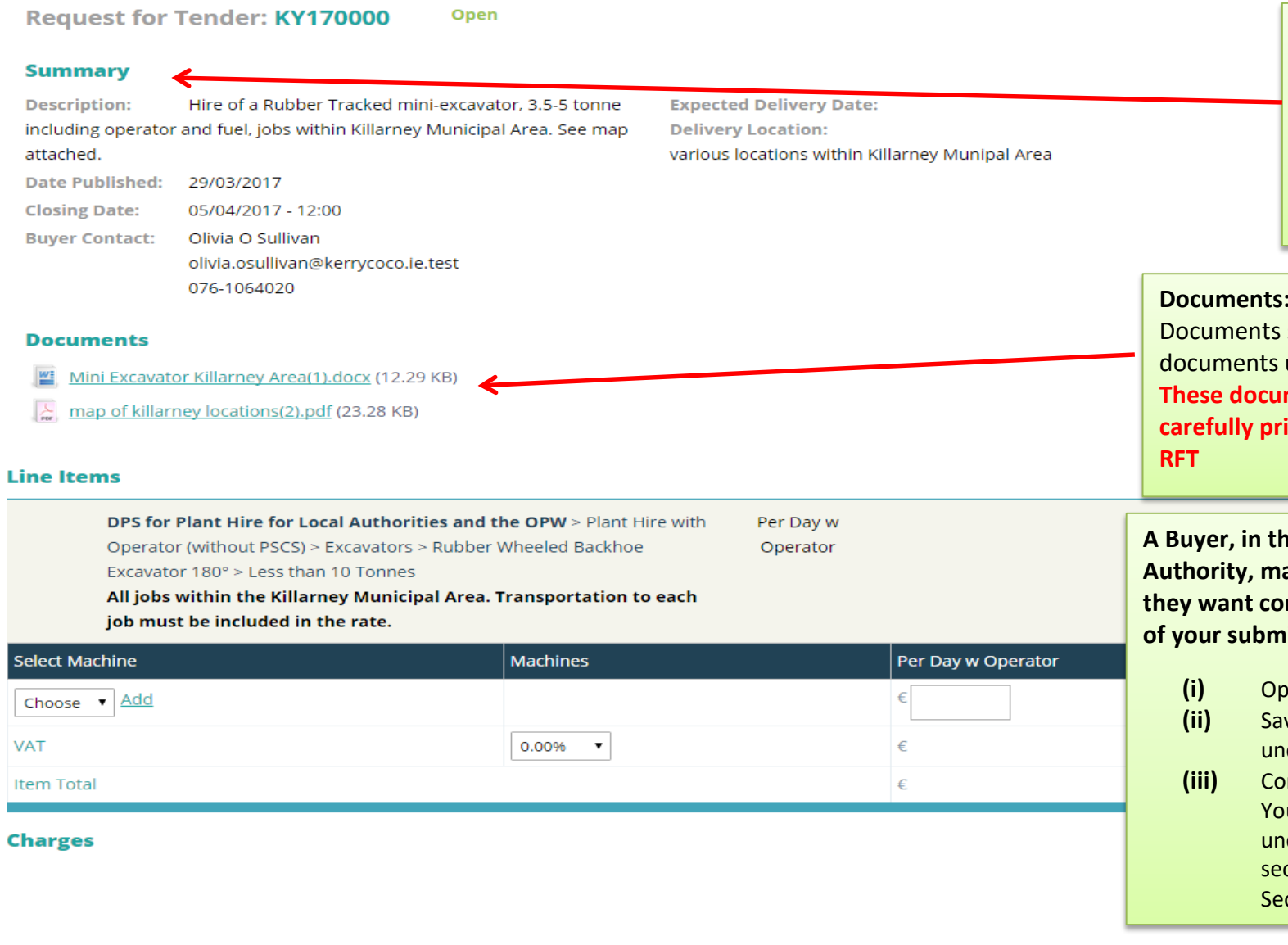


The following screen appears if the RFQ/RFT reference you entered is correct and has been found. The results are shown as displayed below. The RFQ/RFT reference number is displayed along with the status of the RFQ/RFT, the timeframe and the number of line items. To view the full details click **'View RFQ'** or **'View RFT'.**




Requests for Tenders (RFTs)
Search RFTs By Reference
KY16000150T
Search RFTs
Total Results: 1
Page 1 of 1
Click 'View RFT' to view the full details of the request
KY16000150T Open | No Response
Insulation and ventilation upgrade to Kerry County Council Local Authority Houses at Fertha Drive Cahercive[illegible]en, Cuirt Phiarais Baile an Fheirtearaigh and Lios na gCraobh Annascaul
17/05/2016 - 26/05/2016
1 Items
View RFT
Total Results: 1
Page 1 of 1
« < 1 > »

10.0: Overview of an RFT – Example: A Closer look at the details in a Plant Hire DPS RFT



Request for Tender: KY170000 Open

Summary

Description: Hire of a Rubber Tracked mini-excavator, 3.5-5 tonne including operator and fuel, jobs within Killarney Municipal Area. See map attached.

Expected Delivery Date:

Delivery Location: various locations within Killarney Munipal Area

Date Published: 29/03/2017

Closing Date: 05/04/2017 - 12:00

Buyer Contact: Olivia O Sullivan
olivia.osullivan@kerrycoco.ie.test
076-1064020

Documents

Mini Excavator Killarney Area(1).docx (12.29 KB)

map of killarney locations(2).pdf (23.28 KB)

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes
All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Per Day w Operator

Select Machine	Machines	Per Day w Operator
Choose Add		€
VAT	0.00%	€
Item Total		€

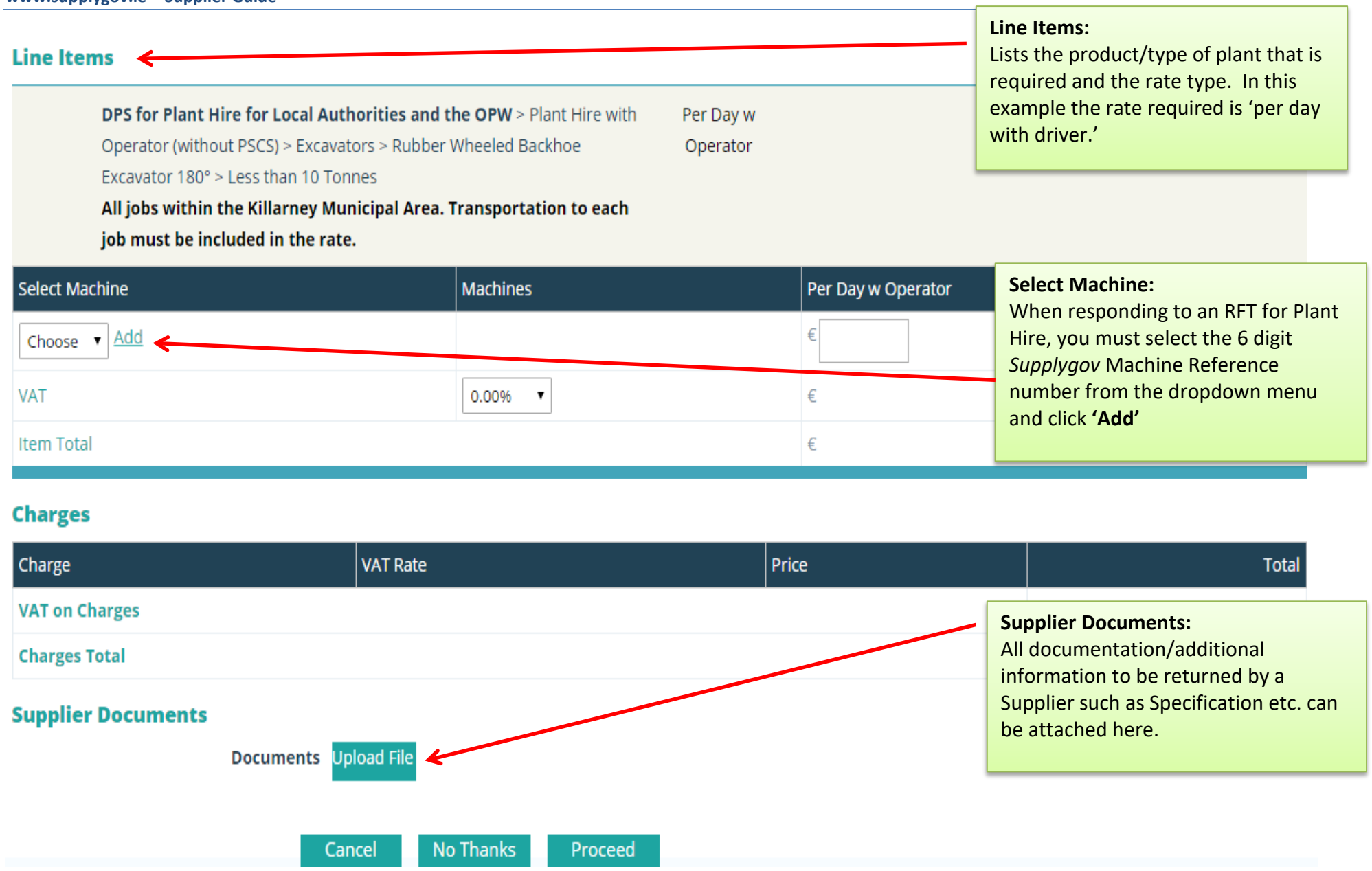
Charges

Summary Contains:
- Description of RFT
- Date Published
- Closing date and time
- Buyer Contact details
- Expected Delivery Date
- Delivery Location

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

A Buyer, in this example a Local Authority, 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 11.3



Line Items:
Lists the product/type of plant that is required and the rate type. In this example the rate required is 'per day with driver.'

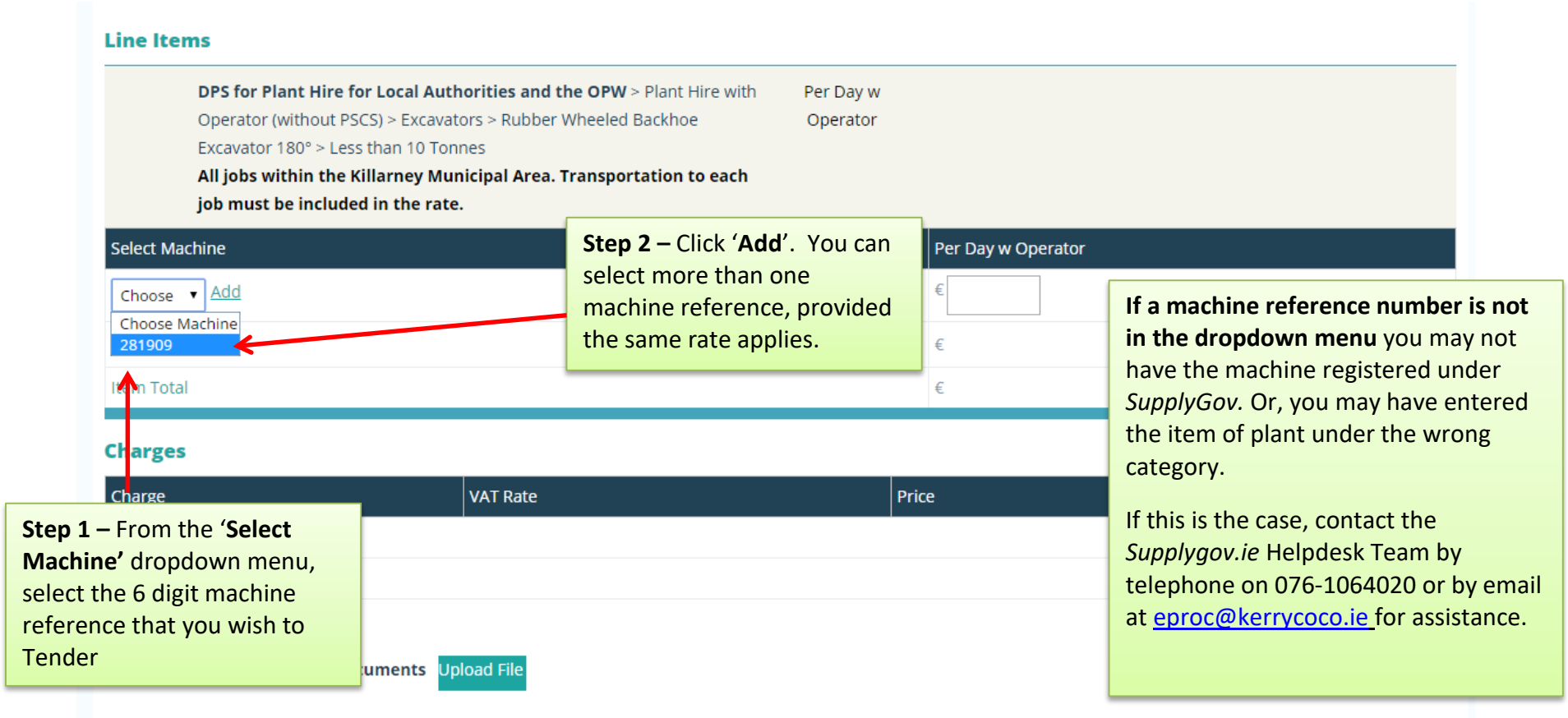
Select Machine:
When responding to an RFT for Plant Hire, you must select the 6 digit *Supplygov* Machine Reference number from the dropdown menu and click **'Add'**

Supplier Documents:
All documentation/additional information to be returned by a Supplier such as Specification etc. can be attached here.

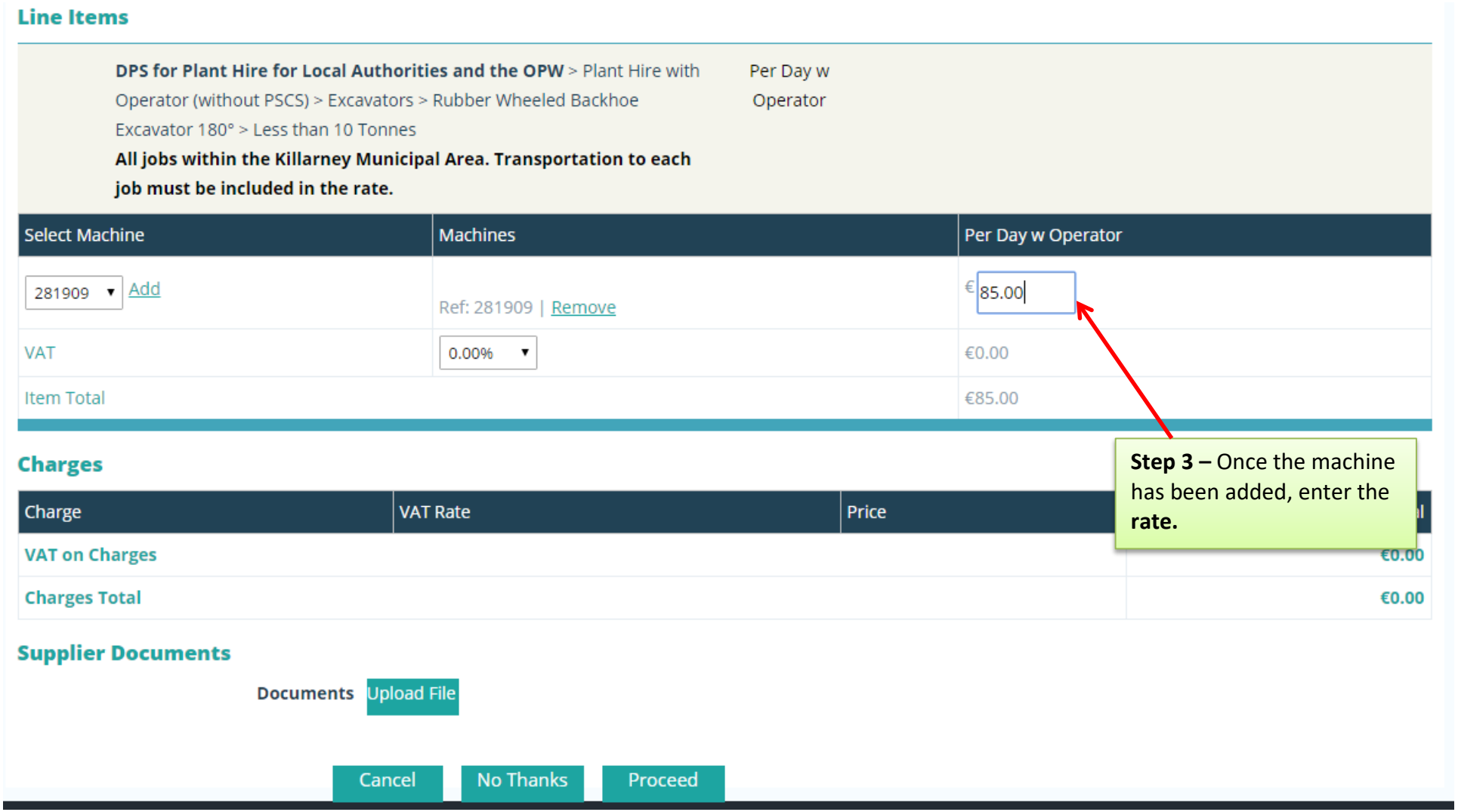
11.0: Completing your Submission

11.1: Plant Hire: Selecting a Machine and adding it to the RFT

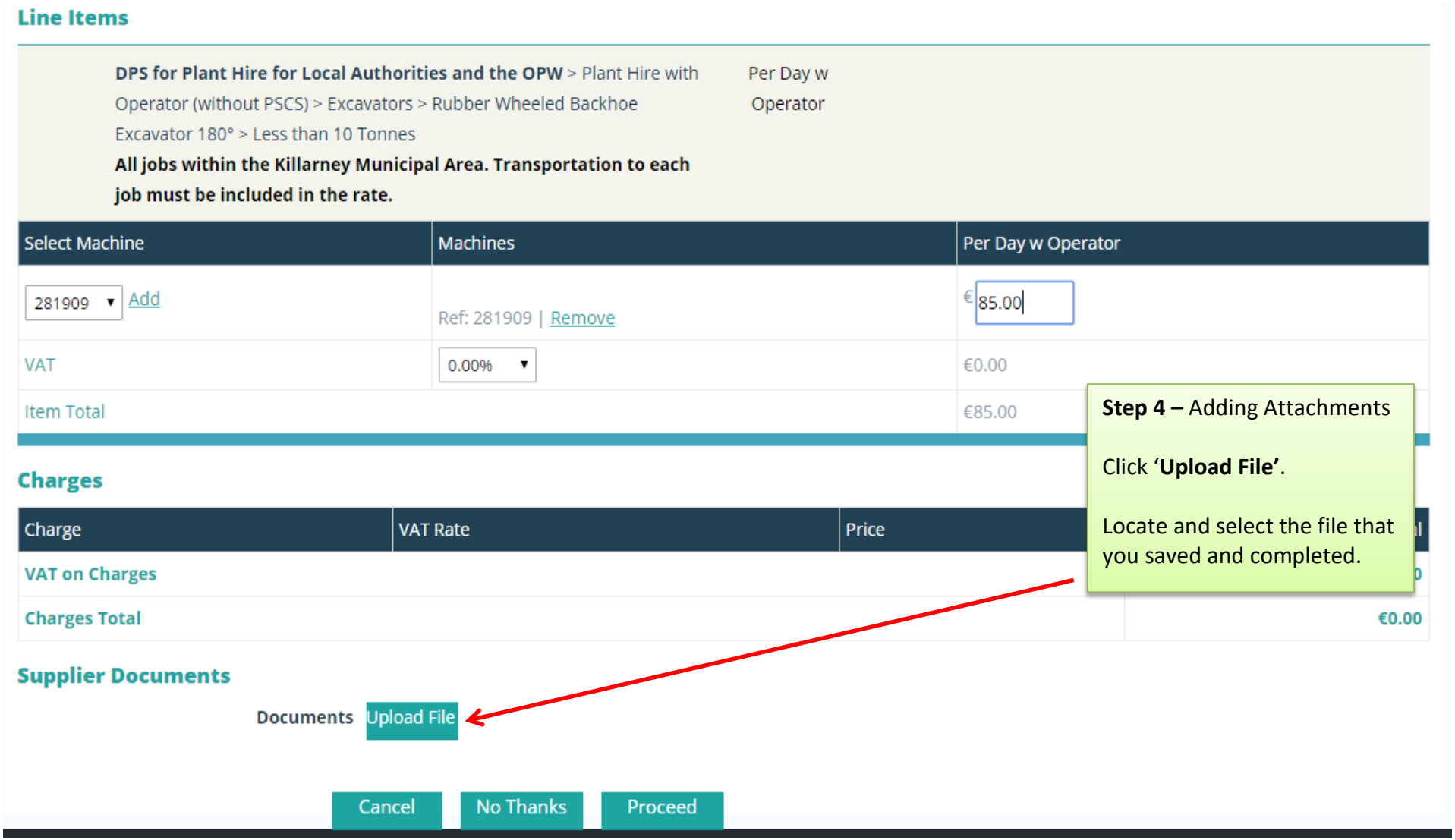
NOTE: This only applies to the section on Plant Hire. If you are not registered for Plant Hire, skip to section 11.2

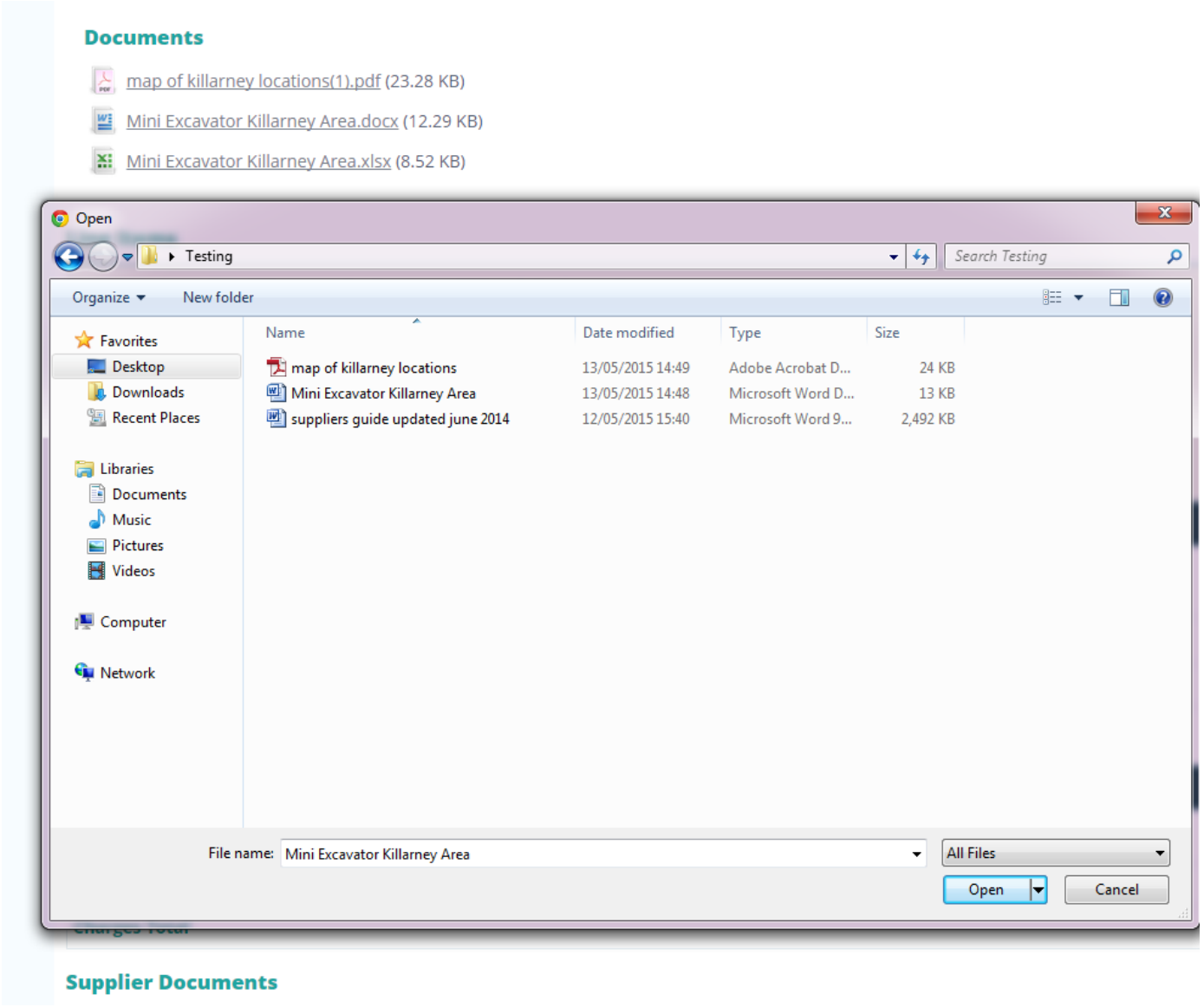


11.2: Entering the Pricing details



11.3: Adding Attachments





Step 4 – 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

Documents

Mini Excavator Killarney Area(1).docx (12.29 KB)

map of killarney locations(2).pdf (23.28 KB)

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Per Day w Operator

Select Machine	Machines	Per Day w Operator
281909 ▾ Add	Ref: 281909 | Remove	€ 85.00
VAT	0.00% ▾	€0.00
Item Total		€85.00

Charges

Charge	VAT Rate	Price	Total
VAT on Charges			€0.00
Charges Total			€0.00

Supplier Documents

Documents

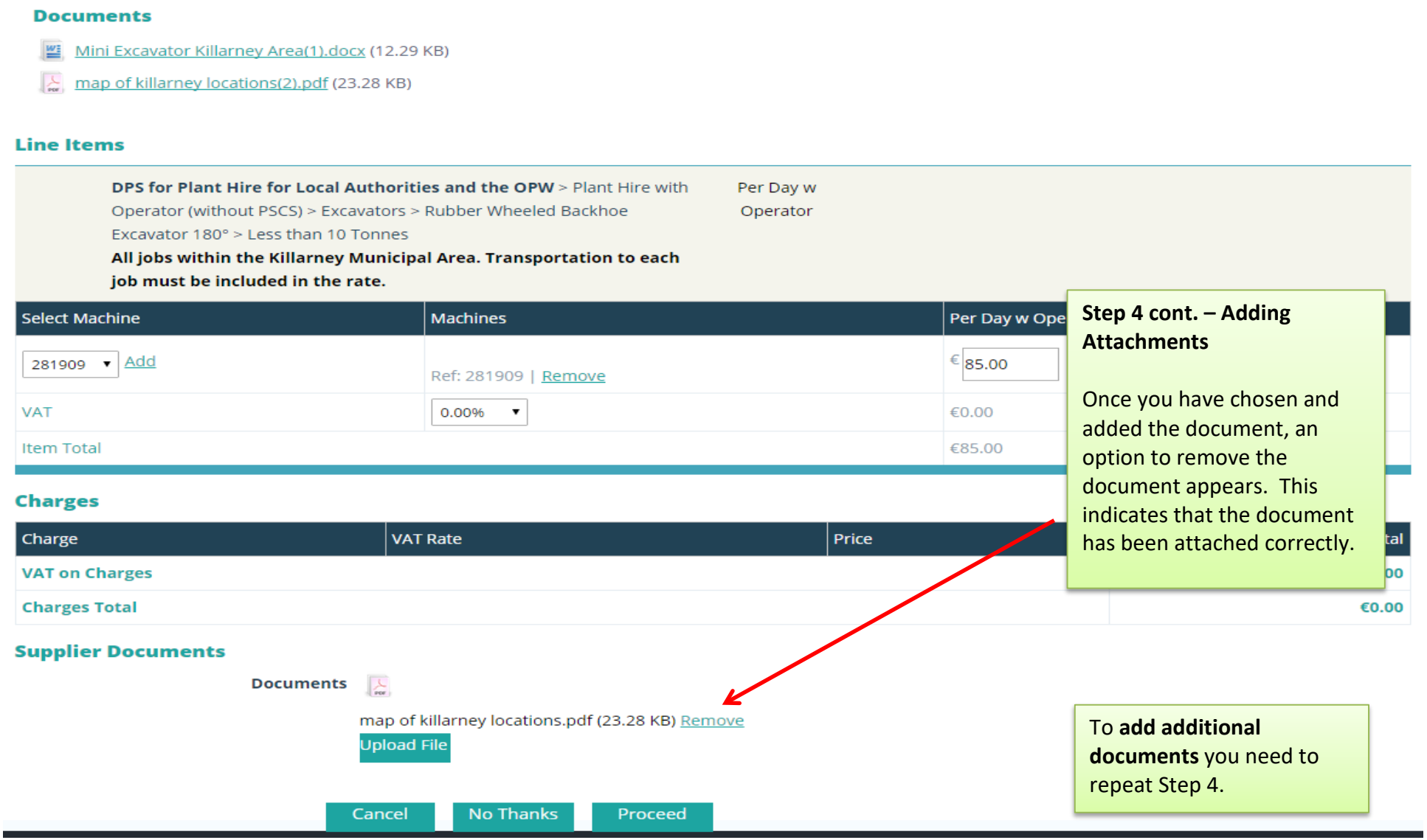
map of killarney locations.pdf (23.28 KB) Remove

Upload File

Cancel | No Thanks | Proceed

Step 4 cont. – Adding Attachments

The RFT form will display the file name which you selected.



Step 4 cont. – Adding Attachments

Once you have chosen and added the document, an option to remove the document appears. This indicates that the document has been attached correctly.

To **add additional documents** you need to repeat Step 4.

Documents

Mini Excavator Killarney Area(1).docx (12.29 KB)

map of killarney locations(2).pdf (23.28 KB)

Line Items

DPS for Plant Hire for Local Authorities and the OPW > Plant Hire with Operator (without PSCS) > Excavators > Rubber Wheeled Backhoe Excavator 180° > Less than 10 Tonnes

All jobs within the Killarney Municipal Area. Transportation to each job must be included in the rate.

Per Day w Operator

Select Machine	Machines	Per Day w Operator
281909 ▾ Add	Ref: 281909 | Remove	€ 85.00
VAT	0.00% ▾	€0.00
Item Total		€85.00

Charges

Charge	VAT Rate	Price	Total
VAT on Charges			€0.00
Charges Total			€0.00

Supplier Documents

Documents

map of killarney locations.pdf (23.28 KB) Remove

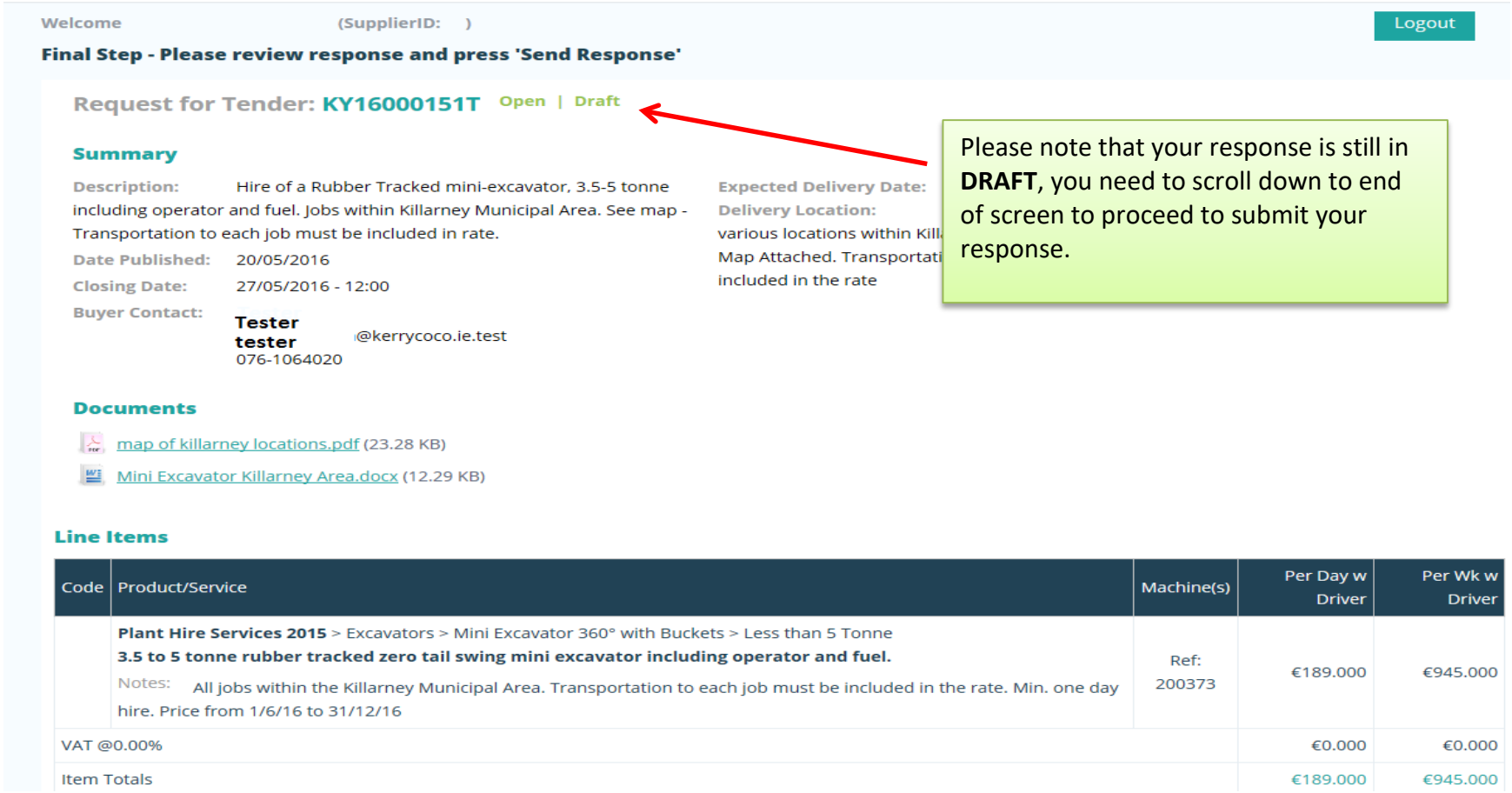
Upload File

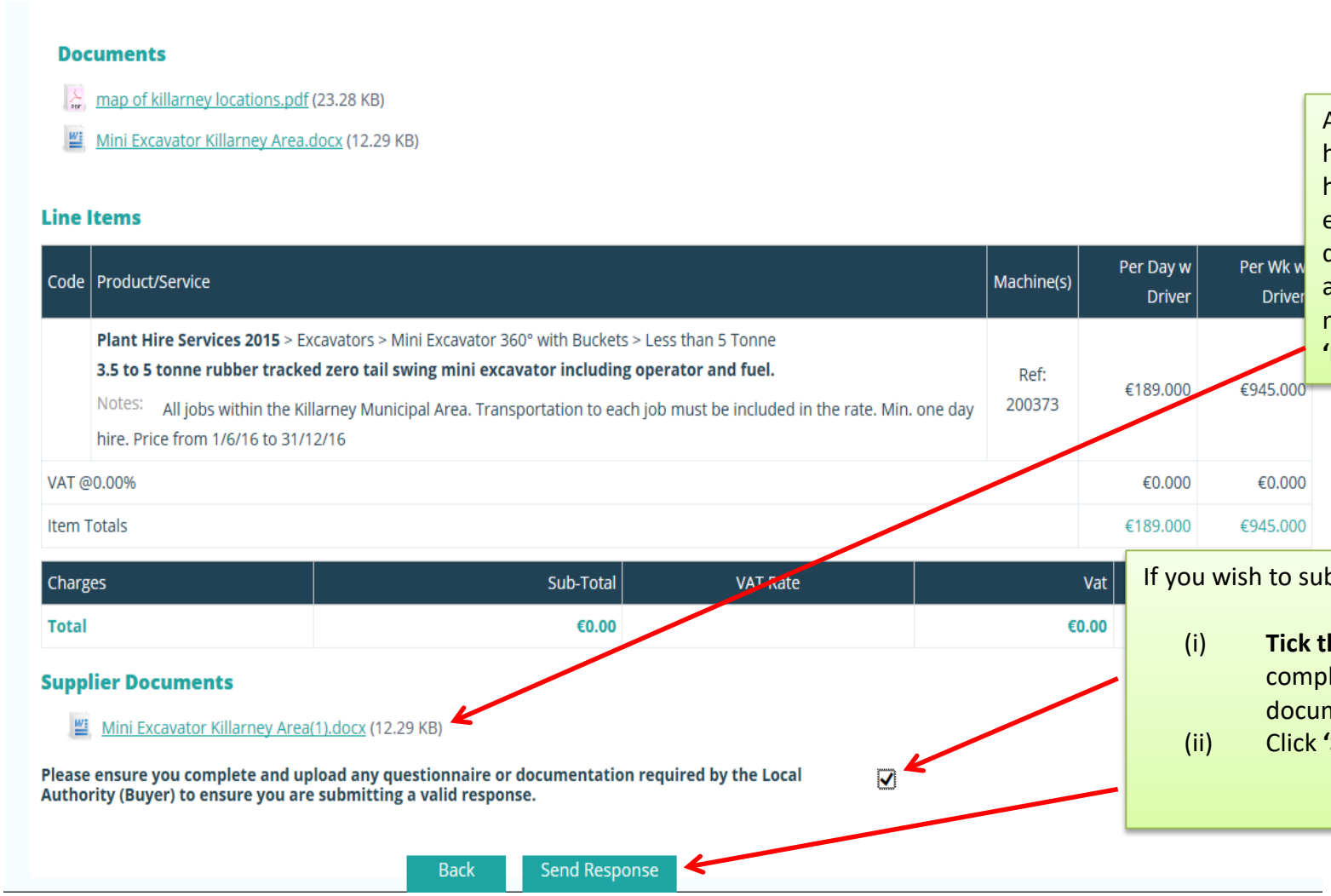
Cancel | No Thanks | Proceed

Once you have completed all the details and uploaded the required documentation, click '**Proceed**' to save the RFT and continue.

12.0: Submitting your response

When you click on **'Proceed'**, a summary of your response appears:





Any documents which you have attached will appear here. Please check to ensure that all documentation required is attached. If you are missing a document, click **'Back'** and repeat Step 4

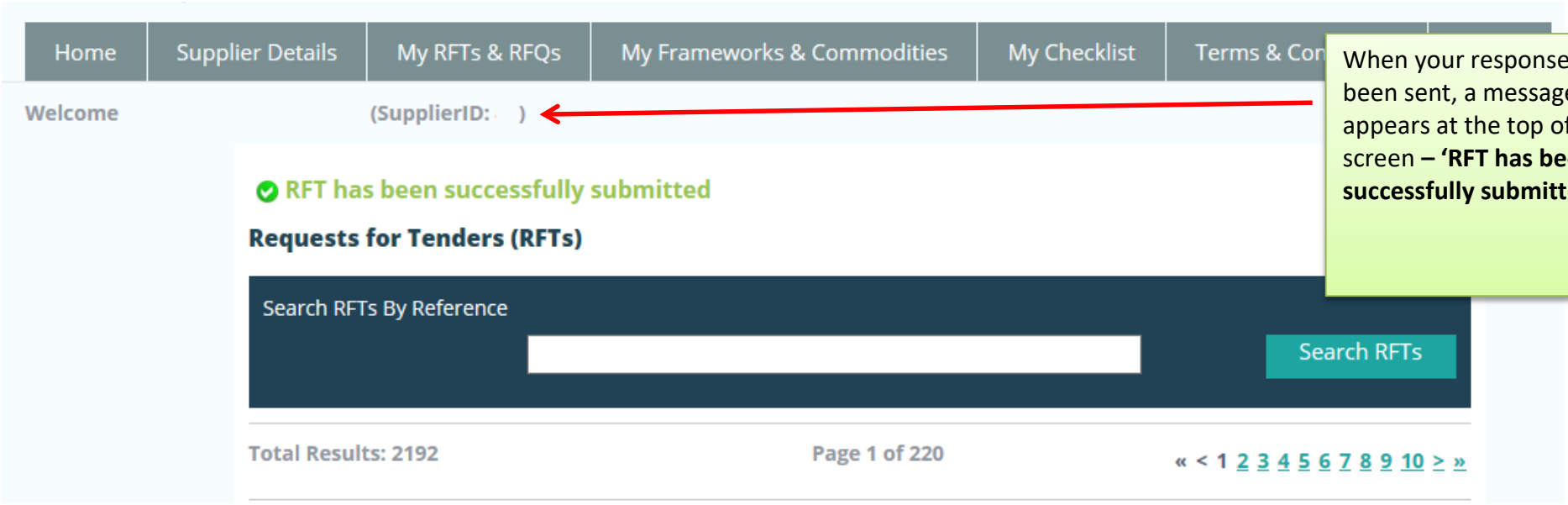
If you wish to submit your response

(i) **Tick the box** to agree that you have completed the questionnaires/ documentation (as appropriate).

(ii) Click **'Send Response'**

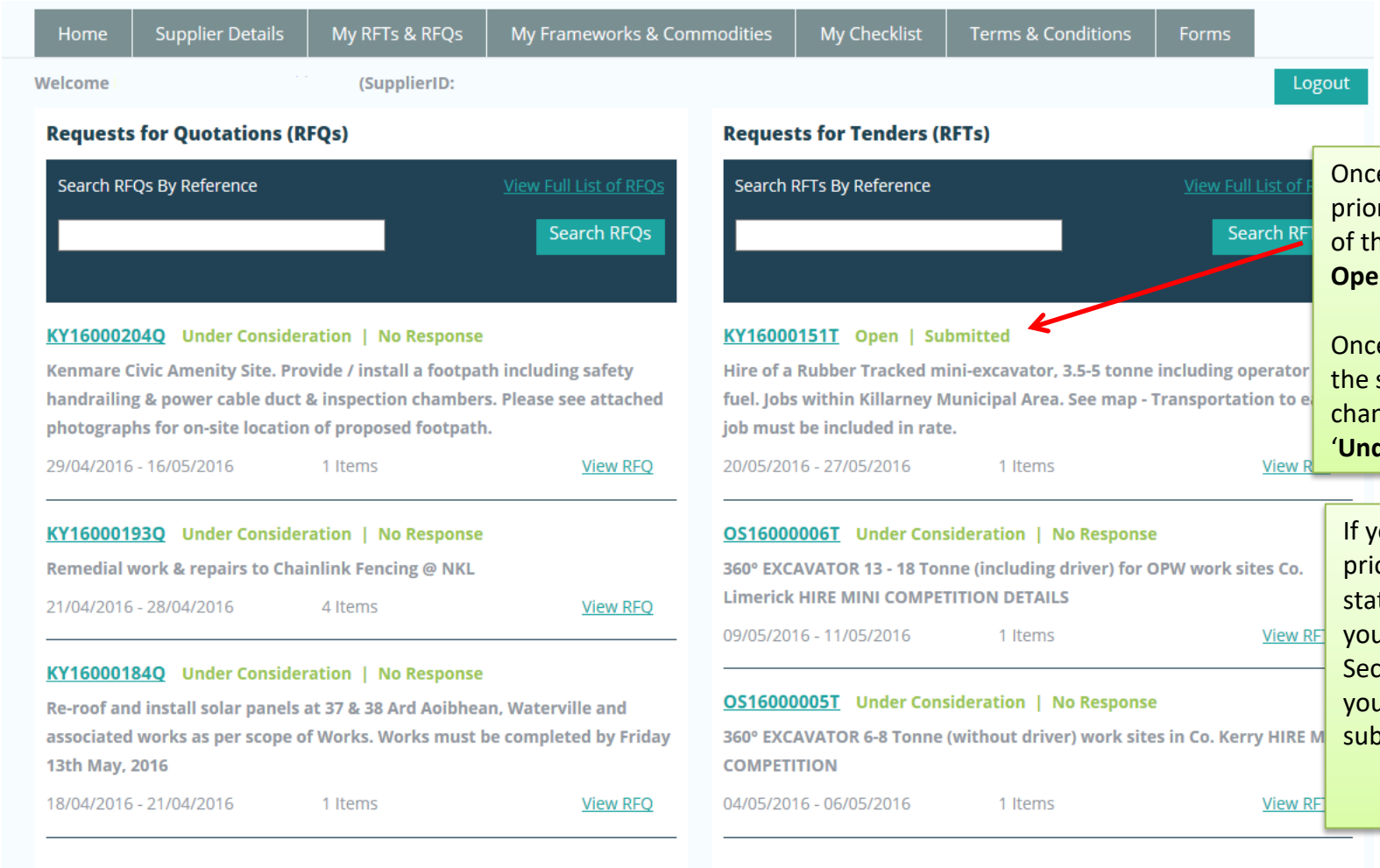
Note :To successfully submit RFT response, <u>you must CLICK 'Send Response'</u> . Otherwise, your submission will remain in draft and the buyer will not be able to view your submission

When you click on **'Send Response'**, the following appears:



13.0: Confirming Response has been submitted to the Local Authority

If you wish to confirm that the RFQ/RFT has been submitted successfully, use the search facility as in the previous page to locate the RFQ/RFT:



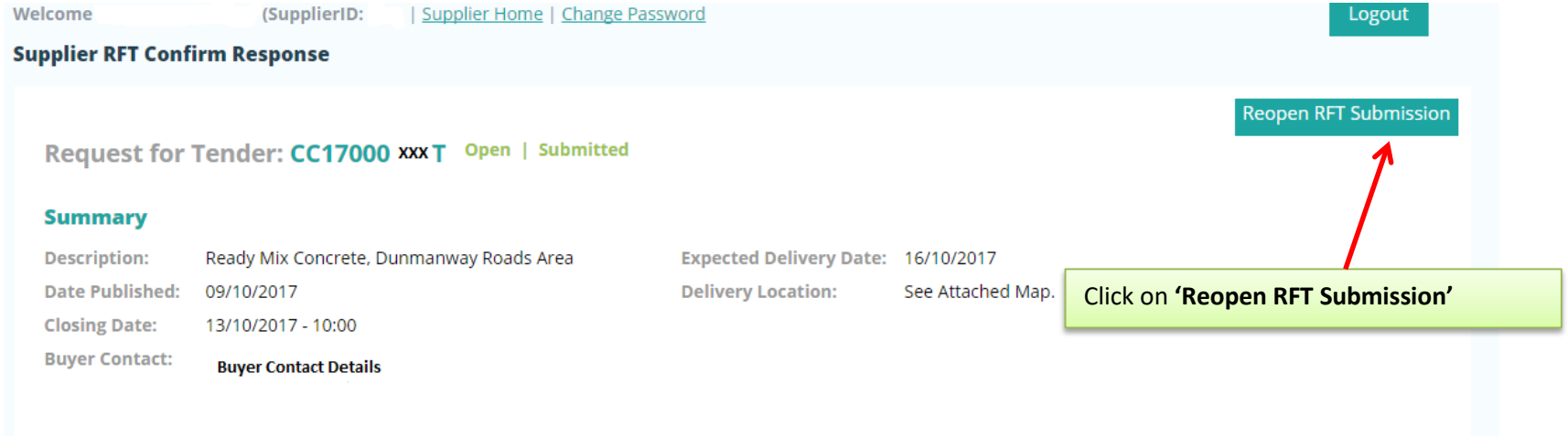
Once successfully submitted and prior to the closing date, the status of the RFQ/RFT will change to **Open I Submitted**.

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

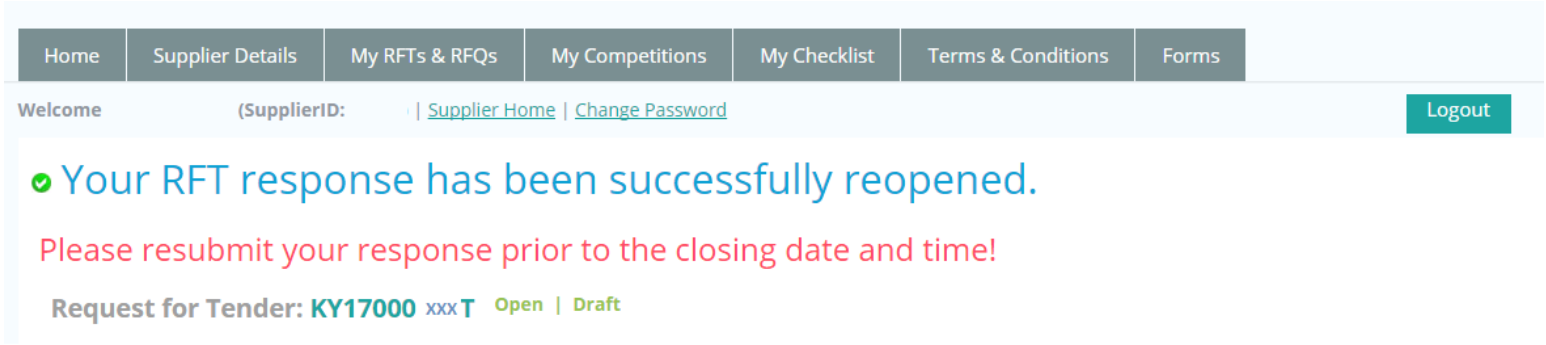
If you have submitted a response prior to the closing date and the status of the RFT is '**Open I Draft'**, you need to follow the steps in Section 12 above and ensure that you click **'Send Response'** to submit your application.

14.0: How do I change my response if I have submitted my RFQ/RFT?

If you have submitted an RFT/RFQ and want to amend it **PRIOR** to the closing date/time of the RFT/RFQ, use the search facility outlined in Section 9.2. When you locate the RFT/RFQ you wish to edit, click **'View RFT'** or **'View RFQ'.** Click on **'Reopen RFT Submission'** or **'Reopen RFQ Submission'**

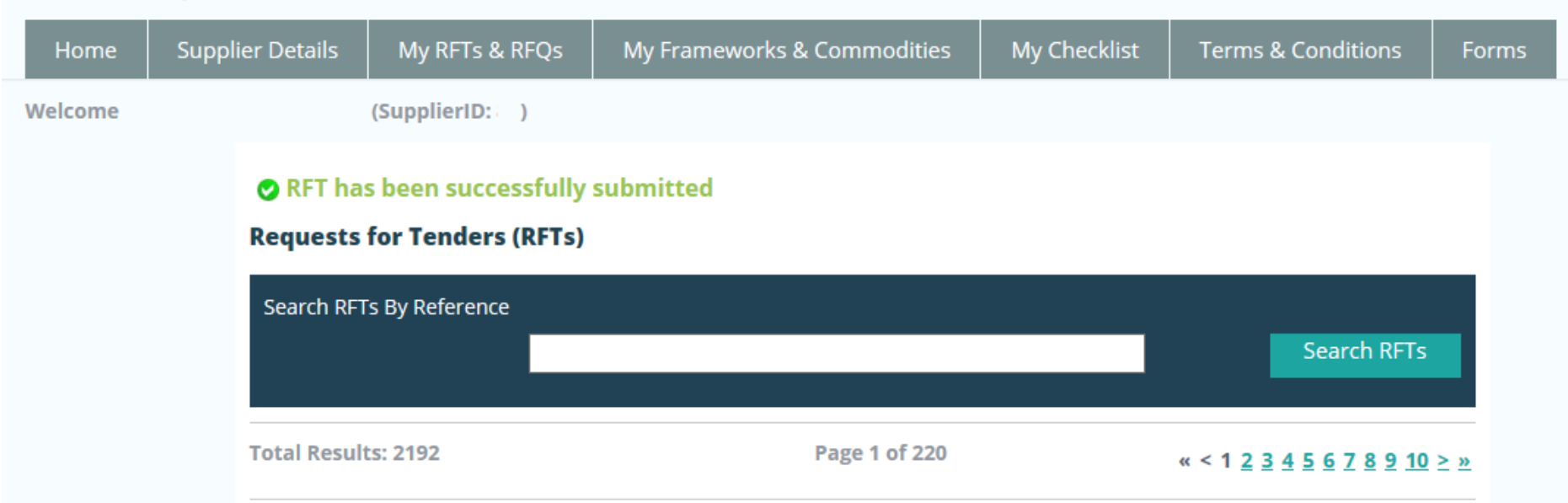


The following message will then appear:



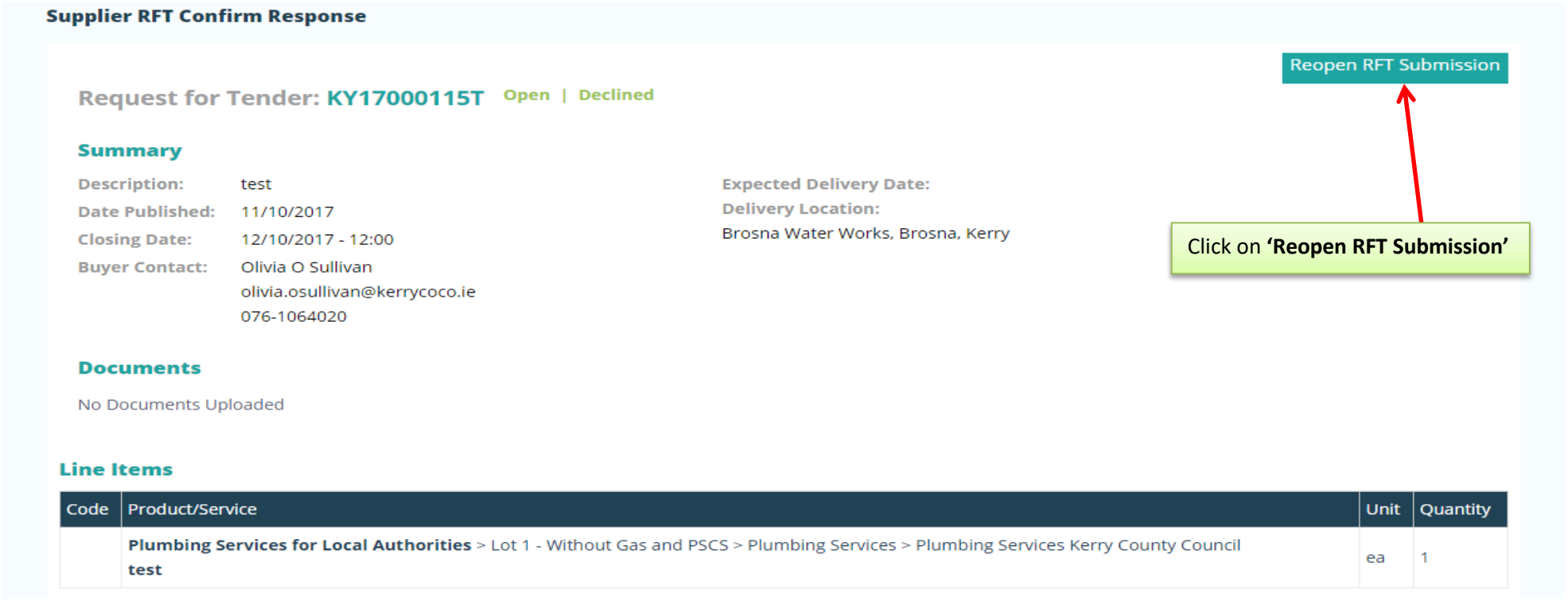
Once you have reopened your RFT/RFQ, it is still in draft format and you will need to complete all steps as outlined in Section 11.0 and 12.0 prior to the closing date and time.

Ensure your RFT/RFQ has been successfully resubmitted as shown below:

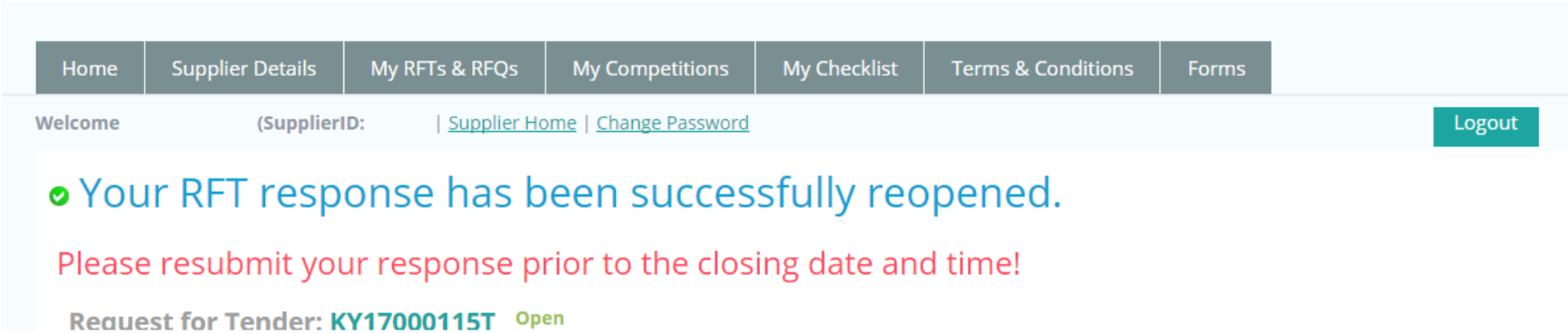


15.0: I 'declined' an RFQ/RFT in error – how do I get this re-opened?

If you have declined a RFQ/RFT and now wish to re-open it PRIOR to the closing date and time of the RFQ/ RFT, use the search facility outlined in Section 9.2. When you locate the RFT/RFQ you wish to respond to, click **'View RFT'** or **'View RFQ'.** Click on **'Reopen RFT Submission'** and submit your response before closing date/time of RFT/RFQ.



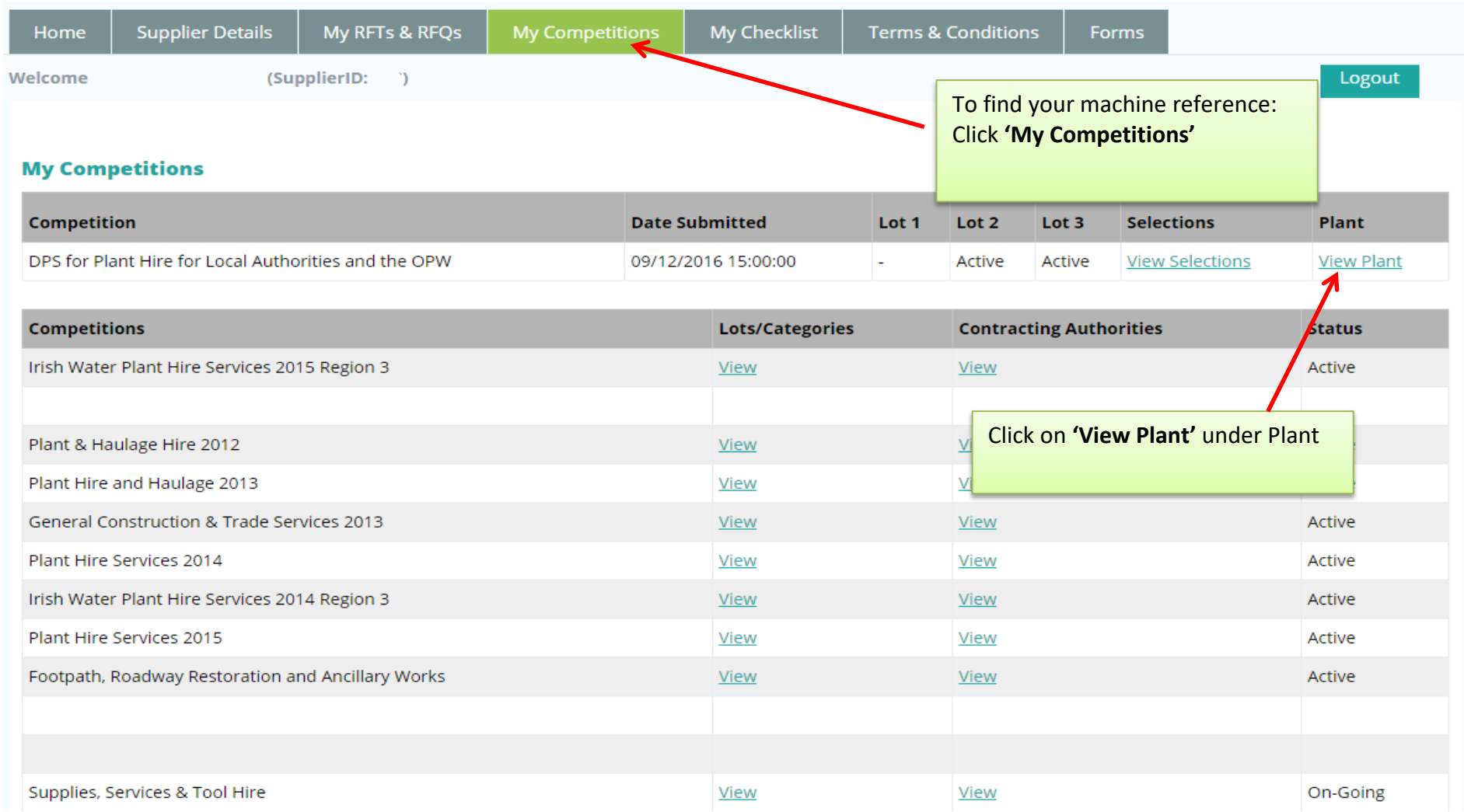
The following message will then appear:

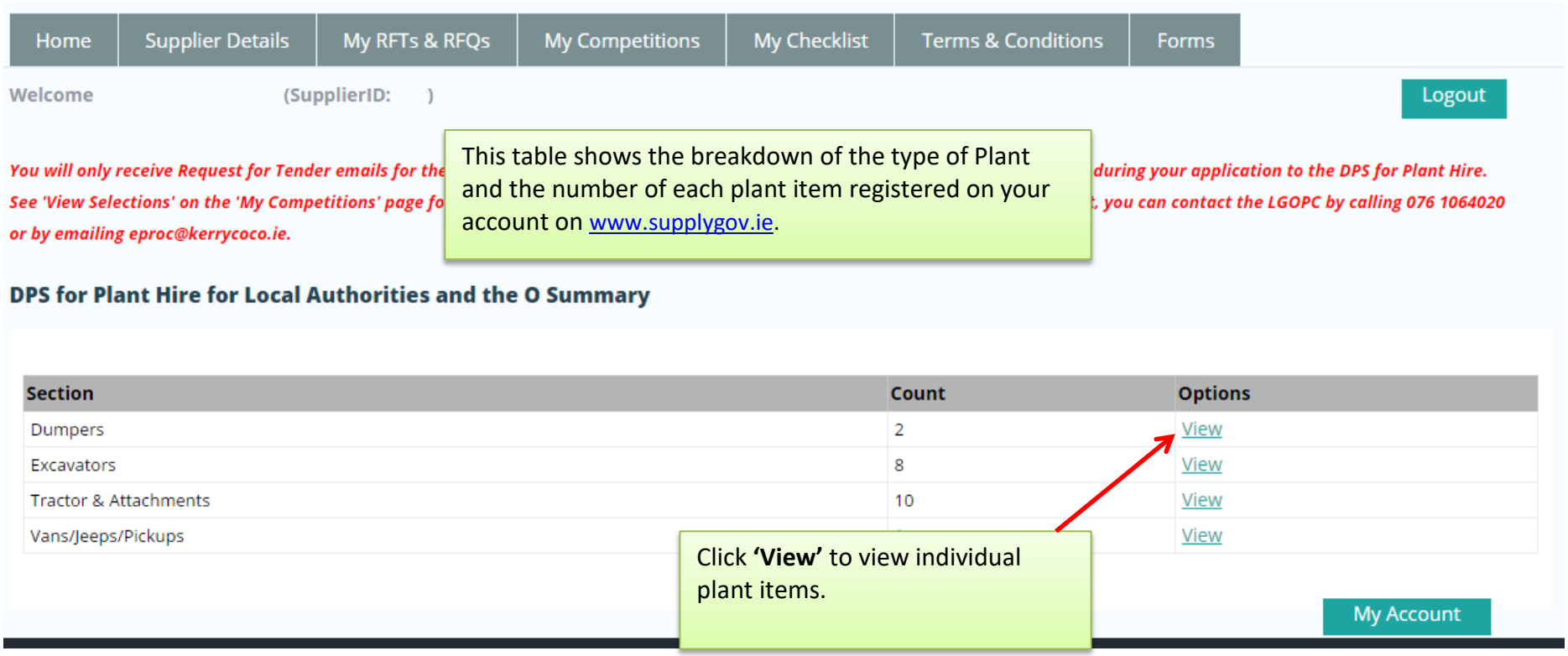


You will need to complete all steps as outlined in Section 11.0 and 12.0 prior to the closing date and time.

Ensure your RFT/RFQ has been successfully submitted as shown below:

16.0: How can I find my Supplygov Machine Reference Number? (This only applies to PLANT HIRE)




Home
Supplier Details
My RFTs & RFQs
My Competitions
My Checklist
Terms & Conditions
Forms
Welcome
(SupplierID:)
Logout
You will only receive Request for Tender emails for the
during your application to the DPS for Plant Hire.
See 'View Selections' on the 'My Competitions' page fo
, you can contact the LGOPC by calling 076 1064020
or by emailing eproc@kerrycoco.ie.
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.
DPS for Plant Hire for Local Authorities and the O Summary
Section
Count
Options
Dumpers
2
View
Excavators
8
View
Tractor & Attachments
10
View
Vans/Jeeps/Pickups
View
Click 'View' to view individual plant items.
My Account

Plant/Machine Details

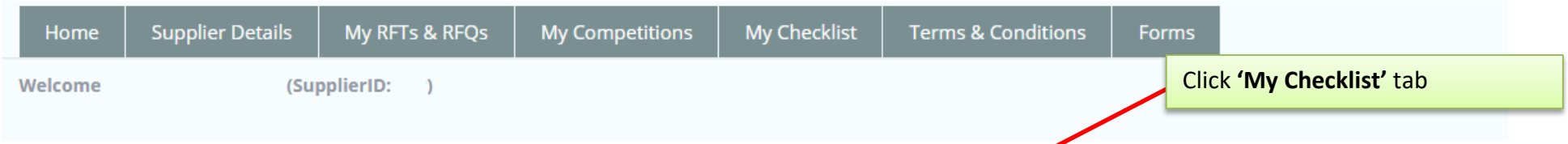
Product	Dumpers	
Product Item	Articulated Dumper	
Reference Number	297255	
Make	John Deere	
Model	Model Dumper	
Type	Front Mounted	
Year of Manufacture	2011	
Drive	4 Wheel Drive	
Type of Skip	Hydraulic Skip	
Maximum Operating Weight		
Capacity of Dumper	2 ton	m^3
HP	2	
Serial No./Chassis No.	1245TestXXXX	
Cab	Yes	
Side Tip	Yes	
Have you a On-Road permit?	Yes	
Vehicle License No.		
Operator Available		
Registration No.		

Reference Number: - this is the *Supplygov* Machine Reference

If you wish to **amend/change details** of a machine - contact the *Supplygov* Helpdesk Team by telephone on 076-1064020 or by email at eproc@kerrycoco.ie.

Back

17.0: My Checklist



All checklists have 3 main sections: Online Declaration, Online documents to be completed by a Supplier & Online Insurance Declarations to be completed by an Insurance company. You might also be required to submit hardcopy documentation but this will depend on the Framework/DPS.

See screenshots below.

'My Checklist' shows a list of any 'Outstanding' documentation on the account.

Checklists will vary according to the Framework(s)/DPS you have selected an interest in.

17.1: Online Declaration (Irish Water Framework)

The following declarations have been completed online successfully:		Status
(1) Does the Contractor/Supplier have employees?	Yes	Complete
(2) Does the Contractor/Supplier have 3 or less employees?	No	Complete
(3) Does the Contractor/Supplier have a Pension and Sickness Scheme in place for its Employees?	No	Complete
(4) Was a Pension/Sickness Scheme in place but declined by Employees?	No	Complete
(5) I confirm that the Contractor/Supplier complies with all statutory requirements in relation to PAYE and PRSI, employment agreements registered or purported to be registered under the Industrial Relations Act 1994 to 2012, relevant sick pay and pension schemes and minimum standard conditions and pay rates of the relevant industry	Yes	Complete
(6) I confirm that, if successful, the insurance requirements as outlined in the Instructions can be put in place and the online questionnaire relating to insurance at www.SupplyGov.ie will been completed by the Contractor/Supplier's insurance company/broker.	Yes	Complete
(7) I confirm that the Contractor/Supplier is fully tax compliant and the holder of a current Tax Clearance Certificate.	Yes	Complete
(8) I confirm that the Contractor/Supplier complies with Safety, Health and Welfare at Work Act, 2005	Yes	Complete
(9) I declare that details of Safe Pass Cards for all employees have been entered online and will be kept updated at www.SupplyGov.ie	Yes	Complete
(10) I declare that the Contractors/Suppliers Online Questionnaire has been completed online at www.SupplyGov.ie	Yes	Complete
(11) I confirm that the Contractor/Supplier will submit, when requested, a signed copy of the declaration set out in Schedule 4 (Personal Situation Declaration Form) of the Instructions, confirming that none of the circumstances set out in that Schedule apply to the Contractor (all the answers to the questions must be NO).	Yes	Complete
(12) I declare that the Contractor/Supplier complies with the Terms and Conditions	Yes	Complete
(13) I declare that the Contractor/Supplier complies with the Specification under Schedule 1 of the Instruction to Tenderers document(s).	Yes	Complete
(14) Can the Contractor/Supplier (including any parent, subsidiary or associated company of the Contractor/Supplier or any director, partner or person in an equivalent position in the Contractor/Supplier) confirm that (a) it is not engaged in any service or operation which relates or may relate in any direct way to the outcome of this Competition; and (b) there is no registerable interest involving the tenderer or any sub-contractors and any of the members of Local Authorities or the Office of Public Works or their relatives?	No	Complete
(15) Does the Contractor/Supplier intend to subcontract all or part of any works?	No	Complete

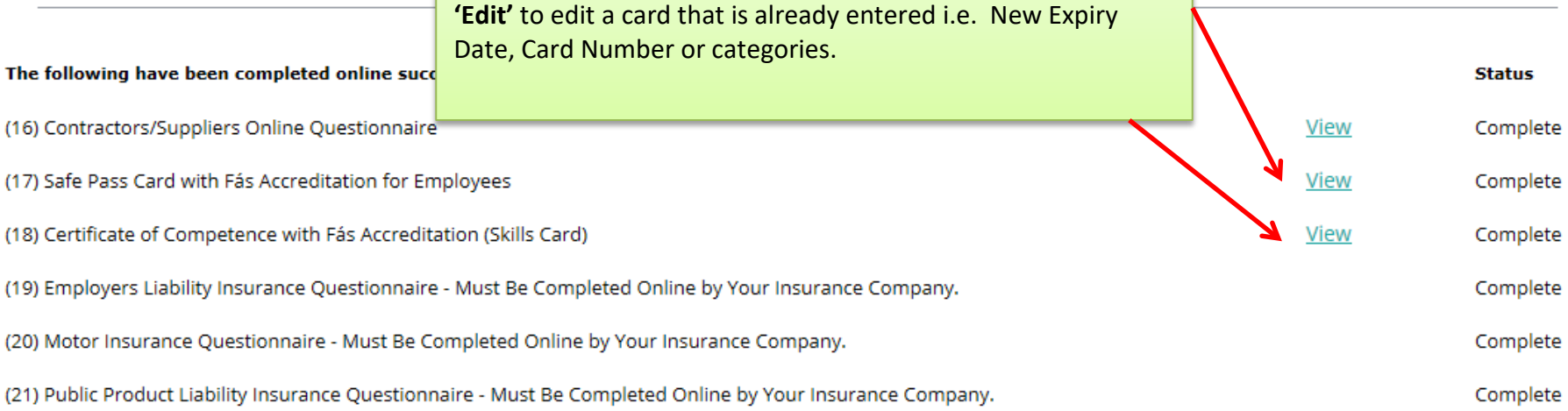
Declared By **Name:** Your name * **Position:** Owner * **Date:** 17/09/2014 *

Please ensure that all questions in **Section 1 – Online Declaration** are completed.

17.2: On-line details to be completed by Supplier (where applicable) – required at point of hire

Safe Pass Cards & Skills 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.



The following have been completed online succ		Status
(16) Contractors/Suppliers Online Questionnaire	View	Complete
(17) Safe Pass Card with Fás Accreditation for Employees	View	Complete
(18) Certificate of Competence with Fás Accreditation (Skills Card)	View	Complete
(19) Employers Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(20) Motor Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(21) Public Product Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete

17.3: On-line details to be completed by Insurance company/broker – required at point of hire

The following have been completed online successfully:		Status
(16) Contractors/Suppliers Online Questionnaire	View	Complete
(17) Safe Pass Card with Fás Accreditation for Employees	View	Complete
(18) Certificate of Competence with Fás Accreditation (Skills Card)	View	Complete
(19) Employers Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(20) Motor Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete
(21) Public Product Liability Insurance Questionnaire - Must Be Completed Online by Your Insurance Company.		Complete

The Questionnaires relating to Insurance must be completed by your Insurance Broker/Insurance Company.

Insurance Companies have Login access to *Supplygov.ie* and can update your account when requested to do so. Contact your insurance company/ broker directly to discuss this requirement.

17.4: Documentation Checklist:

Copies of the following documents must be sent by post to the 'Procurement Section, Kerry County Council, Unit 9 building C, Reeks Gateway, Rock Rd., Killarney, Co.Kerry'. Documents will not be accepted by email:	**Status**
(22) Current Safety Statement or HSA Code of Practice (Completed Appendix E) There is a requirement that all safety statements have to be signed and have a current date to be valid. Please ensure the relevant page(s) of the safety statement that requires a signature and date is fully completed.	Outstanding
(23) Air Receiver Check for Compressors: Mobile Air Compressors, Machine Reference:294205, ooo	Outstanding
(24) Plant Hire Relevant Experience Form	Outstanding
(25) Vehicle Registration Certificate for Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125	Outstanding
Dumpers: Articulated Dumper, Machine Reference:297255, Reg No: XXXKYXXXXX	Outstanding
(26) Valid Certificate of Road Worthiness for Articulated Semi Trailers: Flat Body Trailer, Machine Reference:294204, Reg No: 05ky125	Outstanding
(27) Report of Thorough Examination (GA1) for Steel Tracked Excavator 360°: Greater than 20 Tonne, Machine Reference:297250, Reg No:	Outstanding
(28) VOIDS Suitability Questionnaire QW2	Outstanding
(29) VOIDS Supplement 3.4.1	Outstanding

Some Frameworks applications will require **hardcopy documentation**. If this is the case, this will be stated on the Documentation Checklist.

This documentation must be addressed to the LGOPC at Unit 9, The Reeks Gateway, Tralee Road, Killarney, Co Kerry, V93 KVK1.