



EDUCATION PROCUREMENT
SERVICE (EPS)

AN tSEIRBHÍS UM SHOLÁTHAR
OIDEACHAIS



LA2691F User Guide

**Multi Supplier Framework Agreement for the
Supply of Laboratory and Research
Consumables and Equipment**

Contents

What is a Framework Agreement?	3
Why Use This framework?	3
How Were the Suppliers Evaluated?.....	4
What is the Duration of the Framework?.....	5
Who Can Use the Framework?	5
What Products and Services are Covered by this Framework?	6
Who Can Provide Products and Services Under this Framework?	7
How to Purchase?	9
How do I drawdown from this Framework?	9
How does the Pricing Work?.....	10
How do I Use an RFQ?	11
How do I Use Self-Serve for Mini-Competitions?	11
When To Use Self-Serve & How to Initiate the Process.....	12
Completing your Tender Documents	13
Running a Self-Serve Competition	14
Supplier Contact Details.....	15
Contact Us.....	16

What is a Framework Agreement?

Multi-Supplier Framework Agreement for the Supply of Laboratory and Research Consumables and Equipment. This framework is divided into Fourteen (14) lots.

Framework Agreements are a procurement tool for facilitating the purchasing of defined goods and services and from which considerable potential time and cost savings can be made. Framework Agreements are widely used across the Public Sector.

A framework is an agreement put in place with a supplier, or range of suppliers, that enables buyers to place orders with service providers without running a full tender exercise.

Frameworks are based on large volume purchasing. Aggregating different buyer's needs means individual buyers can buy goods and services at prices below those normally charged, or with special added benefits and/or more advantageous conditions.

Public Bodies have requirements to purchase numerous Laboratory and Research Consumables and Equipment, either regularly or as one-off purchases. This means that costly and time-consuming procurement exercises are regularly undertaken across some organisations, while others struggle to access suitable products quickly and easily.

This Multi-Supplier Framework reduces the time and cost associated with procurement by offering an agreement that has already been competitively tendered for.

Why Use This framework?

The Procurement of Laboratory and Research Consumables and Equipment can take significant time and money, both for the awarding authority and service provider.

Easy access to pre-selected, suppliers: The framework provides an easy access route to pre-selected suppliers & prices that are best placed to deliver Chemicals and Reagents to Public Sector customers.

Best Pricing: Because the public sector is speaking as one voice by going to market collectively, it enables Framework Clients to aggregate Chemicals and Reagents requirements over a given period, thereby ensuring best pricing from suppliers for a range of core & non-core Chemicals and Reagents products.

Easy drawdown mechanism: Public sector bodies can easily call off the products they require under €50k or run their own Self-Serve Mini Competition over €50k customers.

How Were the Suppliers Evaluated?

The EPS carried out in-depth research into Public Sector Body requirements for Consumables and Equipment. Following a significant market soundings/business intelligence exercise, the EPS received invaluable information from both users and suppliers. The EPS consultation period involved the publication of a Pre Market Consultation (PMC) to the supply base, consultations with both buyers and suppliers to the marketplace, as well as the distribution of customised buyer questionnaire.

Account Management	Key Account Management Deliverables E-commerce
Delivery & Supply	Delivery Guaranteed Response Time
Service & Stock	Stockholding Distribution Hub Locations Returns Policy
Environmental Sustainability & CSR	Environmental & Sustainability Policy Corporate Social Responsibility
Ultimate Cost	Mystery Basket of Goods Delivery

What is the Duration of the Framework?

The Framework commenced on 20th April 2024 and will run for one (1) year with an option for three (3) twelve (12) month extensions.

- Valid From: 20th April 2024
- Expiry Date: 20th April 2028 (should all extensions be activated)

Who Can Use the Framework?

The Multi-Supplier Framework for the Supply of Laboratory and Research Consumables and Equipment can be availed of by the following Public Sector Bodies, and associated departments:

Government	Health	Education	Defence
Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a formal reporting and legal relationship to Central Government Departments, including all local authorities in Ireland (themselves including regional assemblies, local enterprise boards).	Entities in the Irish health sector including but not limited to the Health Service Executive (HSE) and the Health Information and Quality Authority (HIQA), provided that such entities are contracting authorities within the meaning of Regulation 2 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016).	- Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology and members of the Education Procurement Service). - Contracting authorities which are Education and Training Boards (ETBs) and ETB schools, primary, post-primary, special and secondary schools as well as ETBs acting on behalf of schools .	- An Garda Síochána (Police) - The Irish Prison Service - The Defence Forces

What Products and Services are Covered by this Framework?

The Multi-Supplier Laboratory and Research Consumables and Equipment Framework covers a total of 14 Lots.

Lot	Lot Description
Lot 1	Plastics Major <i>PCR (Multi-well plates, tubes, sealing film, strips, and lids), spreaders & Loops/Petri Dishes/ Reservoirs/ Weigh Boats, etc.</i>
Lot 2	Tissue Culture <i>Flasks/ Tubes/ Dishes/ Multiwell plates/ Roller bottles/ Cell Scrapers and lifters/ Cell culture surfaces and inserts, etc</i>
Lot 3	Centrifuge Bottles, Tubes & Containers (Sterile and non-sterile) <i>Centrifuge Bottles/Centrifuge tubes, Caps/Tubes (Inc. micro centrifuge tubes)/ Containers/ Pots/ Cylinders - Plastic/Vials (including cryogenic vials)/Bottles/Universals – Plastics, Cling film, tin foil, Para film/Autoclave bags/Tapes and Labels, etc.</i>
Lot 4	Filter Paper & Membrane <i>Filter paper/ Membranes (nitrocellulose, PVDF and Nylon)/ Blotting paper & Benchkote/ Filtration units, cartridges, etc.</i>
Lot 5	Histology & Microscopy Glassware <i>Coverslips/ Slides/ Pens/ Mounting medium/ Cassettes/Scalpels/ Blades (Microtome, etc.)</i>
Lot 6	Laboratory Glassware & Bottles <i>Beakers/ Measuring Cylinders/ Universals - Glass/ Bottles/ Caps/ Flask/ Pasteur pipettes, etc</i>
Lot 7	Storage Boxes, Racks <i>Racks/ Storage boxes/ Trays/ Tube holders, etc.</i>
Lot 8	Syringes, Needles and Blood Collection <i>Syringes/ Needles/ Vacutainers & Blood collection tube, etc.</i>
Lot 9	Disposable Pipettes & Tips <i>Disposable Pipettes (including aspirating pipettes)/ Tips/ Pastettes, etc</i>
Lot 10	Chromatography Consumables <i>Columns/ Tubing/ Plates/ Syringes/ Paper/ Sample Prep/ Vials & Wells/ Parts & Accessories including nuts, ferrules and adapters, etc</i>
Lot 11	Laboratory Gloves <i>Nitrile, Vinyl, Latex, Chemical Resistant, Cleanroom, Knotted, Glove Liners, etc.</i>
Lot 12	Laboratory and Research equipment below the value of €10,000 ex.VAT <i>Safety Cabinets/ Water baths/ Centrifuge/ Ovens/ Balances/ Benchtop Apparatus/ Incubator/ Vortex Mixer/ Hotplate/ Stirrers Mixers/ Meters/ Pumps/ Chillers/ Power Supplies/ Pipettes/ Deionizers/ Fridges/ Freezers/ Measuring Apparatus, Calipers, etc.</i>
Lot 13	Laboratory Consumables, and Laboratory Equipment below the value of €10,000 ex.VAT, for Post Primary Schools <i>Laboratory Plastics, Glassware, Bottles, Paper, Tongs, Spoons, Tubing, Gloves, Storage boxes, Racks, Stands, and Laboratory Equipment below €10k (Cabinets/ Water baths/ Centrifuges/ Ovens/ Furnaces/ Balances/ Benchtop Apparatus/ Incubators/ Mixers/ Hotplates/ Stirrers Mixers/ Meters/ Pumps/ Chillers/ Power Supplies/ Pipettes/ Deionizers/ Fridges/ Freezers/ Measuring Apparatus & Calipers/ Bench Lamps/ Thermometers/ Visualisers/ Sensors/ Microscopes/ Microwaves/ Spectroscopes/ Glasswashers/ Propagators/ Clinostats/ Cameras/ Probes</i>
Lot 14	Green sustainable product options <i>Suppliers provided green sustainable product options as alternatives to their approved Lot listings.</i>

Who Can Provide Products and Services Under this Framework?

There are 12 suppliers admitted as members to this Framework.

To be appointed to the Framework, suppliers have demonstrated that they have the right expertise, capacity and product range to provide the goods identified in the associated lots.

The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

Full pricing and product details, by supplier and by lot, are available to framework clients upon framework activation at public sector body level.

Five Suppliers have been appointed to each lot of the Framework Agreement. To promote value for money the Suppliers were ranked on the basis of the total score of their Tender submitted. Note that the listed products on the mystery basket of goods were provided and identified by a technical user group as frequently purchased products. The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

Lot 1 Plastics Major	Lot 2 Tissue Culture	Lot 3 Centrifuge Bottles, Tubes & Containers (Sterile and non-sterile)
1. Scientific Laboratory Supplies (Ireland) Ltd 2. Carl Stuart Ltd 3. Sarstedt Ltd 4. Cruinn Diagnostics 5. Medical Supply Company Ltd	1. Medical Supply Company Ltd 2. Accuscience Ireland Ltd 3. Cruinn Diagnostics 4. Sarstedt Ltd 5. Fisher Scientific Ireland Ltd	1. Carl Stuart Ltd 2. Scientific Laboratory Supplies (Ireland) Ltd 3. Fisher Scientific Ireland Ltd 4. Sarstedt Ltd 5. Cruinn Diagnostics

Lot 4 Filter Paper & Membrane	Lot 5 Histology & Microscopy Glassware	Lot 6 Laboratory Glassware & Bottles
1. Scientific Laboratory Supplies (Ireland) Ltd 2. Carl Stuart Ltd 3. Cruinn Diagnostics 4. Fisher Scientific Ireland Ltd 5. Lennox Laboratory Supplies Ltd	1. Carl Stuart Ltd 2. Scientific Laboratory Supplies (Ireland) Ltd 3. Medical Supply Company Ltd 4. Fisher Scientific Ireland Ltd 5. Cruinn Diagnostics	1. Scientific Laboratory Supplies (Ireland) Ltd 2. Carl Stuart Ltd 3. Cruinn Diagnostics 4. Fisher Scientific Ireland Ltd 5. Accuscience Ireland Ltd

Lot 7 Storage Boxes, Racks	Lot 8 Syringes, Needles and Blood Collection	Lot 9 Disposable Pipettes & Tips
1. Sarstedt Ltd 2. Carl Stuart Ltd 3. Accuscience Ireland Ltd 4. Cruinn Diagnostics 5. Scientific Laboratory Supplies (Ireland) Ltd	1. Scientific Laboratory Supplies (Ireland) Ltd 2. Carl Stuart Ltd 3. Sarstedt Ltd 4. Fisher Scientific Ireland Ltd 5. Cruinn Diagnostics	1. Sarstedt Ltd 2. Cruinn Diagnostics 3. Carl Stuart Ltd 4. Medical Supply Company Ltd 5. Scientific Laboratory Supplies (Ireland) Ltd

Lot 10 Chromatography Consumables	Lot 11 Laboratory Gloves	Lot 12 Laboratory and Research equipment below the value of €10,000 ex.VAT
1. Scientific Laboratory Supplies (Ireland) Ltd 2. Fisher Scientific Ireland Ltd 3. Agilent 4. Cruinn Diagnostics 5. Carl Stuart Ltd	1. Carl Stuart Ltd 2. Fisher Scientific Ireland Ltd 3. Scientific Laboratory Supplies (Ireland) Ltd 4. Cruinn Diagnostics 5. Lennox Laboratory Supplies Ltd	1. Accuscience Ireland Ltd 2. Carl Stuart Ltd 3. Cruinn Diagnostics 4. Davidson & Hardy Ltd 5. Fisher Scientific Ireland Ltd 6. Lennox Laboratory Supplies Ltd 7. Mason Technology Ltd 8. Medical Supply Company Ltd 9. Premier Scientific Ltd 10. Scientific Laboratory Supplies (Ireland) Ltd

Lot 13 Laboratory Consumables, and Laboratory Equipment below the value of €10,000 ex.VAT, for Post Primary Schools	Lot 14 Green sustainable product options (not ranked)
1. Scientific Laboratory Supplies (Ireland) Ltd 2. Cruinn Diagnostics	• Carl Stuart Ltd • Cruinn Diagnostics • Davidson & Hardy Ltd • Fisher Scientific Ireland Ltd • Medical Supply Company • Premier Scientific Ltd • Sarstedt Ltd • Scientific Laboratory Supplies (Ireland) Ltd

How do I Access the Roll Out Pack?

Framework Client Activation Process:

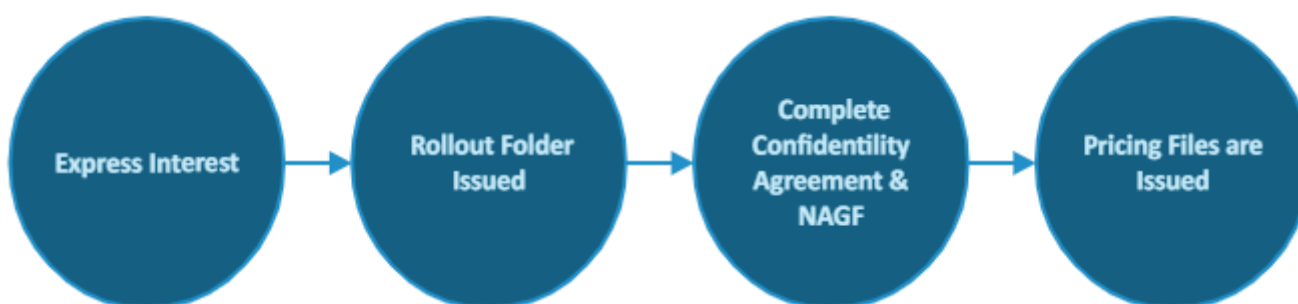
Purchasing goods in an easy, flexible, and simple manner is a core element of the Framework. The nature of the requirement will determine the most appropriate route to adopt.

Step 1. Contact EPS to express interest in using the Framework on info@educationprocurementservice.ie.

Step 2. EPS issues rollout folder.

Step 3. Complete Confidentiality Agreement and NAGF form for the Supplier with which you require pricing.

Step 4. EPS provides the Pricing Documentation in consultation with Procurement & Contracts Offices.



How do I Drawdown from this Framework?

Once you have examined the pricing and identified the lot which hosts the goods required, you can proceed to drawdown from the Framework. There are three drawdown mechanisms available to you for all lots.

Cascade Method

Five suppliers were appointed and ranked on each lot according to the [award criteria](#) of the framework.

When the Cascade method is used to procure services, the highest-ranked Supplier on the lot will be contacted first to deliver the required goods. If the first-ranked supplier is unable to fulfil the request, due to unavailability, inability to meet the required timelines, or underperformance, the request will automatically be passed to the next ranked supplier in descending order. When the Goods Contract/Purchase Order is completed between the Framework Client and the Supplier, the contract is formed.

Request for Quotation Method/RFQ

The Request for Quotation Method applies to all lots and allows framework clients to generate quick price comparisons on the goods required. This method gives clients opportunity to achieve further discount on the original ceiling prices offered. EPS will provide a template for creating an RFQ within your roll out pack.

When the Request for Quotation method is used to procure services, all Suppliers appointed to the relevant Lot will receive a Request for Request for Quotation (RFQ) via email, the preferred method of communication. Suppliers must submit their RFQ responses by the specified deadline date and time. Framework clients can then evaluate the responses and progress with the most suitable Request for Quotation. Once the evaluation is complete, all tenderers who submitted a response will be notified of the outcome via email. When the Goods Contract/Purchase Order is completed between the Framework Client and the Supplier, the contract is formed. Further instructions on completing an RFQ are included [below](#).

Mini Competition/ Self-Serve

The Mini Competition method applies to all lots and can be achieved by using the Self-Serve platform on eTenders. Mini Competitions are an effective way of putting a contract in place which requires extra technical detail or long term recurring requirements. In the first instance raise a PSR for your requirement EPS will then provide the required competition templates within the roll out pack, which you will then complete according to your requirements.

When the Mini Competition method is used to call off the service, each Supplier appointed to that Lot will be invited to an open competition on the Self-Serve eTenders platform. They will then be able to access your Supplementary Request for Tender (SRFT) documentation and submit a response. Framework clients will then proceed to evaluate the response and award the competition. When the Goods Contract is completed between the Framework Client and the Supplier, the contract is formed. Further [instructions](#) on running a mini can be seen below.

How does the Pricing Work?

Pricing for this Framework is open for review Annually.

Onboarded Suppliers are free to submit updated product and price reviews on a bi-annual basis. Should you sign up to this framework agreement, any changes in relation to this will be communicated by EPS by the end of February and August annually. Prices issued by EPS are ceiling prices and should not be exceeded by Suppliers.

If during the price review process Suppliers exceed the percentage by which the relevant Price Index has increased, the EPS reserve the right to query these increases and remove the Supplier from the Framework should it be deemed necessary.

How do I Use an RFQ?

If you are looking for an efficient method to easily benchmark one Supplier to another for a particular requirement, then an RFQ may be the best approach to take.

An RFQ is generated using the Request for Quotation drawdown method available on all lots. Should you wish to complete an RFQ, you will find the relevant templates in your roll out pack, which are provided by EPS following [client activation](#). Once this is complete, you will proceed to email your RFQ to ALL suppliers appointed to the relevant lot. EPS will provide the contact information. Suppliers must provide a response within your requested timelines. Once your responses have been submitted, you are then free to evaluate and proceed to award to the most economically advantageous tender.



How do I Use Self-Serve for Mini-Competitions?

The self-serve procurement process for frameworks in the Irish public sector is a significant development aimed at enhancing efficiency, transparency, and cost-effectiveness.

The self-serve model empowers framework clients to have a more active role in shaping their procurement process, aligning it with their unique requirements.

This approach streamlines the acquisition of goods and services, ensuring that government agencies and contracting authorities can access the necessary resources quickly while adhering to regulations and best practices.

Contracting Authorities can initiate the procurement process independently, through the original framework on the eTenders platform, reducing the need for extensive administrative support from the EPS. They will be provided with associated framework documentation templates once they sign the necessary confidentiality agreements, and will be able to define their requirements, set evaluation criteria, and manage the procurement timeline and process.

When To Use Self-Serve & How to Initiate the Process

Mini competitions, run through the Self-Serve platform on eTenders, are open competitions advertised to all awarded Suppliers on a particular lot. Mini Competitions are an effective way of putting a contract in place which requires extra technical detail or long term recurring requirements.

Once you have established Mini Competition as the required drawdown method you initiate the Self-Serve process simply by following the steps outlined below:

Step 1. Consult with your local procurement to confirm Mini Competition as the ideal drawdown for your requirement.

Step 2. Your procurement representative will then complete a PSR (Procurement Support Request) with you, referencing the relevant framework.

Step 3. The completed PSR is issued to the OGP (Office of Government Procurement) for review.

Step 4. This will then be forwarded to EPS who will accept the request and assign a project lead.

Step 5. Your project lead will guide you through the tender process and provide tender templates.

Step 6. Your project lead will provide access to the relevant framework on eTenders so that your tender can be uploaded and published.



Completing your Tender Documents

Should you wish to run a Self-Serve Competition, you will find Supplementary Request for Tender (SRFT) templates to guide you in your Stage 2 Folder of the Roll out pack. This will be issued by EPS once you have completed [client activation](#).

These Documents include:

Self-Serve Guidance	SRFT Template	Appendix 1	Appendix 2	Appendix 6
This template will guide you through accessing self-serve on eTenders and creating a competition.	This template contains all required instructions to tenderers and conditions of the tender.	This template will assist in putting your award criteria and specification together. It will also include supplier guidance and scoring methodology.	This template will guide you on putting together an appropriate pricing schedule for your requirement.	This template contains the contract which will be completed between you and the winning tenderer following award.

An SRFT will be issued to all Framework Members in a Lot and this will set out:

- the scope and term of the contract to be awarded,
- the deadline (date and time) for the receipt of the response to the SRFT (“Response”) taking into account the complexity of the contract and the time needed to prepare an appropriate submission. Responses received after the deadline will not be considered,
- the pricing requirements of the contract,
- the special conditions (if any) that apply to the Contract in addition to those published with the RFT.
- how the criteria will be weighted, Framework Clients can decide their weightings based on the ranges below. The total award criteria should equal 1000 marks (i.e. 100%).
- The award criteria table included in the SRFT will also ask Contracting Authorities to state a 60% minimum score for each weighting, i.e. suppliers will need to achieve a minimum of 60% for each criterion.

Award Criteria	Weighting (range)
Account Management Requirements	0%-80%
Delivery & Supply Requirements	0%-80%
Service & Stock Requirements	0%-80%
Environmental, Sustainability & CSR Requirements	5%-80%
Ultimate Cost	10%-80%

Please refer to the award criteria above for Mini Competitions. Note that only Environmental Sustainability & CSR along with Ultimate Cost are mandatory requirements; the other criteria listed can be used if desired. All other areas of these templates and can be adjusted to your needs or special conditions.

Running a Self-Serve Competition

The Framework Client and the Contracting Authority shall not be responsible for any costs incurred by the Supplier in the preparation of a Response to an SRFT

Once your tender documents are complete, please refer to the “Self-Serve Guidance” file within your templates, to guide you on accessing the self-serve platform and publishing your competition.

The steps below outline the tendering process to follow for a Self-Serve Mini Competition.

Step 1: Issue invitation to Tender

The tenderer must issue an SRFT on the appropriate lot. All Suppliers onboarded to this lot will then receive an automatic invite to tender. The SRFT must clearly outline how and when Suppliers must respond to the SRFT.

Step 2: Evaluate Responses

Following your submission deadline, you can go ahead and download your submissions and proceed to evaluation. This evaluation must be completed according to the published award criteria and scoring methodology within your SRFT. The evaluation report must include specific, impartial and objective comments to justify the scores given. These comments should be used to provide feedback to unsuccessful suppliers and a record kept for audit purposes.

Step 3: Award Tender

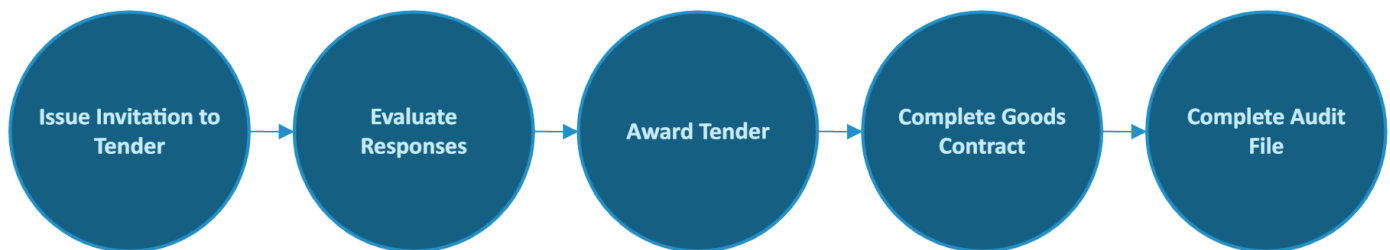
To award a contract you will need to draft letters to the successful and unsuccessful tenderers. The successful tenderer must receive their scoring breakdown along with any further information required as to the next steps. The unsuccessful tenderer must receive a scoring breakdown in relation to the scores of the winning tenderer. They must also receive clear comparative information on all areas in which they were scored below the winning tenderer.

Step 4: Complete Goods Contract

Once the submitted tenderers have been notified, the Framework Client may then proceed to complete the published Appendix 6 Goods Contract with the winning tenderer. When this is in place Framework Clients must ensure that the competition on the Self-Serve platform has been progressed and correctly awarded.

Step 5: Complete Audit File

It is essential that all information relating to the process contains the original framework reference number and name. Ensure your full audit trail is compiled and stored correctly and must include a tender summary/cover report.



Supplier Contact Details

Please refer to the [Supplier contact details excel document](#) outlining supplier contact details and any online purchasing facility.

Contact Us

For further information about LA2691F Multi Supplier Framework for the Supply of Consumables and Equipment and to request the framework roll-out pack, please contact:

info@educationprocurementservice.ie

+353 (0)61 233715

Education Procurement Service

Unit 10, IBC - Block 2,

University of Limerick,

Castletroy,

Limerick