

South Tipperary County Council



ELECTRICAL/PLUMBER CONTRACTORS APPLICATION FORM

Please read the guidance notes before completing the form

Guidance Notes

General

This form details general information required for assessment of contractors for inclusion on the South Tipperary County Council panel of Electrical & Plumbing Contractors.

Classification of Contractors Type

All applicant firms should note that they are invited to fill out an application form if they wish to be considered for the panel.

Returning Applications

Tenders, on the prescribed forms in a sealed envelope clearly marked 'Tender for Electrical/Plumbing Contractors Panel' must be lodged at the Tender Reception Office, County Hall, Clonmel, Co. Tipperary not later than **4.00pm on Monday 25th May 2009.**

Appointments

All appointments are subject to production of a current C2 and Insurance policies and may require some further information on the financial standing of the applicant.

Please note that inclusion on the list of contractors is based on the information submitted on this form. At this stage there is no requirement for information additional to what is required on this form to be submitted to South Tipperary County Council.

Freedom of Information Act (F.O.I.)

South Tipperary County Council is subject to the provisions of the Freedom of Information (FOI) Act 1997. If you consider that any of the information specified by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases, the relevant material will in response to the FOI requests be examined in the light of the exemptions provided for in the Act.

Terms for Inclusion on South Tipperary Electrical/Plumbing Panel

Pre-Inclusion Requirements

1. Applicant must furnish a copy of a current C2

Post-Inclusion Requirements

Once the above are satisfied and a firm applies for inclusion on the South Tipperary's Electrical/Plumbing panel it will be accepted that your firm agrees to the following administrative regulations:

1. All invoices furnished must be sent direct to Housing Section, South Tipperary County Council, Emmet St., Clonmel, Co. Tipperary
2. In order to comply with strict Prompt Payments legislation, all Payment terms will be 30 days.

Section 1 - Profile of Business	
1.1 Business Name:	

1.2 Contact Information:

Address			
Telephone		Fax	
Web site		Key Contact	
E-mail address			
Key Accounting Department Contact			

1.3 Total number employed by Firm:

1.4 Type of Business
 Please indicate whether your business is a limited company, private partnership etc.

1.5 Company Information

If your business is a limited company please provide the following information:

Company Registration Number	<input style="width: 250px; height: 25px;" type="text"/>
Authorised Share Capital	<input style="width: 250px; height: 25px;" type="text"/>
Issued Share Capital	<input style="width: 250px; height: 25px;" type="text"/>
Names of Directors	<input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/>

1.6 Year Business established:

2.0 Confirmation of Locations in which your firm is prepared to carry out contracts for South Tipperary County Council

Cahir Electoral Area

Clonmel Electoral Area

Cashel Electoral Area

Tipperary Electoral Area

Fethard Electoral Area

Section 2 - Sundry Information

2.1 Insurance - Please give details of the following insurance policies:

Insurance	Policy Number	Name of Broker / Insurer	Expiry Date	Amount of cover
Public Liability				
Employers Liability				
All Risks				
Other				

Please note the minimum requirements for each category are as follows:

- Public Liability is €6.5 million
- Employers Liability is €13 million.
- All Risks cover, this should be the level of the contract value concerned.

2.2 Please list any accreditations e.g. ISO, Business Excellence etc:

2.3 Does your Business currently operate the approved Construction Industry Federation Pension / Sick Pay Scheme :

Y / N

2.4 Was your Business ever Bonded for a Contract

Y / N

If Yes, please confirm the largest contract for which a bond was issued in the past 2 years.

2.5 References

Please provide 2 Referees with Addresses below, who we may contact in connection with projects carried out in this trade over the past 2 years

i) Contact _____
 Company _____
 Address _____
 E-Mail address _____

ii) Contact _____
 Company _____
 Address _____
 E-mail address _____

2.6 Tax & VAT Details:

Current C2 Certificate No:	
Expiry Date:	
VAT No:	

2.7 Have any of the partners or directors of your business ever filed for bankruptcy? If so, please provide information in 3.9 below

2.8 Please give details of any legal judgements against your firm or currently pending in the past 5 years.

2.9 Any further information that you wish to add in support of your application?

2.10 Confirmation

Please confirm that you have read and agree with the Terms for Inclusion on South Tipperary Electrical/Plumbers Panel.

Y / N

Managing Director/Company Secretary

Signature

Date