



SPONSORSHIP OF ROUNDABOUTS

Please find attached tender documents for Roundabout Sponsorship for the February 2024 to January 2025 period. These Roundabouts represent some of the most prominent locations within the town with thousands of cars passing by daily allowing for a superb advertising opportunity for local businesses.

Sponsorship is for the entire roundabout.
Signs cannot contain any directional information.
Signs are of various sizes depending on the roundabout.

Single tendering companies

Enter bids for respective roundabouts in Section 2.
Complete Section 4.

Joint bid companies. (Maximum 2 companies)

Enter bids for respective roundabouts in Section 2.
Complete Section 3 detailing proposed signage breakdown for each company.
Complete Section 4.

Closing date for receipt of tenders is **4.00pm on Thursday the 14th of December 2023.**
All tenders must be forwarded to

**Attention of Sean Flanagan.
Donegal County Council,
Neil T. Blaney Road,
Letterkenny,
Co. Donegal.**

Tenders must be in a sealed envelope clearly marked **“Tender for Sponsorship of Roundabouts”**.

An applicant may Tender for as many roundabouts as he / she wishes.

Regards,

Brian Campbell
Donegal County Council

SPONSORSHIP OF ROUNDABOUT

Donegal County Council is seeking businesses that wish to avail of advertisement at Letterkenny Roundabouts to make a Tender for same.

INSTRUCTIONS TO TENDERING

Invalidation of Tender

Intending applicants shall carefully note the following instructions as failure to comply with them may lead to invalidation of the tender.

Form of Tender

The Tender amount shall be written on the Tender form and shall be forwarded together with priced Tender Form to the:

**Attention of Sean Flanagan
Donegal County Council,
Public Services Centre,
Neil T. Blaney Road,
Letterkenny,
Co Donegal.**

And clearly endorsed on the outside:

“Tender for Sponsorship of Roundabouts”

Date and Time

No Tender will be accepted after

4.00pm on Thursday the 14th of December 2023.

Section 1

Tenders

Tender must be submitted strictly in accordance with the Tender Documents. Tender must not be accompanied by statements that could be construed as rendering the Tender equivocal and / or placing it on a different footing from other Tender. The Councils decision on whether or not to Tender is acceptable shall be final and the applicant concerned may not be consulted.

Communications

Any communications in connection with the Tender and requests for clarifications should be forwarded to the:

**Sean Flanagan,
Donegal County Council,
Public Services Centre,
Neil T. Blaney Road,
Letterkenny,
Co Donegal.
074 9153900**

The latest date for receipt of communications in connection with the Tender shall be two days before the latest date for receipt of Tender. All queries and resulting replies given will be circulated to all applicants.

Completion of Documents

Entries in the Bill of Quantities (BOQ) and the Tender form shall be made legibly in ink on the documents supplied.

Value Added Tax

The rates quoted in the BOQ shall be the total fee. Value added tax should not form any part of the tender.

Omissions

Items against which no price or rate is entered in the Bill shall be deemed to be omitted by the applicant as he/she does not wish to Tender for same.

Section 1

Minimum Tender Price

Please be aware that due to the costs involved in maintaining the roundabouts, any bids below **€500.00** will only be considered at the Councils discretion.

Signage Design

Signs must begin with the text "Sponsored By" in 50mm print.

No signage may contain any directional information or maps.

All signage designs **must be** approved by Donegal County Council before being manufactured. The decision of the Council is final.

Joint Bids

The Council will consider Joint bids for individual roundabouts under the following conditions:

1. A maximum of two companies will be named per tender.
2. A completed joint tender application (Section 3) form must be signed and returned. This form will also state to which company the individual signs on the roundabout are to be allocated.
3. One of the joint tender companies must be nominated as Primary Company for the tender. The primary company will be responsible for ensuring payment of all monies to the Council and will be the contact for all correspondence with the Council.
4. The primary company must also sign and complete the tender form in full. (Sections 2 &4)

Section 1

Tendering

1. Each applicant(s) must tender for the entire Roundabout(s).
2. An applicant may tender for as many roundabouts as wished.
3. No additional signage may be placed on the roundabout other than the approved signage.
4. It should be noted that signs on roundabouts are of different sizes depending on the specific roundabout. No sign larger than the sign specified for specific roundabouts will be accepted.

AWARD OF TENDER

Award of Tender

The highest tender for each roundabout shall be accepted unless two equal tenders are received for the same roundabout. In such a case the two equal tenderers will be given the opportunity to submit a revised tender. The higher of these tenders will then be accepted.

Notification of Successful Tender (Sponsor)

The Council shall notify the successful applicant (Sponsor) whereby the applicant (Sponsor) shall accept or reject the offer of advertisement in return for the fee Tendered.

Receipt of Advertisement Details

On receipt of notification of successful tender (Sponsor), each successful applicant (Sponsor) shall be given two weeks to submit precise lettering etc. requested on the advertisement sign. Same will have to be approved by the Council.

Erection of signage

All signage will be erected by the Council once the sponsorship period begins and only upon receipt of all payments owed.

DETAIL OF THE ADVERTISEMENT AND CONDITIONS

Location and Description of the Site

The sites are at various Roundabouts throughout the Letterkenny Town area (sites are appended to this document). Each map shows the roundabout layout together with description of the approach roads. Approximate location of proposed sponsored signage has been shown on these maps, however.

Duration of Sponsorship

The contact duration is for one year only commencing the 1st February 2024 to the end January 2025. The Council in preparation for the forthcoming years sponsorship shall remove signage on the final week in January 2025.

Advertising Signs

It will be the responsibility of the successful Applicant (Sponsor) to have all signage constructed at their own cost. **The successful Applicant (Sponsor) must submit a proof of the sign for approval prior to its manufacture. The signs shall remain the property of the sponsor and shall be collected by the sponsor on termination of the years contract.**

Damaged / Vandalised Signs

The sponsor shall pay the cost for replacing vandalized / damaged signs. The Council shall not be liable for the periods of replacement. The Council will not be responsible for ensuring that the signs are in place throughout the year but shall endeavour to replace signs that have been removed on notification.

Roundabout Maintenance

The Local Authorities shall maintain the landscaping of each roundabout.

GENERAL NOTES

Highest Tender

The Local Authority is not obliged to accept the highest or any Tender.

Freedom of Information Act, 1997

1. Please note that all records received in relation to Tender for contracts with The Council may be subject to a Freedom of Information request under the above Act, at any time in the future, (including your records in relation to works carried out on behalf of the Council).
2. The Council undertakes to use its best endeavours to hold confidential any information provided by you in this tender, subject to the Council's obligations under law, including the above Act, which came into force for all Local Authorities on 21st October 1998.
3. Should you wish that any of the information supplied by you in this Tender, identify it and specify the reasons for its sensitivity.
4. The Council will consult with you about this sensitive information before making a decision on any Freedom of Information request received. Following consultation, the Council may decide to release the information despite your concerns. You may appeal this decision to the Information Commissioner who will subsequently decide whether or not the information is to be released.
5. If no information is identified as sensitive, with supporting reasons, it is likely to be released in response to a Freedom of Information request.

Publicity

The applicant should note that Donegal County Council may make public, the tenders submitted and may publish the name of the successful Tenders (Sponsor).

Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

POLESTAR ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
A1	N14-Port Road (Derry Approach)	
A2	N14-Port Road (Town Approach)	
A3	Ballyraine Road Approach	
A4	Neil T. Blaney Road Approach	

Proposed Signage Specification

Each advertising sign shall be **2840mm X 400mm in dimension** and shall follow the following format:

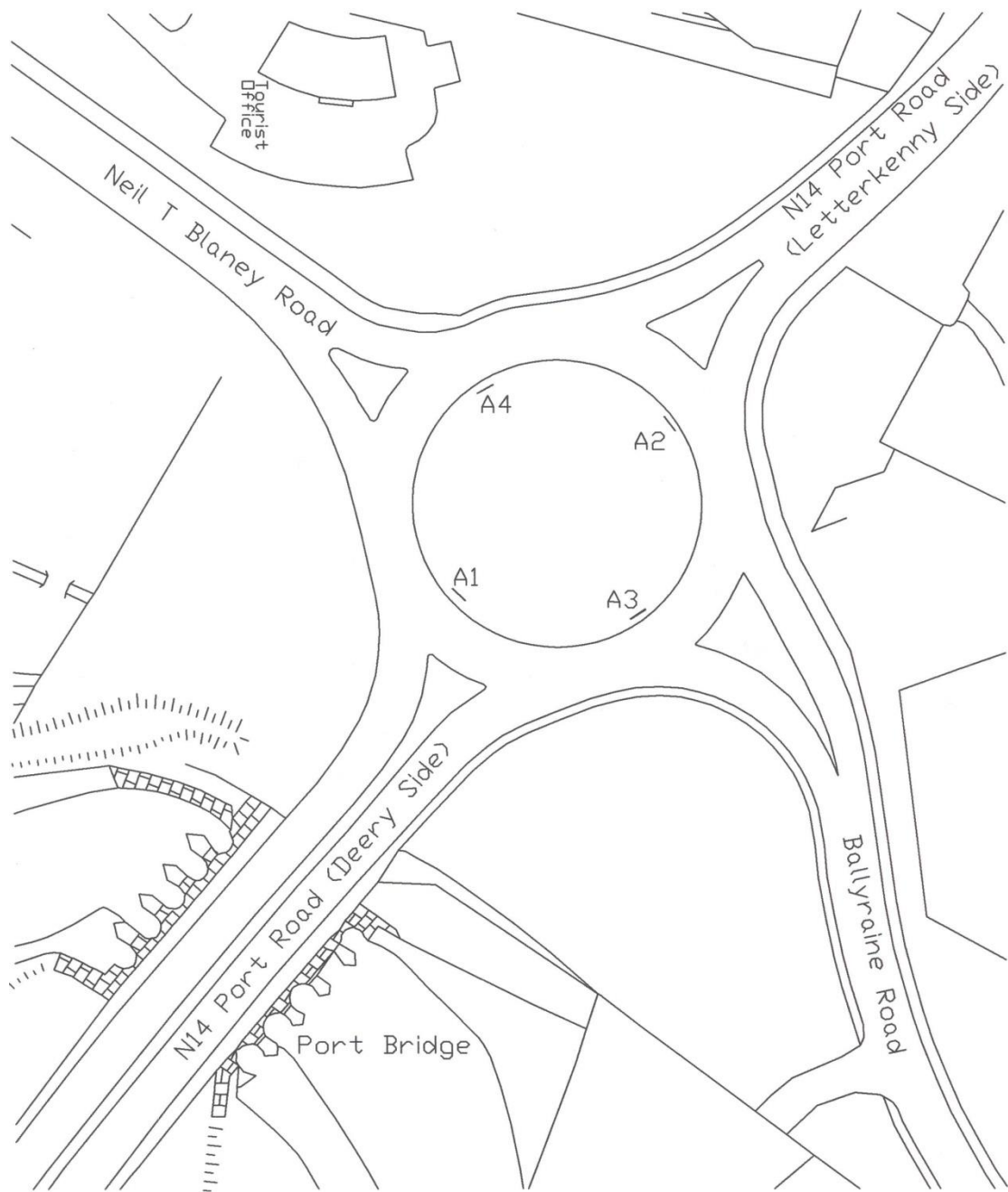
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



POLESTAR ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

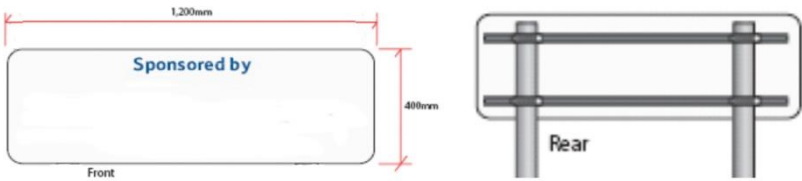
DRY ARCH ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
B1	N14-Port Road (Town Approach)	
B2	N13- (Derry Approach)	
B3	N13-Ballybofey Road Approach	
B4	Slip Road	

Proposed Signage Specification

Each advertising sign shall be **1200mm X 400mm in dimension** and shall follow the following format:

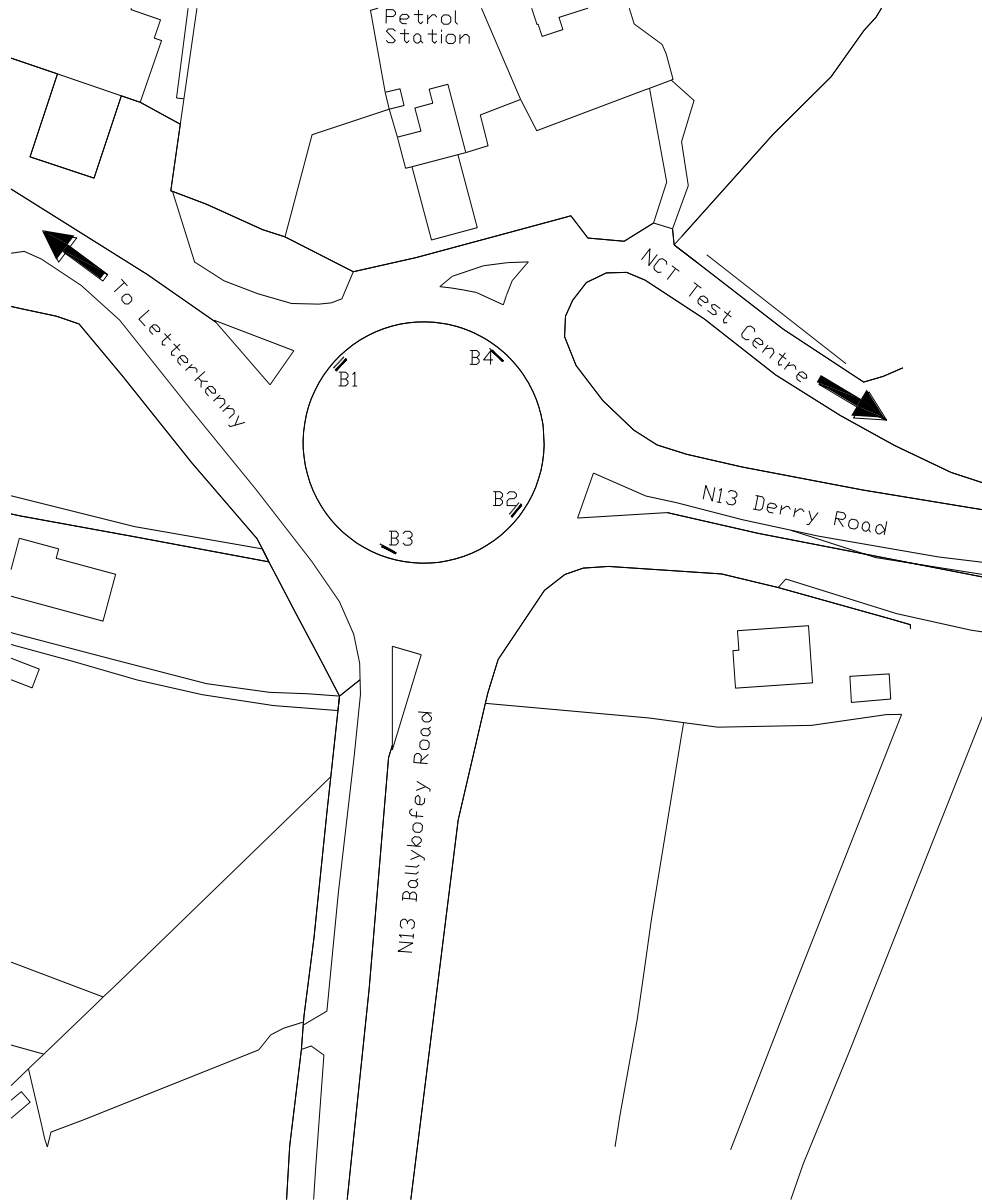
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



DRY ARCH ROUNDABOUT



Tender Price

(To be completed by all applicants, single & joint bid)

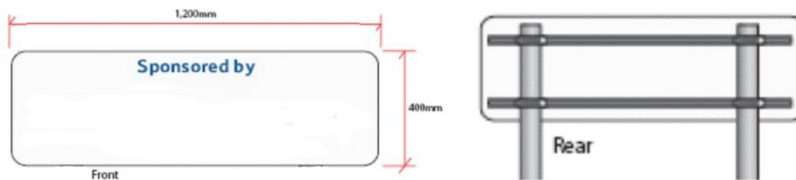
STATION ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
C1	N14 Port Road	
C2	N56 Ramelton Road	
C3	R250 Pearse Road	
C4	Shopping Centre road	

Proposed Signage Specification

Each advertising sign shall be **1200mm X 400mm in dimension** and shall follow the following format:

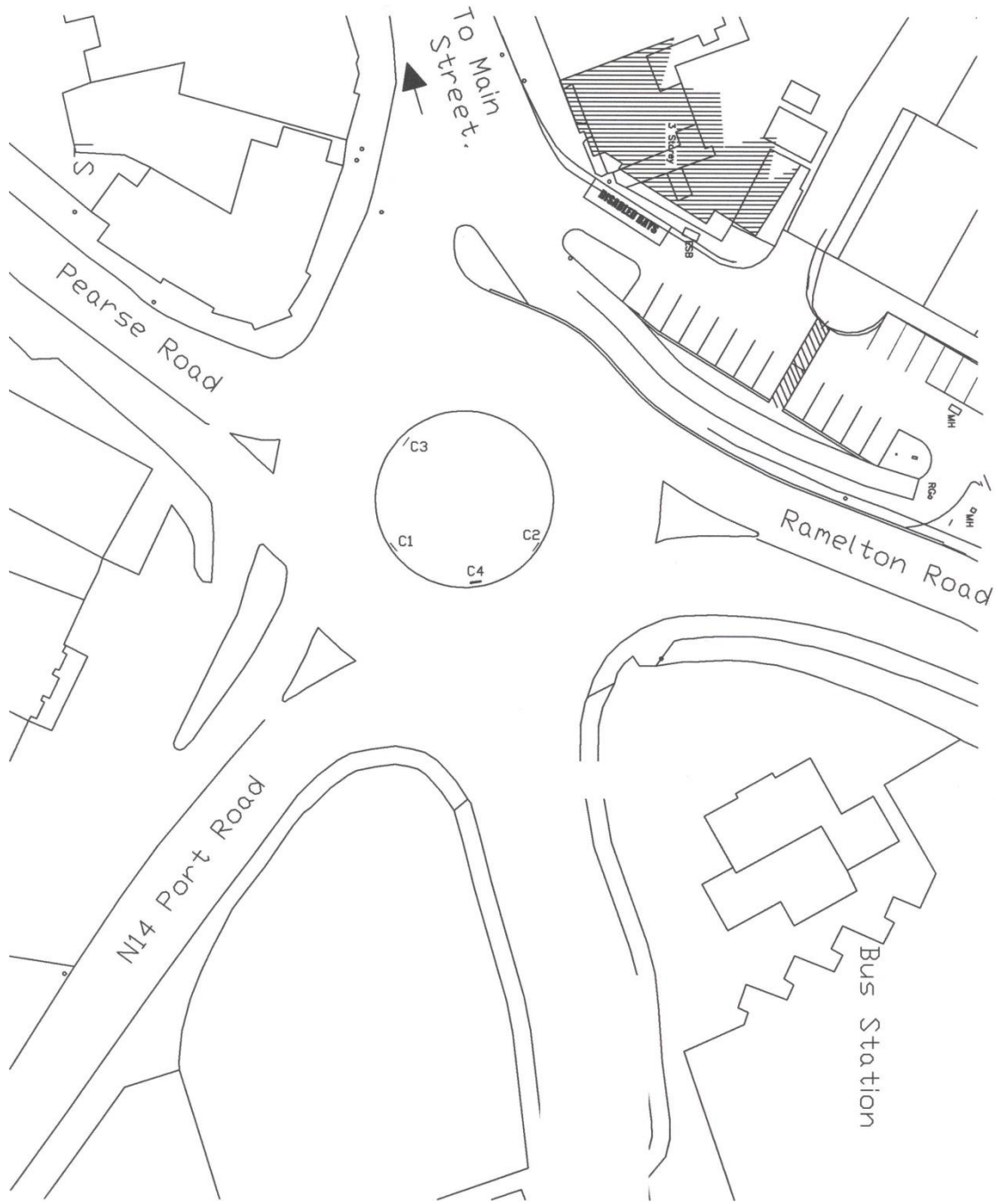
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



STATION ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

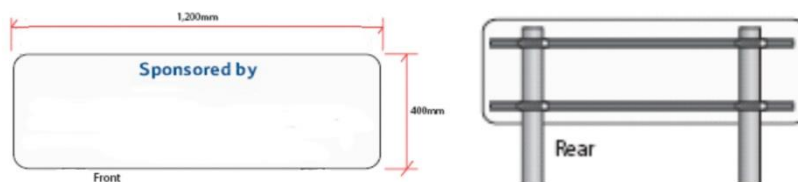
HOSPITAL ROUNDABOUT

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
D1	N56-De Valera Round Approach	
D2	N56-Kilmacrennan Road Approach	
D3	Circular Road Approach	
D4	High Road	

Proposed Signage Specification

Each advertising sign shall be **1200mm X 400mm in dimension** and shall follow the following format:

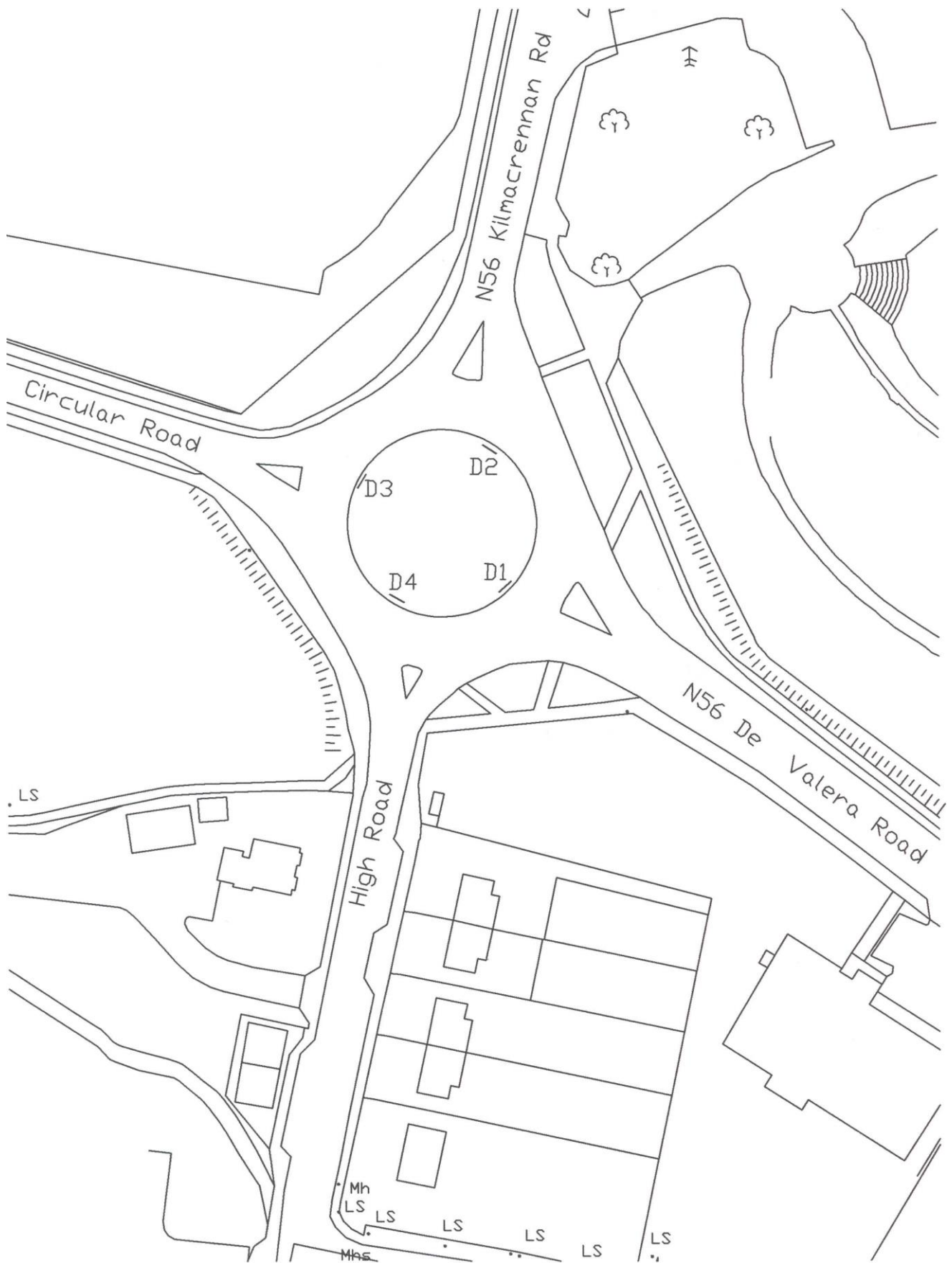
Example



Signage must be of **2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. "Sponsored by" must be at the top of the sign in 50mm text or greater.**



HOSPITAL ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

NEIL T BLANEY / CANAL ROAD ROUNDABOUT

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
E1	Neil T Blaney Road Approach	
E2	Canal Road Approach	
E3	Exit from commercial units	

Proposed Signage Specification

Each advertising sign shall be **1800mm X 400mm in dimension** and shall follow the following format:

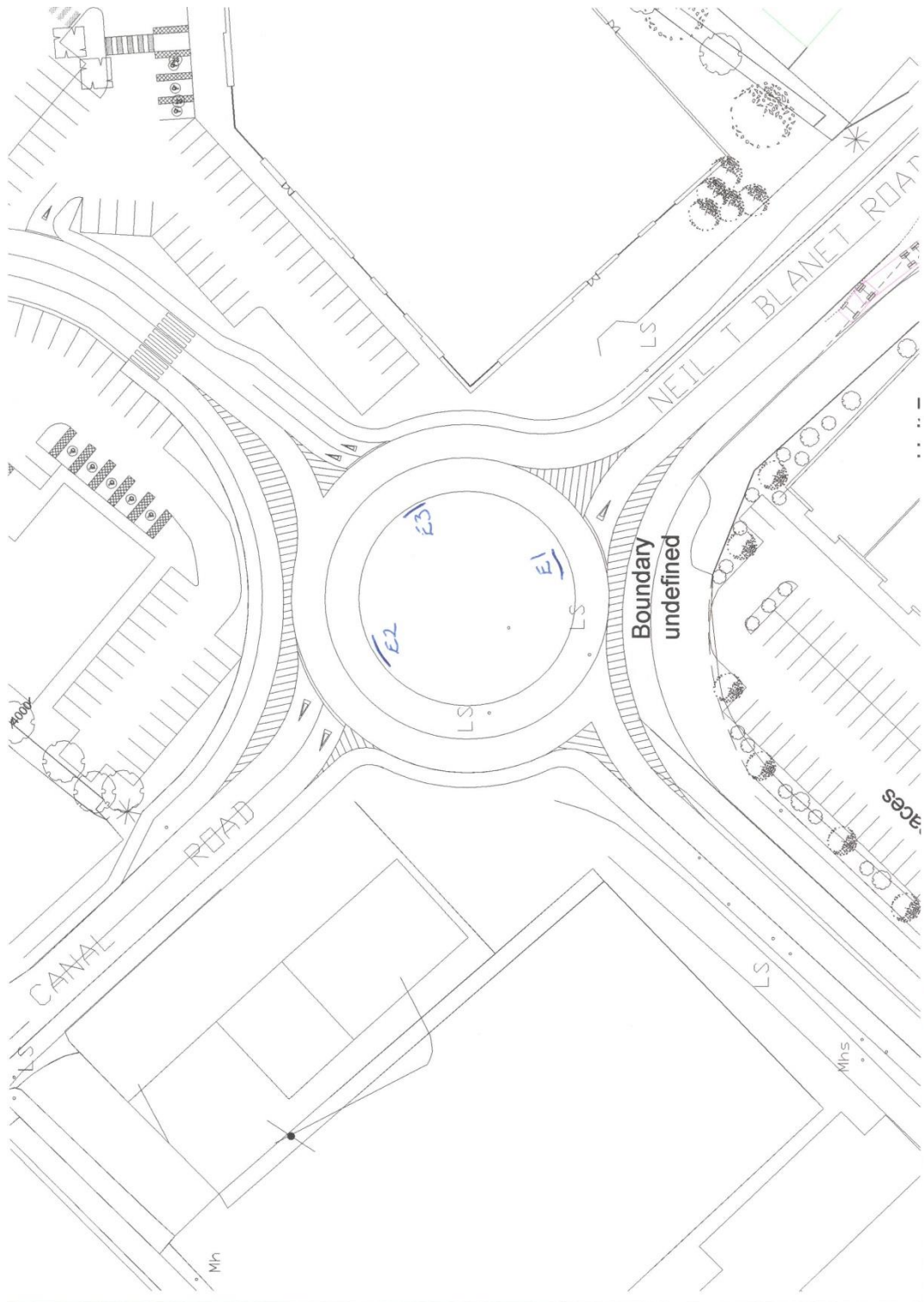
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



Neil T. Blaney / Canal Road Roundabout



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

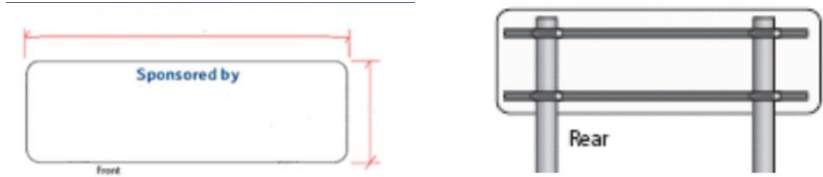
KNOCKNAMONA ROUNDABOUT

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
G1	N56 Kilmacrenan Road (Letterkenny Approach)	
G2	N56 Kilmacrenan Road (Mountaintop Approach)	
G3	Business Park Road Approach	

Proposed Signage Specification

Each advertising sign shall be **2700mm X 400mm in dimension** and shall follow the following format:

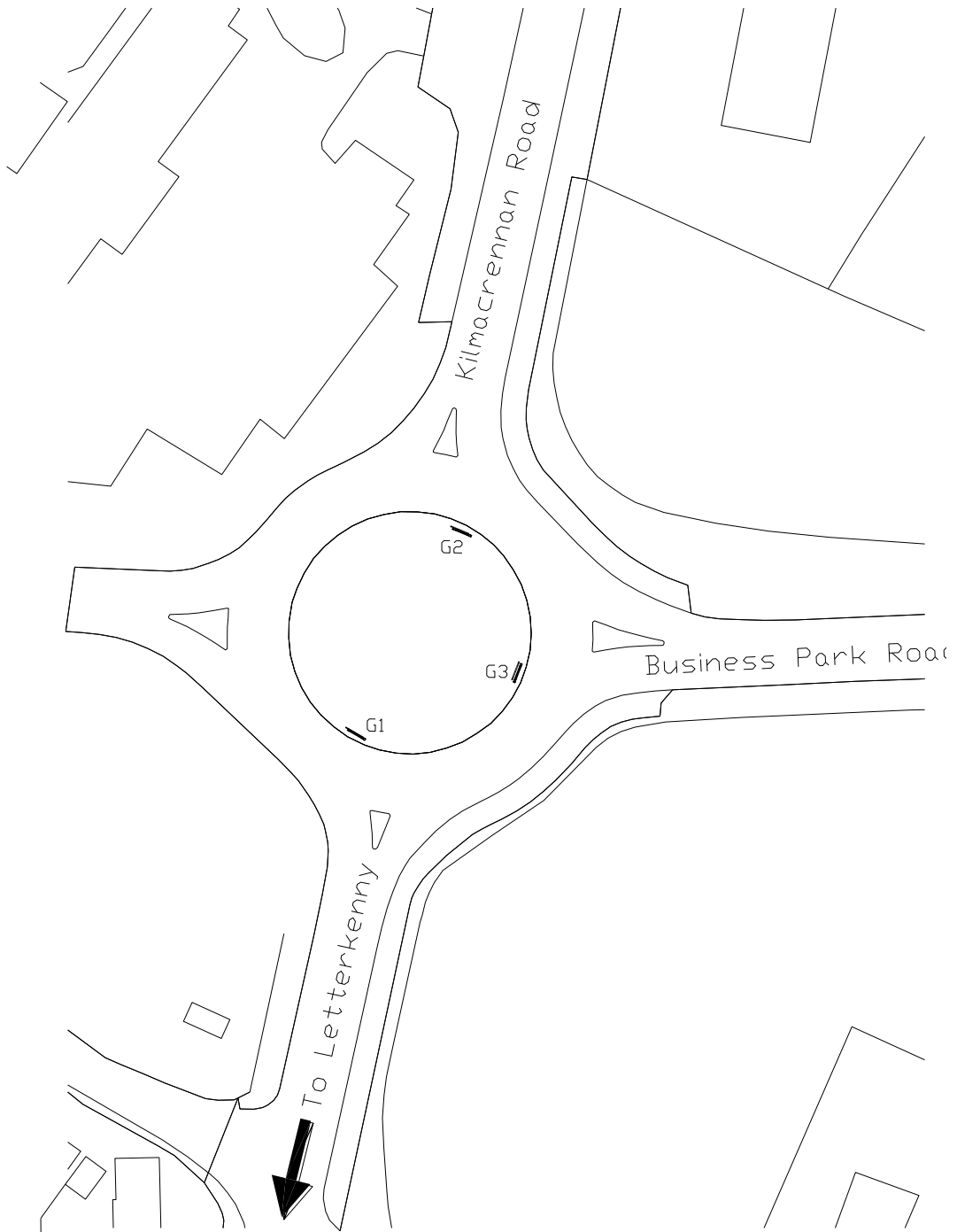
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater..**



KNOCKNAMONA ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

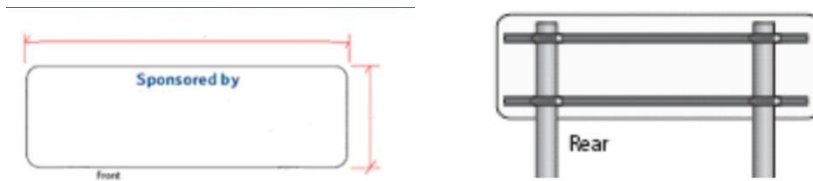
GEORGE BOAL ROUNDABOUT (MOUNTAINTOP ROUNDABOUT)

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
H1	N56- Kilmacrenan Road (Letterkenny Approach)	
H2	N56-Kilmacrenan Road (Kilmacrenan Approach)	
H3	Calhame Approach	
H4	Curraghlee Road	

Proposed Signage Specification

Each advertising sign shall be **3000mm X 400mm in dimension** and shall follow the following format:

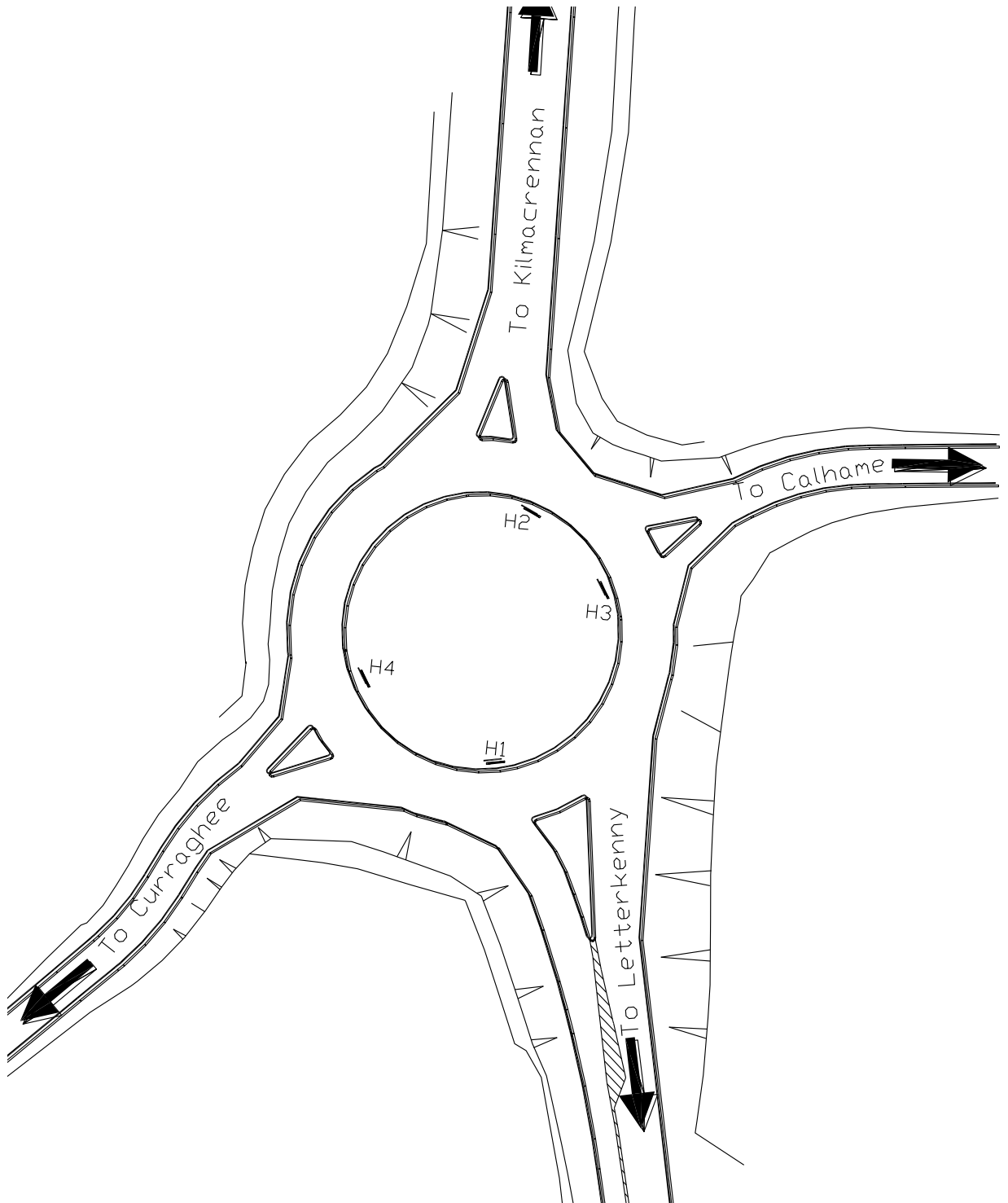
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



GEORGE BOUL ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

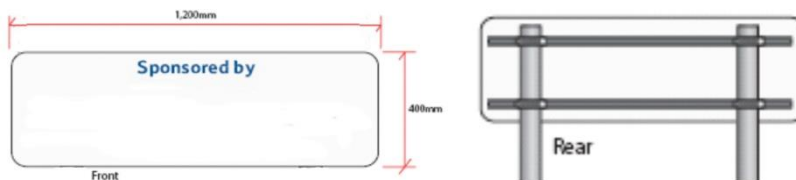
CANAL ROAD ISLAND

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
J1	R250 Pearse Road (from Station Roundabout)	
J2	R250 Pearse Road (from Oldtown Road)	

Proposed Signage Specification

Each advertising sign shall be **1200mm X 400mm in dimension** and shall follow the following format:

Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



Canal Road Island



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

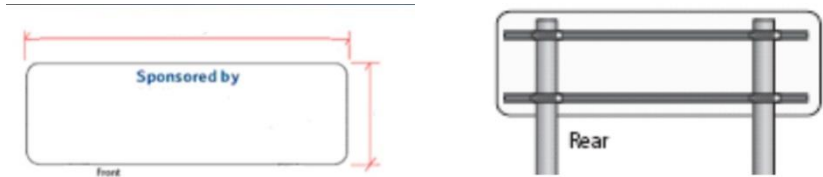
BALLYMACCOOL ROAD ROUNDABOUT

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
K1	R250 Glenties Road (Letterkenny Approach)	
K2	R250 Glenties Road (Town Park Approach)	

Proposed Signage Specification

Each advertising sign shall be **2800mm X 400mm in dimension** and shall follow the following format:

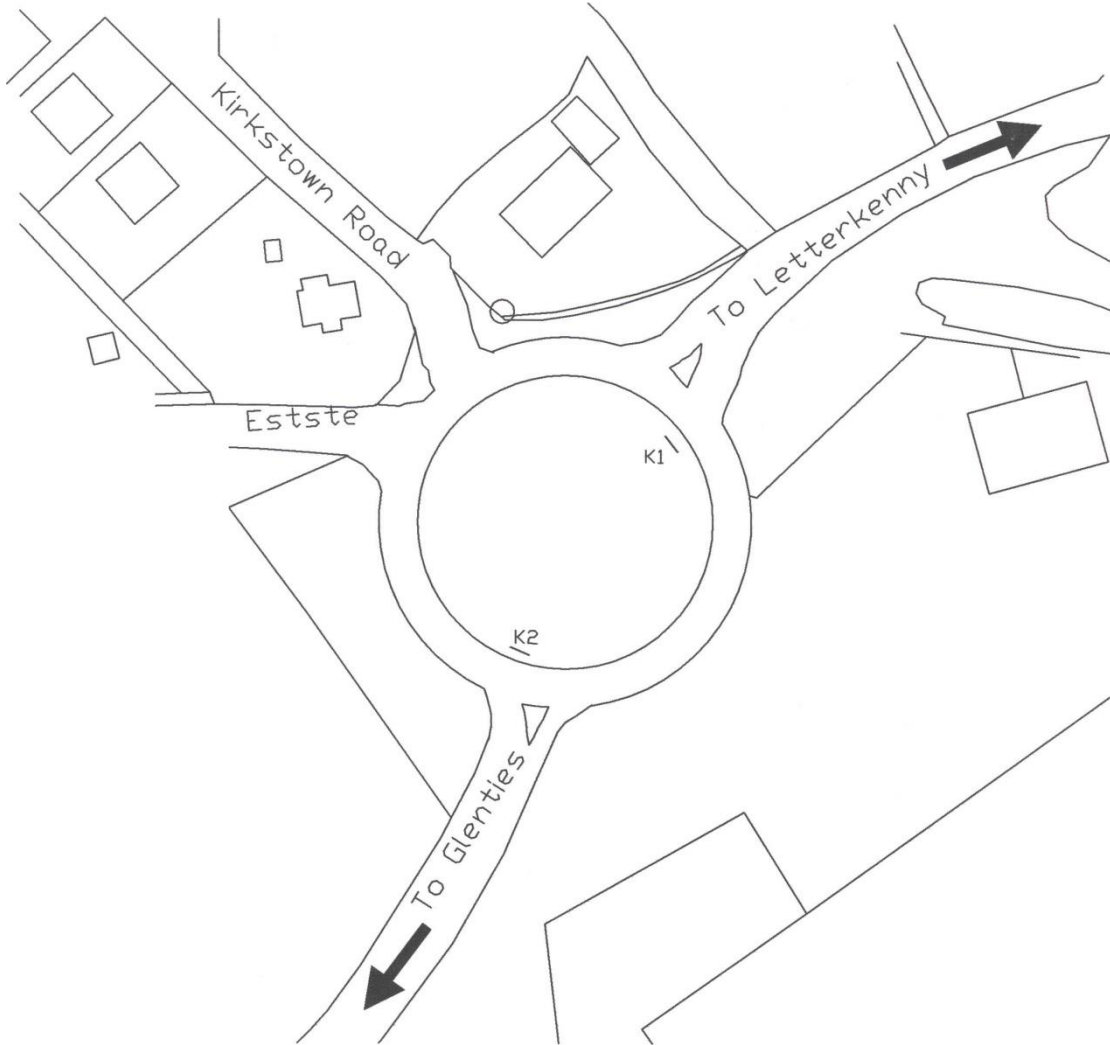
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



BALLYMACCOOL ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

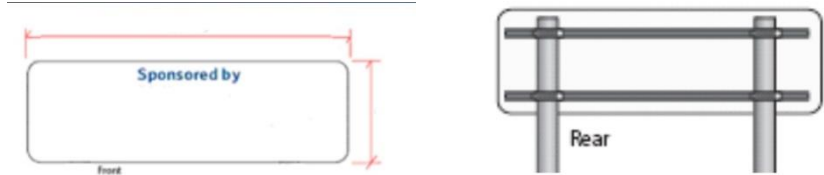
MANORCUNNINGHAM ROUNDABOUT

REF	ROUNABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
L1	N13 Dual carriage way (Letterkenny Approach)	
L2	N13 Derry Road	
L3	N14 Lifford Road	

Proposed Signage Specification

Each advertising sign shall be **2400mm X 400mm in dimension** and shall follow the following format:

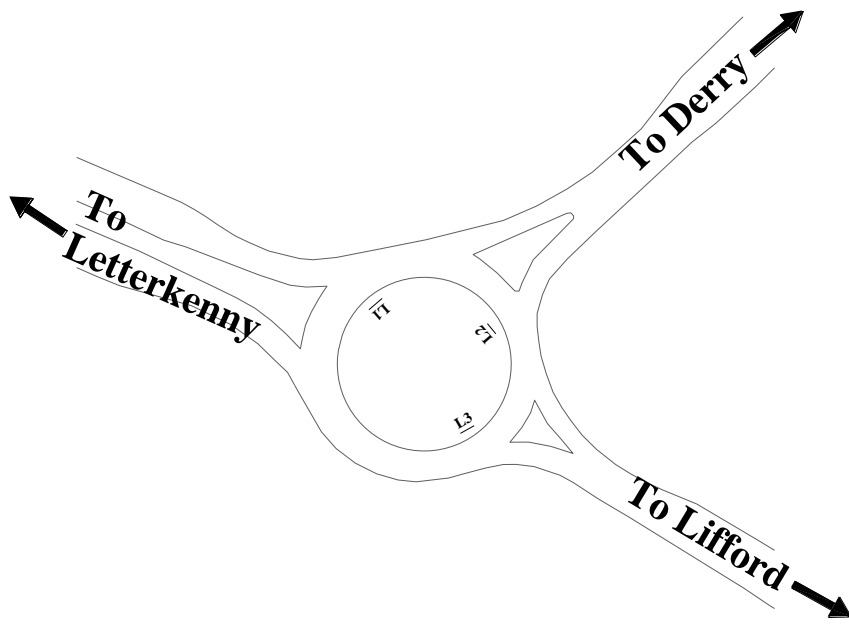
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 50mm text or greater.**



MANORCUNNINGHAM ROUNDABOUT



Section 2

Tender Price

(To be completed by all applicants, single & joint bid)

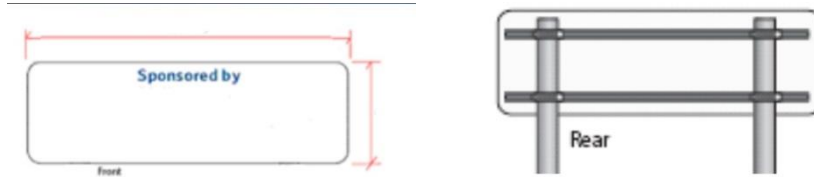
KILTOY ROUNDABOUT **

REF	ROUNDAABOUT APPROACH ROAD	TENDER PRICE (Euros) for entire Roundabout.
M1	Kiltoy Approach	
M2	Approach from Ramelton Road	
M3	Gortlee Approach	
M4	Business Park Road	

Proposed Signage Specification

Each advertising sign shall be **2500mm X 400mm in dimension** and shall follow the following format:

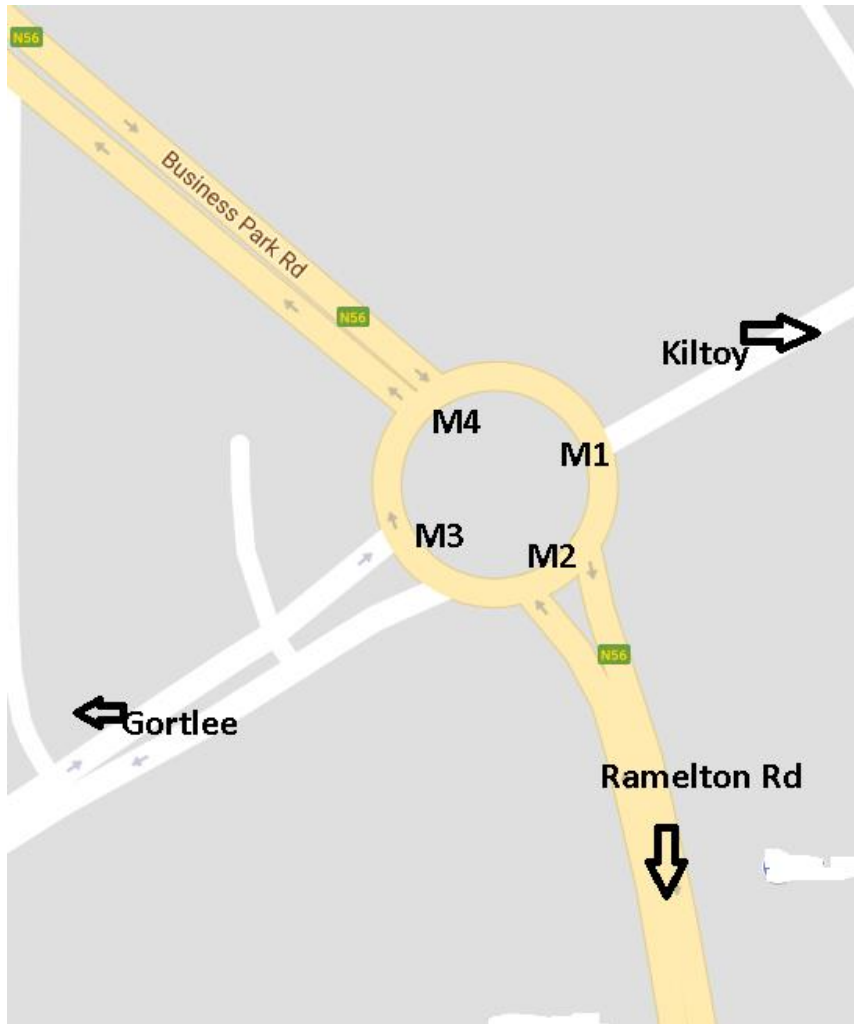
Example



Signage must be of 2.5mm aluminium panel with 2 channel fixing rails riveted to rear, to fix to poles. **“Sponsored by” must be at the top of the sign in 35mm text or greater.**



KILTOY ROUNDABOUT



Section 3

Joint Bid ONLY Application Form

Primary Company

Signed _____

Address _____

Company Name _____

Tel. No _____

Date _____

Secondary Company

Signed _____

Address _____

Company Name _____

Tel. No _____

Date _____

Breakdown of Roundabout Signage

Each individual sign on the roundabout must be allocated to either the primary or the secondary company.

Please indicate this preference on the attached sheets.

N. B. Failure to complete this section will render the joint application invalid.

Section 3

Joint Bid Application Form

Only to be completed by those submitting a joint bid.

No figures to be inserted in this section.

POLESTAR ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
A1	N14-Port Road (Derry Approach)	
A2	N14-Port Road (Town Approach)	
A3	Ballyraine Road Approach	
A4	Neil T. Blaney Road Approach	

DRY ARCH ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
B1	N14-Port Road (Town Approach)	
B2	N13- (Derry Approach)	
B3	N13-Ballybofey Road Approach	
B4	Slip Road	

STATION ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
C1	N14 Port Road	
C2	N56 Ramelton Road	
C3	R250 Pearse Road	
C4	Shopping Centre road	

HOSPITAL ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
D1	N56-De Valera Round Approach	
D2	N56-Kilmacrennan Road Approach	
D3	Circular Road Approach	
D4	High Road	

Section 3

Joint Bid Application Form

Only to be completed by those submitting a joint bid.
No figures to be inserted in this section.

NEIL T BLANEY / CANAL ROAD ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
E1	Neil T Blaney Road Approach	
E2	Canal Road Approach	
E3	Exit from commercial units	

KNOCKNAMONA ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
G1	N56 Kilmacrenan Road (Letterkenny Approach)	
G2	N56 Kilmacrenan Road (Mountaintop Approach)	
G3	Business Park Road Approach	

MOUNTAINTOP ROUNDABOUT

REF	ROUNDABOUT APPROACH ROAD	ENTER COMPANY NAMES
H1	N56- Kilmacrenan Road (Letterkenny Approach)	
H2	N56-Kilmacrenan Road (Kilmacrenan Approach)	
H3	Calhame Approach	
H4	Curraghlee Road	

Section 3

Joint Bid Application Form

Only to be completed by those submitting a joint bid.
No figures to be inserted in this section.

CANAL ROAD ISLAND

REF	ROUNDAABOUT APPROACH ROAD	ENTER COMPANY NAMES
J1	R250 Pearse Road (from Station Roundabout)	
J2	R250 Pearse Road (from Oldtown Road)	

BALLYMACOOL ROAD ROUNDAABOUT

REF	ROUNDAABOUT APPROACH ROAD	ENTER COMPANY NAMES
K1	R250 Glenties Road (Letterkenny Approach)	
K2	R250 Glenties Road (Town Park Approach)	

MANORCUNNINGHAM ROUNDAABOUT

REF	ROUNDAABOUT APPROACH ROAD	ENTER COMPANY NAMES
L1	N13 Dual carriage way (Letterkenny Approach)	
L2	N13 Derry Road	
L3	N14 Lifford Road	

KILTOY ROUNDAABOUT

REF	ROUNDAABOUT APPROACH ROAD	ENTER COMPANY NAMES
M1	Kiltoy Approach	
M2	Approach from Ramelton Road	
M3	Gortlee Approach	
M4	Business Park Road	

Section 4

TENDER FORM

**(To be filled out
by applicant)**

I / We _____ submit my / our Tender for the sponsorship of a roundabout in accordance with Donegal County Council conditions outlined in this document at the various locations listed in the Bill for the prices stated herein.

I / We would be in a position to forward payment, if successful within 7 days after receiving notification from the Council.

Signed _____

Address _____

Company Name _____

Tel. No _____

Date _____