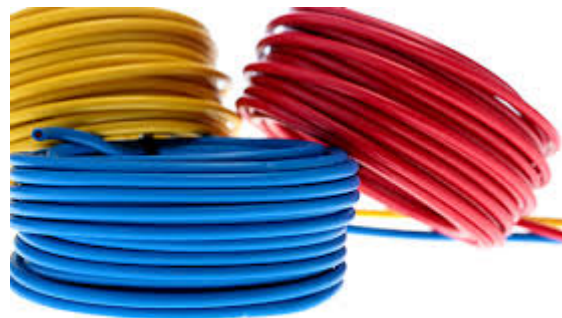


User Guide

LEE594F - Multi Supplier Framework Agreement for the provision of Electronic Components and Consumables



USER GUIDE

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LEE594F - Multi Supplier Framework Agreement for the provision of Electronic Components and Consumables

What is a Framework Agreement?

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 quickly and easily access suitable products.

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?

Framework Benefits

- *Easy access to preselected suppliers*
- *Best pricing*
- *Easy drawdown options*
- *Flexibility*
- *Best practice procurement*
- *Agreed terms and conditions*
- *Efficiency*
- *Value for money*
- *Quality of products and services*
- *Value added services*

The Procurement of Electronic Components and Consumables can take significant time and money, both for the awarding authority and service provider.

The Multi Supplier Framework for the Supply of Electronic Components and Consumables is fully compliant with procurement regulations. It reduces the time and cost associated with the procurement process by offering a facility that has already been competitively tendered for.

It aims to deliver easy access for Public Sector Bodies to quality Laboratory and Research Consumables and Equipment at the best possible price.

The main benefits include:

Easy access to pre-selected, suppliers

The framework provides an easy access route to pre-selected suppliers & prices that are best placed to deliver Electronic Components and Consumables to Public Sector customers.

Best Pricing

Because the third level / public sector is speaking as one voice by going to market collectively for this requirement, it enables Framework Clients to aggregate Electronic Components and Consumables requirements over a given time period, thereby ensuring best pricing from suppliers for a range of core & catalogue listings of Electronic Components and Consumables.

Easy drawdown mechanism

Public sector bodies can easily call off the products they require without running a formal tender process.

Lots 1 – 3 The framework provides a quick and compliant process to allow purchasing of a large range of Consumables and Equipment by Direct Drawdown, Quotation or Mini Competition call-off method.

How were the suppliers chosen?

As part of the tender process, successful framework members demonstrated proof of the following:

Product Quality & Continuity of Supply

Suppliers **Product Quality & Continuity of Supply** was assessed through:

- Quality Assurance
- Stock Management/Continuity of Supply

Account Management

Tenderers were evaluated under:

- Data, Management Information Systems & Reports
- Value Proposition & Engagement
- Customer Care incl. escalation support

Order Process, Delivery & Stock Availability

Tenderers were evaluated under:

- Integration with Finance and Purchase to Pay Systems
- Provision, Integration with and Maintenance / Updating of E-Marketplaces & Electronic pricing of Catalogues
- Delivery

Sustainability

Tenderers were evaluated under:

- Technical features designed to implement energy savings, Green initiatives in supply chain & Sustainable delivery solutions

Ultimate Cost

A. Tenderers have been evaluated according to Basket Pricing submitted (including Delivery Charges per unit). The traditional approach to evaluation of a category of spend such as electronic consumables is a Basket Evaluation approach where a list of products is provided to suppliers to price accordingly. A result of this pricing methodology is that target discounting occurs on the list of products provided.

B. In addition suppliers were evaluated by percentage (%) discount applicable to a given figure. This percentage discount will apply to each catalogue listing under the relevant Lot/Supplier.

Who can use the Framework?

The Multi Supplier Framework Agreement for the provision of Electronic Components and Consumables can be availed of by;

- Dublin City University
- National University of Ireland, Galway
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Limerick
- Maynooth University
- Technological University Dublin
- The Education and Training Boards Ireland

Plus Contracting Authorities within the wider Public Sector to include:

1. 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);
2. Contracting authorities in the Irish health sector including but not limited to the Health Service Executive (HSE); the Health Information and Quality Authority (HIQA) and HSE funded Agencies delivering health & personal social services funded by more than 50% from Exchequer funds;
3. Contracting authorities which are Third Level Educational Institutions (including universities, institutes of technology Education Procurement Service). HEAnet, its member institutions and subsidiaries, Educational and Training Boards (ETB), ETB schools, primary, post-primary, special schools groups and clusters of schools;
4. An Garda Síochána (Police);
5. The Irish Prison Service; and
6. The Defence Forces.

What products and are covered by this framework?

This Multi Supplier Framework Agreement for the provision of Electronic Components and Consumables has 3 Lots covering a wide variety of electronic products.

Lot Number	Lot Description
Lot 1	Lot 1 Cables, Connectors & Control Gear
Lot 2	Lot 2 Test Equipment
Lot3	Lot 3 Data interfacing Equipment

Please refer to the EPS with any specific questions regarding product covered under this Framework Agreement

Who can provide products under this Framework?

There are 3 suppliers admitted as members to this Framework.

In order to be appointed to the Framework, suppliers have demonstrated they have the right expertise, capacity and product range to provide these goods and related services.

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

Full pricing and product details by suppliers and by lot are available to framework clients upon framework activation at public sector body level. Full catalogue listings for non-core items by lot, should be requested via the supplier contact details below with relevant percentage discounts applied.

Supplier ranking Lot 1 - Cables, Connectors & Control Gear		% discount offered
1	Radionics Ltd T/A RS Ireland	20%
2	Premier Farnell Ltd	21.06%
Supplier ranking Lot 2 - Test Equipment		
1	Premier Farnell Ltd	18.58%
2	Radionics Ltd T/A RS Ireland	10%
3	Edmundson Electrical	2.5%
Supplier ranking Lot 3 - Data interfacing Equipment		
1	Radionics Ltd T/A RS Ireland	10%
2	Premier Farnell Ltd	1.8%

How do I purchase goods?

In order to be able to purchase goods from the Electronic Components and Consumables Framework on an ongoing basis, Framework Clients (Public Sector Bodies) will need to follow the step-by-step process below in order to ensure compliant activation.

Drawdown Methods

1. Direct drawdown below €5k based on lowest cost submitted by suppliers.
2. Three quotes for purchases up to €25k requested from the three suppliers with lowest proposed cost in relevant Lot.
3. Mini-Competition for purchases greater than €25k between all approved suppliers in the relevant Lot.

Framework Client Activation Process:

1. Contact OGP/EPS to express interest in using Framework.
2. EPS issues rollout folder to the Contracting Authority. Complete NAGF (Notification to activate Goods Form) and confidentiality Agreement with suppliers.
3. Access Pricing Documentation.
4. Drawdown from 1st ranked Tenderer or Run Competitive process via Quotations or Mini-Competition.
5. Finalise procurement & document the process.

1. Evaluate your requirements and assess the best form of arrangement required. For example,
 - a. I need a small quantity of goods which are a one-off requirement. (direct drawdown method would be the most suitable, engage with the 1st ranked tenderer in the relevant Lot).
 - b. I need a medium/large quantity of goods which are a one-off requirement. (Requesting quotations from ALL of the appointed suppliers in the relevant Lot).
 - c. I need to facilitate a recurring order of a large quantity of goods. (Requesting quotations from ALL the appointed suppliers in the relevant Lot or running a mini-competition between all appointed suppliers in the relevant Lot).
2. Document and record your supplier engagement for audit purposes. Ensure reference to the FWA and Lot are included

Activating Contracts

Activating Contracts

There are two options available to activate contracts for the purchase goods from the Consumables and Equipment Framework.

1. Option 1 – Notification to Activate Goods Form. When using the Direct Drawdown or Quotations process; if it is your first time purchasing from a supplier ensure the Notification to Activate Goods Form (NAGF) is completed. The Framework Client (Contracting Authority) and the Framework Member (Supplier) must complete this form in order to proceed with the first drawdown/transaction between both Parties. This process must be completed ONCE for each Supplier the Framework Client engages with, but ONLY for the initial transaction/order. In order to activate the Framework Agreement, Framework Clients and Framework Members (Suppliers) should sign and counter-sign this form and keep it on record as proof of activation of the Framework Agreement. You have the option to insert an end date in the NAGF form, if an end date is not included the NAGF arrangement will conclude on Framework expiry. Please refer to folder two within the Rollout pack.
2. Option 2 – Contract. If you are entering into an ongoing supply arrangement as a result of a mini competition or quotation process which is over a recurring purchase or a supply arrangement over a set duration of time. Ensure the contract detail is included and issued to the supplier for signing, then the Contracting Authority counter-signs, returns to the supplier and keeps a record of the contract. Please refer to folder two within the Rollout pack.
3. Please note that the User Confidentiality Agreement needs to be completed and signed by both parties for both options.
4. Record keeping is of vital importance, as all Public sector spend is auditable. Please ensure to keep a record of all NAGF forms, Confidentiality Agreements and Contracts. Reference to the framework title should be made in any associated Purchase Order and kept on file for future audit record purposes.

Supplier Contact Details

Supplier	Contact	Email	Phone
Edmundson Electrical	Shane O' Connor	shane.oconnor@eeil.ie	01 8820770
Premier Farnell Ltd	Robert Heap	rheapsales@farnell.com	Extn 1564 00443447111117
Radionics Ltd T/A RS Ireland	Gary Bradley	Enquiries.ie@rs-components.com	01 4153100

Contact Us

If you have any questions about the LEE594F Multi Supplier Framework for the Supply of Electronic Components and Consumables or would like to know more, please contact EPS at the following:

Email: info@educationprocurementservice.ie

Phone: +353 (0)61 233715

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