



For official use only:

Licence Group Number

Date of opening

Persons Present

Witness

Form of Tender

Deer and Game Hunting Licences (Version 3.1)

Instructions for completing this form:

- Tender bids will only be accepted if received on this official **Form of Tender (version 3.1)**
- The Form of Tender must be completed in full and a hard copy posted to Coillte.
- A separate Form of Tender is required for each licence group being applied for.
- You may append additional pages where insufficient space exists to accommodate your response.

Completing the Form Electronically

- This is an editable PDF. You can add your response and save the PDF for further editing.
- Where a question requires you to tick a box, please click on the appropriate box.
- Where a question requires a response or comment. Please click on the box and type your response.
- The completed PDF must be printed and posted to Coillte.

Completing the Form by Hand

- Print the Form and complete as required in clear and legible handwriting (ideally block capitals)
- Where required please tick the appropriate box.
- Where a question requires a response or comment please write your response clearly in the box provided

Instructions for submitting this form:

Coillte operate a “sealed bidding system” whereby a hard copy hand written version (or printed PDF) of the completed Form of Tender must be submitted. The Form, together with any appended information and supporting documentation must be:

- Enclosed in a sealed envelope clearly marked “Forms of Tender Enclosed” and addressed to the relevant district administrator (refer catalogue).The applicants name and address must be clearly marked on the reverse of the envelope.
- Received by the relevant Coillte administrator **prior to the closing time and date for receipt of tenders** (refer to catalogue). It is the applicants responsibility to ensure this is achieved.

All applicants should receive a decision in writing regarding their tender bid no later than 4 weeks after the closing date of the tender competition

Section A) Licence Details and Annual Licence Fee Offered

Date of Licence Issue	
------------------------------	--

District	Forest	Group Number	Licence Type* <small>(Tick as appropriate)</small>		
			Deer	Game (Rough)	Game (Reared)

Annual Licence fee offered (ex vat)	€	
<small>L</small> Licence fees are subject to vat at an appropriate rate. Licence fees must be paid <u>in full</u> on the signing of the licence and annually thereafter on, or <u>before the 30th of June</u> .		

*Details on licence types can be obtained from the Hunting section on the Coillte website.

Section B) Applicants Details

First Name		Surname	
Postal Address			
Email Address			
Mobile Phone No			
HCAP Number*	Mandatory for Deer Hunting Licences		

* Tenders for licences to hunt deer will only be accepted from persons who hold the Hunter Competence Assessment Programme (HCAP) Qualification – Refer:- www.deeralliance.ie

i) Intended Use: Please indicate how you intended to exercise the rights under this licence by ticking the most appropriate box and providing a brief description where requested.

a) Recreationally

As a non registered Club / Group / Syndicate

As a registered Club

Affiliated to

Club Name

b) Commercially

As a business engaged in providing hunting and shooting to guests/ clients for reward

Brief description of intended use:

ii) Insurance*: Please indicate the type and level of Insurance to be provided for all persons intending to exercise the rights under this licence

Note:- All persons intending to participate in licensed hunting activities on Coillte lands must provide evidence that they hold insurance cover which fully indemnifies Coillte from and against all actions arising out of injury to any person or loss or damage to any property whatsoever resulting from or in any way connected with or arising out of the exercise of the Licence. Licences to be operated in a commercial manner will require insurance to cover all aspects of the operation of the business. Further details on insurance requirements can be obtained from the Hunting section on the Coillte website or from your local Coillte office.

Section C) Previous Experience and Compliance

i) Previous experience:

Do you currently hold, or have you previously held rights to hunt (under licence) deer, game or other quarry species on Coillte lands? **Yes** **No**

If “**Yes**” to the above please provide details.

District	Forest	Forest Manager	Group Number	Period Exercised		Coillte ID Number	Capacity (Tick as appropriate)	
				From	To		Permit Holder	Licence Holder

If “**No**” please attach references from other landowners where you currently, or have previously, held, or have exercised the sporting rights. A contact telephone must be provided in the event that Coillte may wish to contact your referee.

References attached? **Yes** **No**

ii) Compliance:

Have you ever had a Coillte licence / permit withdrawn for failure to comply with licence conditions including non-payment of licence fees? **Yes** **No**

If yes please provide details:

Have you ever been convicted of a wildlife or firearms related offence? **Yes** **No**

If yes please provide details:

Section D) Environmental and Local Interest Considerations

i) Neighbouring Sporting Rights

Please provide details of other sporting rights which you are entitled to exercise in the area. Written supporting documentation must be provided as well as a contact telephone numbers of any landowners / right holders, for verification purposes. If you hold a licence on other Coillte lands in the area, please quote the Licence Group Number in the Townlands column:

Name of Right Owner	Townlands Included	Contact Tel No.	Total Area included	Distance from Licence Group	Documents Attached Yes/No
			ha	km	
			ha	km	
			ha	km	

ii) Sustainable Hunting

Please indicate what measures you will take, to ensure that local populations of quarry species are not adversely affected by your hunting activity.

iii) Social and Economic Benefit to Local Communities

Please indicate how your exercise of these rights will be of social and economic benefit to local communities.

Section E) Training and Safety

i) Certified Training

Do you hold any qualifications in firearm safety and or deer /game management other than those mandatory requirements outlined in the terms and conditions? **Yes** **No**

If “**Yes**” please provide details below **and attach** copies of qualifications attained.

Course Title	Certifying body / Organisation	Date Completed

ii) Safety Control Measures

Please indicate what measures you will undertake to safeguard the public, Coillte staff / contractors and other forest users while exercising these rights

iii) Safety Statement

A safety statement is required for all licences which are to be exercised in a commercial manner, refer to Section B (i) intended use. **Safety statement attached?** **Yes** **No**

Section F) Conflict of Interest

Are you a current or former employee of Coillte?

Yes

No

If **Yes** please provide details:

Are you aware of any potential conflict of interest which might have an impact on the award of this tender or the exercise of rights granted under this licence?

Yes

No

If **Yes**, Please describe:

All potential conflicts of interest must be disclosed. All declared conflicts of interest will be considered on a case-by-case basis. Any potential conflict of interest not declared may render your tender bid invalid.

Terms and Conditions

- i) Coillte make no representation or warranty as to the suitability of the lands for hunting purposes.
- ii) Timber harvesting and other forest operations take precedence over all licensed activities. The onus is on the applicant to liaise directly with the Forest Manager before submitting a tender, to review the Forest Management Plans (FMP) for the area, and to determine if there are any **Special Conditions** attached to the licence which may influence the exercise of the licence.
- iii) It is the responsibility of the applicant to familiarise themselves with the licensed area boundaries. Vehicular access to view the licence area is subject to agreement with the Forest Manager.
- iv) Proposed deer cull figures (deer licences only) are provided as a guide only of the maximum permitted cull level. No assurances are made that these figures are achievable, and these cull figures may vary annually.
- v) The onus is on the applicant to determine the value of these rights for themselves and to base their tender bid accordingly.
- vi) The bid offered is final and is non-negotiable following acceptance.
- vii) Tender bids should only be submitted for licences for which applicants have a genuine interest in accepting. Refusal to accept licences awarded may affect the awarding of other licences to the applicant in this, or subsequent years.**
- viii) Tender bids will only be accepted if they fully comply with the Tender Instructions outlined in this form.
- ix) Disqualified persons:
 - All persons under the age of 18yrs
 - All persons previously disqualified for providing inaccurate or misleading information in previous tender submissions.
 - All persons not holding the Hunter Competence Assessment Programme (HCAP) qualification – (Deer Hunting Licences only).
- x) Coillte do not undertake to accept the highest or any tender.
- xi) A Points Scoring System will provide the basis for the evaluation of all tender bids. Points can only be awarded for information provided on, or attached to this tender form. A copy of the current Points Scoring System may be obtained from the Coillte website.
- xii) In the event that a minimum reserve price is not reached Coillte reserve the right to:-
 - Seek revised tenders from all interested parties .
 - Negotiate directly with the two highest scoring tenders
 - To withdraw the areas from the tender competition.
- xiii) All applicants will receive notification in writing within 4 weeks from the closing date for receipt of tenders.
- xiv) The decision of the panel is final. The final rating of tender bids will not be disclosed or be open for discussion with an unsuccessful applicant.
- xv) Successful applicants are required to confirm acceptance within two weeks from the offer letter being issued. Payment of 25% of the tendered licence fee (inclusive of vat) is required to secure the offer, the balance to be paid on the signing of the licence agreement.
- xvi) Licence fees may be subject to vat at an appropriate rate.
- xvii) Successful applicants are required to comply in all respects with the terms and conditions of the Licence Agreement. A sample copy of the licence agreements can be obtained on request from your local Coillte Administrator (refer to catalogue). Please note these conditions are subject to change and may vary on location and local circumstances (refer to ii above).
- xviii) Successful applicants will be required to register with Coillte, names of all persons intending to exercise the rights under the licence and provide evidence of appropriate insurance cover for each individual,
- xix) Successful applicants may be required to meet with Coillte to discuss and agree an appropriate game/ deer management programme for the area and if requested to provide a written game/deer management plan and safety statement
- xx) Concurrent Rights (deer licences only) – Where indicated in the catalogue, the licence period of licensed areas subject to Concurrent Rights are restricted to weekends, bank holidays and National holidays only on or after the 15th of November annually. It is Coillte's intention to undertake direct culling operations of female and non-antlered deer in these areas during weekdays after this date.
- xxi) Canvassing will disqualify**

Section G) Declaration

I, the undersigned, of

wish to submit the aforementioned tender for a licence to hunt on Coillte lands. In doing so I agree to accept and be bound by the above terms and conditions. I wish to confirm that I am over 18 years of age and I am not a disqualified person as outlined in section (vi) above. I understand that the provision of inaccurate or misleading information may lead to my exclusion of this or future tender competitions and may lead to the termination of any other licences I personally hold with Coillte.

I also confirm that I have:

- A valid firearms licence (Unlimited)
- A valid Deer hunting licence (if applicable)
- A valid Game hunting licence (if applicable)

Signed _____

Date _____