

## User Guide

# LGC1599F - Multi-Supplier Framework for the Provision of Laboratory / Research Chemicals and Reagents



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# 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 of Laboratory /Research Chemicals and Reagents, 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.

The Multi Supplier Framework for the Provision of Laboratory /Research Chemicals and Reagents 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/Research Chemicals and Reagents 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 Laboratory/ Research Chemicals and Reagents to Public Sector customers.

## Best Pricing

Because the public sector is speaking as one voice by going to market collectively for this requirement, it enables Framework Clients to aggregate Laboratory/Research Chemicals and Reagents requirements over a given time period, thereby ensuring best pricing from suppliers for a range of products.

## Easy drawdown mechanism

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

**Lots 1 – 3** - the Contracting Authority may use the

- **Cascade method** of drawdown,
- **Quotation method** when the value is < €25,000 ex Vat
- **Mini-Competition Call-off Method** (as appropriate) for awarding contracts under the Framework Agreement.

**Lots 4– 16-** the Contracting Authority may

- **Directly drawdown** the product required based on continuity of research, project and/or accreditation needs. Where the same product is available from multiple suppliers within a Lot and continuity of research does not apply, the end user must drawdown the lowest cost proposal available.
- **Quotation method** when the value is < €25,000 ex Vat
- **Mini-Competition Call-off Method** (as appropriate) for awarding contracts under the Framework Agreement.

**For Quotation and mini competition call off methods, all suppliers appointed to the relevant lot must be invited**

# How were the suppliers chosen?

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

## **Account Management Requirements**

Suppliers **Account Management** was assessed through:

- Appointment of dedicated account management team
- MIS Supply of Data and ability to provide a range of management information reports and Periodic business reviews
- Sales & Marketing/Road-shows/Notification of New Products
- Future Engagement/Support
- Documentation
- Accreditation

## **Delivery Requirements**

Suppliers **Delivery Requirements** was assessed through:

- Tenderers were evaluated under:
- Delivery of Frozen/Chilled Goods
- Delivery of Hazard Goods
- Specific Response Times
- Escalation Chart if service levels are unsatisfactory

## **Stock Requirements**

Suppliers **Stock Requirements** was assessed through:

- Stockholding and Location of Stores/Distribution hubs
- Stock Management
- Returns Policy

# How were the suppliers chosen?

## **Ecommerce Requirements**

Suppliers **Ecommerce Requirements** was assessed through:

- Purchase-to-Pay/Interfacing with financial systems
- Web Based Stock-listing/Catalogue Portal
- Separate Framework Login for FWA Clients
- Engagement in local chemical inventory or management software systems.

## **Waste, Environmental & Sustainability**

Suppliers **Waste, Environmental & Sustainability** was assessed through:

- Packaging Waste Removal
- By-product/Expired Product Removal
- Environmental & Sustainability Policy
- Green Manufacturing Initiatives/Product ranges
- Corporate Social Responsibility

## **Ultimate Cost**

- For Lots 1-3, Tenderers were evaluated on Ultimate Cost based on their Basket of Goods Pricing in combination with Delivery Charges. The traditional approach to evaluation of a category of spend such as Laboratory /Research Chemicals & Reagents is a Basket of Goods 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.
- For Lots 4-16, Tenderers were evaluated on Ultimate Cost based on the flat discount provided off the list price of each of their products per Lot submission in combination with Delivery Charges.

# Who can use the Framework?

## **The Multi-Supplier Framework for the Provision of Laboratory /Research Chemicals & Reagents can be availed of by the following Public Sector Bodies, employees staff & associated departments;**

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. 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);
3. Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology and members of the Education Procurement Service);
4. 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;
5. An Garda Síochána (Police);
6. The Irish Prison Service; and
7. The Defence Forces.

The Multi-Supplier Framework for the Provision of Laboratory /Research Chemicals & Reagents has 16 Lots covering a vast offering of products to the laboratory environment.

## What products and are covered by this framework?

LOT Number/Name - Category A: Bulk/High Volume Lots
Lot 1 Solvents
Lot 2 Bulk / GPR Chemicals
Lot 3 Acids

LOT Number/Name - Category B: Continuity of Research Lots
Lot 4 Solvents
Lot 5 Bulk / GPR Chemicals
Lot 6 Acids
Lot 7 DNA/RNA Sequencing & Kits
Lot 8 Antibodies
Lot 9 Cell Signalling & Speciality Bio-Chemicals
Lot 10 Chemical Synthesis & Material Science
Lot 11 Custom DNA & RNA Oligonucleotides
Lot 12 Molecular Biology & Standard Oligonucleotides
Lot 13 Culture, Media and Stains (Microbiology & Cell)
Lot 14 Proteins, Proteomics & Enzymes
Lot 15 Analytical Standards & Reference Materials
Lot 16 Antibiotics



# Who can provide products under this Framework?

## There are 29 Suppliers admitted as members to this Framework.

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

### Category A: Bulk/High Volume Lots 1 - 3

Five Suppliers have been appointed to the Framework Agreement for Lots 1, 2 & 3. The Suppliers admitted to Category A were ranked on the basis of the total score of their Tender submitted under the relevant lot and associated products. Note that the listed products on these three lots 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 Solvents	Ranking
Fisher Scientific	1
Sigma-Aldrich Ireland Limited	2
Lennox	3
Analab SLS	4
*VWR International Ltd	5

Lot 2 Bulk/GPR Chemicals	Ranking
Sigma-Aldrich Ireland Limited	1
Fisher Scientific	2
Lennox	3
Analab SLS	4
*VWR International Ltd	5

\* Please note that due to market volatility VWR have withdrawn from this framework

Category A: Bulk/High Volume Lots 1 - 3

Lot 3 Acids	Ranking
Sigma-Aldrich Ireland Limited	1
Fisher Scientific	2
Analab SLS	3
Lennox	4
*VWR International Ltd	5

\* Please note that due to market volatility VWR have withdrawn from this framework.

## Category B: Continuity of Research Lots 4 -16

29 Suppliers have been appointed to the Framework Agreement for Lots 4-16. The Suppliers admitted to Category B were evaluated on the basis of discount provided per Lot.

<b>Lot 4</b>		<b>Lot 5</b>		<b>Lot 6</b>
<b>Solvents</b>		<b>Bulk/GPR Chemicals</b>		<b>Acids</b>
Analab SLS		Analab SLS		Analab SLS
Brennan & Company		Fisher Scientific		Brennan & Company
Fisher Scientific		Flurochem		Fisher Scientific
Lennox		Lennox		Lennox
Medical Supply Company		Premier Scientific Ltd		Premier Scientific Ltd
Premier Scientific Ltd		Sigma-Aldrich Ireland Limited		Sigma-Aldrich Ireland Limited
Sigma-Aldrich Ireland Limited		VWR International Ltd		VWR International Ltd
VWR International Ltd				
<b>Lot 7</b>		<b>Lot 8</b>		<b>Lot 9</b>
<b>DNA/RNA Sequencing &amp; Kits</b>		<b>Antibodies</b>		<b>Cell Signalling &amp; Speciality Bio-Chemicals</b>
AccuScience Ireland		AccuScience Ireland		AccuScience Ireland
Analab SLS		Analab SLS		Analab SLS
Bio-Sciences Limited		Becton, Dickinson U.K. Limited		Bio-Sciences Limited
Brennan & Company		Biologend UK Ltd		Brennan & Company
Carl Stuart Limited		Bio-Sciences Limited		Fisher Scientific
Cruinn Diagnostics		Brennan & Company		Lennox
Fisher Scientific		Carl Stuart Limited		Medical Supply Company
Integrated DNA Technologies BV		Fannin Ltd		Miltenyi Biotec Ltd
Labplan Ltd		Fisher Scientific		Sigma-Aldrich Ireland Limited
Lennox		Labplan Ltd		
Medical Supply Company		Lennox		
Miltenyi Biotec Ltd		Medical Supply Company		
Qiagen		Miltenyi Biotec Ltd		
Roche Diagnostics		Serosep Ltd		
Sigma-Aldrich Ireland Limited		Sigma-Aldrich Ireland Limited		
Takara Bio Euro		Sysmex UK Ltd		
		Takara Bio Euro		

\* Please note that due to market volatility VWR have withdrawn from this framework.

## Category B: Continuity of Research Lots 4 -16

<b>Lot 10</b> Chemical Synthesis & Material Science	<b>Lot 11</b> Custom DNA & RNA Oligonucleotides	<b>Lot 12</b> Molecular Biology & Standard Oligonucleotides
Analab SLS	AccuScience Ireland	AccuScience Ireland
Brennan & Company	Bio-Sciences Limited	Analab SLS
Fisher Scientific	Brennan & Company	Bio-Sciences Limited
Flurochem	Carl Stuart Limited	Brennan & Company
Lennox	Integrated DNA Technologies BV	Carl Stuart Limited
Sigma-Aldrich Ireland Limited	Lennox	Fisher Scientific
	Qiagen	Integrated DNA Technologies BV
	Sigma-Aldrich Ireland Limited	Lennox
		Medical Supply Company
		Miltenyi Biotec Ltd
		Qiagen
		Roche Diagnostics
		Sigma-Aldrich Ireland Limited
		Takara Bio Euro
<b>Lot 13</b> Culture, Media & Stains (Microbiology & Cell)	<b>Lot 14</b> Proteins, Proteomics & Enzymes	<b>Lot 15</b> Analytical Standards & Reference Materials
AB Scientific Ltd	AccuScience Ireland	Analab SLS
AccuScience Ireland	Analab SLS	Aquilant Scientific
Analab SLS	Biologend UK Ltd	Fisher Scientific
Bio-Sciences Limited	Bio-Sciences Limited	Labplan Ltd
Brennan & Company	Brennan & Company	Lennox
Carl Stuart Limited	Carl Stuart Limited	Medical Supply Company
Cruinn Diagnostics	Fisher Scientific	Premier Scientific Ltd
Fannin Ltd	Lennox	Reagecon Diagnostics
Fisher Scientific	Medical Supply Company	Sigma-Aldrich Ireland Limited
Labplan Ltd	Qiagen	
Lennox	Sigma-Aldrich Ireland Limited	
Medical Supply Company	Takara Bio Euro	
Miltenyi Biotec Ltd		
Premier Scientific Ltd		
Serosep Ltd		
Sigma-Aldrich Ireland Limited		
Sparks Lab Supplies		
Syntec Scientific		
Takara Bio Euro		
<b>Lot 16</b> Antibiotics		
Analab SLS		
Bio-Sciences Limited		
Carl Stuart Limited		
Fannin Ltd		
Fisher Scientific		
Lennox		
Medical Supply Company		
Sigma-Aldrich Ireland Limited		

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

# Client Activation Process

In order to be able to purchase goods from the Laboratory/Research Chemicals and Reagents 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:

- 1.** Framework Client should contact the EPS to express interest in using this Framework Agreement as their basis for procuring Laboratory/Research Chemicals and Reagents (EPS contact details are provided at the end of this document).
- 2.** Framework Clients should sign up to the Framework Agreement by completing and signing the Confidentiality Agreement and NAGF with each supplier. The EPS will co-ordinate the distribution of pricing and promotion information in consultation with Procurement & Contracts Offices (PCO's) in Public Sector Bodies. (NAGF – required once only for each supplier)
- 3.** Framework clients should then take time to assess the Rollout File and associated pricing files issued by the EPS.
- 4.** 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. (Cascade 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 < €25,000 excluding VAT. (Requesting quotations from ALL 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).
- 5.** Document and record your supplier engagement for audit purposes. Ensure reference to the Framework and Lot are included.

# Activating Contracts

There are two options available to activate contracts for the purchase of products from the Provision of Laboratory /Research Chemicals & Reagents Framework.

1. Option 1 – Notification to Activate Goods Form. When using the Cascade Method 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

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

## Delivery Conditions

Please refer to the attached document outlining additional information regarding individual supplier's delivery response times, conditions for Delivery of Frozen/Chilled & Hazardous goods, Next Day delivery availability and any associated Additional Charges.

## Contact Us

If you have any questions about the LGC1599F Multi Supplier Framework for Provision of Laboratory /Research Chemicals & Reagents or would like to know more, please contact us at the following:

✉ [info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie)

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